THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

**Welcome to the
Department of
Social Policy**

Undergraduate
Handbook

2024/25

lse.ac.uk/social-policy

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Welcome from the Head of Department

Dear Social Policy Student,

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

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

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

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

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

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

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

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

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

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

Warm regards,

Professor Coretta Phillips
Head of Department

Your programme

Programme Support and Administration

Departmental Tutor

Dr Sunil Kumar
Departmental Tutor
s.kumar@lse.ac.uk

Your Departmental Tutor is a member of the academic faculty. They are responsible for:

• Monitoring the academic and pastoral care provided by members of the department, including ensuring teaching is as inclusive as possible and that 'My Adjustments' (reasonable adjustments for students with disabilities or specific learning difficulties (SpLD)) are properly implemented.

• Arranging regular termly meetings of the BSc Programmes Forum.

• Providing pastoral support and general welfare guidance to students including communication between the School and any student encountering academic, health or wellbeing difficulties.

• Ensuring students make appropriate course selections and agreeing, where appropriate, a student's request for course selection outside the degree regulations.

• Considering students' request for a degree transfer, interruption of studies and repeat teaching.

• Ensuring students' attendance is properly monitored

Programme Director

Professor Almudena Sevilla
Programme Director
a.sevilla@lse.ac.uk

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

- The delivery and development of programmes on both operational and strategic levels

- Liaison with Student Academic Representatives and attending meetings of the BSc Programmes Forum (BPF)

- Ensuring any issues arising at programme level are addressed effectively

- Supporting student community within the Department's programmes.

In addition to the above, the contacts of all other Faculty within the Department can be found online **here**.

Undergraduate Programmes Support Team

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

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

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

Dr Craig Stewart
Teaching Operations Manager
OLD.2.03
c.j.stewart@lse.ac.uk

The Teaching Operations Manager has overall responsibility for the administration of all programmes in the Department.

Speak to Craig about: Student experience, academic regulations and requirements, and anything else relating to your student journey.

Jake Watkins
Programme Officer (Student Experience)
J.Watkins3@lse.ac.uk
The Student Experience Officer works to enhance the student experience through aspects such as teaching, events, Student Voice and Feedback, student opportunities and advice. Speak to Jake about, in particular, events, Moodle support, BSc Programmes Forum, reading lists and the student common room.

Hao Wu
Programme Officer (Assessments)
The Undergraduate Exams and Assessments Officer works to enhance the student experience relating to assessments. Speak to Hao about assessments and assessment feedback, assessment extensions, deferrals, exceptional circumstances and exam boards.

Adrian Knight/Kylie Patterson
Academic and Professional Skills Officer
a.knight1@lse.ac.uk / **k.b.patterson@lse.ac.uk**

Speak to Adrian/Kylie about: Academic and Professional Skills Development workshops and events, careers events, the summer internship fund programme and the alumni mentoring programme.

Clare Gorman
Student Community and Wellbeing Manager
c.gorman@lse.ac.uk

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

Course Selection and Timetables

Social Policy Courses 2024/25

Detailed programme regulations and course guides for all undergraduate options can be found in the **School Calendar**.

Undergraduate courses in Social Policy being taught in Session 2024/25:

SP100   Understanding International Social and Public Policy

SP101   Foundations of Social Policy Research

SP111   Social Economics and Policy

SP112   Politics of Social Policy Making

SP200   Comparative and International Social Policy

SP201   Research Methods for Social Policy

SP210   Development and Social Change

SP230   Education Policy

SP232   Health and Social Care Policy

SP231   Poverty, Inequality, and Social Policy

SP314   Ethnicity, Race and Social Policy

SP315   Urbanisation and Social Policy in the Global Souths

SP331   Sexuality, Everyday Lives and Social Policy in Developing Countries

SP332   Social Security Policies

SP333   NGOs, Social Policy and Development

SP335   Migration: Current Research, Critical Approaches

SP336   Behavioural Public Policy

SP372   Punishment and Penal Policy

SP399   Dissertation

Programme structure

Your programme structure is laid out below (for Year 1) and will vary depending on whether you are a single honours or joint honours student. Each year of an undergraduate programme comprises four papers. Each of these papers is completed by taking either one full, or two half units.

LSE100

LSE100 is a half unit taken by all students, running across Autumn and Winter Terms in the first year. The course provides one of the marks that is eligible to be included in the calculation of the First Year Average for purposes of classification.

Students will choose ONE of the three half-unit options below:

LSE100A The LSE Course: How can we transform our climate futures? (0.5)

LSE100B The LSE Course: How can we control AI? (0.5)

LSE100C The LSE Course: How can we create a fair society? (0.5)

BSc International Social and Public Policy

All four of your Year 1 courses are compulsory. These are as follows. **Please note that, even though you have no course choice in Year 1, you will still need to go into LSE for You and confirm these as your course selection for 2024/25.**

Here is a link to your programme regulations for 2024/25 and an outline of Year 1 is given below:

Year 1

Paper 1	**SP100** Understanding International Social and Public Policy (1.0)
Paper 2	**SP101** Foundations of Social Policy Research (1.0)
Paper 3	**SP111** Social Economics and Policy (1.0)*
Paper 4	**SP112** Politics of Social Policy Making (1.0)

BSc International Social and Public Policy and Economics

All four of your Year 1 courses are compulsory. These are as follows. **Please note that, even though you have no course choice in Year 1, you will still need to go into LSE for You and confirm these as your course selection for 2024/25**.

Here is a link to your programme regulations for 2024/25 and an outline of Year 1 is given below:

Year 1

Paper 1	**SP100** Understanding International Social and Public Policy (1.0)
Paper 2	**EC1A3** Microeconomics I (0.5)* and **EC1B3** Macroeconomics I (0.5)*
Paper 3	**MA107** Quantitative Methods (Mathematics) (0.5)* and **ST107** Quantitative Methods (Statistics) (0.5)*
Paper 4	**SP101** Foundations of Social Policy Research (1.0)

* There may be prerequisites for these courses. Please view the course guide in the school calendar for more information.

BSc International Social and Public Policy with Politics

All four of your Year 1 courses are compulsory. These are shown in the table below. **Please note that, even though you have no course choice in Year 1, you will still need to go into LSE for You and confirm these as your course selection for 2024/25**.

Here is a link to your programme regulations for 2024/25 and an outline of Year 1 is given below:

Year 1

Paper 1	**SP100** Understanding International Social and Public Policy (1.0)
Paper 2	**GV101** Introduction to Political Science (1.0)
Paper 3	**GV100** Introduction to Political Theory (1.0)
Paper 4	**SP101** Foundations of Social Policy Research (1.0)

For all details on the course selection process please see here.

When to select your courses

Course Selection for new Undergraduate students and General Course students opens at **10am on Tuesday 10 September 2024** and closes on **5pm on Monday 14 October 2024**

Course selection for continuing undergraduate students opens on **Tuesday 3 September 2024** and will close at **5pm on Monday 14 October 2024**.

Winter Term

You will be able to make changes to any Winter Term half units (2nd and 3rd year undergraduates ONLY) from **10am on Monday 20 January 2025** until **5pm on Friday 31 January 2025**.

It is not possible to change full unit courses or half-unit courses that were taught in Autumn during this period.

You can make changes using an UG Winter Term **Course Change form**. Forms must be returned to the Student Services Centre or attached to **this enquiry form** by the deadline. *Any forms received after the deadline will be returned unprocessed*.

If something goes wrong, then emergency changes to course selections can be made until **5pm on Monday 21 October 2024**. After this no changes can be made, no matter the circumstances.

