User Guide
Thesis Submission for Examination for Research Students

Graduate Research
Student and Academic Services
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OVERVIEW: THESIS SUBMISSION FOR EXAMINATION

Research students must submit their thesis online via the Thesis Management tile in myResearch, accessed from the Student Portal. It is important that the thesis submission has been discussed with the student and their supervisory team before commencing the online submission process.

The thesis management system will run a verification process and allocate the correct Principal Supervisor, REPL and Dean of Research (or delegate) against the thesis submission. This is an overnight process. The student’s Principal Supervisor will therefore be able to access the thesis the day after it is submitted online.

The Principal Supervisor will be notified via email when the thesis is ready for approval. Approvals will take place via the online staff research portal. The thesis submission must be approved by the Principal Supervisor, REPL and Dean of Research (or delegate) before Graduate Research can commence the examination process. The progress of the submission and examination can be tracked via the Thesis Tracking page in the research student portal.

The research student will be notified once the Dean of Research (or delegate) has approved the thesis for examination and the student’s consumption will be stopped, along with any active scholarships. It is important to allow sufficient time for the approval process to occur and consumption to stop. Students should allow 5 – 10 days for this process.

If the thesis submission is not approved at any stage in the process a discussion must take place between the student and supervisory team (and REPL and Dean of Research (or delegate) if required). The student will then need to resubmit an amended version of the thesis via the research portal for approval.

If Graduate Research has received the approved nominated examiners at the time that the thesis is approved by the Dean of Research (or delegate), a digital copy of the thesis will be dispatched immediately, along with all required documentation. If the examiner nomination has not yet been submitted by the Principal Supervisor and approved by the REPL and Dean of Research (or delegate), Graduate Research will not be able to commence the examination process until that approval is received.

If one or more of your examiners have requested a hard copy of your thesis you will need to provide this to Graduate Research once you have received notification that your Dean of Research (or delegate) has approved your thesis submission for examination. All hard copy theses need to be prepared in accordance with the Academic Regulations.

The Examination checklist for supervisors and students provides comprehensive details of the areas of responsibility and processes for preparing to submit your thesis. For additional information on the examination process see: https://i.unisa.edu.au/students/research-students/completing-students/thesis-submission-and-examination/

For additional queries contact: research.examinations@unisa.edu.au
PRIOR TO THESIS SUBMISSION

There are 2 steps involved in this process. It is important that these steps are carried out in the order set out below.

Instructions on how to complete each of the 2 steps are detailed under the relevant headings.

Step 1: Update Your Intended Submission Date

Refer to the Intent to Submit User Guide for instructions on how to update your intended thesis submission date.

Step 2: Discuss Thesis Submission with Supervisor(s)

It is important to discuss the thesis submission with your supervisory team prior to submitting online via the research portal. Your Principal Supervisor should have already approved your thesis prior to your online submission.

You should also discuss:

- Whether the examiners need to sign a Confidentiality Disclosure Agreement (where the author of the thesis or the University requires that the thesis be treated as confidential by the Examiners)
- Whether you will be undertaking a defence of your thesis (note students commencing from 1 January 2016 are required to undertake an oral defence of the thesis as a part of their examination)
- If applicable, ensure the appropriate acknowledgement is included in the thesis where Australian Government support has been provided. The acknowledgement must include the mention of your support through an “Australian Government Research Training Program Scholarship”. This is applicable to all domestic students and international students in receipt of an RTP scholarship (see Research Training Program – Frequently Asked Questions for students for related information).
SUBMIT YOUR THESIS FOR EXAMINATION

There are 6 steps involved in this process. It is important that these steps are carried out in the order set out below.

Instructions on how to complete each of the 6 steps are detailed under the relevant headings.

**Step 1: Login to My Research**


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

**Step 2: Open Thesis Submission Page**

Open the Thesis Management tile
NOTE: If you commenced your degree prior to 1 January 2016 you may elect to defend your thesis by video. Please ask your supervisor to contact research.examinations@unisa.edu.au prior to submitting your thesis if you would like to pursue this option.

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. You can still go ahead and submit your thesis before this is updated on the system.

Step 4: Submit Your Thesis

Read through and confirm the declarations.

NOTE: Each declaration box must be ticked to be able to submit your thesis
NOTE: Once you submit your thesis you cannot edit the declaration information

Indicate whether an editor was used and (if yes) the extent of the editor’s involvement

NOTE: Once you submit your thesis you cannot edit the editor information

Attach your thesis and other documents as a part of your thesis submission

NOTE: The maximum file size that can be uploaded is 600MB. The larger the file size the longer it will take to upload and submit.

To attach file(s) click on Add Attachment

Click My Device. Browse to the location the file has been saved and click on Open.

Wait for the file name to appear in the file attachment box and then click Upload.

NOTE: You must wait for the file name to appear before clicking on upload. If you do not wait for the file name to appear the file will upload incorrectly and your Supervisor will not be able to view the attachment as
a part of your thesis submission. If the file is large it may take longer for the file name to appear.

Wait for the upload to complete and then select **Done**

The file will then appear in the list of attachments.

To add another file repeat the above process.

To remove a file use the **–** button

To view the attachment(s) you have uploaded select **View Attachment**

**NOTE:** All files that appear in the list of attachments will be sent to your Principal Supervisor for approval. It is therefore very important to ensure that only files that are a part of your thesis submission. For example, if you upload your thesis and then upload a new/updated version, make sure that you remove the old version before submitting.

Submit your thesis once the correct files have been attached and the declarations have been confirmed by selecting **Submit.**
You will receive a message on the screen to confirm that you have successfully submitted your thesis. You will not receive an email to confirm your submission has occurred.

Use the Return button to return to the thesis submission page.

### Submission of Thesis

You have successfully submitted your thesis.

**NOTE:** You may change the files attached to your thesis submission up until your Principal Supervisor approves the submission.

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**Step 5: Check the Thesis Tracking Page**

Navigate to the **Thesis Tracking** page to check the date that you submitted your thesis.

This page can also be used to track the progress of your thesis examination. For example, you can view where your thesis submission has progressed to by viewing the last person that approved your thesis submission. If the last person to approve your thesis submission was your Principal Supervisor then your submission for examination is currently sitting with your REPL for approval.

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**Step 6: Thesis Submission Approved**

You will receive an email once your thesis has been approved by your Dean of Research (or delegate). Your consumption and any active scholarships will be stopped.

Graduate Research will also be notified and will be able to access a copy of your approved thesis. If your Principal Supervisor has submitted your Nomination of Examiners and this has been approved by your REPL.
and Dean of Research (or delegate) the examination process will commence. Graduate Research will contact you once the thesis has been dispatched to the examiners. You will receive a subsequent email providing you with an approximate date for the return of your examiner reports once the examiners have confirmed receipt of the electronic copy of your thesis.

If your Principal Supervisor has not yet submitted the Nomination of Examiners or if the nomination has not yet been approved by your REPL or Dean of Research (or delegate) Graduate Research will be unable to commence the examination process until this approval is received.
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.