User Guide

Intent to Submit for Research Students

Graduate Research

Student and Academic Services

For further information or to update this document contact:
Business Analyst, Graduate Research
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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.
PROCESS OVERVIEW FLOW CHART

1. Student sent email at 75% of candidature

2. Student meets with supervisory team to discuss examination processes and timelines

3. Does the student update their intent to submit page?
   - No → End of process
   - Yes → Student opens intent to submit page in research portal

4. Student checks their thesis title

5. Is the thesis title correct?
   - Yes → Student submits intended thesis submission date
   - No → Student emails GR Examinations to update their thesis title

6. Supervisor sent an email advising that student has updated their intent to submit

End of 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’**


Select the **my Research** tab to open the research student portal.
Step 2: Open the Intent to Submit page

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.

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.

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 however this will not send subsequent emails to your supervisor for the change.

**GLOSSARY**

Please follow this link [HERE](https://teamsites.unisa.edu.au/als/rgy/bpd/default/documenttemplates/User_Guide_Template.doc) to view the full Glossary of University Terms for UniSA.