How to select your courses

You can find information on both core and optional courses by looking at:

- **The Calendar**

- **The Department Course Brochure** (Social Policy courses only).

- **Course Finder** (please note you can only look at courses in course finder. Course Finder does not allow you to select courses. This is done in LSE for You **ONLY**).

- **Select your courses in LSE for You:** you will need to select and confirm you course selections in LSE for You. Please see **here** for detailed step by step instruction on how to do this.

- **Check you have Moodle access for your selected courses:** *Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after selecting your courses on* **LSE for You***.*

Courses from other Departments handle course selection in different ways so if you are taking a course outside of Social Policy then please make sure you understand how that course is managed. This is particularly the case for language centre courses.

If you have queries or need any help please contact the BSc Programmes Support Team: **socialpolicy.ug@lse.ac.uk**.

Capped courses

Some courses are 'capped' which means that there is a limit to the number of students who can be accepted on to a course (eg,30 maximum).

If you are a **first-year student** in the Department, you do not need to worry about capped courses in Year 1. As your courses are all compulsory there will be enough space available on these courses for you to get a place on the courses which form part of your programme regulations.

If you are a second or third year student in the Department, you may start to come across capped courses as you select your optional courses (either within or outside of the Department). Please note that undergraduate course selection operates a first-

come, first-served policy and therefore it is possible that capped courses you wish to take may become full. To avoid disappointment, we recommend having a back-up plan (eg,an option 'B' or option 'C' course) for any course you wish to take.

You can also check back periodically on **LSE for You**, in case a student drops the course and a space may open up (but, as above, the system is first come-first served and this is not often possible).

We do not operate any kind of 'waiting lists' for Social Policy optional courses. It would be impossible to manage this with the way undergraduate course selection operates.

Please be aware that capped courses may operate differently in other Departments so you are advised to check with the Department running the course should you have any additional queries.

Timetables

Undergraduate students are allocated to all teaching centrally by the Timetables Team. If you have made your selections in **LSE for You** in good time, **you should receive your personal timetable from Friday 27 September.** After this, if you make changes to your course selections it can take up to 48 hours for these to be reflected on your personal timetable.

Can't see your timetable?

If you can't see your timetable, or it is incomplete, after 27 September then check that you have:

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

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

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

• Not made changes to your course selection within the last 48 hours (in which case you may need to wait for a timetable update).

Changing your timetable

It is not possible to change the lectures in your timetable, there is usually only one lecture for each course, and it takes place at a fixed time.

Your class groups for each course are allocated centrally by the Timetables Team and it is expected that you attend the class group you are assigned to.

In exceptional circumstances, you may be able to make a request to change your class group and should do so using the "course group change request" tool within **LSE for You**. You should include details of why you need to change group and outline your availability for alternative groups. We may request evidence in support of your request. While we always strive to accommodate requests to change class, it is not always possible due to factors such as limited availability in the desired class, potential imbalances in class sizes, or conflicts with your existing timetable.

The deadline for requesting a class group change is by Week 3 of Autumn Term. The deadline for any changes to Winter Term half unit courses only is Week 3 of Winter Term.

Timetable clashes

If you have a timetable clash you should follow the steps listed in this **webpage** to resolve the clash.

In exceptional circumstances, students may be allowed to take clashing courses. Please email the BSc Programmes Support Team in the first instance if you have a clash (**socialpolicy.ug@lse.ac.uk**). They will discuss the clash with your Departmental Tutor. If your Departmental Tutor approves your clashing courses, they will notify Timetables. Please note that it may take 3-5 working days to process a timetable clash.

If you are a General Course student you will need to seek advice from the General Course Dean.

Auditing courses

Some LSE courses allow for students to 'audit' courses This is an informal arrangement whereby you are permitted to join the lectures for a course you are not registered for, but do not go to classes or take the assessments. As an informal arrangement, it is not possible for LSE to confirm whether you have audited a course; it will not appear in your course selections, on your timetable or on your transcript. If you do choose to audit a course, you should first check that your timetable will allow you to join the lectures. If so, contact the relevant course convenor and ask permission to audit their course. **You must not attend any classes for courses you are auditing**.

Do remember that you will have lectures and classes to keep up with for your first-year courses, so we do not recommend you audit too many lectures if this will have a negative impact on your ability to study on your programme.

Winter term course selection

As listed above, there is a Winter Term course selection window available between **Monday 20 January** to **Friday 31 January 2024**. This is for changes to any optional half unit courses only and therefore is only applicable to students in the Department entering second or third year of study and not any first year students, who have no optional half unit courses in their first year of study.

Getting help

If you need any help or advice with the Course Selection process, please get in touch with your Academic Mentor or with the BSc Programmes Support Team (**socialpolicy.ug@lse.ac.uk**) who will be happy to assist.

The following sources of support are also available:

For queries about the course selection process, you can contact the Student Services Centre (SSC) via their **enquiry form**. The SSC can help if you are experiencing issues with the **LSE for You** system.

For queries about your timetable you can contact the Timetables team at **timetables@lse.ac.uk**. Do check the list of common problems above first.

If you are not able to access **LSE for You** at all then contact **Tech Support**.

If you have a question about Moodle please contact **eden.digital@lse.ac.uk.**

LSE100

All undergraduate LSE students take LSE100 in the Autumn and Winter terms of their first year. For more information on LSE100 and on how to choose your LSE100 theme of study, please head to **this section** of this handbook marked LSE100.

Undergraduate Academic and Professional Skills Development Programme

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

Workshops and Networking Events

Academic skills workshops provide *first year students* with study skills training (eg, in notetaking, reading and writing) to support them at the start of their academic careers and help them get the most out of their courses and programme. These sessions are compulsory and are timetabled under SP100.

Professional skills workshops introduce *students in all years* to the skills needed to support them to plan successfully for their future careers and thrive after they leave LSE. These are non-timetabled sessions which students are strongly encouraged to attend.

Networking events provide *students in all years* with the opportunity to interact with our alumni students and develop their knowledge of the variety of industries they work in. They include alumni career talks and networking events. These are non-timetabled sessions which students are strongly encouraged to attend.

Summer Internship Fund Scheme

The Social Policy Internship Fund Scheme provides *first and second year students* with the opportunity to gain valuable work experience, learn new skills, enhance their employability, and develop their professional network. Funding (based on the London Living Wage) is currently provided for a limited number of internships within a UK registered charity or small to medium sized enterprise (SME) each year. This enables students to apply for funding for internships that would otherwise be unpaid. Internships must be for 140 hours and take place between June and August. Students source the internships themselves with support from LSE Careers. Further information on the scheme and application process is sent to students in the Winter Term.

Alumni Mentoring Scheme

The Alumni Mentoring Scheme gives *second and third year students* an opportunity to apply to be matched with a mentor to support them with the transition from university to the world of work/further education.

Having a mentor gives students the opportunity to: gain an insight into professional life; be supported to take charge of their futures; and learn from someone who has been in their shoes. Students can expect to have a specified number of meetings with their mentor. Any contact beyond this is at the mentor's discretion.

Mentors are Social Policy alumni students working in a variety of professional areas. While we aim to match students to mentors as closely as possible, we are not always able to match students to mentors working in areas they aspire to work in. Further information on the scheme and application process is sent to students during the Autumn Term.

Undergraduate Essay Writing

A guide to how to approach essay writing. You are also encouraged to make use of Advice and Feedback hours with your Academic Mentor and the workshops and services provided by LSE LIFE for help with undergraduate essay writing.

Introduction

Outline the main points or the 'nature of the problem'.

