

#### Examination Entry form for MPhil/PhD examination

**Overview of process**

1. A fully completed exam entry form must be submitted to the PhD Academy at **least two months prior to the submission of the thesis.** This is very important as the examiner nomination process can take some time and we aim to have the examiners approved by the time the candidate submits the thesis so that it can be sent out to the examiners as soon as possible**. When completing this form and planning viva dates, departments need to ensure that examiners have at least 4 weeks (but ideally 6) to read the thesis.**
2. Sections 1-3 should be completed by the candidate.
3. Sections 4 should be completed by the supervisors.
4. The Doctoral Programme Director should sign this form to indicate departmental support for the nominations.
5. **Incomplete forms will be returned and may cause delay to the process**
6. Supervisors should read the [Guidance on nominating examiners for MPhil and PhD examinations](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Guidelines-on-nominating-examiners-for-MPhil-and-PhD-examinations-2021-22.pdf) prior to completing the Exam Entry Form, paying particular attention to the sections on expertise and independence
7. There is no requirement for the candidate to give consent for a third examiner or an internal chair to be nominated, but it would be good practice to discuss the arrangements with the candidate.
8. Once received, the completed exam entry form is sent to the Subject Panel for consideration.
9. Once the Subject Panel approves the nominations, examiners will be formally invited by the PhD Academy on behalf of the School. Please note that at certain times of the year, i.e. around the Christmas and Easter vacation periods and during the month of August, response times from the Subject Panel may be longer than usual.
10. Once all nominees confirm that they agree to act as examiners, the examiner nomination process is complete, and the PhD Academy will notify the candidate, supervisors and departmental administrator by email.
11. At this point, supervisors can start making formal arrangements for the viva. Once a viva date is set, the department must inform the PhD Academy of the date.
12. The School allows both in person and remote viva. Please refer to the [guidance on MPhil/PhD examinations](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Guidelines-for-MPhil-and-PhD-Examinations-2021-22.pdf) for full details in the first instance.
13. Once the examinersareapproved and the thesis is submitted, the thesis will be sent out to the examiners by the PhD Academy within 1-2 weeks. This can take longer at peak times. As per paragraph 1 above, examiners should have a minimum of 4 weeks to read the thesis.
14. The examiner nomination process cannot be accelerated. Appointing examiners in unseemly haste and setting examinations with little time for serious consideration of the material being assessed, risk undermining the reputation of the PhD examination process.
15. Once the viva has taken place, examiners have two weeks to return all the relevant paperwork. Examiners will only be chased for outstanding paperwork once the two-week period has expired.
16. Once the relevant paperwork is received, the processing of the results will normally take up to 2 weeks. Please note that during busy times this may take longer.
17. Following either the viva or a set correction period, examiners will confirm the type of award that can be conferred. The award of a degree will only be conferred once the candidate submits a final e-version of the thesis to the Library. The thesis will then be made available through LSE Theses Online, unless a candidate decides to apply for restricted access or an embargo (see below, Section 1)
18. **Please note that the above is an overview of the examination process and that at each stage, candidates and departments will be given further information as needed.**
19. To discuss any aspect of the examination entry process, please submit a query online via the online [Student Enquiry Form](https://lseportal.force.com/studentservices/s/enquiry-form).

**Section 1- To be completed by the candidate**

**Guidance notes to the candidate – please read before completing this form:**

You should complete all relevant sections of this form; incom­plete forms will be returned and may cause delays to the examination process. Please complete electronically and print a hard copy for signature. If you require assistance in completing any part of this form, please contact the PhD Academy via the online [Student Enquiry Form](https://lseportal.force.com/studentservices/s/enquiry-form) and we will be happy to help.

If you are being examined for the second time, you should complete the [**re-entry form**](https://info.lse.ac.uk/current-students/phd-academy/assets/forms/Examination-Re-entry-Form-2021-22.doc) instead.

##### Completed forms should be returned to the LSE PhD Academy electronically **at least two months** before you submit your thesis. This means that you should complete your sections in advance of this and send the form to your supervisor for them to complete their sections by the deadline. Please note that it is the responsibility of the supervisor(s) to nominate the examiners.

