



## **PhD Academy: Exam entry form**

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## **General guidance**

Overall guidance on the examination process can be accessed through [the PhD Journey page](#). All of the PhD Academy's forms can be found [here](#).

The Research Degrees Sub-Committee's guidance on nominating examiners for MPhil and PhD examinations can be found [here](#) under 'Nominating examiners for MPhil and PhD Examinations'. Students and faculty colleagues **must** read this guidance before completing this form. When this form is complete, please submit it by email to [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk).

**NB:** This form is only to be used in relation to those entering for examination for the first time. (This form should be used for initial submissions, and for responses to feedback/requests for further information/new nominations by the Research Degrees Sub-Committee.) There is a separate form for students re-entering for examination, which can be found [here](#).

Sections 1-4 are to be completed by the student. Sections 4-8 are to be completed by the lead supervisor and the Doctoral Programme Director.

## **Guidance to students**

Completed forms should be returned to the LSE PhD Academy at [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk) at least 40 working days/eight working weeks before the thesis is submitted. This means that you should complete your sections well before of the above deadline, to ensure that your department are able to complete their sections in time for the deadline.

It is your supervisors' responsibility to nominate your examination, and to complete and submit this form. Students are not permitted to contact prospective examiners, and are not responsible for arranging or administering the viva.

Once your examination panel has been appointed, we will email you to confirm. Correspondence about examination arrangements will be sent to your LSE email address.

**If you require additional arrangements for your examination**, you will need to indicate this on the exam entry form and submit a copy of your [My Adjustments](#) plan.

If you do not have an [My Adjustments](#) plan and think that you may need one, please contact the School's [Disability and Mental Health Service](#) as soon as possible to discuss this.

If you already have [My Adjustments](#) plan, please contact the [Disability and Mental Health Service](#) six months before your submission date to discuss arrangements for your viva.

Any new/updated copy of the [My Adjustments](#) plan should be provided to the PhD Academy, which will be circulated to your department and examiners.

If you have a short-term condition and are not eligible for a [My Adjustments](#) plan, or are pregnant, please note this on this form.

**If you have a student visa and wish to apply for the Graduate Route post-study visa** you must speak to the [Student Advice and Engagement Team](#) about the Graduate Route application process. Once you are aware of the requirements of the visa process, any questions relating to the examination process can be directed to the PhD Academy. Your department is responsible for planning your viva, and you may wish to inform them that you intend to apply for this scheme, so that they can take this into account when making arrangements.



**If you have a student visa and you are submitting early**, there is a chance that you will be awarded the degree before the expiration of your visa. You should be aware that the PhD Academy will be required to notify the UKVI if you submit early. This will mean that your visa is cancelled. If this applies to you, you are strongly encouraged to contact the [Student Advice and Engagement Team](#) to discuss the impact of early submission on your visa status.

**When this form is complete**, please submit this form by email to [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk).



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

\* Indicates required field.

Student number*	
Student forename*	
Student surname*	
Student department*	
Student programme*	
Thesis submission deadline* <sup>1</sup>	
Lead supervisor name*	
Second supervisor name supervisor name* <i>If external, please include your supervisor's institutional affiliation</i>	

Please insert additional rows if your supervisory team includes more than two supervisors.

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<sup>1</sup> Please note that this is your School submission deadline, and not any submission deadline associated with scholarship/studentship funding, which may be different. To check your thesis submission deadline, please log into LSEForYou. In addition, if you are currently in the process of applying for an extension, interruption, sick leave or other adjustment which might move your thesis submission deadline, please state your current submission deadline.

## Section 2: Student submission details (to be completed by the student)

\* Indicates required field.

Intended/actual date of submission (dd/mm/yyyy)* <sup>2</sup>	
Are you entering for the MPhil examination, or the PhD examination?*	I am entering for the MPhil examination. / I am entering for the PhD examination.
(Please delete as appropriate)	
Will your submitted thesis include any co-authored work?*	Yes (if so, please note that you will be required to declare this in your submission – example <a href="#">here</a> ). / No
(Please delete as appropriate).	
Will your submitted thesis include any work that is the result of previous study?*	Yes (if so, please note that you will be required to declare this in your submission – example <a href="#">here</a> ). / No
(Please delete as appropriate)	
What is your supervisor attendance preference?*	I would prefer my supervisors <u>not</u> to attend my viva as an observer. / I am content for my supervisors to attend my viva as an observer if they wish to do so.
(Please delete as appropriate)	
Do you require any additional viva arrangements?*	Yes / No
If you answered yes to the previous question, please select which of the following applies. If you answered no, please select N/A.*	I have an existing My Adjustments Plan, and I do not plan to ask the Disability and Mental Health Service to update this ready for my viva. / I have an existing My Adjustments Plan, but plan to ask the Disability and Mental Health service to update this ready for my viva. / I do not currently have an adjustment plan, but I plan to ask the Disability and Mental Health Service to produce one for me, ahead of my viva. / I have a short-term condition, and I am not eligible for My Adjustments