Use signposting (e.g., "First... Second... Third", or "will begin with..., next..., finally...") and present your main argument.

If you write a good introduction and then follow it, it will help make your paper coherent and logical. It will also make it easy for the reader to know what to expect.

Body of the Text

- Signpost the sections of your text.

  - Begin each section of your argument with a strong thesis statement previewing the contents of the section, e.g.,"Privatisation is often associated with recent changes in the welfare state; however, its implications are sometimes misunderstood. While privatisation reduced direct state involvement in some sectors, it also increased state control."

  - Where the change in topic may be unclear, use a signposting word. "Next, one must consider the importance of privatisation."

  - Summarize the arguments of each section with a short concluding sentence. "In brief, the privatisations of the 1980s helped centralise government power even as they eliminated government ownership."

- Be concise. Include only the information that is relevant to the question you are answering. If the information is not related to one of your core arguments, leave it out.

- Back up your arguments with sources.
  - Examples from the internet or media are good, but you must demonstrate a clear understanding of the key social policy literature to get a 2:1 or above.
  - You need to use a range of source material to get a good mark – two or three references are unlikely to be sufficient.
  - The lecture should generally not be used as a source.
- Use correct formatting.

Conclusion

- The conclusion is not just a summary; it must conclude the key argument.
- The conclusion could begin: "In conclusion, the last twenty-five years have seen a reshaping of the welfare state, rather than a retrenchment. This reshaping has been driven by a combination of new ideologies and political compromise."
- Review each of your core points. Give one (or, at most, two) sentences per point.
- Restate your key argument. "For all of these reasons, the welfare state continues to grow, albeit in new directions."
- Do not introduce new material, such as quotations or examples. One exception is if you are using a pithy quotation for your opening or closing sentence.
- Do not make statements that are not supported by the body of your text.

Citation and Referencing

The appropriate citation of sources is an important tool for scholarly work and the responsibility for learning the proper forms of citation lies with the individual student. However, the Department of Social Policy and the School do provide resources to assist you.

1 Citations
You should cite relevant readings from the course reading list or elsewhere (the 'literature'), to support the points you make, using in-text citations (author, date). Please do not use footnotes.

E.g. The welfare state has been identified as a form of social and economic governance (Garland, 2016).

2 References
You should include a list of references at the end of your essay, which give the full details of the sources that you have cited in your essay.

You can use any referencing style (eg,APA). But you should be consistent – all references listed should be formatted according to that style.

The Library and **LSE LIFE** resources are very helpful, which include examples: Screencasts to Reference with Confidence **moodle.lse.ac.uk.**

If you look at the end of a chapter in an edited book, eg,Students Companion to Social Policy, or at the end of a journal article, you will see 'References' included (i.e. the list of references). This also provides some examples for you.

If you are unclear about the academic referencing conventions expected by the School you should seek guidance from your Academic Mentor or LSE Life or the Library: lse.ac.uk/library/using-the-library/library-resources-guide/citing-and-referencing

Format

- Text should be clear, readable, and follow standard academic publishing conventions.

- One suggested format for formative essays:

    - Times New Roman or similar small serif font

    - 12-point font size

    - Line spacing at 1.5

    - Text left justified or fully justified

    - Type your name at the top of the first page (formative essays only)

    - Type the name of the course below your name

    - Type the title of your essay

    - Insert page numbers

- For summative essays, please also refer to the submission procedures in the "Department" section of this handbook.

SP399: The Dissertation

Dissertation Regulations

These are the regulations for SP399, as detailed in the **LSE Calendar (2024/25)**

Teachers responsible: Dr Fabio Battaglia, Department of Social Policy.

Availability: This is a compulsory course for all students undertaking undergraduate programmes in Social Policy.

Topic/word count: A dissertation of 8,000 words on a topic to be approved by your Academic Mentor. The dissertation is designed to allow a detailed and thorough exploration of an area of interest to the student. It should be on a topic area within the field of the degree programme; it may involve original fieldwork, or the analysis and appraisal of existing literature

Teaching: Workshops will be taught in both the Autumn and Winter Terms.

Your Academic Mentor is your dissertation supervisor. In addition to individual supervision meetings, there will be compulsory workshop sessions in Autumn Term to help students plan and structure their work on the dissertation, as well as additional optional advice/troubleshooting sessions in Autumn Term. In Winter Term there will be compulsory presentation sessions: all students will be expected to make a brief presentation on their topic and will receive feedback from staff and peers. There will also be further optional advice/troubleshooting sessions during the Winter Term.

Submission: You must submit your completed dissertation by the deadline (usually in early Spring Term). The exact date and time for dissertation submissions will be confirmed to you in the Winter term. Dissertations are submitted electronically, via Moodle.

Purpose of the Dissertation

The dissertation is your chance to write a substantial piece of academic work on a topic of interest to you. As such, it is an opportunity to produce a work of scholarship, using the academic skills that you have developed during your course. Regardless of topic, your Dissertation will demonstrate the following skills:

- defining and outlining a topic;

- identifying the salient issues;

- finding or generating the relevant information;

- evaluating its reliability and validity;

- weighing up the evidence on all sides of a debate;

- arriving at a well-argued conclusion;

- organising and presenting the results of your work critically, cogently and coherently.

Dissertation Format

There are two major forms of long essay:

1 A piece of small-scale empirical research, conducted on a topic, issue or debate of broad relevance to social policy. It should critically evaluate earlier work in the field, paying due attention to its contributions, and to any methodological problems and limitations involved, including ethical issues (if any). Your own research should similarly be aware of any potential methodological weaknesses, relate your findings to those of others, and discuss the extent to which your findings have implications for the topic or issue in question.

2 The "library" essay: a critical exposition and review of a topic, issue or debate of broad relevance to social policy. This should pay due attention to previous research and commentary, theoretical problems and controversies, and to key findings and their implications for your essay topic. Since there is no major empirical component to the essay, the Examiners will pay particular attention to matters of scholarship. They will expect your essay to be especially thorough and critical in its handling of the issues, and in its development of the arguments it puts forward.

In practice, long essays are often a combination of these two types and may, in addition, contain other data such as case studies. Your Academic Mentor will be able to help you with this.

Essay Structure

A widely accepted pattern usually has most of the following elements:

• title page, including examination number and degree course
• abstract
• introduction (see below)
• literature review
• methods, design, approach to be followed
• analysis/ statement of results
• discussion
• conclusions
• bibliography (see further notes)
• appendices (where appropriate)

Introduction: points to consider

Ideally, an introduction should:

• tell the reader how and why you became interested in the topic
• give the reader a sense of why the issue you have chosen is an important and interesting one
• outline what the issue or problem is, and how you propose to tackle it;
• and (maybe) provide a brief list of the chapters and a sentence about what is in each.

If you write the Introduction before writing the essay, have a look at it again when you have finished it to make sure that you have not changed the focus of the essay in the course of writing it. If so, change the Introduction.

Main body of the essay: points to consider

A well-argued essay is easy to follow. Essentially, you are trying to tell the reader a story. You will aid clarity if you break up the argument into clear steps. A properly paragraphed discussion makes your argument easier to follow. Make sure that your paragraphs are not too long.

Conclusions: points to consider

The conclusions drawn should be substantiated from within the body of the essay. It may be appropriate to discuss the implications of your conclusions - for example, for future work.

Your Department

How we share information with you

Email

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

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

Weekly Briefings

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

> **Tip:** Make sure you check your spam folder and adjust your settings so you don't miss out on 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 year so you do not miss any weekly briefings.

Department Web Pages

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 course** is where course specific information and updates are shared (including course guides, lecture handouts & slides, and reading lists). You should check the Moodle pages for your courses regularly.

