

Viva Examination Procedure

Step 1

What: All previous forms (*Description of Thesis Form*, *Reproduction of Thesis Form*, *Exam Entry Form* and *Appointment of Examiners Form*) have now been combined to **one** form which is the ***Exam Entry Form***. Students should contact the Research Degrees Unit or download the forms from their [website](#). The Student completes the *Exam Entry Form* and the Supervisor completes the Appointment of Examiners part of the form and signs it.

When: The *Exam Entry Form* should be completed and handed in **at least 3 months before** the thesis is submitted. The appointment of examiners can take from 3 weeks to 2 months to be processed and therefore allow examiners to be approved. Staff should nominate 2 examiners (and have an additional one on mind that could be acting as a reserve). Once the examiners have been approved the **Supervisor** can set a date for the Viva. At the moment examiners still have to be approved by the University of London.

Where: When completed the forms should be handed to the Research Degrees Unit and promptly returned to Richard Leppington. He will then confirm the choice of examiners.

Step 2

What: The Student should submit his/her *Thesis* (two copies). The student has a choice as to whether these are soft or hard bound. If they are soft bound they still need a blue cover and gold-lettering but can be glued rather than properly bound. Alternatively students can submit one hard bound and one soft bound copy (it is suggested that students should consider how confident they are that changes will not be necessary). In addition students must complete and submit the *Abstract and Declaration of Word Length Form* along with the thesis to the Research Degrees Unit, 6th floor, Tower 2. **The Student and Supervisor must not send the Thesis to the examiners directly.** N.B. LSE now have the agreement of Senate House/the University of London that they will accept FOR THE PURPOSES OF EXAMINATION ONLY, theses loose bound by the reprographic centre at LSE. Theses will still need to be submitted for lodging in university and school libraries, on successfully satisfying the examiners, in hard bound form. The typescript must include a full title page, which will be viewable through the acetate front cover. In all other respects, the existing regulations of the university as to presentation of theses for examination, apply.

When: Ideally the above should be forwarded 3 months in advance of the Viva examination.

Where: The 2 copies of the *Thesis* should go with the *Abstract and Declaration of Word Length Form* to the Research Degrees Unit.

Step 3

What: The Supervisor receives notification from the Research Degrees Unit of the approval of the examiners and then arranges a date for the Viva. The Research Coordinator (Stella Mandehou) assists the supervisor in organising the Viva. The Research Degrees Unit write an official letter appointing the examiners and providing them with guidelines for the conduct of the Viva.

When: The Supervisor should consult the Student to establish when the thesis will be ready, and must check that the examiners have sufficient time to read the thesis before the exam is due to take place.

Where: **It is the Supervisor's responsibility to contact** the Research Degrees Unit when a date has been agreed with all parties. A phone call or letter should suffice in this instance.

Step 4

What: At the Viva the Internal Examiner is responsible for the completion of the *Report Form* after any corrections have been made and approved by the examiners. A preliminary report should be written and signed by both examiners and attached to the *Report Form*. With regard to the External Examiner the School will cover expenses for any air fare and one to two nights in hotel accommodation. However the Research Degrees Manager will query any expenses that appear excessive. The Research Degrees Unit will reimburse the Examiner directly. Details about how to claim will be sent to the examiners when they are appointed.

When: The *Report Form* and *prelim* should be forwarded only after any changes have been approved by both examiners.

Where: The above should be sent to the Research Degrees Unit.

Step 5

What: Students will need to submit to the Research Degrees Unit 1 final hard bound and 1 soft bound copy of their thesis after the successful completion of their Viva.

