



Research Degrees: Intention to Submit Thesis

Candidates must give at least **3 months** notice of the expected submission date. This will allow adequate time to arrange 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.

Please read information over page before submitting.

Student Details

| | | | |
|---|-------------------|--|--|
| Family Name: | | Given Name: | |
| Title (please circle): Miss Ms Mrs Mr Dr | | Student Status (please tick): Domestic <input type="checkbox"/> International <input type="checkbox"/> | |
| SID: | University Email: | Phone No: | |
| Degree: PhD <input type="checkbox"/> MPhil <input type="checkbox"/> | | | |
| School (please circle): AMME CBE CIVIL EIE SIT | | | |

*All correspondence will be sent to your nominated correspondence address.
Please ensure your details are up to date in MyUni.*

Thesis Details

| | |
|-------------------------------|-------|
| Title of dissertation/thesis: | |
| Proposed date of submission: | |
| Student signature: | Date: |

Supervisor Confirmation

| | |
|---|-------|
| I expect that the candidate will submit the thesis copies for examination by: _____ <i>Date</i> | |
| Supervisors name: | |
| Supervisors signature: | Date: |

Research Director's Acknowledgement

| | |
|---------------------|-------|
| Director signature: | Date: |
|---------------------|-------|

GSE use only

| | |
|--------------------------------|------------------|
| Commencement date: | Completion date: |
| Process completed (signature): | Date: |

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 may discuss with their supervisor the range of possible examiners. They may also indicate in writing to the Head of School or Graduate School of Engineering, the name of any person whom they believe should *not* be appointed as an examiner and their reasons for that belief.

In appointing examiners, the University seeks to ensure that examiners are appropriately qualified and conversant with current work and research in the field concerned, familiar with the requirements of the degree and are free from bias regarding the candidate or supervisor.

The appointment process is confidential and should not result in your being given the names of your examiners, jeopardising the integrity and independence of the examination process.

For Supervisors:

A completed 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, should be forwarded in confidence 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 (for PhD examinations).