The Moodle page for the Department includes links to past newsletters and information on Welcome and events.

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

Student Hub App

The School has its own app called **the Student Hub**.

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

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

> **Tip:** Make sure you download the **Student Hub app**.

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

Twitter

Linkedin

Facebook

YouTube

Join the Alumni group to network with our alumni, and to keep up to date with any relevant opportunities: **LSE Social Policy Alumni**.

Student Noticeboards

There is a Departmental noticeboard and enoticeboard outside the Programmes Support Office (OLD 2.03) as well as in the Student Common Room (OLD 2.19).

Social Support

Student Common Room

The Student Common Room is in OLD 2.19 and is available for Social Policy students both as a social and as a general study space. To ensure that the room is secure, it is fitted with a lock which you can open with your Student ID Card. Please do not give access to anyone from outside the Department. We encourage you to use this space to get to know one another and we may hold some Departmental events for you within this space occasionally, too. If you need to contact anyone about any issues with the Common Room, please get in touch with your Programme Support Team by emailing **socialpolicy.ug@lse.ac.uk**.

Financial Help and Support

The Department operates hardship funds to support students who experience temporary economic hardship during their studies:

Eleanor Will Fund

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

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

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

Titmuss Meinhardt Hardship Fund

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

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

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. You can also read more about this in the Student Voice section () below

BSc Programmes Forum

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

Normally in attendance are the Programme Director, core course Convenors, the Programmes Support Team and Student Academic Representatives. Student representatives are also encouraged to attend the Department Teaching Committee to ensure that the student voice is heard when issues affecting your teaching are discussed.

School Committees

One Department Representative from the BSc Programmes Forum also serves on the School-wide Consultative Forum. The Department Representative will be elected alongside the Student Academic Representatives at the beginning of Autumn Term.

Student Community and Opportunities

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

Student Events and Yearbook Committee

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

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

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.

BSC Programmes Forum representatives

Please see section 'BSc Programmes Forum' for further information about the role of a Student Academic Representative.

How can I get involved?

Information will also be given as part of your Welcome induction. If you missed the chance to sign-up for these opportunities using the online form, at the start of the academic year, and would like to be involved then please contact the Programmes Support team (**socialpolicy.ug@lse.ac.uk**) in the first instance.

Other Opportunities

Language Bursaries

The Department provides you with the opportunity to take a non-degree language course 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**.

Student Academic Mentorship Scheme (SAM)

We encourage students to sign up for the **SAM scheme** run by **LSE LIFE**, whereby first year students are mentored by a student from either the 2nd or 3rd year. This is a great opportunity to get peer support and help with your studies and settling into LSE.You will receive more information on this at Welcome!

Teaching and Academic Support

Teaching

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

Advice and Feedback Hours

The purpose of "advice and feedback hours" is to give you regular access to teachers. and Academic Mentors This gives you the opportunity to talk to members of Faculty on a 1-2-1 basis.

If you need clarification on a particular topic, are having any difficulties with a course or a particular aspect of your degree programme, or if you are interested in their particular field of study and want to know more, you can speak to the course teacher during their advice and feedback hours. You can speak to any teacher during their advice and feedback hours, even if you are not a student on one of their courses or from their Department, so do take advantage of this opportunity!

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

Academic Mentor

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

• The Academic Mentor's responsibilities include:

• Providing you with academic guidance and feedback on your progress and performance and to discuss any academic challenges you may be experiencing.

• Providing pastoral guidance on non-academic issues and referring, as necessary, to the appropriate support services within the School.

• Implementing the provisions outlined in your 'My Adjustments' for students with long-term medical conditions, specific learning difficulties and/or disabilities, in liaison with the School's Disability and Wellbeing Service.

• Informing the Programmes Manager, Departmental Tutor and School if your attendance and progress are not satisfactory.

The Schedule on the next page shows the minimum number of expected meetings you should have with your Academic Mentor. If you are experiencing difficulties or are seeking further support, we would encourage you to arrange additional meetings to those set out in the programme handbook and to seek advice early on from your Academic Mentor. If you need to speak to somebody about any issues which cannot be resolved with your Academic Mentor, please contact either the BSc Programmes Manager or speak to the Departmental Tutor or Deputy Head of Department (Teaching).

What should you discuss with your Academic Mentor?

Social Policy students in each Year of study should expect to receive the equivalent of a minimum of 2 meetings per term (AT and WT) with their Academic Mentor (AM) – no less than 3 hours in total - before the last day of Spring Term. These may be individual or within a group (as part of their Academic Mentor Group).

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

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

Remember that, subject to availability, you can book meetings with any faculty (both within the Social Policy Department as well as within other Departments) This is a valuable resource for taking advantage of faculty's specialist knowledge!

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

Academic Mentoring Programme

	Year 1	Year 2	Year 3
Autumn Term			

Welcome Week / Week 1	*This may be in a group*
	
	• Introduction to the AM Role
	• Course selection
	• This meeting will include:
	  1. An Introduction to the AM role
	  2. Peer Group introductions/getting to know one another
	  3. Signposting to Departmental and School support
	  4. Course Selection
	  5. Aims and objectives for the year
		This may be in a group
		
		• Course selection
		• Year 2 aims and objectives
			This may be in a group
			
			• Considering Year 2 results
			• Course Selection
			• Year 3 aims and objectives

Week 3-7		*This may be an individual meeting* • Considering Year 1 results • Assessment feedback • Progress so far	*This may be an individual meeting* • Exam/Online Assessment feedback • SP399 Dissertation planning
Week 7-10	*This may be an individual meeting* • Progress so far • Assessment feedback		*This may be an individual meeting* • Progress so far • Assessment feedback • SP399 Dissertation final title confirmation (Week 10)
Winter Term			
Week 1-2	*This may be an individual meeting* • Progress so far • Assessment feedback		*This may be an individual meeting* • Progress so far • Assessment feedback
Week 3-4		*This may be a group* • Beginning to think about your SP399 Dissertation • Progress so far • Assessment feedback	*This may be an individual meeting or in a group* • SP399 Dissertation progress meeting

Week 7-11	*This may be an individual meeting* • Progress so far • Formative feedback	*This may be an individual meeting* • SP399 Provisional research area discussions	*This may be an individual meeting* • Progress so far (including, but not limited to, SP399) • Assessment feedback • SP399 Dissertation draft (week 10/11)
Spring Term			
Weeks 1-3	*This may be in a group* • Exam/ST assessments planning meeting • Which courses interest me for next year?	*This may be in a group* • Exam/ST assessments planning meeting • SP399 first meeting with new AM • Next steps with dissertation research • Which courses interest me for next year?	*This may be in a group* • Exam/ST assessments planning meeting
Week 4-7			*This may be in a group* • What next after my degree? Linking to LSE Life and Careers

* Please note that in addition to these Academic Mentor Group (AM) meetings, each student can book appointments with their AM where necessary – in most cases, these can be booked through the Student Hub. Details on how to book appointments with all faculty can be found on the Department's **People webpage**.

Other Support For You

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

The team is based in the Programmes Support Office (OLD 2.03). The office is open Monday-Friday, 10am-4pm with the exception of opening 12-4pm on Wednesdays. (Opening hours may vary during School Closure periods).

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

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

You can also contact the team by phone: 0207 955 6001 or by email: **socialpolicy.ug@lse.ac.uk**.

Examination and Assessment

Formative Assessment

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

Summative Assessment

Summative assessment counts towards your final degree award. Summative assessment may take the form (for example) of a written online assessment, an essay, a quiz, a presentation, or a combination of two or three modes of assessment. The modes of summative assessment are set out in each course guide and you will be given full details of your summative assessment by your Programme Support Team.

