

THESIS SUBMISSION – HDR STUDENT QUICK REFERENCE GUIDE

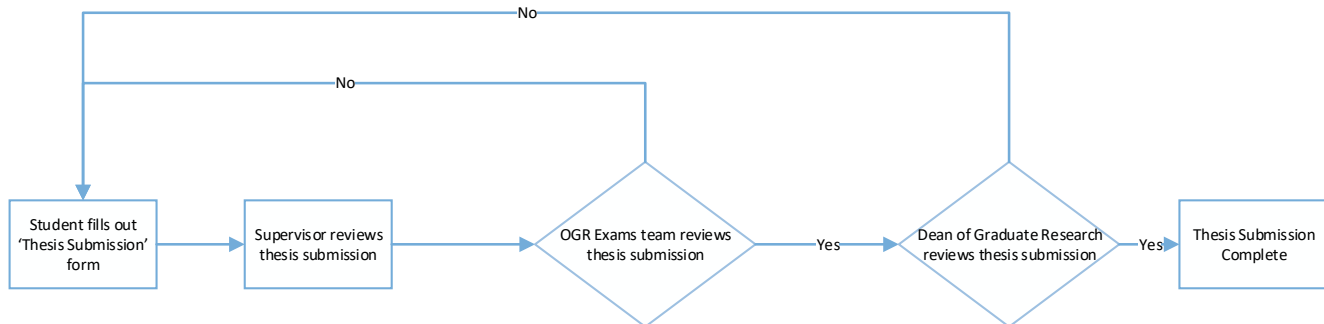
OVERVIEW

This guide explains how to use Thesis Submission and answers some common questions.

APPLIES TO

HDR Students

EXAMS- INTENT TO SUBMIT AND NOMINATIONS WORKFLOW



COMMON QUESTIONS

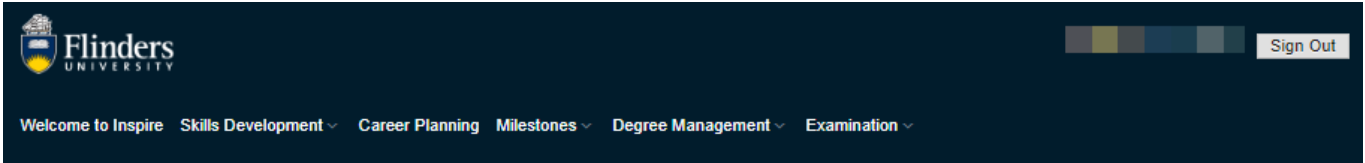
1. What is 'Thesis Submission' and why is it on my timeline?

The Thesis Submission form allows you to submit your thesis for examination. During the submission process you will be required to upload a PDF version of your thesis, your full TurnItIn report and your graduation summary. If applicable you can also upload additional attachments that relate to your thesis and the co-authorship permission form.

Thesis submission shows on your milestone timeline on the same date as your Expected Work Submission (EWS) date.

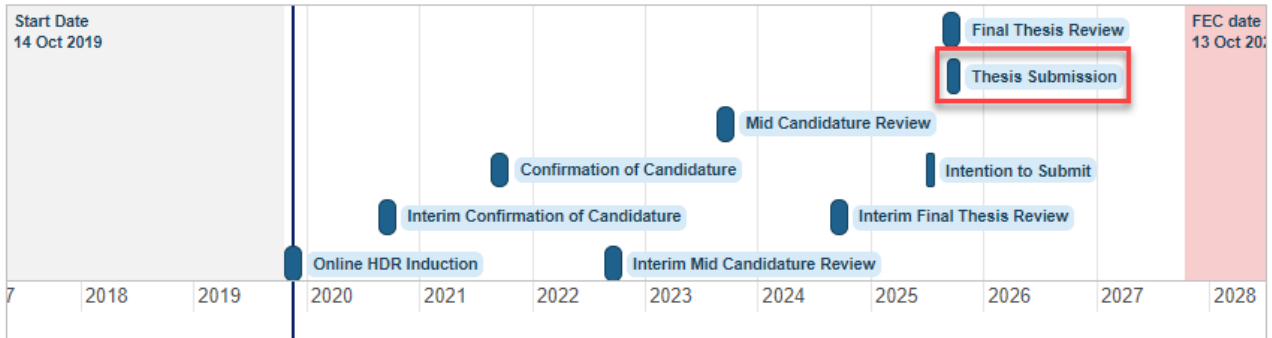
2. Do I need to complete my final thesis review milestone?