##### Once your examiners have been confirmed, we will email you. Correspondence about examination arrangements will be sent to your LSE email address or your personal email held on the School’s database – please ensure this is up to date.

##### **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 Inclusion/Adjustment Plan as any additional arrangements can only be based on the Inclusion/Adjustment Plan’s recommendations. If you do not have an Inclusion/Adjustment Plan, please contact the School’s [Disability and Wellbeing Service](https://info.lse.ac.uk/current-students/student-wellbeing/disability-wellbeing/disability-and-wellbeing-service) to discuss your situation . If you already have an Inclusion/Adjustment Plan, it is recommended that you make contact with the Disability and Wellbeing Service 6 months prior to your submission date to discuss what arrangements you need for the viva. Any new/updated copy of the Inclusion/Adjustment Plan should be provided to the PhD Academy.  You are encouraged to speak with a member of the PhD Academy team about your additional viva arrangements

**If you have a student visa and wish to apply for the Graduate Route post-study visa** you should note this on the form. You are strongly advised to speak to the [International Student Visa Advice Team](https://info.lse.ac.uk/current-students/student-services/international-student-visa-advice-team) about the process. Once you are aware of the visa process any questions relating to the examination process can be directed to the PhD Academy. Your supervisor 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 prior to the expiration of your visa. At this point the PhD Academy is required to notify the UKVI that you have completed early. This will mean that your visa is cancelled. If this applies to you, please contact the PhD Academy.

**Point 3 of the declaration on page 5 deals with the submission of the final e-version of your thesis**. Following either the viva or a correction period, examiners will confirm the type of award that can be conferred. **The award of a degree will only be conferred once you submit a final e-version of your thesis to the Library (LSE Theses Online**). LSE Theses Online will ensure wide dissemination of your work with high visibility in Google and Google Scholar, search engines and on the LSE website.  The content of your thesis will also be preserved securely for the future.

**Section 1- To be completed by the candidate**

**Candidate and thesis details**

Your full name as registered with your surname in block capitals: Your student number:

Thesis title:

**mm/yy**

Date you intend to submit the thesis for examination:

*You should submit this examination entry form* ***two months*** *before your thesis*

If you do not wish your supervisors to be present at the examination, tick here:

##### If you require any additional arrangements to be made for the oral examination, tick here:

##### Special arrangements might include, wheelchair access, hearing induction loop. Please attach your Inclusion Plan. For further information see guidance notes above.

##### If you are entering for the MPhil examination (not PhD), tick here:

If your thesis includes co-authored work, tick here:

*You will need to declare any co-authored work in the thesis itself, please see:*

##### <https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Template-for-Front-Pages-of-Thesis.pdf>

##### If your thesis includes work that is the result of previous study, please tick here:

##### You will need to declare this in the thesis itself, please see:

##### <https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Template-for-Front-Pages-of-Thesis.pdf>

If you require Academic Technology Approval Scheme (ATAS) clearance for your research,

please tick here

If you have a student visa please tick here

If you have a student visa and are interested in applying for the Graduate Route post study visa, please tick here

**Section 2: To be completed by the candidate**

**Description of thesis**

**Guidance notes to the candidate– please read before completing the form:**

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

You must submit a short description of the content of your thesis of about 300 words. The text can be the same as that provided in the front pages of your thesis. The abstract should be written in a manner accessible to non-subject experts and in ‘plain English’.

Name of candidate

Title of thesis

Text:

**Section 3: To be completed by the candidate**

**Declaration**

**Guidance notes to candidates – please read before completing this form:**

You will be examined in accordance with regulations in force at the time of your application to enter the examination ([Regulations for Research Degrees](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsForResearchDegrees.pdf), paragraph 54).

You are required to read, understand and sign the declaration below. Further information about LSE Theses Online is available [here](http://etheses.lse.ac.uk/faq.html).

Should you require further guidance on understanding any aspect of the declaration before signing it, please contact the PhD Academy who will be happy to help.

1. I certify 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. I consider the work submitted to be a complete thesis fit for examination.
3. I authorise that, if a degree is awarded, an electronic copy of my thesis will be deposited in LSE Theses Online (in accordance with the published deposit agreement) held by the British Library of Political and Economic Science and that, except as provided for in regulation 61 it will be made available for public reference.
4. 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. 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 Theses 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.

