

RESEARCH DEGREE EXAMINATION GUIDELINES

Research degrees examinations are administered by the [Assessments](#) office in the [Registry](#). If you require any advice or clarifications at any stage of the examination process, please do not hesitate to contact the Assessments office at rdexaminations@lshtm.ac.uk.

1. EXAMINER FEES AND EXPENSES PROCEDURE

1.1 A fee of £150 is paid to each Examiner once the examination has taken place and they have fulfilled all their examining duties as described in this document.

2. [Registry](#).

2.1 External Examiners, meaning those outside of the University of London and Colleges, may claim travel and other expenses (including accommodation and subsistence) up to £350 only. Travel should be in line with [SUP](#) [D](#)

THESIS/ PORTFOLIO GUIDANCE

5. THESIS CONSIDERATIONS

In accordance with School [regulations](#):

MPhil

The scope of the thesis shall be what might reasonably be expected after two, or at most three years of full-time study (max 60,000 words)

Where the RSI/OPA has been summatively assessed by two independent LSHTM markers and the outcome ratified by the DrPH exam board (overseen by an independent external examiner), no further examination at the viva is required. In this case, the inclusion of the RSI/OPA in the portfolio, is for information only.

If an assessment of the RSI/OPA is required at the viva examination, the examiners will be notified by the

Thesis Title;
Signatures of both Examiners;
Date.

- 12.2 The report should indicate how the thesis has met the requirements of a MPhil, PhD or DrPH (please see the [Research Degree Regulations](#) above and as set out in the [Examiners Report Form](#)), but should not cross reference the Examiners preliminary reports, unless the Examiners want the student to receive a copy of the preliminary reports.
- 12.3 The Examiners are asked to agree the arrangements for drafting and finalising their joint report. This should be sent with the examiners report form to the [Assessments](#) team in the [Registry](#) by email. Their final decision on the outcome should be agreed by the end of the oral examination.
- 12.4 If the Examiners decide to refer the student to re-write and resubmit their thesis portfolio within 18 months, they should clearly indicate in what ways the current thesis portfolio fails to satisfy the requirements of a MPhil, PhD or DrPH degree and direct the student to the revisions needed to ensure a pass. Examiners may also indicate in their joint report if the student will be required to attend a further oral examination once the revisions have been completed. Examiners may also choose to reserve this decision until the revised thesis or portfolio has been received and reviewed.
- 12.5 If the Examiners determine that the student has failed the PhD requirements but met the requirements for the MPhil they should indicate in their joint report the basis for their decision not to allow resubmission for the PhD and indicate how the requirements for the MPhil have been met.

14. RE-EXAMINATION OF STUDENTS

- 14.1 It is expected that the original Examiners will examine the student on re-entry for their research degree. When re-examining the Examiners should have access to the report they made on the first examination, copies of which can be provided by the [Assessments](#) team in the [Registry](#). Examiners have discretion on whether to hold an oral examination on a revised and resubmitted thesis/DrPH portfolio, but this decision should be based on what was previously agreed in their joint report.
- 14.2 If the original examiner(s) is not available for the re-examination, the appointment of new examiner(s) will be managed by the Head of Doctoral College and the relevant Faculty Research Degree Director.
- 14.3 Once the revised thesis portfolio is received by the Examiners, the Supervisor is required to contact them and if necessary, arrange an oral examination in accordance with normal School procedures.
- 14.4 Apart from the possibility of not holding an oral examination, the re-entry examination is subject to the same rules and procedures as the original examination. All decisions, as listed above, are available to Examiners. However, Examiners are advised to be cautious when considering the recommendation of a further 18-month correction period.