If you have submitted your thesis for examination, you are not required to complete your final thesis review milestone. This milestone will be removed from your timeline by the OGR HDR Progression Team.



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Timeline

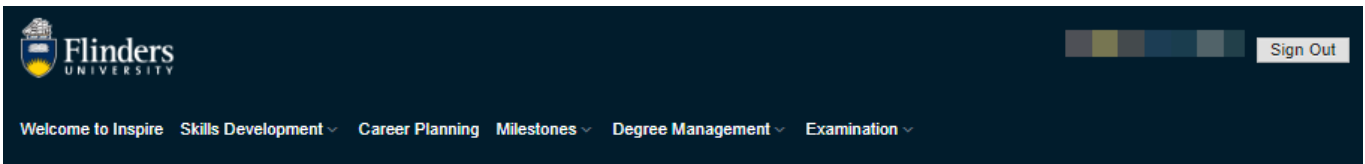


Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

- If you have Milestones that have been completed outside of Inspire (in REX), these will not be displayed in your timeline.
- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of the Research Training Program (RTP) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the Continuity of Study Policy.

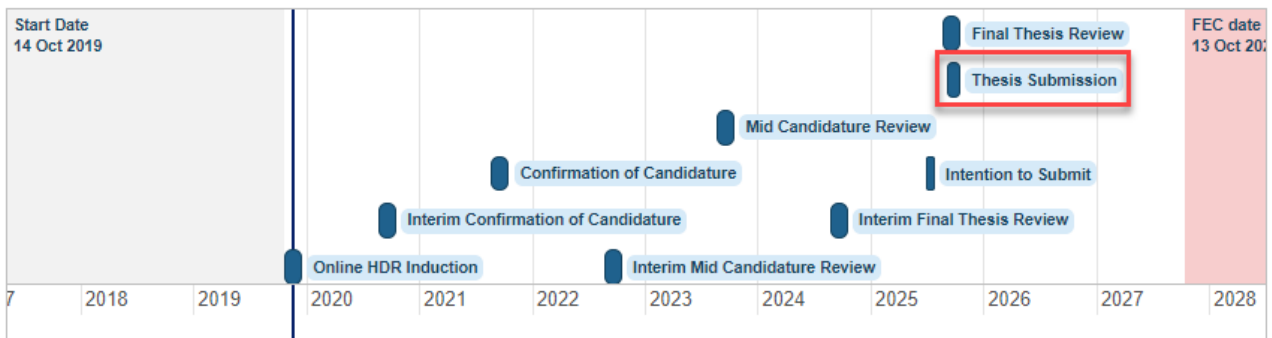
3. How do I access the Thesis Submission form?

You can access the form by clicking on the Thesis Submission milestone in your timeline.



