

# 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 last 4 weeks (but ideally 6) to read the thesis. In real terms this means that a gap of at least 6 weeks (but ideally 8) is required between the thesis being sent out and the date of the viva.**
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](#) 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. If one examiner is unable to attend the viva in person, the PhD Academy needs to be contacted as soon as possible so that guidance can be provided on how **to seek permission from the Chair of the Research Degrees Subcommittee (or his/her nominee) to arrange a Skype viva**. Note that at least one examiner must be physically present alongside the candidate in the viva room.
13. Once the examiners are approved 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 examiners' 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 visit the PhD Academy Monday to Friday between 9am to 5pm. Candidates can send an online query via the online [Student Enquiry Form](https://lseportal.force.com/student-services/s/enquiry-form) (<https://lseportal.force.com/student-services/s/enquiry-form>).