THESIS EXAMINATION – QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to proceed with the examination of a HDR thesis that has been submitted via Inspire and answers some common questions.

APPLIES TO

- External HDR Examiners

THESIS EXAMINATION ACTIVITY

Thesis Examination activity allows HDR Examiners to:

- securely access and download a HDR student's thesis and any supplementary files via the online platform Inspire.

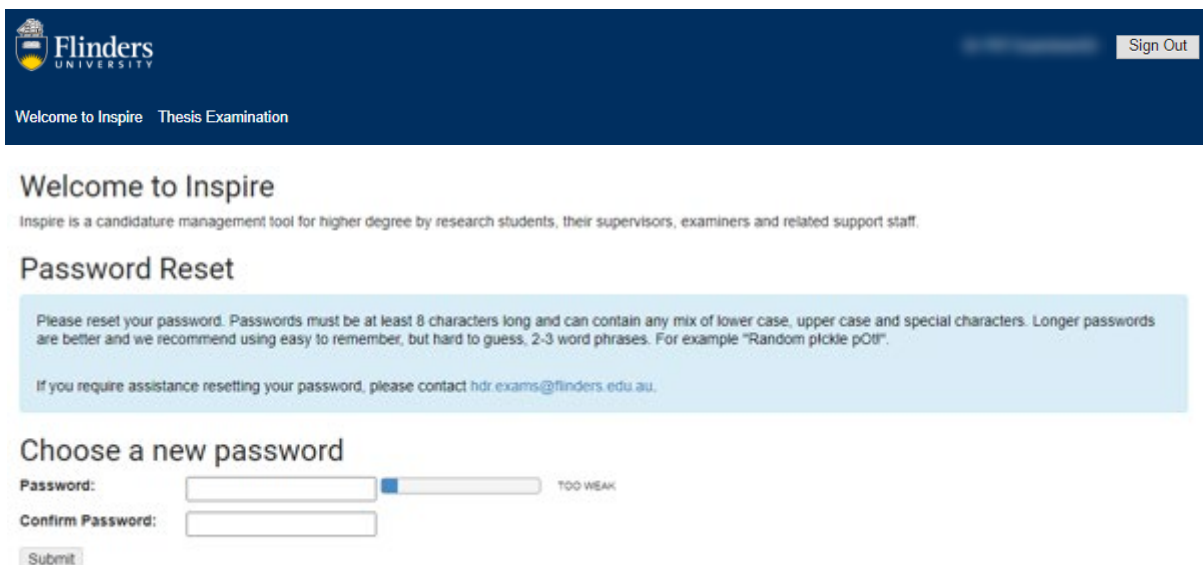- complete an online Examiner Report Form and upload a written report on the thesis

COMMON QUESTIONS

1. How do I log on to Inspire?

Once you have agreed to be an Examiner for the Flinders University HDR Student via an external nomination process, a Welcome to Inspire email will be generated and sent to your chosen email address.

The email will contain your Inspire username and a link to the system to create your password. Click on the link provided to log on to Inspire. Please note, the link will expire after seven days.

You will arrive on the Welcome to Inspire landing page, where you will be asked to reset your password.
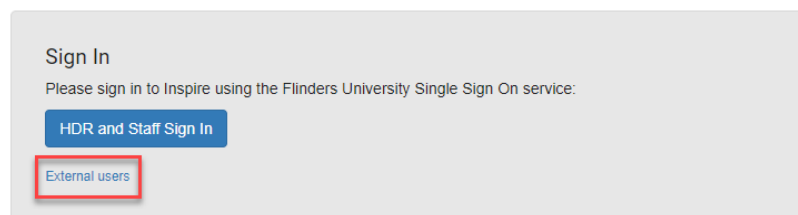
Passwords must be at least eight characters long and can contain any mix of lower case, upper case and special characters. Choose your new password and click on the Submit button.

Now, a new page will appear.

Click on the External users link to login to Inspire. Use your Inspire username and the newly created password.

2. Where can I get information about the examination process?

Information about the examination process is available on the HDR exams website.

The link will take you to the Exam information for HDR examiners page. Navigate to different sections by either clicking on the tiles or scrolling down the page.

3. How do I access the thesis or any supplementary files?

Once in Inspire, go to the Thesis Examination page.

You will be presented with the following page.

Please validate the Student Details section. Please note that the Thesis Type field defaults to blank if it is a standard thesis.

Go to Step 1 – Download thesis and additional files. Click on the Thesis File attachment (Fig.1) or the Supplementary File attachment (Fig.2) to download files.

