



**SYDNEY COLLEGE OF THE ARTS
NOTICE OF PROPOSED HIGHER DEGREE EXAMINATION**

Candidate:	
SID:	
Degree:	
Mode of submission:	Creative Work and Dissertation/Thesis <input type="checkbox"/> Dissertation/Thesis Only <input type="checkbox"/>
Title of submission:	
Proposed Examination Date:	
Exam Time:	
Exam Venue (please book a seminar room):	
If your exhibition is outside of SCA Degree Show period	
Exhibition Venue:	Installation Room <input type="checkbox"/> Auditorium Foyer <input type="checkbox"/> Other Venue <input type="checkbox"/> (please specify)
Exhibition Period: (please include installation and de-installation period)	Not applicable if the exhibition is held as part of SCA Degree Show.
Please note this form is not used for booking of your exhibition and oral examination venue. Please contact a relevant person to make your bookings.	
Supervisor:	
I expect the candidate to submit the examination copies by:	
Consultation has taken place with the candidate regarding a wide range of possible examiners: Yes <input type="checkbox"/> No <input type="checkbox"/> (refer to the attached Appointment of Examiners Form)	
Supervisor's Signature:	Date:
Candidate's Signature:	Date:
Director of SCA Graduate School 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 Notice at least 3 months prior their expected dissertation/thesis submission date. This will allow the Faculty adequate time to arrange the timely appointment of examiners and the candidates to arrange oral examination and exhibition facilities.
2. 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.
3. Master by research candidates must submit three (3) thermal bound examination copies of their dissertation and PhD candidates - four (4) thermal bound examination copies of their thesis - five (5) weeks prior to the oral examination date.
4. Oral examinations must take place during relevant Degree Show period.
5. Candidates who require having their oral examination outside of normal examination period must submit their request with supporting documentation (e.g. special consideration) to the Student Administration no later than 3 months prior the examination period. Late examinations will only be allowed in exceptional circumstances.
6. Candidates are responsible for booking of their oral examination and exhibition venues (including installation and de-installation period) by contacting relevant people at the Faculty.
7. Candidates in the final semester of their degree are expected to participate in the annual postgraduate exhibition (Degree Show), which may be separate to their examination exhibition.
8. Exhibitions that fall outside of the designated exhibition periods are subject to exhibition space availability and can only be held for 3 days.
9. 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.
10. A candidate may indicate in writing to the Director of SCA Graduate School, the name of any person whom he/she believes should not be appointed as an examiner, and his/her reasons for that belief. The candidate may also initiate with his/her supervisor a discussion as to the range of possible examiners. The supervisor may also initiate this discussion. This process should not result in the candidate being given the names of his/her examiners, so as not to jeopardise the integrity and independence of the examination process.
11. 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 Student Administration Office for approval by the Faculty and PhD Award Sub-Committee (if applicable).