Extensions

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 should usually make your request early enough to allow time for a response to your request (e.g., a few days to a week before your deadline).

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

You can find further information on the Department's extension process **here**.

Please also see the **'Extension Policy' section**.

Exceptional Circumstances

Exceptional circumstances are those which you feel may have had a significant impact on your academic performance during an exam or other summative assessment. Such circumstances might include, but are not limited to, illness, injury, or bereavement. If you wish to make the Sub-Board of Examiners aware of your circumstances and how these have affected your performance, please complete the Exceptional Circumstances form. The form should be accompanied supporting evidence of your circumstances (such as doctor's letter, hospital note, death certificate or police report).

Penalties for the Late Submission of Summative Coursework

If you do not submit a piece of summative assessment by the set deadline (or extended deadline as appropriate), a late penalty may apply. Further information about the penalties for summative work can be found **here**.

Where an assessment is submitted late it may be possible to consider your reason(s) for late submission and determine whether or not to apply a penalty; in cases such as this, please contact the Undergraduate Programme Support Team (**socialpolicy.ug@lse.ac.uk**) as soon as possible after submitting your work, to explain why you could not submit on time.

If you encounter exceptional difficulties outside of your control which prevent you submitting on time during the assessment window, you may also want to submit Exceptional Circumstances within the normal deadline.

Word Limits

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

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

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

Social Policy: Departmental Assessment and Feedback Strategy[1]

Section 1 – Assessment Aims

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

Learning outcomes

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

- Outline and evaluate contemporary concepts and empirical evidence in relation to the main areas of social policy formulation and implementation

- Critically evaluate the suitability, implications and effects of social policies in different social sectors and across different national contexts

- Construct persuasive, theoretically informed oral and written arguments in relation to key debates in contemporary social policy

- Apply a comprehensive understanding of social policy as a multi-disciplinary field of study to the analysis of social problems

- Understand and deploy basic qualitative and quantitative research skills in the study of social policy problems

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

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

Section 2 – Assessment Process

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

Formative assessment develops the knowledge and skills that students come to LSE

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

to acquire. Formative assessment is a compulsory part of the programme and may include class/seminar discussions and presentations; essays; problem sets; dissertation proposals and mock assessments. Formative assessment does not count towards the calculation of a student's overall degree classification.

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

Marking:

The Department has a **general marking framework** for BSc students which can be found on **page 42**.

A number of courses have their own versions of the above marking frameworks, adapted to reflect the specific requirements for that course. These can be found on the Moodle page for these courses.

There are three forms of marking which the Department uses:

For courses which use 'double-blind' marking, first and second internal examiners mark each piece of summative work separately, and without any identification of the candidate. The two markers then agree the final internal mark.

Some courses use a method of 'Sighted double marking', where all work is examined anonymously by two examiners (as with double-blind marking), but the second marker has sight of the first marker's marks when reviewing the work.

Some courses use 'single-marking with moderation', where each script is marked by a first marker, and then a selection of scripts are 'moderated' by a second marker to ensure marking standards are consistent. If the moderator finds any inconsistencies, scripts are re-marked.

Careful consideration is given by both the Department and School to ensure that appropriate methods of marking are used on each individual course.

External Examiners receive a representative sample of scripts and other assessed material from each course to review and confirm that internal marking has been consistent and of an appropriate standard.

Marking Schemes for the Award of a Degree

Section 3 – Feedback

What is feedback?

- Feedback is information about students' work that they can use to make improvements.

- Feedback is an integral part of the teaching and learning process.

- Feedback is a two-way process which is most effective when students engage with it fully.

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

When and how is feedback given?

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

Formative

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

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

Summative

For assessments set in Autumn or Winter Term: feedback is normally provided to students within five term-time weeks of submission and, where possible, prior to future summative assessment.

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

Final year graduates can request feedback on their dissertations which will be delivered within four weeks of the beginning of the following term in which the dissertation was submitted.

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

Section 4 – Communication

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

• This Departmental Assessment Strategy document is included in each programme handbook.

The main formal opportunities students have to receive and discuss feedback are:

• Meetings with Faculty

• Advice and Feedback Hours

• Via email

• Via Moodle

Students are expected to:

• Understand when feedback is being given and what it means

• Ask the person giving feedback for clarification it if is not clear

• Discuss feedback with fellow students – peer review can also be useful feedback

BSc Marking Framework

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

Marking framework: BSc programmes

This is a **guide** to the principal criteria used for the marking of both assessed and "formative" written work. You should check Moodle for tailored marking frameworks for specific courses. The descriptors given are merely illustrative of the standards that markers apply. Feedback from markers will usually include specific comments under each of the four headings below. Overall marks/grades awarded will reflect an **overall** judgement, based on all four criteria, but will additionally take account of the extent to which students have substantively answered the question(s) set.

Marking framework: BSc programmes

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

Class	Mark	Criteria			
		Structure and clarity of expression	Awareness And use of literature	Knowledge base and understanding	Argument/critical analysis and conclusion
I	80+	Exceptionally well rounded argument; persuasively written	Excellent use of extensive literature well beyond the reading list which is impressively exploited	Excellent understanding and outstanding exposition of relevant issues; impressively well informed; insightful awareness of theory/conceptual framework. No major room for improvement, given constraints of essay form	Argument marshalled in an outstanding manner with excellent integration of theory/conceptual framework; searching questioning, unbiased approach; unambiguous evidence of original and independent thought.
I	70-79	Excellent, logically developed argument; very well written	Very good use of wide range of literature to support argument / points	Very good understanding and exposition of relevant issues; well informed; good awareness of nuances and complexities	Well constructed arguments with appropriate use of theory/conceptual framework; questioning, unbiased approach; clear evidence of independent thought; good demonstration of originality of thought
II.i	60-69	Well developed argument; well expressed	Good use of wide range of literature to support arguments	Clear awareness and exposition of relevant issues; some awareness of nuances and complexities but tendency to simplify matters	High standard of critical analysis with appropriate choice and use of theory/ conceptual framework; some questioning of literature
II.ii	50-59	Adequately presented argument; meaning generally clear	Adequate use of standard literature to support arguments	Work shows understanding of issue but at superficial level; no more than expected from attendance at lectures; some irrelevant material	Appropriate choice and use of theory/ conceptual framework; attempts analysis
III	40-49	Confusingly structured and argued; meaning unclear	Use of narrow range of standard literature to support arguments	Establishes some relevant points but superficial and confused; much irrelevant material	Weak understanding or use of chosen theory/conceptual framework; too descriptive and/or analysis too superficial
Fail	<40	Lacking structure and meaningful argument; difficult to understand	No significant reference to literature	Very little or no understanding of the issues raised by the topic or topic misunderstood; content largely irrelevant	No choice or use of theory/conceptual framework; essay almost wholly descriptive; no grasp of analysis with many errors and/or omissions

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

Academic Integrity and Academic Misconduct

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

Plagiarism

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

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

The **LSE Life webpage** and **Moodle site**, or speaking to your Academic Mentor. They are there to help!

