



**SYDNEY COLLEGE OF THE ARTS
APPLICATION FOR LATE EXAMINATION**

Candidate:		
SID:		
Degree:		
Mode of submission:	Creative Work and Research Paper or Thesis <input type="checkbox"/> Thesis Only <input type="checkbox"/>	
Current latest date:		
Late exam period:	February <input type="checkbox"/> September <input type="checkbox"/>	
State your reasons for late examination (and attach supporting documentation):		
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<hr/>		
<hr/>		
Candidate's Signature:		Date:
Please note this form is not used for booking of your exhibition and oral examination venue. Please contact the relevant person to make your bookings.		
Supervisor's Name:		
I expect the candidate to submit the examination copies by:		
Supervisor's Signature:		Date:
Director of SCA Graduate School		
I approve / reject the request for late examination		
Comments:		
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Signature:		Date:

Please see important notes overleaf.



1. Candidates for the Doctor of Philosophy, Master of Visual Arts or Master of Fine Arts must submit this application by census date of their last semester. This will allow adequate time for the Faculty to arrange the timely appointment of examiners and for candidates to arrange oral examination and exhibition facilities.
2. For candidates with a latest submission date of March 31, the late examination period is scheduled for the second week of February. For candidates with an August 31 latest submission date, the late examination period is scheduled for the last week of September.
3. 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.
4. Master by research candidates must submit three (3) thermal bound examination copies of their research paper and PhD candidates - four (4) thermal bound examination copies of their thesis - five (5) weeks prior to the oral examination date.
5. Oral examinations must take place during relevant late examination period.
6. Candidates must submit their request with supporting documentation (e.g. special consideration application and/or statutory declaration). Late examinations will only be allowed in exceptional circumstances.
7. Candidates are responsible for booking of their oral examination and exhibition venues (including installation and de-installation period).
8. Candidates approved for late examination are expected to participate in the annual postgraduate exhibition (Degree Show), which will be separate from their examination exhibition.
9. Late examination exhibitions are subject to exhibition space availability and can only be held for 3 days.