(b) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

1. Applicable to those intending to submit before completing the equivalent of 3 years’ full-time studies: 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](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsForResearchDegrees.pdf)).

I understand that if my thesis is not approved by the examiners, this declaration will become void.

Date Candidate’s signature

**Section 4: To be completed by the supervisor/s**

**Guidance notes – please read before completing this form:**

Supervisors are asked to complete the examiners’ nominations in accordance with the criteria specified in the [*Guidance on nominating examiners for MPhil and PhD examinations*](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Guidelines-on-nominating-examiners-for-MPhil-and-PhD-examinations-2021-22.pdf) You can also seek advice from a member of the PhD Academy team by emailing phdacademy@lse.ac.uk

Please note that supervisors and Doctoral Programme Directors are only nominating the examiners and are not making a judgment as to whether the thesis is fit for examination (see *Regulations for Research Degrees*, paragraph 57).

All shaded areas must be completed; **incom­plete forms will be returned**. You can use an electronic signature or print the form in hard copy and sign it. Completed forms should be submitted to the PhD Academy at least **two** **months** before the submission of the thesis.

The nominations will be sent to the appropriate Research Degrees Subcommittee Subject Panel for approval: once examiners have been approved and have formally confirmed that they are able to act, we will email the candidate and the supervisor who has signed the form. **You should not make any arrangements for the viva examination until you have received this confirmation.**

Supervisors need to make an articulate case for the choice of examiners. It is assumed that nominated examiners will be experts in fields that are relevant to the candidate’s thesis and supervisors should explain how this is so **in detail**, giving **specific reasons** for the suitability of each examiner. This is to assist the Subject Panel in their approval process.

Between them, the examiners must have familiarity with the UK MPhil/PhD examination process, including previous experience of conducting MPhil/PhD examinations. To ascertain this, the examination entry form asks for detailed information regarding the nominated examiners’ experience. **Where an examination panel lacks the examination experience required by LSE regulations, the department may either nominate a third examiner with appropriate experience or nominate an internal chair to be appointed from within the academic department.** The internal chair will not take part in the academic assessment of the candidate’s work but is simply tasked with ensuring the regulatory compliance of the examination process. We advise checking with the PhD Academy on whether an internal chair or a third examiner is needed.

The appointed examiners should have had no direct involvement in the candidate’s research or close connections with either the supervisors or the candidate. **Any such connection must be declared in full on the Examination Entry Form** and will be considered by the Subject Panel before examiners can be appointed.

It is not possible to specify all instances where a close connection will prevent a nominated examiner from being appointed. However, previous nominations have been rejected on the basis of the following:

* 1. the internal examiner also being the Doctoral Programme Director and from the same department as the candidate;
	2. an examiner also being a member of the candidate’s supervisory team;
	3. an internal examiner who had been involved in the candidate's upgrade decision;
	4. an examiner who had also been the candidate's tutor on a previous degree;
	5. a candidate who was holding a job offer from the same academic department as either of the nominated examiners;
	6. an examiner who had written a reference for the candidate in support of an application for funding;
	7. where an external examiner was affiliated with a Research Centre at LSE. (Please refer to point 14 of the *Guidelines on nominating examiners for MPhil and PhD examinations*); and
	8. an examiner who was the supervisor of a student that co-authored a paper that appears in the candidate’s thesis.

 b. Where connections have existed but were deemed by the Subject Panel as not strong enough to bar the examiner from acting have included (but are not limited to):

1. the candidate had met the examiner at a conference where they had spoken briefly about his/her thesis;
2. the internal examiner was based in the same department as the student/supervisor;
3. the examiner had supervised the candidate’s supervisor, but more than 5 years ago;
4. the candidate’s supervisor had supervised the examiner, but more than 5 years ago;
5. the examiner had co-authored a paper with the supervisor, but the paper had been written more than 5 years previously; and
6. the examiners and the supervisors were known to each other as experts within the field.

