



University of
South Australia

Student and
Academic Services

User Guide

Intent to Submit for Research Students

Research Examinations

Student and Academic Services

For further information or to update this document contact:
Business Analyst: Exams and Results

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OVERVIEW: INTENT TO SUBMIT THESIS

Research students will receive an email once they reach 75% of their candidature, the 'completing' stage of the degree. Between 1-3 months prior to submitting the thesis for examination, students will need to formally notify their supervisors of their intention to submit. This allows the University sufficient time to arrange examiners and other related processes so that the thesis is examined as efficiently as possible.

When students are 1-3 months from lodging their thesis for examination they are expected to discuss their proposed submission date with their supervisory team. Students are then able to update their 'intent to submit' page in their research student portal (this will be an approximate date - allowing flexibility of about 2 weeks either side of the date that is indicated). The Principal Supervisor will be notified via email once the student has updated the intent to submit page.

Providing an intent to submit date via the research portal is not a mandatory requirement, however it is recommended as a reminder for students and their supervisors to begin discussion around the examination process and timelines.

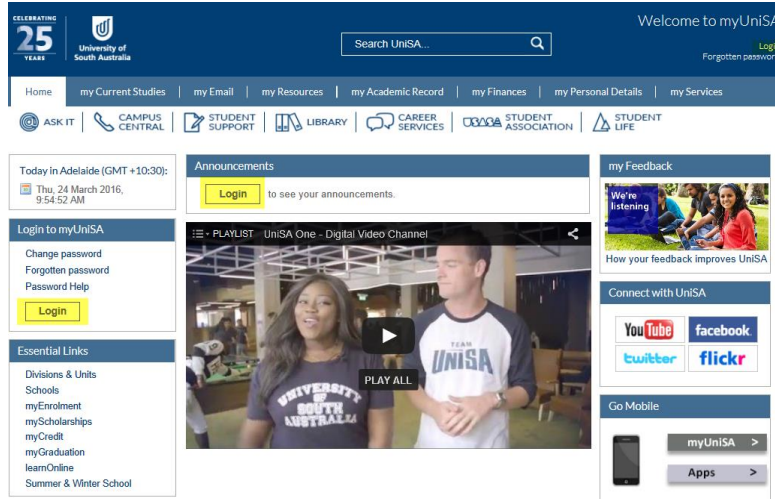
Students who commenced their degree prior to 1 January 2016 may elect to defend their thesis by video. This stage of candidature is also a good opportunity for the student to discuss with the supervisory team the option of undertaking the video defence as a part of the examination process.

UPDATE INTENT TO SUBMIT PAGE

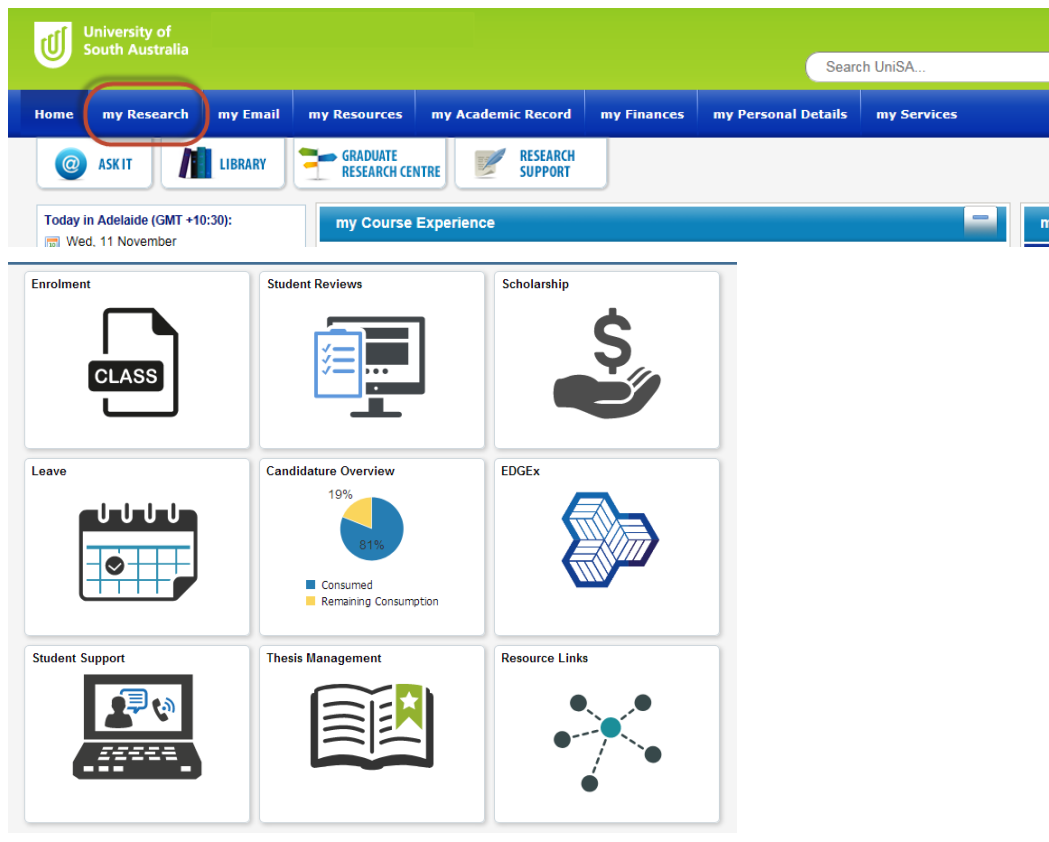
There are 4 steps involved in this process. It is important that these steps are carried out in the order set out below.