<sup>2</sup> Entering a date which falls after your current submission deadline will not be treated as an extension request. If you would like to apply for an extension or any other change to your enrolment status, please check our [guidance](#).

<sup>3</sup> The Regulations for Research degrees entitle your supervisors to attend your examination unless you state that you would prefer your supervisors not to attend.

<sup>4</sup> Departures from the normal arrangements for research degree examinations can only be made on the basis of an Inclusion/My Adjustments Plan. All students are strongly encouraged to discuss their additional arrangements with the department staff member responsible for making viva arrangements, and with the PhD Academy team.



	/ Other e.g. pregnancy
Do you intend to apply for the Graduate Route Visa	Yes / No

### **Section 3: Thesis description (to be completed by the student)**

This page will be forwarded to your nominated examiners. Please ensure that the description of your work is accurate and that it fits into the text box provided.

Candidate name*	
Thesis title*	
<p>Thesis description*</p> <p><i>This description should be of equivalent length and contents to the abstract which you will include in the submission version of your thesis. It does not have to be exactly the same. For examples of abstracts submitted for theses in your field, please visit <a href="#">LSE Research Online</a>. The thesis description should not exceed 300 words</i></p>	
<p><u>Theses by papers only</u></p> <p><i>Please list the title of each paper.</i></p>	
<p>Co-authorship statement*</p> <p><i>For each chapter/paper, please specifically confirm the names, affiliations and contributions of any co-author.</i></p> <p><i>If a chapter/paper has no co-authors, please state "No contributing co-authors" per chapter/paper.</i></p> <p><i>For guidance on disciplinary conventions for co-authorship disclosure, please contact your supervisory team and/or programme director.</i></p>	

#### **Section 4: Candidate declaration (to be completed by the student)**

Students will be examined in accordance with *Regulations for Research Degrees*. These can be found in [the LSE Calendar](#).

Students are required to read, understand and sign the declaration below, under 'Candidate declaration'. Further information about LSE Research Online is available [here](#).

By signing this form and authorising its submission to the PhD Academy, I certify the following.

1. *That the thesis I have presented for examination for the MPhil/PhD degree of the London School of Economics and Political Science is solely my own work other than where I have clearly indicated that it is the work of others (in which case the extent of any work carried out jointly by me and any other person is clearly identified in it).*
2. *That I consider the work submitted to be a complete thesis fit for examination.*
3. *That if a degree is awarded I authorise an electronic copy of my thesis to be deposited in LSE Research Online (in accordance with the published deposit agreement) held by the British Library of Political and Economic Science and that, except as provided for under the regulations for research degrees, it will be made available for public reference.*
4. *That I authorise the School to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.*
5. *That I will include the following statement at the beginning of my thesis:*
  - a. *The copyright of this thesis rests with the author. Quotation from it is permitted, provided that full acknowledgement is made. In accordance with the Regulations, I have deposited an electronic copy of it in LSE Research Online held by the British Library of Political and Economic Science and have granted permission for my thesis to be made available for public reference. Otherwise, this thesis may not be reproduced without my prior written consent.*
6. *That this authorisation does not, to the best of my belief, infringe the rights of any third party.*
7. *(Applicable to those intending to submit before completing the equivalent of 3 years' full-time studies): That I accept responsibly for submitting the thesis prior to completing 3 years' FTE, including acknowledging all possible viva outcomes. (See paragraph 58 of the [Regulations for Research Degrees](#)).*
8. *That I understand that if my thesis is not approved by the examiners, this declaration will become void.*

Student signature\*

*Wet signature not required – e-signatures (including typed signatures) are permitted.*



Signature date (dd/mm/yy)*	

## **Section 5: Examiner nominations (to be completed by the lead supervisor and Doctoral Programme Director)**

Supervisors and Doctoral Programme Directors are asked to read through the general guidance provided by the Research Degrees Sub-Committee [here](#), under *Nominating Examiners for MPhil and PhD Examinations*, **before** submitting this form.

