



NOTICE OF INTENTION TO SUBMIT THESIS

Candidates for higher degrees by research are asked to give three months notice of the expected date for submission of their thesis to allow for the timely appointment of examiners.

1. To be completed by the candidate and lodged with the supervisor

Name: _____ Date: _____

Student Number: _____ Degree: _____

Supervisor: _____

Associate Supervisor: _____

Proposed thesis title: _____

- | | | |
|------------------------------|--------------------------|---|
| Expected form of submission: | <input type="checkbox"/> | Printed bound thesis |
| | <input type="checkbox"/> | Electronic |
| | <input type="checkbox"/> | Combined printed/electronic |
| PhD in Composition only | <input type="checkbox"/> | Portfolio of compositions with analytical notes |
| MMus(Composition) only | <input type="checkbox"/> | Portfolio of compositions and 15,000 word essay |

Do you request the thesis examination to include an oral examination?

PhD and DMA only

Resolutions concerning oral examinations of a PhD thesis can be found in the Postgraduate Research Handbook

Expected date of submission: _____ Signed: _____

Note: If extension of candidature is required, a separate application should be made to Student Administration

2. To be completed by the supervisor and forwarded to Student Administration

Examiners should normally have experience of supervision and/or examination of the level being examined; have appropriate academic qualifications; and be active with current knowledge in an appropriate research area.

Supervisors are encouraged to enquire informally about willingness to examine but will be formally contacted by Student Administration after appointment.

For a PhD or DMA thesis, three examiners are required, two of these must be external to the University of Sydney.

For M Mus, two examiners are required, one of these must be external to the University of Sydney.

I note the nominated date of submission and agree that this date is feasible. I commend as examiners:

Please list examiner names, qualifications and e-mail addresses:

Name, qualifications and institution: _____

e-mail: _____

Justification: _____

Has the proposed examiner expressed a willingness to examine this thesis? **YES/NO**

Is the examiner active in research? **YES/NO**

Name, qualifications and institution: _____

e-mail: _____

Justification: _____

Has the proposed examiner expressed a willingness to examine this thesis? **YES/NO**

Is the examiner active in research? **YES/NO**

Name, qualifications and institution: _____

e-mail: _____

Justification: _____

Has the proposed examiner expressed a willingness to examine this thesis? **YES/NO**

Is the examiner active in research? **YES/NO**

Reserve examiner

Name, qualifications and institution: _____

e-mail: _____

Justification: _____

Further comments (if any): _____

Signed: _____ Date: _____

3. To be completed by Student Administration The position and contact details of all recommended examiners have been verified, added to the database and included in the draft agenda for the next Graduate Studies Committee meeting.

Signed: _____ Date: _____

Completion Dates Checked Date: _____ Signed: _____

