

#### Entry form for MPhil/PhD examination

**Guidance notes to the candidate – please read before completing this form:**

You should complete all relevant sections of this form; incom­plete forms will be returned and may cause delays to the examination process. Please complete electronically and print a hard copy for signature. If you require assistance in completing any part of this form, please contact the Research Degrees Unit ([researchdegrees@lse.ac.uk](mailto:researchdegrees@lse.ac.uk)) and we will be happy to help.

If you are being examined for the second time, you should complete the **re-entry form** available to download at: http://www.lse.ac.uk/study/PhDAcademy/documents/Word/ExamReentry.doc

##### Completed forms should be returned to the LSE Research Degrees Unit (PhD Academy, LRB4.03) **at least two months** before you submit your thesis.

**Once your examiners have been confirmed, we will email you. Correspondence about examination arrangements will be sent to your LSE email address or the term-time address held on the School’s database –** please ensure this is up to date

***Candidate to complete sections 1 to 3***

**Section 1:**

**Candidate and thesis details**

Your full names as registered with your surname in block capitals: Your student number:

Thesis title:

**mm/yy**

Date you intend to submit the thesis for examination:

*You should submit this examination entry form* ***two months*** *before your thesis*

If you do not wish your supervisors to be present at the examination, tick here:

##### If you require any special arrangements to be made for the oral examination, tick here:

##### Special arrangements might include, wheelchair access, hearing induction loop

##### If you are entering for the MPhil examination (not PhD), tick here:

If your thesis includes conjoint work, tick here:

*You will need to declare any conjoint work in the thesis itself, please see:*

[*http://www2.lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx*](http://www2.lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx)

##### If your thesis includes work that is the result of previous study, please tick here:

*You will need to declare this in the thesis itself, please see:*

[*http://www2.lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx*](http://www2.lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx)

If you have a student visa please tick here

If you require Academic Technology Approval Scheme (ATAS) clearance for your research,

please tick here

If you have a Tier 4 student visa and are interested in applying under the Doctorate Extension

further details)

**Section 2:**

**Description of thesis**

**Guidance notes to the candidate– please read before completing the form:**

This page will be forwarded to the examiners; please ensure the description fits into the text box provided

You must submit a short description of the content of your thesis of about 300 words. The text can be the same as that provided in the front pages of your thesis. The abstract should be written in a manner accessible to non-subject experts and in ‘plain English’.

Name of candidate

Title of thesis

***Candidates should complete sections 1 to 3***

Text:

**Section 3:**

**Declaration**

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

You will be examined in accordance with regulations in force at the time of your application to enter the examination (*Regulations for Research Degrees*, paragraph 37).

You are required to read, understand and sign the declaration below. Further information about LSE Theses Online is available at: <http://etheses.lse.ac.uk/faq.html>

Should you require further guidance on understanding any aspect of the declaration before signing it, please contact the Research Degrees Unit who will be happy to help ([researchdegrees@lse.ac.uk](mailto:researchdegrees@lse.ac.uk))

***Candidates should complete sections 1 to 3***

1 I certify that the thesis I have presented for examination for the MPhil/PhD degree of the London School of Economics and Political Science is solely my own work other than where I have clearly indicated that it is the work of others (in which case the extent of any work carried out jointly by me and any other person is clearly identified in it).

2 I consider the work submitted to be a complete thesis fit for examination.

3 I authorise that, if a degree is awarded, an electronic copy of my thesis will be deposited in LSE Theses Online held by the British Library of Political and Economic Science and that, except as provided for in regulation 41 it will be made available for public reference.

4 I authorise the School to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.

5 I will include the following statement at the beginning of my thesis:

(a) The copyright of this thesis rests with the author. Quotation from it is permitted, provided that full acknowledgement is made. This thesis may not be reproduced without my prior written consent.

(b) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

I understand that if my thesis is not approved by the examiners, this declaration will become void.

Date Candidate’s signature

**Section 4:**

**Appointment of examiners**

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

Supervisors are asked to complete the examiner nominations below in accordance with the criteria for examiners specified in the *Guidance on Nominating Examiners* at:

<http://www.lse.ac.uk/study/PhDAcademy/documents/PDFs/nominatingExaminers2014-15.pdf>. You can also seek advice from a member of the Research Degrees Unit team: 020 7955 7153/7761; [researchdegrees@lse.ac.uk](mailto:researchdegrees@lse.ac.uk)

Doctoral Programme Directors should also sign the form below to confirm they are content with the nominations being made. Please note the supervisor and DPD are approving the examiner nominations only and not whether the thesis is fit for examination (see *Regulations for Research Degrees*, paragraph 38).

All shaded areas must be completed; **incom­plete forms will be returned**. You can use an electronic signature, or print the form in hard copy and sign. Completed forms should be submitted to the PhD Academy (room LRB4.03) at least **two** **months** before submission of the thesis.

The examiner nominations will be sent to the appropriate Research Degrees Subcommittee Subject Panel for approval: once examiners have been approved and formally confirmed they are able to act we will email the candidate and supervisor. **You should not make any arrangements for the viva examination until you have received this confirmation.**

Name of student:

Department

**Proposed examiner 1: internal to the University of London, including LSE (but cannot be the candidate’s supervisor/advisor)**

***[External to the University only with permission from the RDSC Chair]***

Title: Name:

College:

Address:

E-mail:

Web link to CV/information on expertise of examiner:

**Reasons for nomination:** please ensure you provide an articulate case for the choice of particular examiners. It is assumed that nominated examiners will be experts in their field therefore you should give specific reasons for the choice of examiner in relation to the candidate’s thesis

**Please indicate how many MPhil/PhD examinations the examiner has conducted in the past?**

Yes / No

**Has the examiner MPhil/PhD examining experience in the UK?** *Please note there must be UK examining experience between the 2 examiners.*

**Proposed examiner 2: external to both LSE and the University of London**

***[Internal to the University only with permission from the RDSC Chair; may not be from LSE]***

Title: Name:

College:

Address:

E-mail:

Web link to CV/information on expertise of examiner:

**Reasons for nomination:** please ensure you provide an articulate case for the choice of particular examiners. It is assumed that nominated examiners will be experts in their field therefore you should give specific reasons for the choice of examiner in relation to the candidate’s thesis

**Please indicate how many MPhil/PhD examinations the examiner has**

**conducted in the past?**

Yes / No

**Has the examiner PhD examining experience in the UK?** *Please note there must be UK examining experience between the 2 examiners*

**Proposed examiner 1 and 2:** You must declare **any** professional, academic or personal connections between the examiners and the candidate and/or the supervisor. This does not necessarily preclude a particular examiner from acting, but all connections will need to be considered by the Panel before examiners can be appointed. Please see the *Guidelines on Nominating Examiners* for further details.

**Where yes, please provide further information below**:

1. **Connections between candidate and examiner1/examiner2**:
2. **Connections between supervisor(s) and examiner1/examiner2:**

Yes / No

Yes / No

**If you are nominating two internals or two externals (which will require approval from the RDSC Chair), please indicate the reasons for this below**

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:** |  |
| **Upgrade check completed (if submitting for PhD):** |  |
| **ATAS clearance check:** |  |