This guidance document includes **essential** guidance on requirements for expertise and independence, the level of detail and articulacy required from departments, and common reasons for rejection of examiner nominations. Please read through these in detail before submitting this form. This is regularly updated in light of feedback given by Research Degrees Sub-Committee subject panels on submitted examiner nominations, and decisions made. Accordingly, please read through the above even if you have recently secured approval for examiner nominations from the Research Degrees Sub-Committee.

To confirm – there is **no requirement** to appoint an internal examiner, and examination panels featuring two external examiners are permitted.

### *Examiner nominee #1*

\* Indicates required field.

Title*	
Forename*	
Surname*	
Institution and department*	
Contact address (email)*	
Rationale for nomination* <sup>5</sup>	
Number of examinations previously conducted (total)*	
Number of examinations previously conducted (UK)*  <i>Please write in numbers/integers</i>	

### *Examiner nominee #2*

Title*	
Forename*	

<sup>5</sup> An articulate case for the choice of examiners is required. It is assumed that nominated examiners will be experts in fields that are relevant to the candidate's thesis. This should be explained in detail, with specific reasons for the suitability of each examiner provided. Without this, the Research Degrees Sub-Committee will be unable to consider your nominees.

Surname*	
Institution and department*	
Contact address (email)*	
Rationale for nomination* <sup>6</sup>	
Number of examinations previously conducted (total)*  <i>Please write in numbers/integers</i>	
Number of examinations previously conducted (UK)*  <i>Please write in numbers/integers</i>	

*Examiner nominee #3 (if necessary)*

If a third examiner is not being nominated, please write 'N/A' below.

Title*	
Forename*	
Surname*	
Institution and department*	
Contact address (email)*	
Rationale for nomination (including rationale for nominating a three examiner panel)* <sup>7</sup>	
Number of examinations previously conducted (total)*	

<sup>6</sup> NB: An articulate case for the choice of examiners is required. It is assumed that nominated examiners will be experts in fields that are relevant to the candidate's thesis. This should be explained in detail, with specific reasons for the suitability of each examiner provided. Without this, the Research Degrees Sub-Committee will be unable to consider your nominees.

<sup>7</sup> NB: An articulate case for the choice of examiners is required. It is assumed that nominated examiners will be experts in fields that are relevant to the candidate's thesis. This should be explained in detail, with specific reasons for the suitability of each examiner provided. Without this, the Research Degrees Sub-Committee will be unable to consider your nominees."

<i>Please write in numbers/integers</i>	
Number of examinations previously conducted (UK)*  <i>Please write in numbers/integers</i>	

*Internal chair (if necessary)*

If the examiners lack any of the regulatory requirements, please use the space below to confirm who will act as the internal chair.

If the candidate has a **My Adjustments Plan** that either recommends that the viva is overseen by an independent/internal chair or mentions a role for the independent/internal chair in any of the listed adjustments then please use the space below to confirm who will act as internal chair.

The chair should be a faculty member with experience of examining, and:

- cannot be a current or former member of the supervisory team; but
- can be a member of the same department as the student.

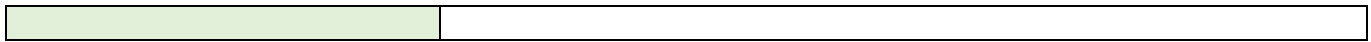
If an internal chair is not being nominated, please write 'N/A' in each cell below.

Title*	
Full name*	
Department*	
Contact address (email)*	
Reason for nomination (i.e. why is an internal chair necessary?)* <sup>8</sup>	
Number of examinations previously conducted (total)*  <i>Please write in numbers/integers</i>	
Number of examinations previously conducted (UK)*  <i>Please write in numbers/integers</i>	

<sup>8</sup> As internal chairs are not involved in the actual examination of the candidate, it is **not** necessary to set out chairs' suitability in relation to the student, their thesis or the research.



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POLITICAL SCIENCE ■



## **Section 6: Connections (to be completed by the lead supervisor and Doctoral Programme Director)**

Any and all professional, academic or personal connections between the proposed examiners and any of the following must be declared.

