Submitting for Examination - HDR Candidate guide

What, why, when?

This document provides step by step guidance to HDR candidates on submitting their thesis/dissertation to the School of Graduate Research for examination via the Candidate Centre in Enrolment Online (EOL).

Refer to the HDR Policy for further information about eligibility requirements for submission for examination.

Who?

HDR Candidates who are ready to submit for examination.

Before you begin

Confirm that:

- You have a current enrolment.
- Your milestones have been completed and added to the system.
- You have gained approval from your supervisor/school to submit.
- Your thesis/dissertation follows the HDR formatting guidelines.
- Your thesis/dissertation file is saved as a PDF with the following naming convention; candidate ID_Family Name_First initial of given name - contents (e.g. s1234567_Bloggs, J – Thesis)

Obtaining Supervisory/School Approval

You will need to liaise with your supervisory team to request them to approve your work as ready to be submitted for examination. Your primary senior supervisor will give their approval in the online system (i.e. not a paper-based form). Once they

have done this the delegated authority for your school will be notified that their approval is also required.

Please contact the SGR Examinations Team for information relating to approvals.

Preparing your Citation

PhD candidates are required to provide a doctoral citation. It must be a maximum of 50 words in length and begin with "Dr <*insert family name*> investigated/ researched…".

More information on preparing your doctoral citation can be found on the website.

Embargo/Confidentiality requests

If you require your submission to be examined under a confidentiality agreement and/or require an embargo on your final archival copy you will need to apply to the SGR Examinations Team. Please see the section applying for an Embargo/Confidentiality agreement for further information.

Research Outputs

If your submission contains any research outputs (e.g. publications, artefacts etc.) in full or in part, which have been produced during your candidature these need to be declared on page 3 of the submission process. You will need to upload a PDF providing details of the research outputs and your contribution to these. For co-authored publications this document needs to be signed by all co-authors or by your primary senior supervisor.

Uploading your thesis/ dissertation

When you are ready to submit for examination sign in to EOL and from the Candidate Centre go to the **Submission and Lodgement** tab.

EOL – Candidate Centre – submission and lodgement

Once you have been given supervisory and school approval to submit for examination, a new submission row will appear in the submission grid on the submission and lodgement page.

To begin a new submission for examination, click on the '**New**' button. Once you have started a submission this status will update to **Draft**. (See page 9 for definitions).

Note: If no active submission row is visible, your primary senior supervisor and/or School have not yet given their approval in the system – please contact your supervisors, school or the SGR Examination Team – sgr.examinations@rmit.edu.au for assistance.

Page 1 - Submission requirements

This page provides details of the formatting requirements of a HDR submission for examination. Please read and then confirm that your submission conforms with the formatting requirements as detailed by the checkbox.

Click '**Next'** to proceed to the next page.

Note: each page will autosave when you click on '**Previous**', '**Next**' or '**Cancel**'

Page 2 - Submission upload

This page is where you will provide information relating to your submission and upload your submission files.

Please provide details of your submission components. If your examination includes an exhibition, please acknowledge this. If the date is not yet confirmed, please tick the box and leave the date blank, SGR will contact your school for further details.

If your submission contains any hard copy artefacts or media files which are too large to upload, please contact the SGR Examinations Team to arrange transfer via alternative means.

File Upload

Your thesis/dissertation must be uploaded as a PDF. Please make sure that your thesis/dissertation abides by the formatting requirements as previously detailed.

Please use the naming convention – student ID_Family name, First initial of given name – contents (e.g. s1234567_Bloggs, J – Thesis).

If your submission contains any other files for examination these should be uploaded here (except research outputs which should be uploaded in the next page). The system can take a wide range of file types but if you experience any difficulty please contact the SGR Examinations Team.

To add a new file, click on '**Add file**', then '**browse**' to locate the file and then '**open**' to upload. You can amend the file description and view the files after they have been uploaded.

Note: If your file is larger than 400 MB you may have difficulty uploading, if you experience any difficulty please contact the SGR Examinations Team who will guide you in how to transfer your files via an alternative method.

Citation

Doctoral (PhD) candidates only

Note: If you are a Masters by research Candidate you will not see the Doctoral Citation section.