**Section 4: To be completed by the supervisor/s**

**Appointment of examiners**

Name of candidate:

Department

**At least one examiner MUST be from outside the LSE**

**Proposed examiner 1:**

Title: Name:

College:

Address:

E-mail:

**Reasons for nomination:** please provide an articulate case for the choice of this particular examiner. It is assumed that the nominated examiner is an expert in a field that is relevant to the candidate’s thesis and you should explain how this is so in detail. The linkages between the examiner’s expertise and the candidate’s thesis are particularly important and should be made explicit so that the Subject Panel can make an informed decision.

**Please indicate the number of MPhil/PhD examinations the examiner has conducted in the past?**

Yes / No

**Does the examiner have MPhil/PhD examining experience in the UK?** *Please note there must be UK examining experience between the 2 examiners otherwise an internal chair or a third examiner will need to be nominated.*

**Proposed examiner 2:**

Title: Name:

College:

Address:

E-mail:

**Reasons for nomination:** please provide an articulate case for the choice of this particular examiner. It is assumed that the nominated examiner is an expert in a field that is relevant to the candidate’s thesis and you should explain how this is so in detail. The linkages between the examiner’s expertise and the candidate’s thesis are particularly important and should be made explicit so that the Subject Panel can make an informed decision.

**Please indicate the number of MPhil/PhD examinations the examiner has**

**conducted in the past?**

Yes / No

**Does the examiner have MPhil/PhD examining experience in the UK?** *Please note there must be UK examining experience between the 2 examiners otherwise an internal chair or a third examiner will need to be nominated.*

**Connections**

You must declare **any and all** professional, academic or personal connections between one or both examiners and the candidate and/or the supervisors. Such connections do not necessarily preclude a particular examiner from acting, but the Subject Panel needs to consider them before granting its approval. Please see the *Guidelines on Nominating Examiners* for further details.

**Where the answer is yes, please provide further information below**:

1. **Connections between the candidate and examiner 1/examiner 2**:
2. **Connections between supervisor(s) and examiner1/examiner2:**

Yes / No

Yes / No

**Supplementary page: use if nominating a 3rd examiner.**

Title: Name:

College:

Address:

E-mail:

**Reasons for nomination:** please provide an articulate case for the choice of this particular examiner. It is assumed that the nominated examiner is an expert in a field that is relevant to the candidate’s thesis and you should explain how this is so in detail. The linkages between the examiner’s expertise and the candidate’s thesis are particularly important and should be made explicit so that the Subject Panel can make an informed decision.

**Please indicate the number of MPhil/PhD examinations the examiner has**

**conducted in the past?**

Yes / No

**Has the examiner PhD examining experience in the UK?** *Please note there must be UK examining experience between the 2 examiners otherwise an internal chair or a third examiner will need to be nominated*

**Connections**

You must declare **any and all** professional, academic or personal connections between one or both examiners and the candidate and/or the supervisors. Such connections do not necessarily preclude a particular examiner from acting, but the Subject Panel needs to consider them before granting its approval. Please see the *Guidelines on Nominating Examiners* for further detail

**Where the answer is yes, please provide further information below**:

1. **Connections between the candidate and examiner 3**:
2. **Connections between supervisor(s) and examiner 3:**

Yes / No

Yes / No

**If you are nominating a third examiner, please use the space below to explain the reasons for this.**

**If the examiners lack any of the regulatory requirements e.g., between them the examiners have no PhD examining experience in the UK please use the space below to confirm who will act as the internal chair. The chair cannot be a member of the supervisory team. If this has not yet been arranged an assurance that a suitable chair will be nominated will suffice in the first instance.**

**Candidates are required to complete the equivalent of 3 years’ of full-time registration prior to submitting their thesis (of which 2 years constitutes the absolute minimum period of registration).** 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, which will be reviewed by the Chair of the Research Degree Subcommittee for approval (see paragraph 58 of the [Regulations for Research Degrees](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsForResearchDegrees.pdf)).

Doctoral Programme Director signature *[HoD if DPD is supervisor]:*

DPD name *[please print]:*

Date:

Date:

Supervisor signature:

Supervisor name *[please print]:*

Date:

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| --- |
| ***For office use only:*** |
| **Date received:** |  |
| **Visa check completed:** |  |
| **Upgrade check completed (if submitting for PhD):** |  |
| **ATAS clearance check:** |  |
| **Early submitters- has 2 years’ registration been completed** |  |

**December 2021**