PhD Academy: Examiner Replacement Form

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# General guidance

The Research Degrees Sub-Committee’s guidance on nominating examiners for MPhil and PhD examinations can be found [here](https://info.lse.ac.uk/current-students/phd-academy/a-z-guidance) under ‘Nominating examiners for MPhil and PhD Examinations’. When this form is complete, please submit this by email to phdacademy@lse.ac.uk.

#

This form is only for replacement examiners i.e. where the original examiner(s) has been rejected/is unable to act or to continue to act in the case of a re-examination. Advice on completing this form can be sought from a member of the PhD Academy team – please email phdacademy@lse.ac.uk.

# Section 1: General details (to be completed by lead supervisor)

\* Indicates required field.

|  |  |
| --- | --- |
| Student forename\* |  |
| Student surname\* |  |
| Student department\* |  |
| Student programme\* |  |
| Name of examiner to be replaced |  |

# Section 2: Proposed replacement examiner details (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](https://forms.office.com/e/cSeqYn8TJT), under *Nominating Examiners for MPhil and PhD Examinations,* **before** submitting this form.

This 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.

## Replacement examiner nominee details

\* Indicates required field.

|  |  |
| --- | --- |
| Title\* |  |
| Forename\* |  |
| Surname\* |  |
| Institution and department\* |  |
| Contact address (email)\* |  |
| Rationale for nomination\* [[1]](#footnote-2) |  |
| Number of examinations previously conducted (total)\* *Please write in numbers/integers* |  |
| Number of examinations previously conducted (UK)\**Please write in numbers/integers* |  |

# Section 3: 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.

1. The student
2. Any of the supervisors
3. 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.

When completing the following sections, please state specifically whether there are connections between the candidate, *any* of the supervisors and *any* of the nominated examiners. Incomplete forms will be returned.

\* Indicates required field.

*Replacement examiner connections to the candidate*

|  |  |
| --- | --- |
| Are there connections to declare between replacement examiner and the candidate?\*(Please delete as appropriate). | Yes/No, there are no connections to declare between the candidate and the replacement examiner. |
| If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write ‘N/A’.\* |  |

*Replacement examiner connections to supervisor #1*

|  |  |
| --- | --- |
| Supervisor #1 name |  |
| Supervisor #1 email |  |
| Are there connections to declare between replacement examiner and supervisor #1?\*(Please delete as appropriate). | Yes/No, there are no connections to declare between the replacement examiner and supervisor #1? |
| If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write ‘N/A’.\* |  |

*Replacement examiner connections to supervisor #2*

|  |  |
| --- | --- |
| Supervisor #2 name |  |
| Supervisor #2 email |  |
| Are there connections to declare between replacement examiner and supervisor #2?(Please delete as appropriate). | Yes/No, there are no connections to declare between the replacement examiner and supervisor #2? |
| If you answered yes to the above, please describe the connection/s below. If you answered no to the above, please write ‘N/A’.\* |  |

*Replacement examiner connections to supervisor #3 (where necessary)*

|  |  |
| --- | --- |
| Supervisor #3 name |  |
| Supervisor #3 email |  |
| Are there connections to declare between replacement examiner and supervisor #3?(Please delete as appropriate). | Yes/No, there are no connections to declare between the replacement examiner 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 the internal chair (where necessary)*

|  |  |
| --- | --- |
| Internal chair name |  |
| Internal chair email |  |
| Are there connections to declare between replacement examiner and the internal chair?(Please delete as appropriate). | Yes/No, there are no connections to declare between the replacement examiner 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’.\* |  |

*Co-authors’ connections to the replacement examiners (where necessary)*

|  |  |
| --- | --- |
| Co-authors’ names\**If any of the materials in the submitted thesis are co-authored, please declare the names and contributions of each co-author.[[2]](#footnote-3)* |  |
| Are there any connections to declare between any of the co-authors and the proposed replacement examiner?(Please delete as appropriate). | Yes/No, there are no connections to declare between any of the co-authors and the proposed replacement examiner/N/A |
| 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’.\* |  |

# Section 4:Lead supervisor and programme director signatures

|  |  |
| --- | --- |
| Lead supervisor signature\**Wet signature not required – e-signatures, including typed signatures, permitted.* |  |
| Doctoral Programme Director signature\* [[3]](#footnote-4)*Wet signature not required – e-signatures, including typed signatures, permitted.* |  |
| 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 this for is complete, please submit this by email to phdacademy@lse.ac.uk.

## Version log

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

Version history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Publication date | Approved by | Notes |
| 23-24.01 | Unknown | PhD Academy Assistant Director  | Extant version |
| 23-24.02 | 30/09/24 | PhD Academy Assistant Manager (Casework and Advice) | 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. |
| 24-25.01 | 02/09/2025 | PhD Research Degrees Officer | Minor textual edits, no substantive changes. |

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. An articulate case for the choice of replacement examiner is required. It is assumed that nominated replacement examiner will be experts in fields that are relevant to the candidate’s thesis. This should be explained in detail, with specific reasonsfor the suitability of each examiner provided. Without this, the Research Degrees Sub-Committee will be unable to consider your nominee. [↑](#footnote-ref-2)
2. Please state these per paper, as in the example below.

Paper #1 title, co-author name [↑](#footnote-ref-3)
3. **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.

	* 1. Where available, the co-director of the relevant doctoral programme.
		2. The Deputy Head of Department (Research).
		3. The Deputy Head of Department (Teaching).
		4. 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. [↑](#footnote-ref-4)