- (i) The student
- (ii) Any of the supervisors
- (iii) The Chair

Connections will not necessarily preclude a particular examiner from acting, but the Research Degrees Sub-Committee is required to consider these as part of the examiner nomination process.

The Research Degrees Sub-Committee is particularly interested in connections between:

- (i) the student and any of the nominated examiners;
- (ii) any of the nominated examiners and any members of the supervisory team;
- (iii) any of the nominated examiners and the Chair.

\* Indicates required field.

### *Examiners' connections to the candidate*

Are there connections to declare between examiner #1 and the candidate?*	Yes / No, there are no connections to declare between examiner #1 and the candidate.
(Please delete as appropriate).	
If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write 'N/A'. *	
Are there connections to declare between examiner #2 and the candidate?*	Yes / No, there are no connections to declare between examiner #2 and the candidate.
(Please delete as appropriate).	
If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write 'N/A'. *	

### *Examiners connections to supervisor #1*

Supervisor #1 name	
Supervisor #1 email	

<p>Are there connections to declare between examiner #1 and supervisor #1?*</p> <p>(Please delete as appropriate).</p>	<p>Yes / No, there are no connections to declare between examiner #1 and supervisor #1.</p>
<p>If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write 'N/A'.*</p>	
<p>Are there connections to declare between examiner #2 and supervisor #1?</p> <p>(Please delete as appropriate).</p>	<p>Yes / No, there are no connections to declare between examiner #2 and supervisor #1.</p>
<p>If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write 'N/A'.*</p>	

*Examiners' connections to supervisor #2*

Supervisor #2 name	
Supervisor #2 email	
<p>Are there connections to declare between examiner #1 and supervisor #2?</p> <p>(Please delete as appropriate).</p>	<p>Yes / No, there are no connections to declare between the examiners #1 and supervisor #2.</p>
<p>If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write 'N/A'.*</p>	
<p>Are there connections to declare between examiner #2 and supervisor #2?</p> <p>(Please delete as appropriate).</p>	<p>Yes / No, there are no connections to declare between examiner #2 and supervisor #2.</p>
<p>If you answered yes to the above, please describe the connection/s below. If you</p>	

answered no to the above, please write 'N/A'.*	
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*Examiners' connections to supervisor #3 (this includes any current 3<sup>rd</sup> supervisors and also former supervisors where the student's supervision team has changed in the course of the student's enrolment as an LSE research degree student, please complete the form)*

Supervisor #3 name	
Supervisor #3 email	
Are there connections to declare between examiner #1 and supervisor #3?  (Please delete as appropriate).	Yes / No, there are no connections to declare between examiner #1 and supervisor #3. / N/A
If you answered yes to the above, please describe the connection/s below. If you answered no or N/A to the above, please write 'N/A'.	
Are there connections to declare between examiner #2 and supervisor #3?  (Please delete as appropriate).	Yes / No, there are no connections to declare examiner #2 and supervisor #3. / N/A
If you answered yes to the above, please describe the connection/s below. If you answered no or N/A to the above, please write 'N/A'.	

*Examiners' connections to supervisor #4 (this includes any current 4<sup>th</sup> supervisors and also former supervisors where the student's supervision team has changed in the course of the student's enrolment as an LSE research degree student, please complete the form)*

Supervisor #4 name	
Supervisor #4 email	
Are there connections to declare between examiner #1 and supervisor #4?  (Please delete as appropriate).	Yes / No, there are no connections to declare between examiner #1 and supervisor #4. / N/A

If you answered yes to the above, please describe the connection/s below. If you answered no or N/A to the above, please write 'N/A'.	
Are there connections to declare between examiner #2 and supervisor #4?  (Please delete as appropriate).	Yes / No, there are no connections to declare between examiner #2 and supervisor #4. / N/A
If you answered yes to the above, please describe the connection/s below. If you answered no or N/A to the above, please write 'N/A'.	