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

Detection of Plagiarism

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

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

Use of Artificial Intelligence

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

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

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

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

Key Information

Student Services Centre ↘

Student Voice ↘

Student Partnership ↘

Quality Assurance ↘

Study and Career Support Services ↘

Equity, Diversity and Inclusion (EDI) ↘

Your Wellbeing and Health ↘

Exams and Assessments ↘

Assessment Misconduct ↘

Results and Classification ↘

Fees and Finance ↘

Codes and Charters ↘

Systems and Online Resources ↘

LSE100 ↘

LSE Campus ↘

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

Student Services Centre

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

- **Support for new arrivals**

- **Student status documentation**

- **Course selection**

- **Immigration advice**

- **LSE ID cards**

- **TfL 18+ Student Oyster Photocards**

- **Exams and assessment**

- **Results and degree certificates**

- **Graduation.**

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

Online pre-enrolment and campus enrolment

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

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

Student status documentation

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

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

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

Your LSE Card

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

Student Advice and Engagement

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

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

Immigration Advice

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

What do I do if…

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

Interruption

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

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

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

Programme transfer

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

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

Change of mode of study

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

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

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

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

Withdrawal

Withdrawing means that you are leaving your programme permanently.

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

Regulations

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

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

- General Academic Regulations

- Classification Schemes

- Assessment Offence Regulations

- Appeals Regulations.

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

Student Voice

Student-Staff Liaison Committees

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

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

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

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

Meet LSE leadership events

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

These events are an opportunity for you to meet leaders from across LSE in person to ask questions, raise suggestions and voice any concerns. You'll be invited to attend these events - look out for further details in Autumn and Winter Term.

Student Partnership

Change Makers

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

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

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

Applications to become a Change Maker will open in Autumn term 2024 and you can find out more at l**se.ac.uk/changemakers**

Student Education Panel

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

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

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

Quality Assurance

Quality assurance

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

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

The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at **lse.ac.uk/tqaro**. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's **Calendar**. Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to **ard.capis@lse.ac.uk**

Student surveys

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

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

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

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

Study and Career Support Services

LSE LIFE

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

LSE LIFE offers:

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

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

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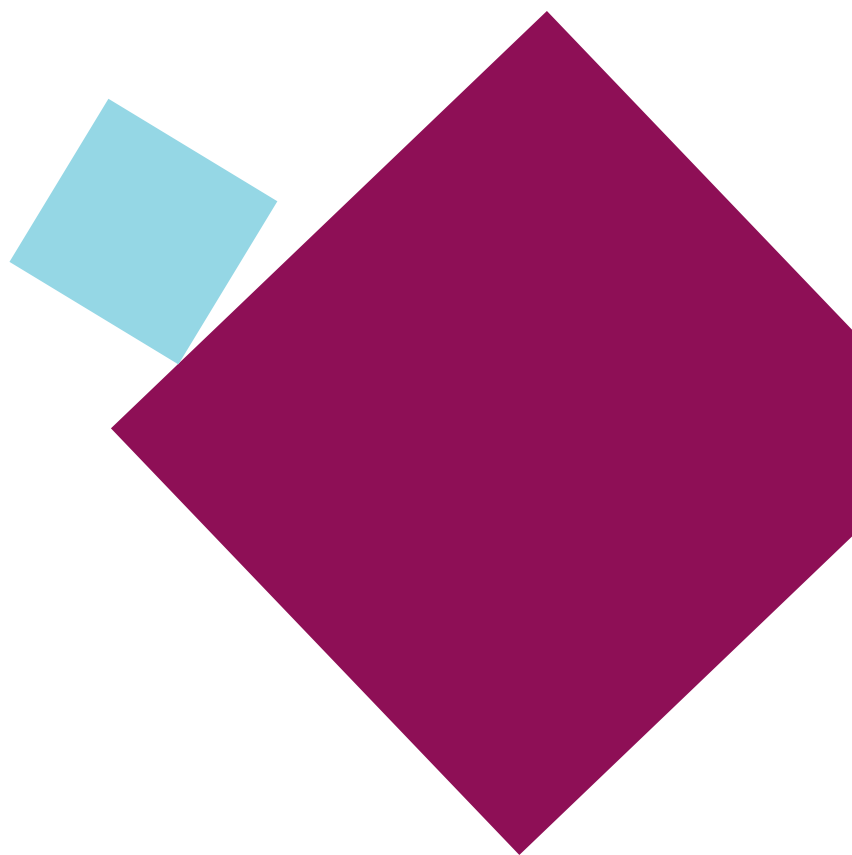
- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.

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

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

Find out more at **lse.ac.uk/lselife**, check out workshop materials and other resources on **Moodle** or just drop by with any questions, or just to pick up a lollipop – LSE LIFE is on the ground floor of the Library, open Monday-Friday, 10am – 6pm.

🎙 **Listen to our podcasts**

LSE Library ↘

Language Centre ↘

LSE Careers ↘

LSE Volunteer Centre ↘

LSE Generate ↘

LSE Library

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

The two main print book collections are:

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

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

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

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

They also provide expert help in managing references.

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

Language Centre

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

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

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

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

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

LSE Careers

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

How do I get started?

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

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

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

- browse jobs and internship opportunities on our jobs board

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

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

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

- explore resources about choosing your next steps

- get insights into employment sectors and recruitment processes

- browse top tips for writing your CV and cover letters

- access online tools for practicing interviews and reviewing your CV

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

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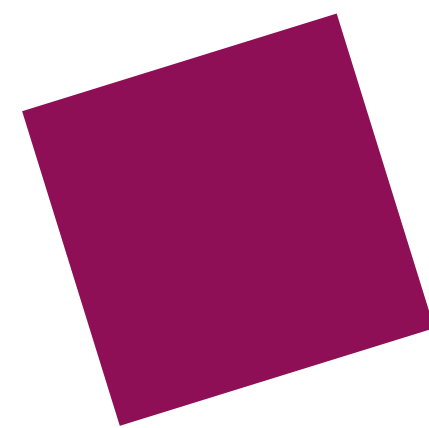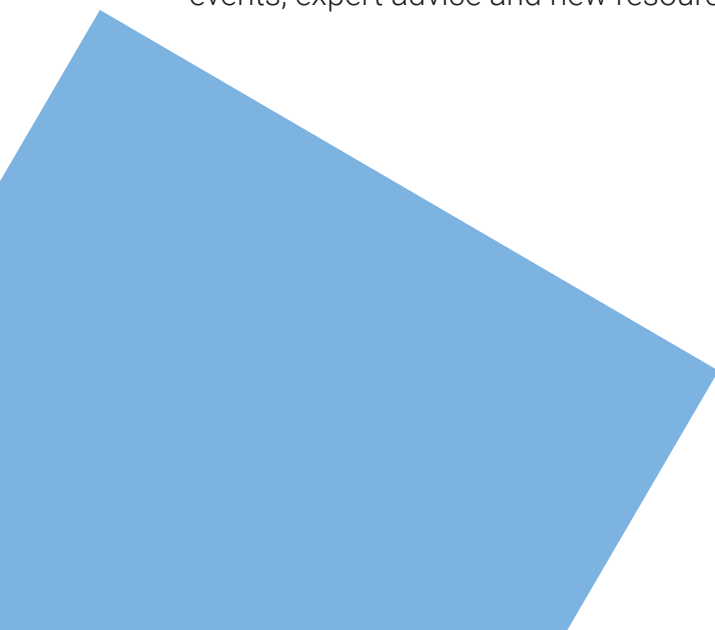
LSE Volunteer Centre

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

Information and Advice

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

Volunteering Programmes

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

You can find out more, as well as the advice and support we can offer, at **lse.ac.uk/ volunteerCentre** or by following **@LSEVolunteering**.

🎙️ Read our blog

66 The feeling of fighting for a cause that you are passionate about is second to none, but the skills you gain from it are unparalleled. 99

Dan Lawes, International Relations and History, 2022

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

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

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

Discover more on our website **lse.ac.uk/generate**, **register with Generate** to receive our monthly newsletter, follow us on all our social media channels at (Instagram, Facebook, Twitter) **@LSEGenerate**, and you can join our **Slack community** of over 1000 members, where ALL the action happens!

