

**REPLACEMENT EXAMINER NOMINATION FORM**

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

All sections of this form should be completed and returned to the PhD Academy; **incomplete forms will be returned.**

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](mailto:phdacademy@lse.ac.uk).

The criteria for examiners is specified in the [*Guidance on Nominating Examiners*.](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/Guidelines-on-nominating-examiners-for-MPhil-and-PhD-examinations-2021-22.pdf)

Doctoral Programme Directors should sign the form below to confirm they are content with the nomination being made. Please note the supervisor and DPD are approving the examiner nomination only and not whether the thesis is fit for examination (see [*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 53).

**Name of student:**

**Department:**

**Name of examiner to be replaced:**

**Proposed replacement examiner:**

Title: Name:

College:

Address:

Email:

**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 PhD examinations the examiner has conducted in the past?**

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

Yes / No

**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.

Yes / No

Yes / No

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

:

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

Supervisor signature:

Supervisor name *[please print]:*

Date:

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

DPD name *[please print]:*

Date:

Date:

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| ***For office use only:*** | |
| **Date received:** |  |
| **Date forwarded to subject panel:** |  |
| **Date examiners invited:** |  |
| **Date examiners confirmed:** |  |
| **SITS amended:** |  |
| **Visa check completed:** |  |

August 2021