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

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

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

Submit your thesis

Search:

Form | Due Date | Status
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Submission of Thesis | 29 Jun 2023 | Submitted
Supervisor Thesis approval | 05 Jul 2023 | In Progress

Need more help?

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