The downloaded files will appear in the bottom left corner of your screen. Click on the files to open them. Please save these files to your computer for the duration of the examination, and then delete the files after the examination.
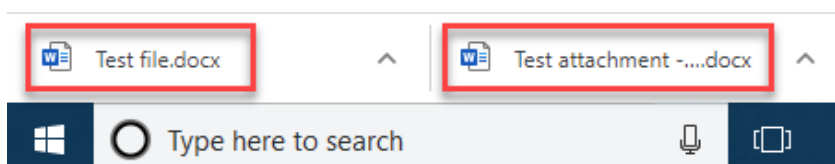
4. How do I provide my written report and recommendation on the thesis?

Log on to Inspire and navigate to the Thesis Examination page. From there, go to Step 2 – Click on Examiner's Report to complete your recommendation and click on the Click here to open the report link.

A new page called Examiner Report will launch.

Examiner Report (EXAM-REC-E)

Close

History: Latest

> This form should be **completed** and **signed** below by the *Examiner*.
> Before completing this form please read the instructions on the HDR Examiners' website.
> Please email hdr.exams@flinders.edu.au if you have further questions.

Student and Thesis Details

Student Name

Degree

Thesis Type

Thesis Title

Principal Supervisor

Examination Details

Examiner Name

Examination Due Date

Additional Notes for Examiners

Please validate the details in the Student and Thesis Details section and in the Examination Details section. Then continue to the Examiner's Report section. Upload your report by clicking on the Choose a file to upload link.

Examiner's Report *

Please provide a written report on the thesis and attach it here. Your report should be a minimum of one page.

Please upload report here
(you can include multiple files)

Quota used: 0.00MB out of 1000.00MB
Test file.docx

Choose a file to upload...

Move on to the Examiner's Recommendation section and provide your evaluation.

Examiner Report (EXAM-REC-E)

Help   Save   Close

History: Latest

Examiner's Recommendation *

In my judgement this thesis demonstrates:

Evidence of an original investigation or testing of ideas   ○ Yes ○ Marginal ○ No

Competence in independent research or experimentation   ○ Yes ○ Marginal ○ No

Thorough understanding of the appropriate techniques in the field demonstrated by both their application and a thorough review of the literature   ○ Yes ○ Marginal ○ No

Critical use of source material, experimental results (where appropriate) and published works   ○ Yes ○ Marginal ○ No

Appreciation of the relationship of the special theme to the wider field of knowledge   ○ Yes ○ Marginal ○ No

Capacity to present well written work   ○ Yes ○ Marginal ○ No

A higher degree of independence of thought and approach   ○ Yes ○ Marginal ○ No

A significant original contribution to knowledge in the thesis   ○ Yes ○ Marginal ○ No

Now provide your recommendation by selecting the mark.

Examiner Report (EXAM-REC-E)

Help   Save   Close

History: Latest

○ A   the degree should be awarded, subject to satisfying any coursework requirements (if applicable);

○ B   the degree should be awarded, subject to the completion of *minor* amendments (specified by the examiner) to be carried out to the satisfaction of the supervisor, the College HDR Coordinator and the Dean of Graduate Research and subject to satisfying any coursework requirements (if applicable);

Note: Minor amendments may include the correction of spelling or typographical errors and small changes to the text

○ C   the degree should be awarded, subject to the completion of *major* amendments (specified by the examiner) to be carried out to the satisfaction of the supervisor, the College HDR Coordinator and the Dean of Graduate Research and subject to satisfying any coursework requirements (if applicable);

Note: Major amendments apply when an examiner is assured that the thesis is sound but the amendments suggest changes to the structure and/or substance of some of the chapters of the thesis to improve the thesis without re-examination

○ D   the degree should not be awarded, but the student should be permitted one opportunity to revise and re-submit the thesis for re-examination.

Note: This applies to changes that require a large reshaping of the structure and substance of the thesis and extensive requiring to bring it to an acceptable standard. In such cases and where both examiners recommend a 'd', the University expects that the re-submitted thesis would be examined by the original examiners, unless circumstances make this impossible or undesirable.

○ E   in the case of a student who has submitted a thesis for the degree of PhD or Professional Doctorate an appropriate Masters degree or designated exit award should be awarded subject to the completion of amendments (specified by the examiner) to be carried out to the satisfaction of the supervisor, the College HDR Coordinator and the Dean of Graduate Research and subject to satisfying any coursework requirements (if applicable);

○ F   a degree should not be awarded and the student should not be allowed to present for the degree again.

Continue to the Merit of Thesis section and answer some additional questions.

In the Examiner Payment section, please indicate if you would like to accept payment for the examination of the thesis. If yes, follow the instructions to submit the payment form.

Now proceed to the Submission section. Tick the box next to your name and click on the Sign button to sign the report.

5. Who can I contact if I have any questions?

If you have any questions or require assistance, please contact our HDR Exams Team via hdr.exams@flinders.edu.au.

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