Equity, Diversity and Inclusion (EDI)

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

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

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

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

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

- **Report it, Stop it:** If you have experienced, or witnessed, any form of bullying, harassment (including that based on protected characteristics under the Equality Act 2010), hate crime or sexual violence, we encourage you to report this to LSE.

  - **Online Form**: Incidents can be reported via the online Report it Stop it form. This report can be completely anonymous, if you prefer. If you do leave your contact details, LSE can take action with your permission to find a resolution to your case. Find out more at **info.lse.ac.uk/report-it/Report-an-incident**

  - **Safe Contacts**: Reports can also be made to LSE Safe Contacts, who are trained members of LSE staff offering confidential support and guidance to individuals who have experienced, or are experiencing, any form of bullying, harassment, hate crime or sexual violence. Visit **info.lse.ac.uk/report-it/Safe-Contacts** for more information.

  - **Consent.ed**: LSE's educational programme focused on consent, fostering respectful and inclusive behaviour on campus. All students are expected to participate, though opting out is respected for personal reasons. Learn more on **info.lse.ac.uk/report-it/Consent.Ed**

  - **Rape Crisis**: Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've been subjected to any form of sexual violence, at any time in their lives. LSE has partnered with Rape Crisis so that any student or staff member can book appointments with a designated Sexual Violence Support Worker anytime. Find out more: **info.lse.ac.uk/report-it/Sexual-violence-support-worker**

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

- **AccessAble:** Accessibility guides of all LSE campus buildings, ensuring inclusivity for everyone. Visit **accessable.co.uk/london-school-of-economics/**

- **LGBTQ+ Role Models and Allies Directory:** provides a list of staff who are LGBTQ+ (lesbian, gay, bisexual, trans, queer) Role Models and Allies. Visit **lse.ac.uk/LGBTplus**

- **Our Race Equity Framework** has been developed for improving the representation and attainment of BAME[1] (Black, Asian and Minority Ethnic) students at all levels, and improving the representation and progression of BAME staff in academic and PSS (professional services staff) roles. **Visit our website to learn more.**

- Our **Athena SWAN action plan** has been developed for the advancement of gender equality at LSE. The plan includes actions to embed EDI in departmental culture, to support women in applying for research grants, to support trans staff and students and increase the proportion of female students undertaking postgraduate research programmes. **Visit our website to learn more**.

- **LSE Students' Union:** You can view all student representatives, including Women's, LGBTQ+, Black, Asian and Minority Ethnic, and Neurodiversity and Disability Officers on their website **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** or visit our website - **info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Home**

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

Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

Disability and Mental Health Service (DMHS)

DMHS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DMHS can help you to create My Adjustments which is a way of putting in place agreed "reasonable adjustments" to support your studies. Advisers in DMHS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. The earlier that you let DMHS know about your condition the earlier they can work with you to put appropriate support in place. For more detailed information about My Adjustments, and to apply for My Adjustments, visit **lse.ac.uk/myadjustments**

Support for your wellbeing

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

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

Groups and Workshops

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

Peer Supporters

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

Health care in the UK

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

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

• **You are a UK resident**

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

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

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

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

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

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

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

LSE Faith Centre

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

Finding your feet

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

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

Wellbeing

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

Facilities

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

Support

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

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

Beecken Faith and Leadership Programme

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

LSE Religion and Global Society

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

LSE Religion and Global Society Blog

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

If you are interested in contributing to the blog, have a look at our **guidelines** or get in touch with the editor Flora Rustamova at **f.d.rustamova@lse.ac.uk**

Religion Scholars Network

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

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

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

Exams and Assessments

Candidate numbers

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

Exam timetables

Course by course exam timetables will be available **online**. For January exams the timetable is usually available towards the end of Autumn term, for spring exams it is usually available towards the end of Winter term and for students taking in-year resit and deferral exams, it is usually available in late July/early August. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers. Please visit the **webpage** for full details of release dates for this academic year.

Exam procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year.

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

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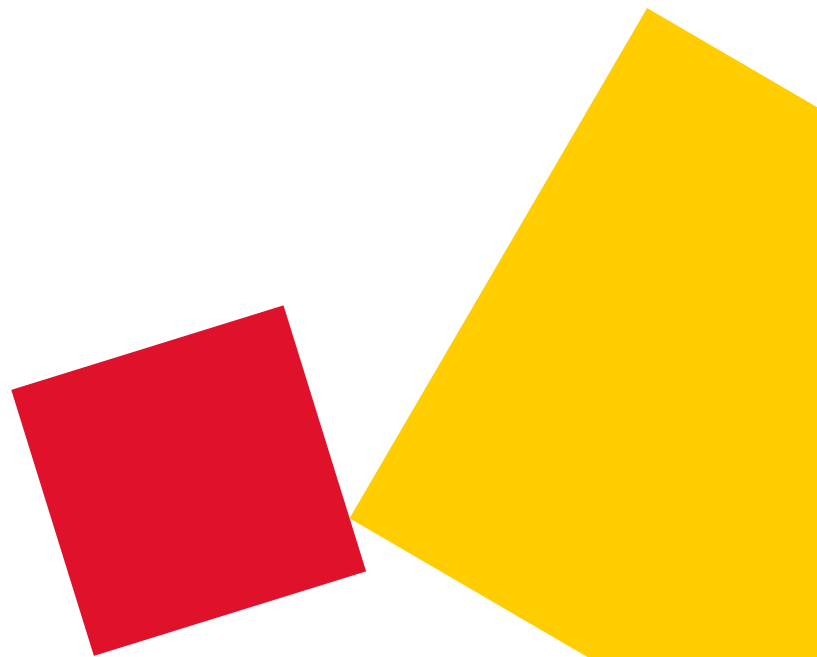
Central exam adjustments ↘

e-Exams ↘

Fit to sit policy ↘

Extension policy ↘

Deferral policy ↘

Exceptional circumstances ↘

Missing assessment deadlines ↘

Central exam adjustments

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

e-Exams

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

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

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

Fit to sit policy

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

Extension policy

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

Deferral policy

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

Exceptional Circumstances

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

- **Failing to submit an assessment or sit an exam which you did not defer**

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

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

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

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

Missing assessment deadlines

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

Assessment Misconduct

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

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

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

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

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

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

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

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

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

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

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

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

Results and Classification

Results

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

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

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

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

Classification schemes ↘

Transcripts ↘

Degree certificate ↘

Classification schemes

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

Transcripts

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

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

Degree certificate

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

Fees and Finance

Fees

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

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

28 October 2024   28 January 2025   28 April 2025

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

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

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

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

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

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

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

Financial Support Office

The Financial Support Office is responsible for administering a variety of scholarships, bursaries and funds for enrolled students. Please contact us if you have any questions about your LSE funding or have any funding related queries.

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

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

Contact details:
Financial Support Office
+44 (0)20 7955 6609
financial-support@lse.ac.uk | **lse.ac.uk/financialsupport**

Codes and Charters

LSE Academic Code

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

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

Read the Academic Code in full.

The Student Charter

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

The charter covers:

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

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

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

Codes of Good Practice

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

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

The Ethics Code

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

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

• **Responsibility and Accountability**

• **Integrity**

• **Intellectual Freedom**

• **Equality of Respect and Opportunity**

• **Collegiality**

• **Sustainability**

Learn more about the **Ethics Code**.

Research Ethics

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

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

Systems and Online Resources

Need IT help?

