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

APPLIES TO
- HDR Supervisors

EXAMS- THESIS SUBMISSION WORKFLOW

COMMON QUESTIONS

1. What is a ‘Thesis Submission’?
The Thesis Submission form allows HDR students to submit their thesis for examination and Inspire notifies their supervisor of the submission.

The purpose of the form is to:

- Prompt you, the supervisor to do a final assessment of your students thesis, thesis title (if your student has changed it), TurnItIn report, publications, co-authorship, HDR thesis summary and any other additional comments.
- As a supervisor you will be able to view the thesis submission and provide commentary. The Office of Graduate Research and Dean of Graduate Research will also review the submission and will either approve the Thesis Submission or send it back to the student with advice about what is required.
Thesis Submission will show on a student’s milestone timeline on the same date as their Expected Work Submission (EWS) date.

2. **Does my student need to complete their final thesis review milestone?**
If your student has submitted their thesis for examination, they are not required to complete their final thesis review milestone. This milestone will be removed from your student’s timeline by the OGR HDR Progression Team.

3. **Will students have to fill out a Thesis Submission in Inspire?**
Yes. As at the 18th of November 2019, all Thesis Submissions must be done via Inspire. However, if they have already submitted their thesis in Research Excellence App (REX), their thesis will continue to examination as per usual.

4. **What happens after a student fills out a Thesis Submission in Inspire?**
You will receive an email to advise you that a thesis has been submitted by your student and it now requires your review and recommendation.

A Supervisor Thesis Approval form is created on your Principal Supervisors Inspire Dashboard. Please complete this urgently so the examination is not delayed for your student.

If the student has not had examiners previously nominated then two nomination forms are created and displayed on the Principal Supervisors Inspire Dashboard.

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5. Can I delete a Thesis Submission?
No, the only one that can delete a Thesis Submission is the student.

6. What do I do if a submitted thesis is rejected?
A submitted thesis can be sent back to the students for corrections or to provide additional information. You will be cc’d on an email every time a thesis is sent back to the student. Once a student has made their amendments and re-submitted the thesis, it will follow the same process as per the initial submission.

This process will loop until the students thesis is approved by the Dean of Graduate Research or the student deletes their Thesis Submission.

7. Can students see the progress of the submitted thesis?
Yes, both the student and Supervisor can keep track of the current status of the submitted thesis. Thesis Submission will only ever have 2 status.
Form Submitted means the submission form has been reviewed and the step has been completed.

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

For more information about the HDR examination process refer to the HDR Examination and Completions website.