Please enter your Doctoral citation in the box. It should begin with your name, and be a maximum of 50 words in length;
e.g. Dr Bloggs researched/investigated/explored …

Once entered please click '**Next**' to proceed to the next page.

Note: You must upload a least one file and complete all mandatory sections to proceed to the next page.

Page 3 - Research Outputs

If your submission does not contain any research outputs, please select '**No'** and then click '**Next'** to move on to the next page.

If your submission contains any research outputs, in full or part, which have been produced during your candidature, these should be declared.

Please select '**Yes**' and provide details. You will need to upload a separate PDF providing details of the research outputs and your contribution to these. For co-authored publications this document will need to be signed by all co-authors or by your primary senior supervisor.

Please see the Declaring research outputs section of the website for further information.

Note: You do not need to upload the research outputs declaration form.

Once you have provided details and uploaded the required document, click '**Next**' to proceed.
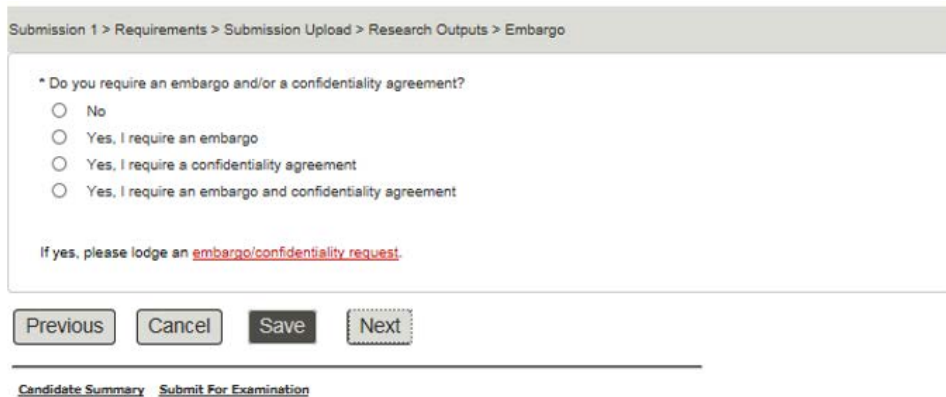
Page 4 – Embargo/confidentiality

If you have already applied for and received an outcome to your Embargo and/or Confidentiality Agreement request, this section will already be completed.

If you do not require an Embargo and/or Confidentiality Agreement, please select '**No**'.

If you still need to apply for an Embargo and/or Confidentiality Agreement please select the relevant '**Yes**' option, and then lodge an Embargo/Confidentiality request with SGR Examinations.
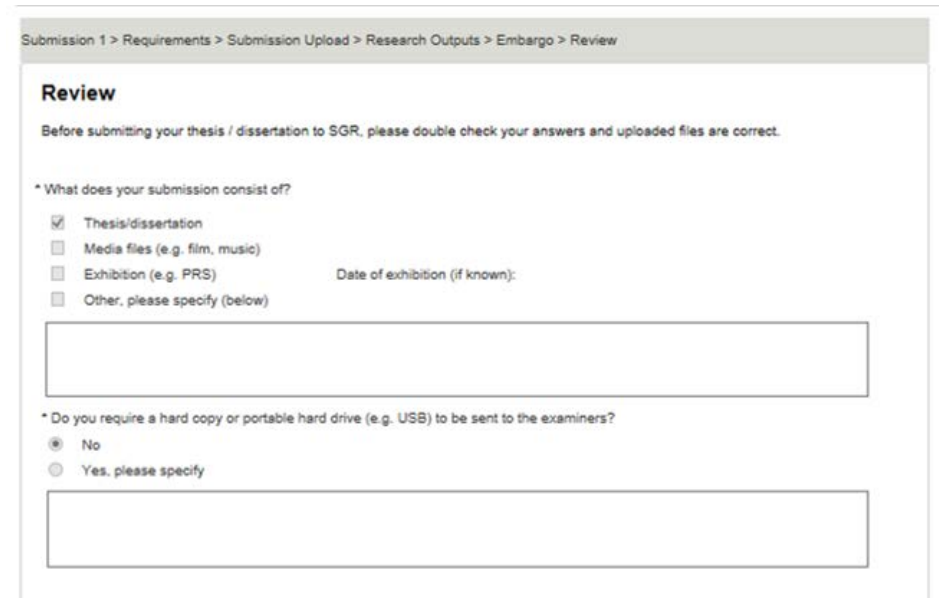
Please refer to the Embargo/confidentiality agreement section of the website for further information.