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

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

- **Call: 020 7107 5000**

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

Student Hub ↘
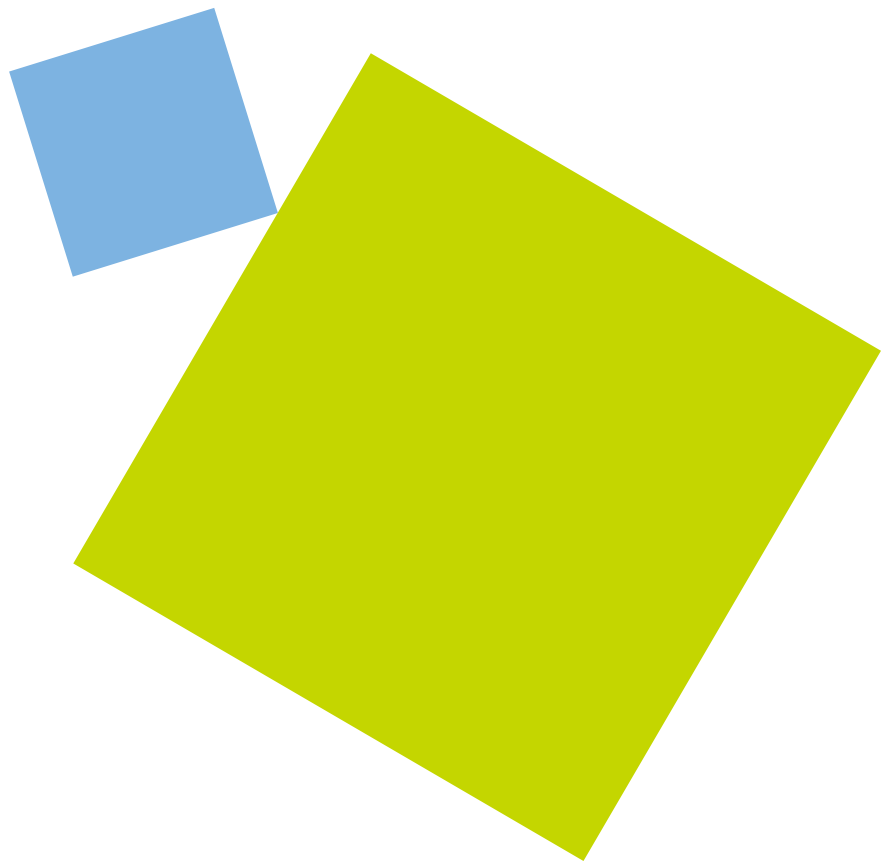
Moodle ↘

LSE for You ↘

Reset your IT password ↘

Multi-Factor Authentication (MFA) ↘

Email ↘

Microsoft Office 365 @ LSE ↘

Training and Development System ↘

Information security awareness training ↘

Student Hub

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

- **View your timetable and upcoming deadlines**

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

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

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

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

Moodle

Moodle is LSE's virtual learning environment.

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

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

LSE for You

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

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

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

• Access your candidate number

• View your teaching timetable.

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

Reset your IT password

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

Multi-Factor Authentication (MFA)

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

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

Email

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

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

Microsoft Office 365 @ LSE

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

Training and Development System

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

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

Login using your LSE username and password.

Information security awareness training

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

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

LSE100

Welcome to LSE100

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

Your LSE100 theme

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

- **How can we control AI?**

- **How can we transform our climate futures?**

- **How can we create a fair society?**

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

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

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

How will I study in LSE100?

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

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

How will I be assessed?

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

Chat with the LSE100 team

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

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

LSE Campus
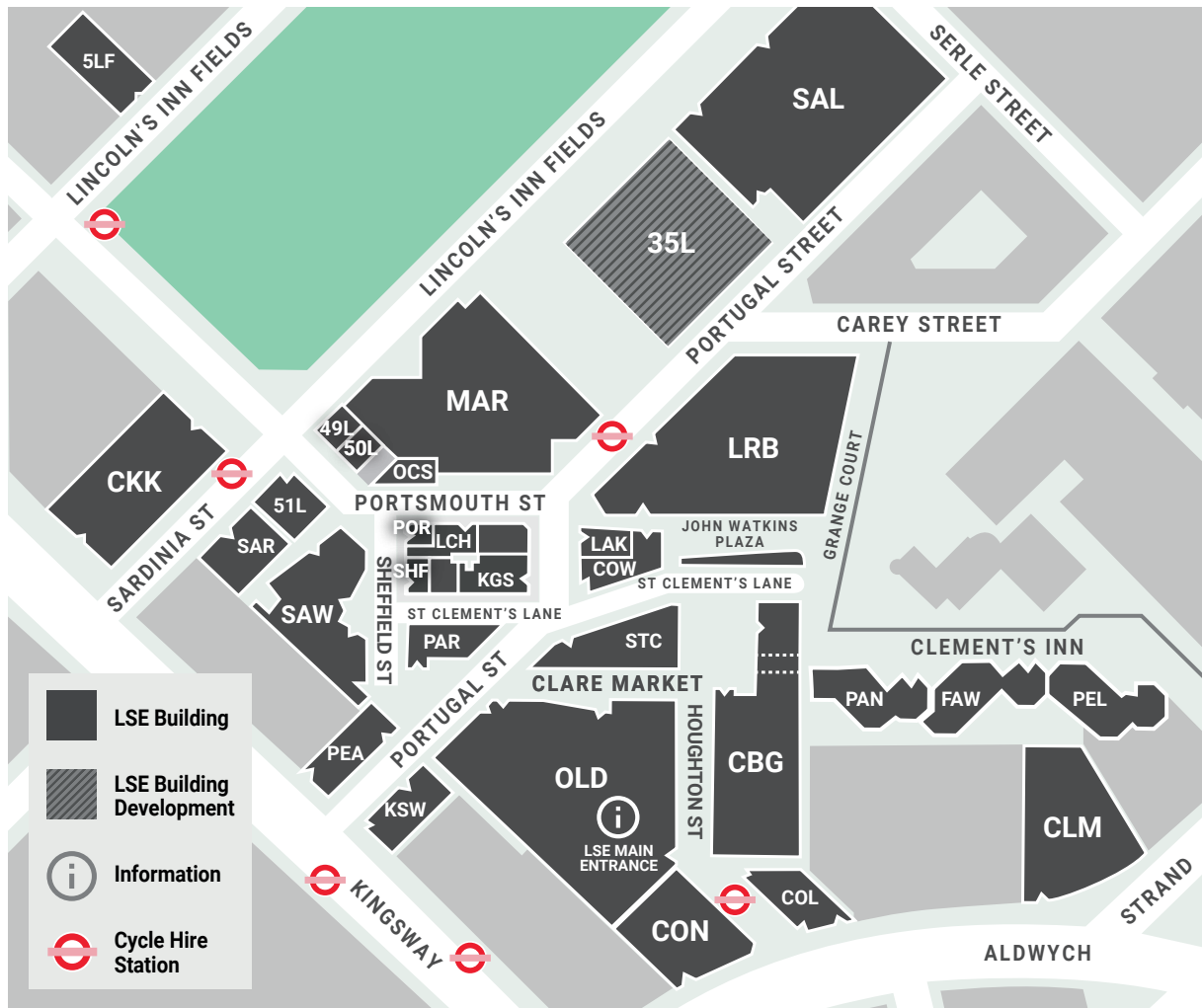
Key

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

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

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/xxxxxxxx

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Department of Xxxxxxx
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE

E: **Xxxxxxx@lse.ac.uk**
T: **+44 (0)20 7 Xxxxxxx**