PhD Academy: Examination Re-entry form

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# General guidance

Completed forms should be returned to the LSE PhD Academy electronically **least 40 working days/eight working weeks before the thesis is submitted**. You will have been informed of the date by which you need to resubmit your thesis. If you are unsure, you should contact a member of the PhD Academy staff. Please send a query via the online [Student Enquiry Form](https://lseportal.force.com/studentservices/s/enquiry-form).

As you are being examined for a second time you are required to pay a **re-entry fee of £200 which you will need to pay when you submit this form**. You can pay this via [LSE eshop](http://eshop.lse.ac.uk/browse/product.asp?compid=1&modid=1&catid=238).

##### **Correspondence about examination arrangements will be sent to your LSE email address or to your personal email address held on the School’s database** – please ensure this is kept up to date or provide us with an alternative contact address if you are no longer registered as a student at the School.

##### **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](https://info.lse.ac.uk/current-students/student-wellbeing/My-Adjustments) plan. (Please note that changes to the research degree examinations process can only be made based on a [My Adjustments](https://info.lse.ac.uk/current-students/student-wellbeing/My-Adjustments) plan.) If you do not have an [My Adjustments](https://info.lse.ac.uk/current-students/student-wellbeing/My-Adjustments) plan and think that you may need one, please contact the School’s [Disability and Mental Health Service](https://info.lse.ac.uk/current-students/student-wellbeing/disability-wellbeing/disability-and-mental-health-service) as soon as possible to discuss this. If you already have [My Adjustments](https://info.lse.ac.uk/current-students/student-wellbeing/My-Adjustments) plan, it is recommended that you contact the [Disability and Mental Health Service](https://info.lse.ac.uk/current-students/student-wellbeing/disability-wellbeing/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](https://info.lse.ac.uk/current-students/student-wellbeing/My-Adjustments) plan should then be provided to the PhD Academy.  You are also encouraged to speak with a member of the PhD Academy team about your additional viva arrangements. If you have a short-term condition and are not eligible for a [My Adjustments](https://info.lse.ac.uk/current-students/student-wellbeing/My-Adjustments) plan, please note this on this form.

You are required to send electronic copies of the thesis and the list of corrections to the PhD Academy by email to phdacademy@lse.ac.uk.

Whilst there is no set format for the list of corrections, a useful method is to use a table listing the corrections you were required to make in one column and then using the second column to outline how you have met the requirements for the corrections and referencing which pages /chapters the corrections can be found.

Once we receive the theses, they will be sent to the examiners and the examiners will have 3 months to return their final decision by completing an examiners’ report form and producing a joint final report.

If the examiners have already made the decision that a second viva would be required, then arrangements will be made by your department. Please note that examiners have the right to request a second viva upon receiving and reading the thesis and can waive the need for a second viva if they previously requested this at the first viva. Where a second viva is held, examiners will have 2 weeks to return the exam paperwork to our office.

Once the examination results paperwork is received, processing of the results will normally take up to 2 weeks. Please note that during busy times, this may take longer. Once the examiners confirm that an award can be conferred, you will be required to submit a final e-version of your thesis to the Library in order to be awarded.

You should complete all 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 (and we will be happy to help.

# Section 1: Student details

\* Indicates required field.

|  |  |
| --- | --- |
| Student number\*  |  |
| Student forename\* |  |
| Student surname\* |  |
| Student department\* |  |
| Student programme\* |  |
| Thesis re-submission deadline\* [[1]](#footnote-2) |  |

# Section 2: Student submission details

\* Indicates required field.

|  |  |
| --- | --- |
| Intended/actual date of re-submission (dd/mm/yyyy)\* [[2]](#footnote-3) |  |
| Are you entering for the MPhil examination, or the PhD examination?\*(Please delete as appropriate) | I am entering for the MPhil examination./I am entering for the PhD examination. |
| Will your submitted thesis include any co-authored work?\*(Please delete as appropriate). | Yes (if so, please note that you will be required to declare this in your submission – example [here](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Template-for-Front-Pages-of-Thesis.pdf))./No |
| Will your submitted thesis include any work that is the result of previous study?\* (Please delete as appropriate) | Yes (if so, please note that you will be required to declare this in your submission – example [here](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Template-for-Front-Pages-of-Thesis.pdf))./No |
| Should you be required to attend a second viva examination, what is your supervisor attendance preference?\* [[3]](#footnote-4)(Please delete as appropriate) | I would prefer my supervisors not 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. |
| Do you require any additional viva arrangements?\* [[4]](#footnote-5) | 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 will submit my existing MyAdjustments plan with this form, and I do not plan to ask the Disability and Wellbeing Service to update this ready for my viva./I will attach my existing inclusion/adjustments plan, but I plan to ask the Disability and Wellbeing Service to update this ready for my viva./I do not currently have an inclusion/adjustments plan, but I plan to ask the Disability and Wellbeing Service to produce one for me, ready for my viva./ I have a short-term condition and I am not eligible for MyAdjustments/Other |
| If you hold a student visa: Are you interested in applying for the Graduate Route post study visa(Please delete as appropriate) | Yes/No |

# Section 3: Candidate declaration

Students will be examined in accordance with *Regulations for Research Degrees*. These can be found in [the LSE Calendar](https://www.lse.ac.uk/resources/calendar/).

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

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 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 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:*
	1. *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.*
6. *That this authorisation does not, to the best of my belief, infringe the rights of any third party.*
7. *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, permitted.* |  |
| Signature date (dd/mm/yy)\* |  |

# Submitting this form

When complete, please submit this form by email to phdacademy@lse.ac.uk.

## Version log

|  |  |  |
| --- | --- | --- |
| Review interval | New review start date | New review due by |
| Yearly | TBC | TBC |

Version history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Publication date | Approved by | Notes |
| 23-24.01 | Unknown | PhD Academy Assistant Director | Extant version |
| 24-25.01 | 30/09/24 | PhD Academy Assistant Manager (Casework and Records) | Transfer to 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. |

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 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/No | N/A |

1. 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.
 [↑](#footnote-ref-2)
2. Entering a date which falls after your current re-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](https://info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students).
 [↑](#footnote-ref-3)
3. The Regulations for Research degrees entitle your supervisors to attend your examination unless you state that you would prefer your supervisors not to attend. [↑](#footnote-ref-4)
4. 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. [↑](#footnote-ref-5)