



Guidelines to assist supervisors for the nomination of examiners

1. You are asked to nominate 2 examiners: an internal examiner from one of the colleges of the University of London (including LSE), and an external examiner from outside the University.
2. With the permission of the Chair of the Research Degrees Subcommittee, both examiners may be appointed from within the University, or both may be appointed from outside the University. Only one examiner may be appointed from within LSE.
3. Both examiners should be experts in the field of the thesis but not necessarily in all parts of the precise topic. Many theses are interdisciplinary and the aim should be to appoint a team of examiners who, between them, cover all aspects of the work to be presented by the candidate. It may sometimes be necessary to appoint three examiners to achieve this, and in that case, you should nominate three examiners to act jointly.
4. The examiners appointed should have had no direct involvement in the candidate's research or close connections with either you or the candidate that might inhibit a completely objective examination. It is accepted that examiners will usually be acquainted with the supervisor, and sometimes the candidate, and this in itself is not a bar to acting as an examiner.
5. It is difficult to make precise rules to cover all eventualities, because individuals' circumstances and their relationship with others can vary considerably, but generally the guidance in paragraphs 6-9 below should be observed. If you have any queries about a particular person's eligibility to act, please consult with the Research Degrees Manager.
6. Academic staff who have taken an active role in considering a candidate's transfer of registration from the MPhil to the PhD degree are usually ineligible to serve as Internal Examiners; there are some exceptions to this rule and advice can be obtained by contacting the Research Degrees Unit. Staff members who may have attended seminars/presentations given by the candidate may be nominated as Internal examiners provided they have taken no part in the transfer decision.
7. Former members of the academic staff of the University of London who resigned, rather than retired, are not normally eligible to serve as External Examiners until the expiry of three years from their departure from the University. Retired teachers, who are still active in their fields, often retain close links with their former departments and may be appointed as Internal Examiners. [It is necessary to guard against an individual being appointed as an Internal Examiner one week and an External the next, which would imply that there is no

distinction between the two.]

8. A Visiting Professor at a College of the University may be nominated as an Internal Examiner provided there is no connection between him/her and the candidate.

Completing the form

9. For each nominated examiner you are asked to state:
 - title (Professor, Dr, etc), name and full address;
 - expertise in relation to the thesis;
 - experience of PhD examining in the University of London and/or elsewhere in the UK (if none, the Supervisor should state the nominated examiner's experience of PhD supervision);

[It is accepted that an academic has to examine a PhD thesis for the first time; if such a person is nominated, she/he should be paired with an experienced examiner.]

- any connections with the candidate and/or the supervisor (these may be professional, academic or personal connections);
 - if applicable, why two examiners internal or external to the University have been nominated ;
 - if applicable, a statement indicating the reasons for the nominations of an examiner from overseas.
10. The supervisor should ensure that the proposed examiners are willing and able to act at the time when the thesis is expected to be submitted. It is expected that you will make arrangements for the viva examination.

When completing the examination entry form, please ensure that the information detailed above is provided. The form should be returned at least 1 month before submission of the thesis.

Review schedule

Review interval	Next review due by	Next review start

Version history

Version	Date	Approved by	Notes
1	May 2009	Research Degrees	

Contacts

Position	Name	Email	Notes

Communications and Training

Will this document be publicised through Internal Communications?	No
Will training needs arise from this policy	No
If Yes, please give details	