

## THESIS SUBMISSION – QUICK REFERENCE GUIDE

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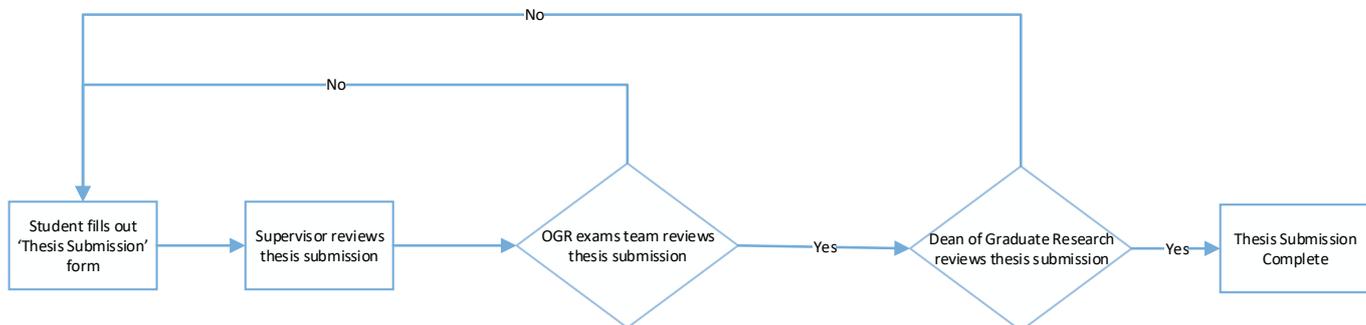
### OVERVIEW

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.



### Timeline



Please contact the Office of Graduate Research, [hdr.progression@flinders.edu.au](mailto: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. Will students have to fill out a Thesis Submission in Inspire?

Yes. As at the 18<sup>th</sup> 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.

## Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors and related support staff. You can use Inspire to submit degree management forms for recommendation, assess your research skills, plan your research training, book into available training courses, complete an intention to submit, nominate examiners and submit your thesis for examination. Please [contact us](#) if you would like more information.

### Forms that require your attention

Date	Title	
14-Nov-19	Nomination of Examiner	<a href="#">✉</a>
14-Nov-19	Nomination of Examiner	<a href="#">✉</a>
21-Nov-19	Supervisor Thesis Approval	<a href="#">✉</a>

### Milestones

📌 There are no upcoming milestones for your students.

### Activities Running This Week

There are no more activities running this week

### Useful Shortcuts

- Training & Development**
  - [View student booking summaries](#)
- Activity Log**
  - [View all completed activities](#)
- Office of Graduate Research**
  - [OGR Website](#)
  - [OGR Exams Website](#)
  - [REST FLO Website](#)

## 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.



Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination Sign Out

## 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	
Submission of Thesis	13 Nov 19 at 09:00	Form submitted	<a href="#">Print</a>
DoGR Thesis Approval	20 Nov 19 at 17:00	Form submitted	<a href="#">Print</a>
OGR Thesis Approval	20 Nov 19 at 17:00	Form submitted	<a href="#">Print</a>
Supervisor Thesis Approval	20 Nov 19 at 17:00	Form submitted	<a href="#">Print</a>

[+] Show old forms

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



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[Submit your thesis](#)

Title	Deadline	Status	
Submission of Thesis	14 Nov 19 at 10:00	Form submitted	<a href="#">Print</a>
Supervisor Thesis Approval	21 Nov 19 at 17:00	In progress	<a href="#">Print</a>

[+] Show old forms

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