

Studio-Based Examination Guidelines

Faculty of Art, Design and Architecture

1. SCOPE

This guideline applies to:

- Higher degree by research candidates completing studio and project-based research and staff in the Faculty of Art, Design and Architecture

2. SUMMARY

This guideline documents specific requirements relating to studio or project-based examination in the Faculty of Art, Design & Architecture and must be read in conjunction with the Monash University Graduate Research Thesis Examination [Policy](#) & [Procedure](#) governing all Monash graduate research examinations. Where there is a discrepancy between this document and the University policy and procedure the policy and procedure will prevail.

3. PREPARING FOR SUBMISSION

3.1. MODE OF SUBMISSION

- The final examination of graduate research degrees in studio or project-based mode is usually an exhibition of studio or project work accompanied by a written exegesis (critical explanation of the body of work) and a documented record of the visual or creative work.
- For candidates enrolled in the Department of Architecture and the Department of Design the examination of studio or project work includes an oral presentation made to examiners and the public.
- Candidates are expected to submit their exegesis 10-12 weeks prior to the exhibition of studio or project work.

3.2. NOTICE OF INTENTION TO SUBMIT & SELECTION OF EXAMINERS

- After the candidate has successfully completed the Pre-Submission Review milestone, the supervisor consults the candidate regarding potential examiners and invites the candidate to nominate anyone they don't want to examine the thesis
- At least eight weeks prior to their expected submission date, the candidate will complete a Notice of Intention to Submit Studio or Project-Based Research form which is sent to the main supervisor.

[This form will request details of the mode of examination (incl. any performance-based elements or via documentation with description of format); the expected date of the exhibition, the expected location; the updated thesis topic; and all of the requirements for technical support currently requested in the HDR Exhibition: Resources and Technical support form]

- The supervisor endorses the proposed submission and exhibition date, nominates examiners with no evident real, perceived or potential [conflict of interest](#), and submits the form to the Chair of Examiners (CoE) for endorsement.

- The CoE endorses the nominated examiners and returns the form to the Faculty Graduate Research Office (FGRO)
- If the candidate wishes to apply for a change in the mode of examination (eg between exhibition and via documentation), or if the intended exhibition date is before the intended submission date for the exegesis, this will require the endorsement of the Associate Dean Graduate Research. Such requests will only be considered where there is no more than 24 weeks between the submission of the exegesis and the exhibition date. Note that candidates enrolled in the Department of Architecture must exhibit project-based work publicly.
- The FGRO submits the nominated examiners to MGRO for approval by the Graduate Research Committee (GRC) or delegate together with any case for variation relating to examiner location and advises MGRO of the exhibition opening date
- Once examiners are approved, the FGRO confirms the examination format and timeframe with the candidate, their supervisor, Chair of Examiners, technical team, gallery staff and the MADA marketing team. The FGRO then liaises with the examiners to book travel and accommodation (if required), confirms the time the examiners will attend and records the details in the Exhibition Planner
- MGRO puts the student 'under examination' on the opening date of the exhibition, which becomes the official thesis submission date, at which time any scholarships cease, unless approval has been given to submit the exegesis after the exhibition.

4. EXHIBITION OF WORK IN THE MADA GALLERY

4.1. PLANNING AND RESOURCES

- The candidate must undertake a risk assessment for the exhibition in SARAH and submit it to the Gallery Manager (if exhibition is in the MADA Gallery) or their supervisor (if exhibition is at any other location). The risk assessment must include COVID-19 safety measures
- If the candidate has requested technical support and/or resources, a member of the technical team will arrange a meeting to discuss planning for the exhibition prior to installation. This consultation is limited to one hour per candidate.
- The candidate must book any AV equipment relating to their exhibition via Cheqroom

4.2. INSTALLATION

- The candidate will install the exhibition with technical support as determined through the planning process
- Deinstalling the exhibition, returning equipment and returning the space back to its prior condition is the responsibility of the candidate

4.3. EXAMINATION

- Examiners of studio-based work completed by candidates in the Department of Fine Art will attend in person to assess the work at different times, where possible, and are advised not to communicate with each other, the candidate or their supervisor/s. Academic invigilation is not required.
- The Faculty Graduate Research Officer will meet the examiners and escort them to the MADA Gallery (for onsite exhibitions Monday to Friday only)
- The Gallery will be staffed for 7 hours on Friday and 5 hours on Saturday. Outside of these hours candidates will need to arrange invigilation if they wish.

5. ORAL PRESENTATION (DESIGN & ARCHITECTURE CANDIDATES)

- Studio and project-based candidates in Design and Architecture may complete the oral presentation component of their examination in person or online.

- Candidates are responsible for recording the oral presentation as a core component of their examined research, whether carried out in person or online. The recording needs to be provided to the Faculty for archival storage.
- Candidates can use video-conferencing programs such as Zoom, Webex or Skype to record the oral presentation, or may book AV equipment via Cheqroom
- Administrative Officers in the relevant Department are responsible for placing the BEIMS request, room set up etc, in conjunction with the candidate.

6. PROMOTION & MARKETING

- Candidates will fill in the Exhibition Promotion form 10 working days prior to the exhibition opening.
- Where 10 working days of notice has been provided via the exhibition promotion form, the MADA Marketing team will promote the exhibition through internal and external channels where possible

7. BUDGET

- For their examination, candidates will have access to up to 7 hours of technical support for on-site examinations only
- Students can claim reimbursement of any expenses relating to the production of their exegesis and exhibition of their research of up to \$900 using the online reimbursement form with attached receipts. This can be used for eg production and exhibition costs, transport, photography of the candidate's work (including for submission via documentation), copy-editing and off-site exhibition expenses.
- The FGRO will support teleconferencing costs relating to the exhibition or oral presentation only where examiner travel is not possible and one or both examiners must engage remotely

GOVERNANCE

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