

Thesis Submission – HDR Student Quick Reference Guide



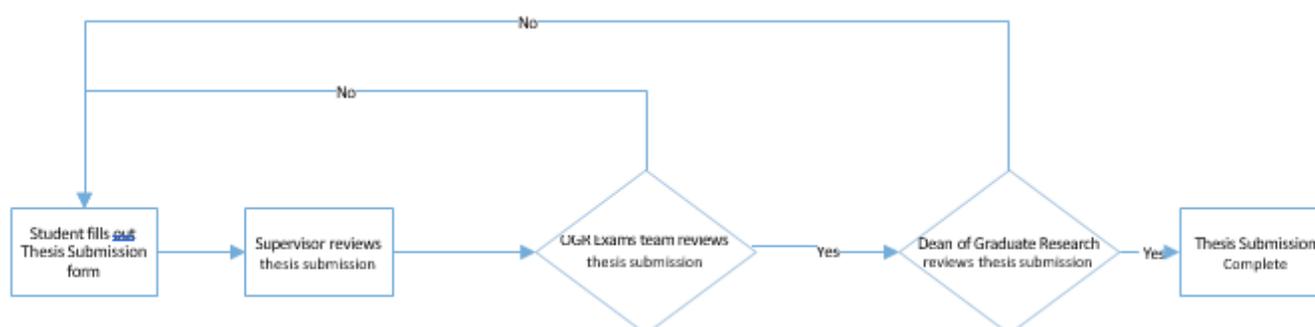
OVERVIEW

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.

Thesis Submission – HDR Student Quick Reference Guide



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

Flinders University
Welcome to Inspire Skills Development Milestones Degree Management Examination Sign Out

Timeline

Start Date: 30 Jan 2023

FEC date: 29 Jan 2027

Milestones:

- Online HDR Induction (2023)
- Confirmation of Candidature (2024)
- Mid Candidature Review (2025)
- Intention to Submit (2026)
- Final Thesis Review (2026)
- Thesis Submission (2026)

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

- 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](#).
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

3. How do I access the Thesis Submission form?

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

Flinders University
Welcome to Inspire Skills Development Milestones Degree Management Examination Sign Out

Timeline

Start Date: 30 Jan 2023

FEC date: 29 Jan 2027

Milestones:

- Online HDR Induction (2023)
- Confirmation of Candidature (2024)
- Mid Candidature Review (2025)
- Intention to Submit (2026)
- Final Thesis Review (2026)
- Thesis Submission (2026)

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

- 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](#).
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

Thesis Submission – HDR Student Quick Reference Guide



Alternatively, you can navigate to the form by clicking on the [Examination](#) tab in the top menu and selecting [Thesis Submission](#).

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

- Intention to Submit
- Nomination of Examiners
- Thesis Submission**
- Results
- Thesis Amendments

Welcome to INSPIRE

Inspire is a candidature management tool for higher degree by research students, their supervisors, external examiners, and support staff.

HDR Students can use Inspire to submit degree management forms, manage their Milestones, plan, manage their thesis submission and examination.

HDR Supervisors can monitor the progress of their students through Milestones, manage candidature with the HDR Supervisor Development Program compliance and book into available training courses, engage with supervisors.

External Examiners can download a thesis for examination and upload their final report.

Please [contact us](#) if you would like more information.

Forms that require your attention

👉 There are no forms requiring your attention

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.

Flinders University Sign Out

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

Thesis Submission

Use the blue button to submit your thesis for examination.

Before submitting your thesis, please review the information on the [Submitting your thesis for examination page](#).

To begin your thesis submission process, please upload the following documents:

- your full thesis in a pdf format
- your full Turnitin report, including the bibliography and appendices
- any additional files and your Co-Authorship permissions, if applicable
- 150 word thesis summary for graduation. Visit [Preparing for Thesis Submission for information on how to write your thesis summary for graduation](#).

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

▶ See the workflow used in this process

[Submit your thesis](#)

Search:

Form	Due Date	Status
There are currently no forms		

Showing 0 to 0 of 0 entries

Thesis Submission – HDR Student Quick Reference Guide



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 statuses.

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

Thesis Submission

Use the blue button to submit your thesis for examination.

Before submitting your thesis, please review the information on the [Submitting your thesis for examination page](#).

To begin your thesis submission process, please upload the following documents:

- your full thesis in a pdf format
- your full Turnitin report, including the bibliography and appendices
- any additional files and your Co-Authorship permissions, if applicable
- 150 word thesis summary for graduation. Visit [Preparing for Thesis Submission](#) for information on how to write your thesis summary for graduation.

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

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

Submit your thesis

Search:

Form	Due Date	Status	
DoGR Thesis Approval	13 Jun 2023	Submitted	
OGR Thesis Approval	13 Jun 2023	Submitted	
Submission of Thesis	06 Jun 2023	Submitted	
Supervisor Thesis Approval	13 Jun 2023	Submitted	

Showing 1 to 4 of 4 entries

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

Thesis Submission – HDR Student Quick Reference Guide



Thesis Submission

Use the blue button to submit your thesis for examination.

Before submitting your thesis, please review the information on the [Submitting your thesis for examination page](#).

To begin your thesis submission process, please upload the following documents:

- your full thesis in a pdf format
- your full TurnItIn report, including the bibliography and appendices
- any additional files and your Co-Authorship permissions, if applicable
- 150 word thesis summary for graduation. Visit [Preparing for Thesis Submission](#) for information on how to write your thesis summary for graduation.

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

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

Submit your thesis

Search:

Form	Due Date	Status	
Submission of Thesis	21 Jun 2023	Submitted	
Supervisor Thesis Approval	28 Jun 2023	In Progress	

Showing 1 to 2 of 2 entries

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.

Need more help?

For more information about the examination processes refer to the [Examination and Completion](#) website and Team: hdr.exams@flinders.edu.au.