



PG RESEARCH - NOTIFICATION OF INTENTION TO SUBMIT THESIS

SECTION A: (to be completed by the Candidate and lodged with the Supervisor)

Candidates for the PhD or MPhil must give at least **3 months advanced notice** of the expected submission date. This will allow the Faculty adequate time to arrange the timely appointment of examiners.

Please note:

- **MPhil** candidates must submit **three (3)** perfect bound thesis copies
- **PhD** candidates must submit **four (4)** perfect bound thesis copies.

FULL NAME OF CANDIDATE:

School / Department: **AMME / CBE / CIVIL / EIE / SIT** (circle)

SID:

Degree (please tick box):

PhD

MER / MPHIL

Supervisor Name:

Associate Supervisor (if available):

Title Of Dissertation OR Thesis:

Proposed Date of Submission of Thesis for Examination:

SECTION B : Supervisor Confirmation (completed by the Supervisor)

I expect that the candidate will submit the thesis copies for examination by: _____
Date

Consultation has taken place with the candidate regarding a wide range of possible examiners: (please circle)

YES

/

NO

(Refer to *Appointment of Examiners* form)

Supervisor's signature:

Candidate's signature:

Date:

SECTION C: School Acknowledgement (completed by the Director of Research Studies)

Director, Research Studies signature:

Date:

Please forward the completed form to the Graduate School of Engineering (GSE)

Please read information on page 2 before submitting

SECTION D: For GSE Official Use only

GSE Office: <input type="checkbox"/> Notification of thesis submission	Commencement Date:	Completion Date:
Process completed (signature):	Date (FlexSis updated):	

PhD / MPhil - EXAMINATION PROCESS

The University requires candidates to give at least **3 months'** advanced notice, via their supervisor, of their expected submission and examination dates. Candidates should complete this form and give it to their supervisor for signed support. This is to ensure that examiners have been arranged in good time.

Please note that nomination of a proposed date indicates that the candidate will be ready for examination on or after that date. The actual date will be determined according to the availability of examiners.

APPOINTMENT OF EXAMINERS

While the appointment of examiners remains the responsibility of the University, the candidate, as well as initiating the appointment process, may make an input. In appointing examiners, the University seeks to ensure that they are appropriately qualified in, and conversant with, current work and research in the field concerned, are familiar with the requirements of the degree, and are free from bias for or against the candidate or supervisor.

You may indicate in writing to the Head of School or Graduate School of Engineering, the name of any person whom you believe should *not* be appointed as an examiner, and your reasons for that belief. You may also initiate with your supervisor a discussion as to the range of possible examiners. Your supervisor may also initiate this discussion. This process should not result in your being given the names of your examiners, so as not to jeopardise the integrity and independence of the examination process.

When the supervisor has completed the appointment of examiners form detailing the examiners' names, positions held, contact details and addresses (street address, not P.O. Box) and their willingness to act as an examiner, the completed form should be forwarded to the Graduate School of Engineering for approval by the Faculty of Engineering and Information Technologies and subsequently by the PhD Award Sub-committee of the University of Sydney.