PhD Academy: Exceptional circumstances form for progress review and upgrade processes

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**Guidance to students**

*Who should use this form?*

This form is for is designed for the following students.

- MPhil/PhD students in relation to the progress review and upgrade processes.

- MRes/PhD students who have already passed the upgrade process and enrolled in the PhD phase of their programme.[[1]](#footnote-2)

*What is the exceptional circumstances process for?*

The exceptional circumstances process is designed to help students who experienced unexpected circumstances immediately before, or during, an assessment process such as the progress review process, or the upgrade assessment process.

*What role does this form play in the exceptional circumstances process?*

This form provides a structured format for you to submit information to your department about exceptional circumstances you have faced as part of the (i) progress review and (ii) upgrade assessment processes.

*Are there any limits on how much I can write?*

No. However, please aim for concise and articulate responses to each questions.

*Do I have to submit evidence?*

It is assumed that you will provide evidence with your submission, yes. If you do not provide evidence, you should explain the reasons for the absence of evidence. For School level guidance on evidence requirements associated with the exceptional circumstances process, please see [here](https://info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/exceptional-circumstances-evidence).

*How should I submit this form?*

Once this form is complete, please submit to [your programme manager](https://info.lse.ac.uk/current-students/phd-academy/academic-department-phd-contacts) as part of the progress review process. If you have any questions about timescales for submission of this form and any associated evidence, please visit [this page](https://info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/exceptional-circumstances-evidence).

*Do I have to use this form?*

Use of this form is advised, but not mandatory. If you submit evidence directly to your department, this should still be considered.

**NB**: If your circumstances affected your ability to study and/or conduct research[[2]](#footnote-3) over a long period of time, you should normally seek ongoing support to allow you to mitigate the challenge you are facing or interrupt your studies[[3]](#footnote-4).

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# Section 1: Student details (to be completed by the student)

\* Indicates required field.

|  |  |
| --- | --- |
| Student number\*  |  |
| Student forename\* |  |
| Student surname\* |  |
| Student department\* |  |
| Student programme\* |  |

# Section 2: Student submission

\* Indicates required field. Please increase the size of the text boxes as necessary.

|  |
| --- |
| Please provide a summary of the exceptional circumstances you have faced.\**Please include references to supporting evidence where provided.* |
|  |

|  |
| --- |
| Please explain how these circumstances have affected your ability to perform in the assessment in question.\* |
|  |

|  |
| --- |
| Please explain why longer-term support was not appropriate to these circumstances, or why you were not able to make use of these services, or why the longer-term support you have received did not fully mitigate the impact of the circumstances you have faced.\* |
|  |

|  |
| --- |
| Please list the evidence you have provided in support of your application.\**Wherever possible, when submitting evidence, please date the files sequentially, in the order in which you refer to them, as set out below.**Document 1\_Doctor’s letter**Document 2\_Counsellor’s report* |
|  |

|  |
| --- |
| If evidence *has not* been provided, please explain why. If evidence *has* been provided, please write “Not applicable”.\* |
|  |

## Version log

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| --- | --- | --- |
| Review interval | New review start date | New review due by |
| Yearly | July 2026 | August 2026 |

Version history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Publication date | Approved by | Notes |
| 24-25.01 | 28.05.2025 | PhD Academy Assistant Manager (Casework and Advice) | First published version |

Contacts

|  |  |  |
| --- | --- | --- |
| Query type | Contact | Email |
| Operational | PhD Academy, Research Degrees Management Team | phdacademy@lse.ac.uk |
| Policy | PhD Academy Assistant Manager (Casework and Records) | phdacademy@lse.ac.uk |

Feedback

|  |  |
| --- | --- |
| Mechanism description | Mechanism access details |
| Email | phdacademy@lse.ac.uk  |

Communications and Training

|  |  |  |
| --- | --- | --- |
| Query | Answer | Notes |
| Will this document be publicised through internal communications? | Yes/No | A link to this form will be posted on the PhD Academy’s A-Z of forms page, and the form will be circulated to departments as part of the annual progress review and upgrade assessment reporting process.  |
| Will training needs arise from this document? | Yes/No | N/A |

1. If you are a pre-upgrade MRes/PhD student, please follow [this process](https://info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances). [↑](#footnote-ref-2)
2. This includes your ability to attend teaching, engage in supervision, conduct research, submit work, or otherwise engage with your studies.
 [↑](#footnote-ref-3)
3. Your supervisors are expected to be pastorally aware and should be able to help you to navigate School sources of support. Alongside your supervisors, you are also entitled to seek support from your programme director, your departmental programme manager/administrator, the Student Wellbeing Service, the PhD Academy or other School [sources of support](https://info.lse.ac.uk/current-students/Support-at-LSE).
 [↑](#footnote-ref-4)