*Examiners' connections to the internal chair (where necessary)*

Internal chair name	
Internal chair email	
Are there connections to declare between examiner #1 and the internal chair?  (Please delete as appropriate).	Yes / No, there are no connections to declare between examiner #1 and the internal chair. / N/A
If you answered yes to the above, please describe the connection/s below. If you answered no or N/A to the above, please write 'N/A'.*	
Are there connections to declare between examiner #2 and the internal chair?  (Please delete as appropriate).	Yes / No, there are no connections to declare between examiner #2 and the internal chair. / N/A
If you answered yes to the above, please describe the connection/s below. If you answered no or N/A to the above, please write 'N/A'.*	

*Connections of co-authors of papers contained in the thesis the examiners (where necessary)*

<p>Co-authors' names* <i>If any of the materials in the submitted thesis are co-authored, please declare the names and contributions of each co-author.<sup>9</sup></i></p>	
<p>Are there any connections to declare between any of the co-authors and the proposed examiners?  (Please delete as appropriate).</p>	<p>Yes / No, there are no connections to declare between any of the co-authors and any of the examiners. / N/A</p>
<p>If you answered yes to the above, please describe the connection/s below. Please describe all of the connections that you are aware of. If you answered no or N/A to the above, please write 'N/A'.*</p>	

<sup>9</sup> Please state these per paper, as in the example below.

Paper #1 title, co-author name

**Section 7: Early submission declaration (to be completed by the lead supervisor and Doctoral Programme Director)**

Candidates are required to complete the equivalent of 3 years of full-time registration before submitting their thesis. If the candidate is submitting the thesis before completing the equivalent of 3 years' full-time registration, the supervisor must provide a justification and supporting statement using the space below. This which will be reviewed by the Chair of the Research Degree Sub-committee for approval.

\* Indicates required field.

<p>Is the student planning to submit before completing the equivalent of 3 years' of full-time registration?*</p>	<p>Yes / No</p>
<p>If you answered yes to the above, please set out why the department are satisfied that the student has completed sufficient training and research to warrant an early examinations. If you answered no to the above, please write 'N/A'.*</p>	

## Section 8: Lead supervisor and Doctoral Programme Director signatures

Lead supervisor signature*	
<i>Wet signature not required – e-signatures, including typed signatures, permitted.</i>	
Doctoral Programme Director signature* <sup>10</sup>	
<i>Wet signature not required – e-signatures, including typed signatures, permitted.</i>	
If you are signing on behalf of the Doctoral Programme Director due to a conflict of interest, please state your role.	

### Submitting this form

When complete, please submit this form by email to [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk).

<sup>10</sup> **NB:** If the doctoral programme director is or has been a member of the candidate's supervisory team, one of the following should be asked to act as delegate, so long as they are not/have not been a member of the candidate's supervisory team.

- (i) Where available, the co-director of the relevant doctoral programme.
- (ii) The Deputy Head of Department (Research).
- (iii) The Deputy Head of Department (Teaching).
- (iv) The Head of Department.

Where all of these are unavailable, the Head of Department may delegate their signatory role to another member of the department (subject to the same requirements as above) who has passed major review.

### Version log

Review interval	New review start date	New review due by
Yearly	July 2025	August 2025

### Version history

Version	Publication date	Approved by	Notes
24-25.01	20/09/2024	PhD Academy Assistant Manager (Casework and Records)	Change in style to reflect new PhD Academy 'house style' for all published documents. Introduction of disclosure requirements for connections between examination participants and co-authors.
24-25.02	21/10/2024	PhD Academy Assistant Manager (Casework and Records)	Update to clarify that former supervisors' connections and examiners should be disclosed.
25-26.01	24/07/2025	PhD Academy Manager	Formatting changes only.
25-26.02	03/06/2026	PhD Academy Assistant Manager (Casework and Records)	Updates to streamline guidance sections.

### Contacts

Query type	Contact	Email
Operational	PhD Academy, Research Degrees Management Team	<a href="mailto:phdacademy@lse.ac.uk">phdacademy@lse.ac.uk</a>
Policy	Freya Grisoni, PhD Academy Assistant Manager (Casework and Records)	<a href="mailto:phdacademy@lse.ac.uk">phdacademy@lse.ac.uk</a>

### Feedback

Mechanism description	Mechanism access details
Email	<a href="mailto:phdacademy@lse.ac.uk">phdacademy@lse.ac.uk</a>

### Communications and Training

Query	Answer	Notes
Will this document be publicised through internal communications?	<u>Yes/No</u>	A link to the PhD Academy's new 'Exam entry' webpage will be shared in the PhD Academy's newsletter, with Doctoral Programme Directors and managers/administrators.



Will training needs arise from this document?	Yes/ <u>No</u>	N/A
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