

Thesis Submission – HDR Supervisor Quick Reference Guide



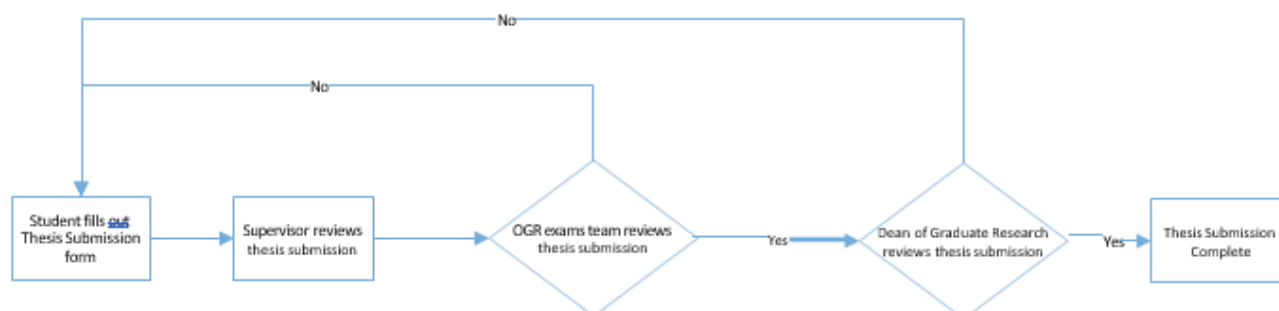
OVERVIEW

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 student's 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.

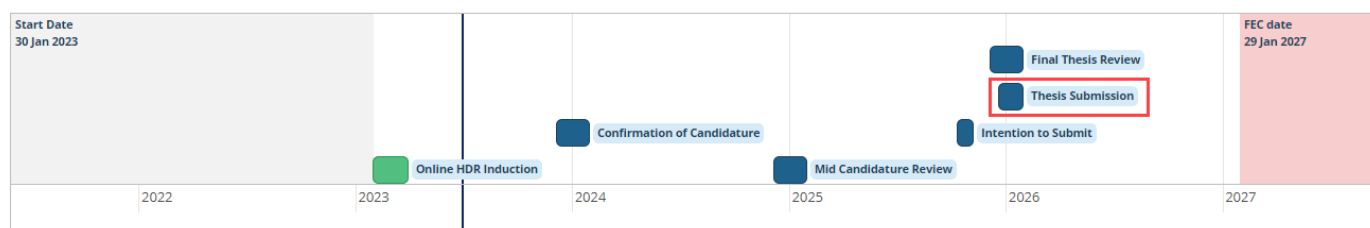
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Flinders University Sign Out

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

Timeline



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. What happens after a student fills out a Thesis Submission in Inspire?

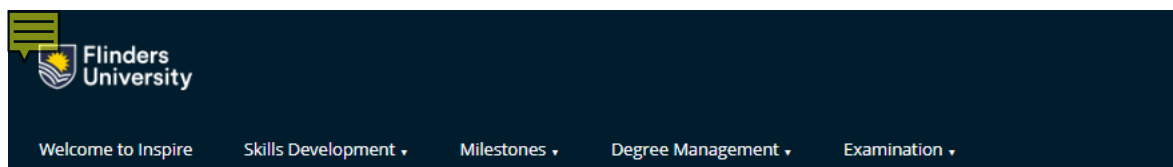
You will receive an email to advise you that a thesis has been submitted by your student and it now requires your review and recommendation.

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.

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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, external examiners and related support staff.

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

HDR Supervisors can monitor the progress of their students through Milestones, manage candidature variations and examination tasks, engage with the HDR Supervisor Development Program compliance and book into available training courses, and view their Register of HDR Supervisors status.

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	
Due Date	Title
29-Jun-23	Nomination of Examiner
29-Jun-23	Nomination of Examiner
06-Jul-23	Supervisor Thesis Approval

4. Can I delete a Thesis Submission?

No, the only one that can delete a Thesis Submission is the student.

5. 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 student's thesis is approved by the Dean of Graduate Research or the student deletes their Thesis Submission.

6. 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 statuses.

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

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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
DoGR Thesis Approval	29 Jun 2023	Submitted
OGR Thesis Approval	29 Jun 2023	Submitted
Submission of Thesis	21 Jun 2023	Submitted
Supervisor Thesis Approval	28 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.

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[Submit your thesis](#)

Form	Due Date	Status	
Submission of Thesis	28 Jun 2023	Submitted	
Supervisor Thesis Approval	05 Jul 2023	In Progress	

Showing 1 to 2 of 2 entries

Need more help?

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