For a copy of all forms required to complete the process please see:

<http://www.lse.ac.uk/collections/researchStudents/lseandUniversityInternalLinks.htm>

The School has arranged a binding service with a local printing firm, please see:

<http://www.lse.ac.uk/collections/researchStudents/Thesis%20Price%20List%200%20Jan%20%202004.doc>

Please read the Degree regulations before entering for the examination:

<http://www.lse.ac.uk/collections/researchStudents/Regulations%20PhD%202006.doc>

Useful Contacts

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Theses Assistant

University of London Library

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London WC1E 7HU

UNIVERSITY OF LONDON - LIST OF BINDERS

All of the binders listed below offer a theses binding service. Inclusion on the list offers no guarantee that the work will be carried out to the University of London specification. It is the responsibility of the candidate to ensure that the work is carried out to the standards laid down in point 10 of the leaflet:- "Instructions and notes on submission, format and binding of theses submitted for the degrees of M Phil, PhD, MD, MS, MDS, and D Vet Med."

KEYPOINT BOOKBINDERS LTD: Unit 8, Balmoral Grove, Islington, London N7 9NQ. [Tel: 020 7609 1050; Fax: 020 7609 1020] (folding, gathering, perfect binding, thread sewing, case binding, journal binding, ring binders, specialist box making).

R.G. SCALES DOCUMENT CENTRE: 2 Farringdon Street, Ludgate Circus, London EC4M 7LH. [Freephone 0800 358 7770, 020 7236 5544 or e-mail: bookbinder@mail.com or richard@document-centre.co.uk Copy from disc, E-mail, or typed, copied on digital B&W, Colour copiers). Free Delivery. All types of binding, all to specification.

COLLIS-BIRD & WITHEY: 1 Drayton Park, London N5. [Tel:020-7607-1116] (Will do fast service)(Photocopying facilities available, typing, free delivery). All to specification.

BLISSETT BOOKBINDERS: Roslin Road, London W3 8DH [Tel:020 8992-3965] (Nr. Acton Town tube) Same Day/48 hr service Copying service (Colour & Black & White). All to specification.

A.J.B. BOOKBINDING CO. LTD: 5 Athole Terrace, Bensham Grove, Thornton Heath, Surrey. CR4 8DX.[Tel:020 8653-5877](Will do fast service)

AVALON ASSOCIATES: 23 Dunmore Road, Chelmsford, Essex, CM2 6RY. [Tel:01245 468706]

GRAYS (BOOKBINDERS) LTD: Unit 5, Capital Industrial Park, 24 Willow Lane, Mitcham, Surrey, CR4 4NA. Tel: 020 8640 1449.

THE WYVERN BINDERY: 56-58, Clerkenwell Road, London EC1M 5PX. Tel: 020 7490 7899

HOLLINGWORTH & MOSS: Manor Street Industrial Estate, Enfield Terrace, Leeds LS7 1RG. Tel/Fax: 0113 243 8642

THE PRINTING CENTRE: 30 Store Street, London, WC1E 7BS Tel: 020 7636 8723 Fax: 020 7636 8726
Guaranteed turnaround, copying service available B&W and Colour from disk or hard copy. All to specification.

PRIORY BINDERS: 18 Whites Road, Farnborough, Hants. GU14 6PD. Tel: 01252 515843

OTTERSHAW BOOKBINDERS: 42 Hare Hill, Addlestone, Surrey, KT15 1DT. Tel: 01932 845 976 (will do fast service; free delivery)

DOWLING & CO: c/o Kall-Kwik Printing, 72 Southampton Row, London WC1B 4AR .Tel 020 7242 3252/3 Fax 020 7405 1911

ALINEA BINDERY: 46 Porchester Road, London, W2 6ET. Tel/Fax: 020 7727 6659; e-mail : patrick@alinea.fsnet.co.uk . The binders is situated near Royal Oak tube or a short walk from Queensway or Bayswater stations. Offer same day service.

J MUIR & CO: 64-68 Blackheath Road, Greenwich, London SE10 8DA. Tel: 020 8692 7565; Fax: 020 8692 2072; e-mail: jmuirbookbinders@yahoo.com . (Will do fast service, all types of binding to specification).

B J HEARD: 41 Pickford Road, Bexleyheath, Kent DA7 4AG. Tel 020 8304 1229