



Application for early submission of Doctor of Philosophy (PhD) thesis

Candidates undertaking a Doctor of Philosophy (PhD) at the University of Sydney are required to submit the thesis for examination after a minimum length of candidature.

Queries relating to the early submission of a PhD thesis should be directed to the appropriate faculty office in the first instance.

This form is to be used for applications to be considered in accordance with part 5, section 13 of the *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*. This clause states that in exceptional circumstances, the Chair of the Academic Board may accept for examination a PhD thesis submitted by a candidate enrolled for less than the minimum length of candidature.

Please note that under section 13.3, **faculties can make the decision about candidates requesting permission to submit their thesis up to one semester earlier**, based on the recommendations of the head of department and supervisor and where evidence has been produced of exceptional progress.

Applications submitted in accordance with this provision are considered on a case-by-case basis. All PhD requirements must be met, including that the work submitted was undertaken during candidature, and evidence must be produced that the candidate has made exceptional progress during candidature.

Applications for consideration by the Chair of the Academic Board should be completed by the candidate, supervisor and head of department/school¹ and submitted to the appropriate faculty office² for a recommendation from the Dean³ to the Chair of the Academic Board.

To complete the application:

1. **clearly state the length of time by which candidature is requested to be reduced (and thesis to be submitted early) and the reason; and**
2. **attach any supporting documentation**

Section 1: To be completed by the Candidate and forwarded to the Supervisor

SID:

Candidate:

Thesis title:

Faculty:

Department/School:

Current earliest date of submission:

Supervisor:

I wish to submit my thesis early by for the following reasons:
(insert length of time candidature to be reduced)

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.....
.....

Signed:

Date:

¹ Head of department/school may mean the Postgraduate Co-ordinator, in accordance with relevant academic delegations of authority.

² Applicants should check whether applications should be send to the relevant Faculty Office or Postgraduate Administration Unit.

³ Dean may mean the Chair of the Faculty Board (or Committee) of Postgraduate Studies, in accordance with relevant academic delegations of authority.

Section 2: To be completed by the Supervisor and forwarded to the Head of Department/School

I **support** the early submission of this candidate's thesis by for the following reasons: *(insert length of time candidature to be reduced)*

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.....

Signed:

Date:

Section 3: To be completed by the Head of Department/School and forwarded to the Faculty Office

I **support** the early submission of this candidate's thesis by for the following reasons: *(insert length of time candidature to be reduced)*

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.....
.....

Signed:

Date:

Section 4: To be completed by the Dean, where the Dean wishes to recommend an earlier date for submission and forwarded to the Academic Board (applications should be sent to: Executive Officer to the Academic Board, Academic Board Office, A14)

I **recommend** the early submission of this candidate's thesis for for the following reasons: *(insert length of candidature to be reduced)*

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Signed:

Date:

Section 5: To be completed by the Chair of the Academic Board

I **approve / do not approve** the early submission of this candidate's thesis by for the following reasons: *(insert length of time candidature to be reduced)*

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Signed:

Date: