



University of
South Australia

Student and
Academic Services

User Guide

Thesis Submission for Examination 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: 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.

Research students are required to include an iThenticate report in their online submission to ensure academic integrity. Information regarding academic integrity and the use of iThenticate can be found on the [Academic Integrity](#) page.

The thesis management system will run a verification process and allocate the correct Principal Supervisor 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 and Dean of Research (or delegate) before Research Examinations 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 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 Research Examinations 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 Dean of Research (or delegate), Research Examinations will not be able to commence the examination process until that approval is received.

Research Examinations will advise you if one or more of your examiners have requested a hard copy of your thesis. All hard copy theses need to be prepared in accordance with [Guideline AB-58 AD7: Presentation of the Research Degree Thesis, or Exegesis \(consolidated\)](#).

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

Prior to uploading your thesis in the portal, you must ensure that you complete the following steps:

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 your thesis contains published research and your thesis meets the requirements associated with having published research in your thesis. Refer to section G in [Guideline AB-58 AD7 Presentation of the Research Degree Thesis or Exegesis \(consolidated\)](#).

If your thesis meets the criteria for a thesis containing published research, you need to have a [Statement of Authorship form](#) for each paper. The form must be signed by each co-author so it's important to make sure you allow enough time to do this.

- 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).

Step 3: Generate an iThenticate report

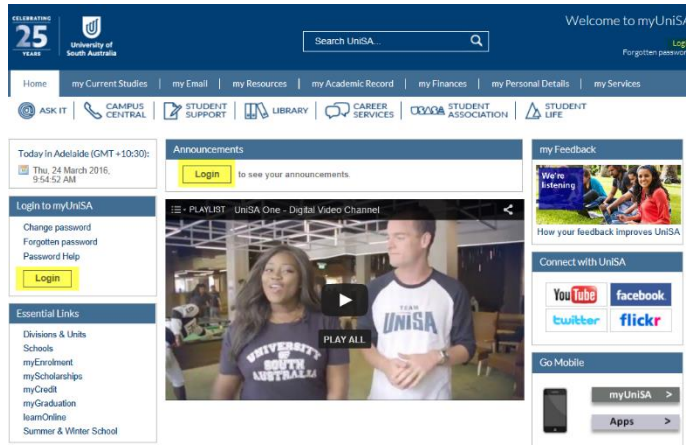
Refer to the [Academic Integrity](#) page for further information about registering for iThenticate and using the online tool to generate a report. The report must be included as an additional document with your thesis in your online submission.

SUBMIT YOUR THESIS FOR EXAMINATION

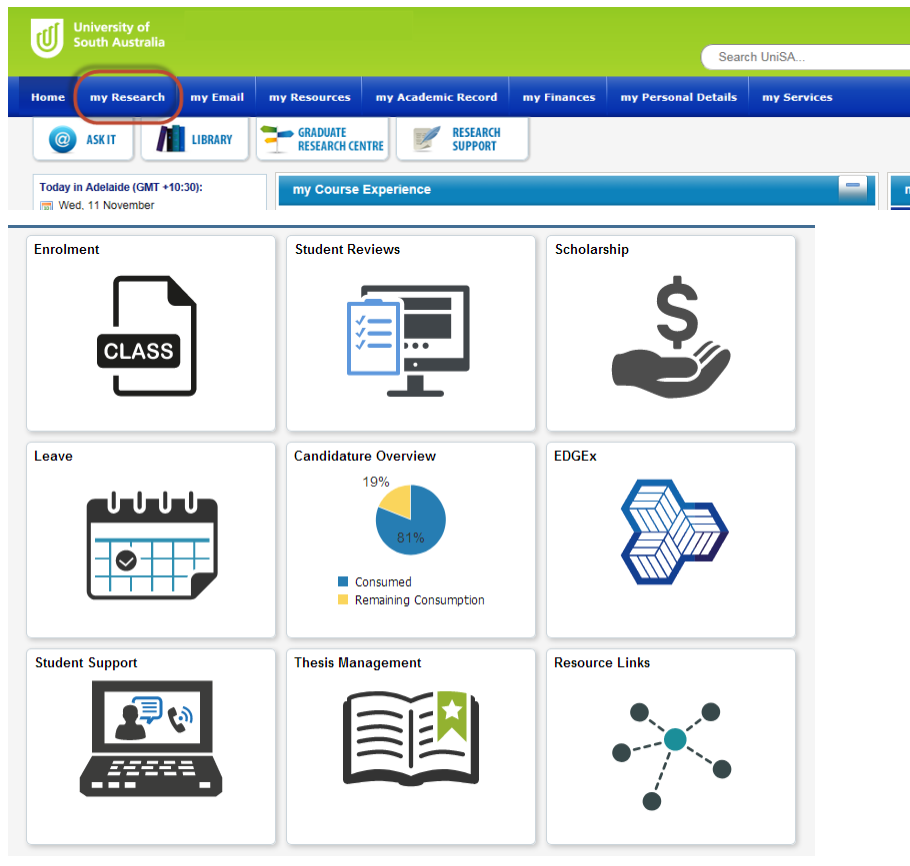
To complete your thesis submission for examination, you must include the following steps. Instructions on how to complete each of the steps are detailed under the relevant headings.

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.

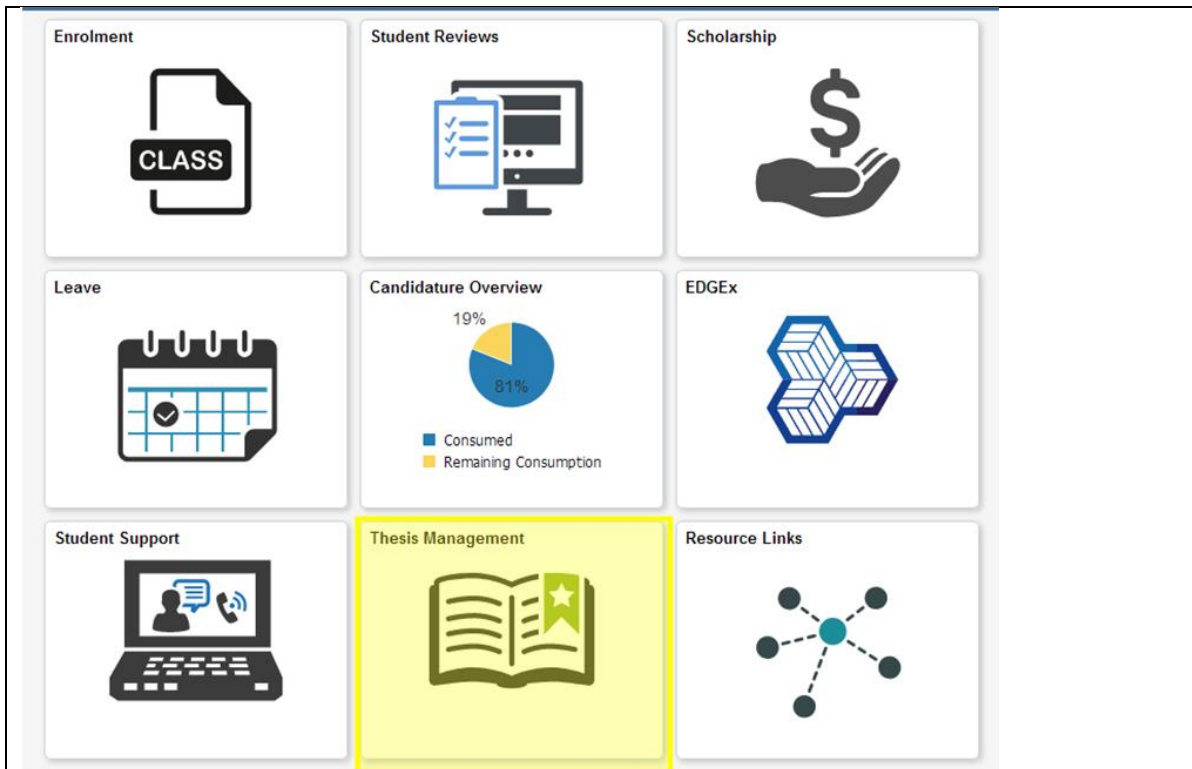


Select the 'my Research' tab to open the research student portal.



Step 2: Open Thesis Submission Page

Open the **Thesis Management** tile



Select the **Thesis Submission** page

Intent to Submit

Thesis Title

Thesis Tracking

Thesis Submission

Submission of Thesis

Submission of Thesis

Prior to commencing this process, please also confirm your thesis title. If it has changed from what is displayed here, please contact research.examinations@unisa.edu.au

- The thesis I have submitted is composed of my original work, and this work has not been submitted for a previous degree.
- I have uploaded an iThenticate report with my thesis submission
- I was responsible for the primary data collection or identification of appropriate secondary data.
- The analysis was completed by me and any help I received in my research work and/or presentation of this thesis itself has been acknowledged. I certify that all information sources and literature used are indicated in the thesis.
- The research was conducted in a responsible manner in accordance with approved ethics policies and the Australian Code for the Responsible Conduct of Research.
- Where the thesis contains data or information which identifies individuals, consent has been obtained for the use of this data/information or it is already available in the public domain.
- All ethics requirements in relation to the research have been met.
- The data have been stored in a safe location in accordance with the Australian Code for the Responsible Conduct of Research.
- I also understand that the University may ask me to provide additional evidence to support the above statements, and/or interview me. Such request, if made will normally occur before the awarding of the degree. I agree to participate if requested.