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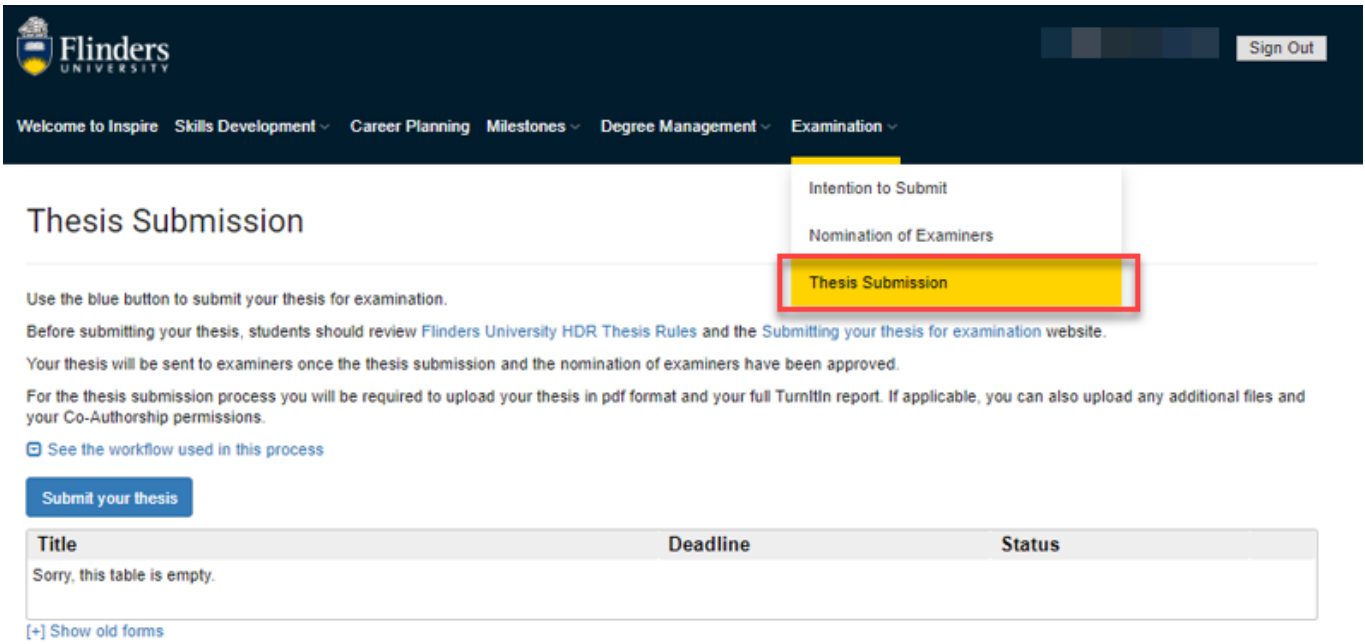
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Alternatively, you can navigate to the form by clicking on the 'Examination' tab in the top menu and selecting 'Thesis Submission'.



Flinders UNIVERSITY

Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

Thesis Submission

Use the blue button to submit your thesis for examination.

Before submitting your thesis, students should review [Flinders University HDR Thesis Rules](#) and the [Submitting your thesis for examination website](#).

Your thesis will be sent to examiners once the thesis submission and the nomination of examiners have been approved.

For the thesis submission process you will be required to upload your thesis in pdf format and your full TurnItIn report. If applicable, you can also upload any additional files and your Co-Authorship permissions.