Step 1: Login to 'my Research'

Open the student portal via <https://my.unisa.edu.au/public/studentweb/> and login using your student ID and password.

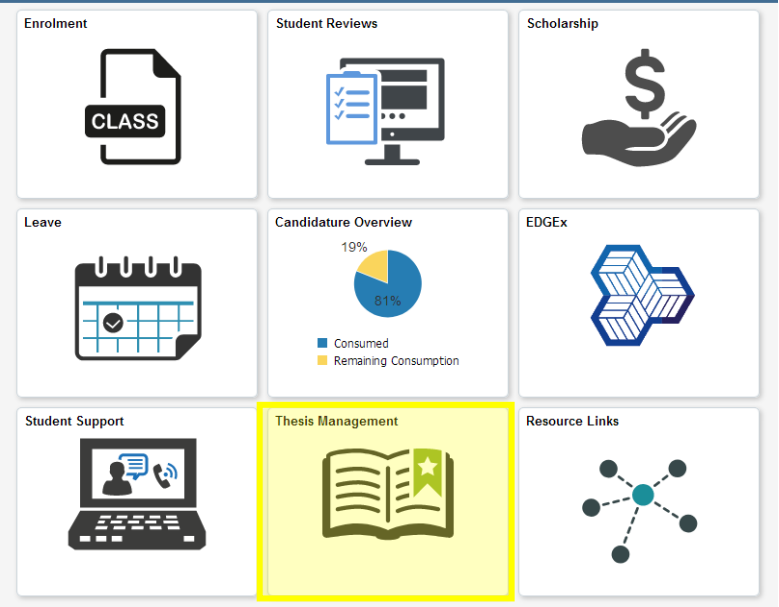


Select the **my Research** tab to open the research student portal.

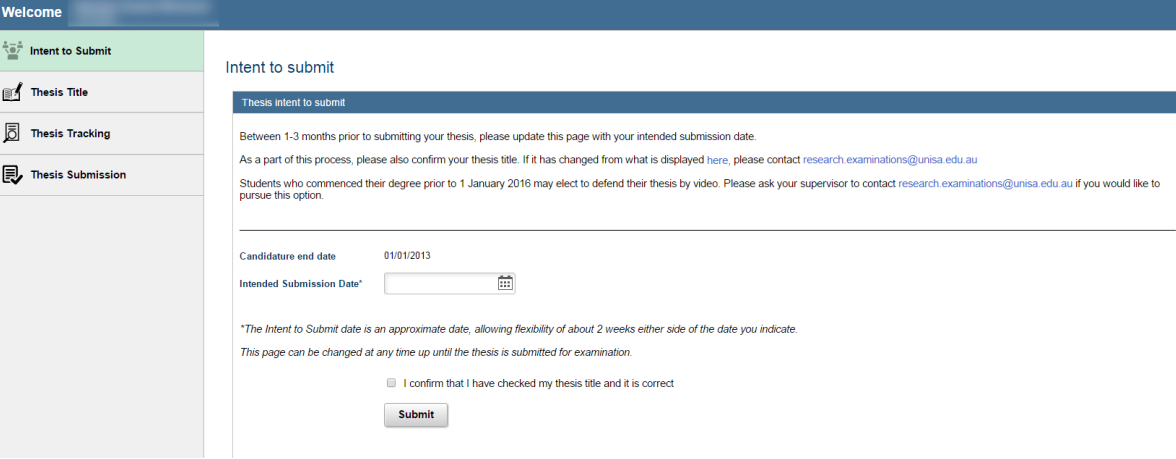


Step 2: Open the Intent to Submit page

Open the **Thesis Management** tile



Select the **Intent to Submit** page



Note: Ensure that you read the intent to submit information prior to updating the page.

Step 3: Check your thesis title

Check your **thesis title** via the link and ensure that what is displayed is your current and correct thesis title.

If your thesis title needs to be updated send an email to research.examinations@unisa.edu.au with your student details and your updated thesis title.

NOTE: Thesis titles cannot have capitals at the start of every word. Capitals can only be used at the start of the title and then on any acronyms or personal or place names as required.

Intent to submit

Thesis intent to submit

Between 1-3 months prior to submitting your thesis, please update this page with your intended submission date.

As a part of this process, please also confirm your thesis title. If it has changed from what is displayed here, please contact research.examinations@unisa.edu.au

Students who commenced their degree prior to 1 January 2016 may elect to defend their thesis by video. Please ask your supervisor to contact research.examinations@unisa.edu.au if you would like to pursue this option.

Step 4: Enter your intended submission date

Update the Intended Submission date field and **'Submit'**.

You will need to check the **declaration box** before you are able to submit.

Intent to submit

Thesis intent to submit

Between 1-3 months prior to submitting your thesis, please update this page with your intended submission date.

As a part of this process, please also confirm your thesis title. If it has changed from what is displayed here, please contact research.examinations@unisa.edu.au

Students who commenced their degree prior to 1 January 2016 may elect to defend their thesis by video. Please ask your supervisor to contact research.examinations@unisa.edu.au if you would like to pursue this option.

Candidature end date 01/01/2013

Intended Submission Date* 25/03/2016

**The Intent to Submit date is an approximate date, allowing flexibility of about 2 weeks either side of the date you indicate.
This page can be changed at any time up until the thesis is submitted for examination.*

I confirm that I have checked my thesis title and it is correct

Submit

Once you have submitted, an email will be sent to your Principal Supervisor advising them that you have provided an intended submission date.

You may update your intended submission date as many times as required, up until you submit your thesis for examination.

GLOSSARY

Please follow this link [HERE](#) to view the full Glossary of University Terms for UniSA.