Please indicate if your thesis contains published research

Yes - my thesis meets all the requirements related to a thesis containing published research as set out in [Guideline AB-55 AD7 Presentation of the Research Degree Thesis or Exegesis \(consolidated\)](#)

No

Please indicate if an editor was used, and the extent of the editor's involvement Yes No

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.

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.

Submission of Thesis

Prior to commencing this process, please also confirm your thesis title. If it has changed from what is displayed from what is displayed here, please contact research.examinations@unisa.edu.au

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 your thesis contains published research. If it does, make sure you have the requirements in the guideline.

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

Submission of Thesis

Prior to commencing this process, please also confirm your thesis title. If it has changed from what is displayed here, please contact research.examinations@unisa.edu.au

The thesis I have submitted is composed of my original work and this work has not been submitted for a previous degree.

I have uploaded an iThenticate report with my thesis submission

I was responsible for the primary data collection or identification of appropriate secondary data.

The analysis was completed by me and any help I received in my research work and/or presentation of this thesis itself has been acknowledged. I certify that all information sources and literature used are indicated in the thesis.

The research was conducted in a responsible manner in accordance with approved ethics policies and the Australian Code for the Responsible Conduct of Research.

Where the thesis contains data or information which identifies individuals, consent has been obtained for the use of this data/information or it is already available in the public domain.

All ethics requirements in relation to the research have been met.

The data have been stored in a safe location in accordance with the Australian Code for the Responsible Conduct of Research.

I also understand that the University may ask me to provide additional evidence to support the above statements, and/or interview me. Such request, if made will normally occur before the awarding of the degree. I agree to participate if requested.

Please indicate if your thesis contains published research

Yes - my thesis meets all the requirements related to a thesis containing published research as set out in [Guideline AB-58 AD7 Presentation of the Research Degree Thesis or Exegesis \(consolidated\)](#)

No

Please indicate if an editor was used, and the extent of the editor's involvement Yes No

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.

Attach your thesis, iThenticate report and other documents as a part of your thesis submission.

NOTE: The maximum file size that can be uploaded is 130MB. The larger the file size the longer it will take to upload and submit.

Thesis Submission Attachments

Please read the below information before uploading any attachments.

- The maximum file size that can be uploaded is 130 MB.
- When uploading files make sure you see the name of the document and file size before clicking upload. Note: if it is taking a long time for your thesis to upload you should check your file size and make sure it is within the file size limit.
- Please ensure that you remove any attachments that are not included in your final thesis submission for examination.
- All attachments displayed below will be sent to your Principal Supervisor for approval.

To attach file(s) click on **Add Attachment**

Add Attachment	View Attachment	Attached File
Add Attachment	View Attachment	

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

File Attachment

Choose From



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.

Choose From



My Device

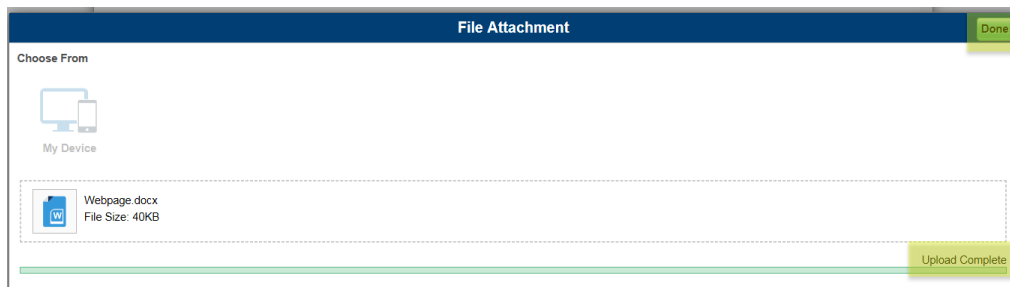
Upload

Clear



Webpage.docx
File Size: 40KB

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**

Description	View Attachment	Attached File
Updating_record_in_Medic	View Attachment	Updating_record_in_Medici.doc

[Add 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 are uploaded. 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

Submission

You have successfully submitted your thesis.

Return

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

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 the Dean of Research (or delegate) for approval.

Action	Date
Thesis Submitted	01/02/2021
Thesis Submission Approved by Supervisor	
Thesis Submission Approved by Dean	

Step 6: Thesis Submission Approved

You will receive an email once your thesis has been approved by your Dean of Research (or delegate).