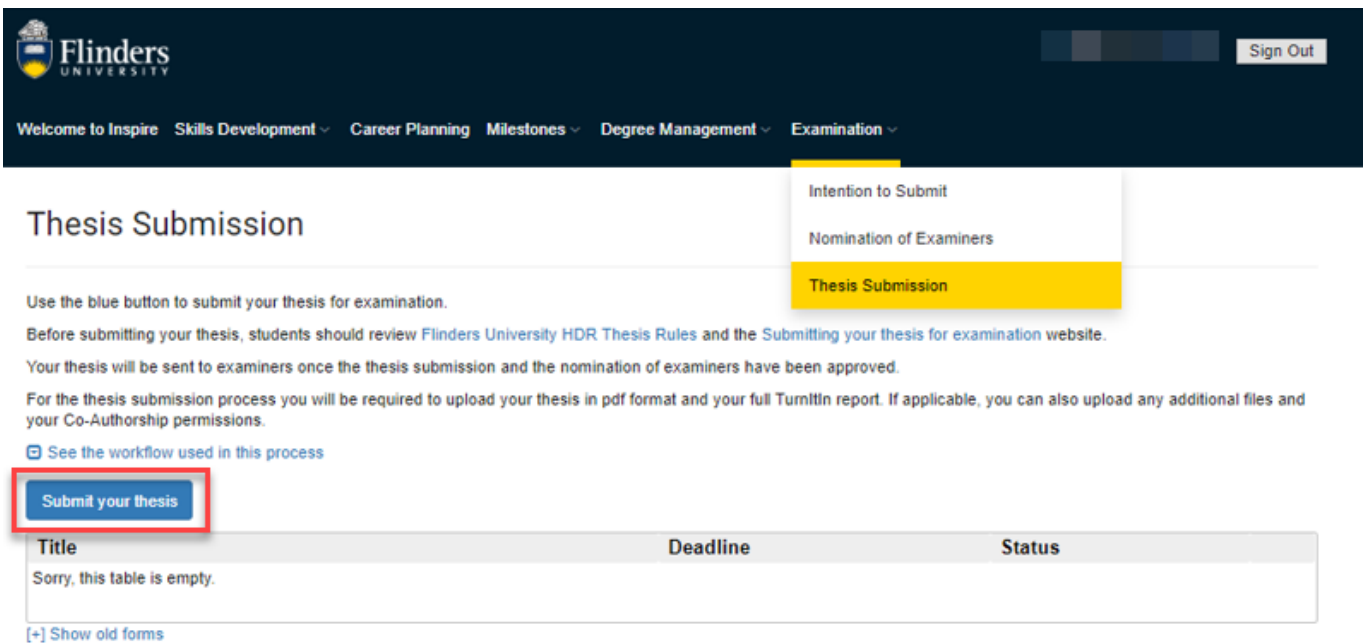
See the workflow used in this process

[Submit your thesis](#)

Title	Deadline	Status
Sorry, this table is empty.		

[+] Show old forms

Either method will take you to the Thesis Submission landing page. Here you click on the blue 'Submit your thesis' button to start the form.



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See the workflow used in this process

[Submit your thesis](#)

Title	Deadline	Status
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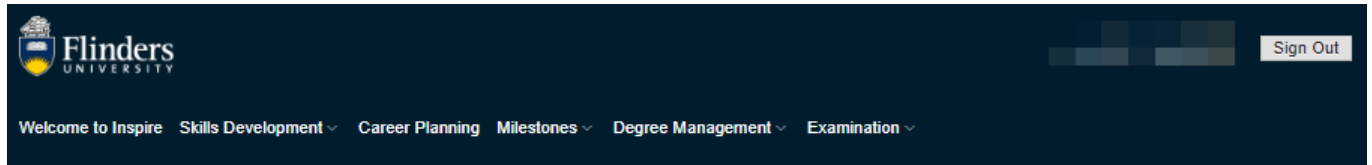
4. Do I have to fill out a Thesis Submission form in Inspire?

Yes. To have your thesis examined you must submit your thesis as a PDF file using Inspire as per the [HDR Examination Procedures](#).

5. What's happening with my submission?

Thesis Submission will only ever have 2 status.

Form Submitted means the submission form has been reviewed and the step has been completed.



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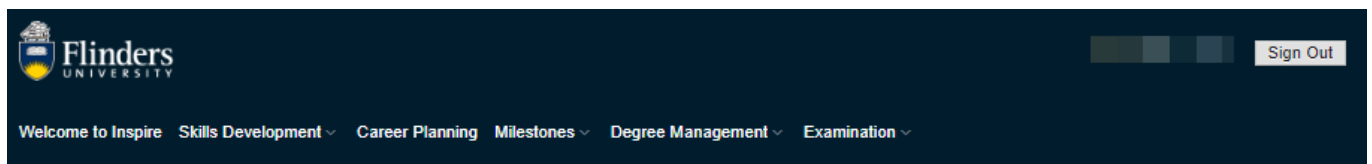
[See the workflow used in this process](#)

[Submit your thesis](#)

Title	Deadline	Status	
Submission of Thesis	13 Nov 19 at 09:00	Form submitted	Print
DoGR Thesis Approval	20 Nov 19 at 17:00	Form submitted	Print
OGR Thesis Approval	20 Nov 19 at 17:00	Form submitted	Print
Supervisor Thesis Approval	20 Nov 19 at 17:00	Form submitted	Print

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In progress means that the thesis Submission form is being addressed and is currently under consideration.



Thesis Submission

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[See the workflow used in this process](#)

[Submit your thesis](#)

Title	Deadline	Status	
Submission of Thesis	14 Nov 19 at 10:00	Form submitted	Print
Supervisor Thesis Approval	21 Nov 19 at 17:00	In progress	Print

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6. Can I delete my Thesis Submission?

There are some instances when you may want to delete your Thesis Submission.

You can initiate a Thesis Submission and then Save the form. Once saved you will be taken to the landing page where you will have the option to delete your saved form.

You will also be given the option to delete your Thesis Submission if the Office of Graduate Research or Dean of Graduate Research sends the submitted thesis back to you for amendments.

In both instances, you will be reminded regularly via email that you have an outstanding form that needs to be completed. Deleting the Thesis Submission form will stop these reminders.

For more information about the HDR examination process refer to the [HDR Examination and Completions](#) website.