Your fees consumption and any active scholarships will be stopped.

Research Examinations 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 the Dean of Research (or delegate) the examination process will commence. Research Examinations 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 the Dean of Research (or delegate) Research Examinations will be unable to commence the examination process until this approval is received.

SUBMIT YOUR REVISED THESIS FOR COMPLETION, EXAMINER REVIEW OR RE-EXAMINATION

Once your thesis has been examined and you have received your examination reports, you will be required to upload a revised thesis for completion or for re-examination.

Step 1 – 4: Follow the same steps as detailed above (plus the check of your Citation length)

Check your Citation length is no more than 900 characters (with spaces). In the Submission of Final Thesis page, under point #2 there is the ability to check your Citation meets the length requirements prior to your submission.

Submission of Thesis

Submission of Final Thesis

1. Attach corrected thesis below. You should upload a 'clean' version of your thesis which will be published by the Library. You should also upload a version with tracked changes/highlighting in addition to the clean version for publication. This version will be used by your internal reviewers.
2. Attach a 900 character citation (with spaces) - this will appear on your Australian Higher Education Graduate Statement. Check the length of your citation **here** before you upload it.
3. Attach a summary of amendments made to your thesis
4. Fill in 'Authors Consent Form', get it signed by Supervisor, submit it to research_examinations@unisa.edu.au or attach it to this page.
5. Fill in the declarations below and submit this page

The thesis I have submitted is composed of my original work and this work has not been submitted for a previous degree.

The required changes have been made to my thesis in line with the examiners' reports (where applicable).

I also understand that as part of the University's Research Integrity Compliance protocols the University may ask me to provide additional evidence to support the above statements, and/or interview me. Such request, if made will normally occur before the awarding of the degree. I agree to participate if requested.

Click on 'here' to open the textbox

Submission of Final Thesis

1. Attach corrected thesis below. You should upload a 'clean' version of your thesis which will be published by the Library. You should also upload a version with tracked changes/highlighting in addition to the clean version for publication. This version will be used by your internal reviewers.
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Copy and Paste your Citation into the textbox, and click **Done**.

If your Citation is longer than the maximum 900 characters with spaces, you will receive the error message below:

Submission of Final Thesis

1. Attach corrected thesis below. You should upload a 'clean' version of your thesis which will be published by the Library. You should also upload a version with tracked changes/highlighting in addition to the clean version for publication. This version will be used by your internal reviewers.
2. Attach a 900 character citation (with spaces) - this will appear on your Australian Higher Education Graduate Statement. Check the length of your citation [here](#) before you upload it.
3. Attach a summary of amendments made to your thesis
4. Fill in 'Authors Consent Form', get it signed by Supervisor, submit it to research_examinations@unisa.edu.au or attach it to this page.
5. Fill in the declarations below and submit this page

The thesis I have submitted is composed of my original work and this work has not been submitted for a previous degree.

The required changes have been made to my thesis in line with the examiners' reports (where applicable).

I also understand that as part of the University's Research Integrity Compliance protocols the University may ask me to provide additional evidence to support the above statements, and/or interview me. Such request, if made will normally occur before the awarding of the degree. I agree to participate if requested.

If your Citation meets the requirements, you will receive the following message.

Once your Citation meets the requirements, you may upload it as an attachment, along with your other required documents.

NOTE: Checking your Citation in the textbox is not uploading it for approval. It must be uploaded as an attachment to be included in your submission.

Step 5: Revised thesis continues through approval levels

The final grade you received from your examiners will determine the levels of approval that your revised thesis will need to progress through. It is important to allow enough time for the approvals to take place, most importantly when a completion deadline for conferral is nearing.

If you received a final examination grade of 1 or 2, the approvals will progress through your Principal Supervisor, RDC and Dean of Research (or delegate).

If you received a 3a, 3b or 4, the approvals will progress through your Principal Supervisor, Independent Reviewer and Dean of Research (or delegate).

Step 6: Notification of approval

Unlike an initial thesis submission, the final or resubmission phase will only provide tracking information to indicate when all required approvals have been achieved. This is shown by the **Corrections authorised as complete** stage.

You will receive an automated email when all approvals have been achieved.

Thesis Submission Approved by Dean	20/10/2020
Thesis under examination	20/10/2020
Thesis sent to examiners	26/10/2020
Results received from Examiners	14/12/2020
Post Examination Correction Period commenced	14/12/2020
Corrections authorised as complete	
Degree awaiting approval from Research Degrees Committee	
Degree awaiting conferral from Council	
Thesis Management Complete	



GLOSSARY

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