Once you have selected the appropriate option, click '**Next**' to proceed.

Page 5 – Review

Here you can review all responses and attachments. Please make sure all sections have been completed accurately and you have uploaded the correct files. If needed please go back and amend your response using the '**Previous**' button.

Once you are happy with the details please click '**Next**' to proceed to the Declaration page.

Page 6 – Declaration page

Please read and confirm your agreement to the declaration.

Submission 1 > Requirements > Submission Upload > Research Outputs > Embargo > Review > Declaration

Declaration

1. I certify that except where due acknowledgement has been made, the work is that of the author alone; the work has not been submitted previously, in whole or in part, to qualify for any other academic award; the content of the thesis/dissertation is the result of work which has been carried out since the official commencement date of the approved research program; any editorial work, paid or unpaid, carried out by a third party is acknowledged; and, the Australian Code for the Responsible Conduct of Research 2018 have been followed.
2. Where any professional proof-reader/editor has been used in producing this thesis/dissertation I have complied with the Institute of Professional Editors Ltd Guidelines for editing research theses.
3. I certify that my thesis/dissertation contains no material which infringes the RMIT Privacy and Information Management Policy, and the Privacy and Data Protection Act 2014 (Vic). Materials include but are not limited to signatures, home addresses, phone numbers, email address or contact details of any other person(s). Where applicable, I acknowledge that RMIT will display my personal information in my thesis/dissertation in the freely accessible RMIT Research Repository.
4. I warrant that if any intellectual property of any third party is used in my thesis/dissertation, I have obtained permission from the intellectual property owner for use of their intellectual property in my thesis/dissertation.
5. I give express permission to RMIT University to reproduce, communicate, compare and archive this work, to the extent deemed necessary by RMIT University in its sole discretion, for the purpose of detecting plagiarism.
6. I certify the accuracy and completeness of this declaration and agree to indemnify RMIT University against any loss or liability, including liability to any third party, which may be incurred by RMIT University as a result of its reliance upon this declaration where such loss or liability results from the inaccuracy or incompleteness of any part of this declaration.

☐ **I acknowledge that I have read, abided and agree with the declaration above.**

[Previous] [Cancel]   [Submit]

To send your submission through to SGR for processing click on '**Submit**'.

A confirmation that your submission has been sent to SGR for approval will appear on the next page.

| Candidate summary | Submission and Lodgement |

✓ **Confirmation**

Candidate ID:
Submission Nbr: 1
Date sent to SGR for processing: **07/11/2018**

Thank you. Your submission for examination has been sent to School of Graduate Research for approval. You will receive a confirmation email shortly.

[OK]

Note: when you have clicked '**Submit**' and received confirmation, your submission status on the Submission and lodgement page will change to **Pending**. This means that your submission is currently with the School of Graduate Research for processing and approval.

| Candidate summary | Submission and Lodgement |

Submission for examination

Submission eligibility

To submit for examination, you must have met the following requirements:

- completed all three milestones,
- completed the mandatory Research Methods/Strategies course(s) for DR231 - PhD (App Biology & Biotech), and
- obtained approval from your Primary Supervisor   and School to submit for examination.

If you are considering submitting for examination without Primary Supervisor and/or School approval, please contact the School of Graduate Research (SGR) Examinations Team.

If you are submitting prior to your early submission date 01/03/2021, please contact the SGR Examinations team.

SGR Examinations Team
Email: sgr.examinations@rmit.edu.au
Tel: 03 9925 8356

Submission Nbr	Type	Title	
1	Examination	Title	Pending

Candidate Summary   Submit For Examination

Note: your submission date is not confirmed until SGR have approved your submission. This can take up to three working days.

Once your submission has been approved by SGR the status on the submission grid will update to **Approved** and you will receive confirmation from SGR of your final submission date.

Error Messages

When trying to proceed to the next page

This means that you have not answered a mandatory question. Please review the page, the sections that are missing will appear in red.

Issues with uploading files

If you are trying to upload larger files or a rare file type, then the system may not be able to accept it. If this happens please contact the SGR Examinations Team to arrange for the files to be provided by an alternative means.
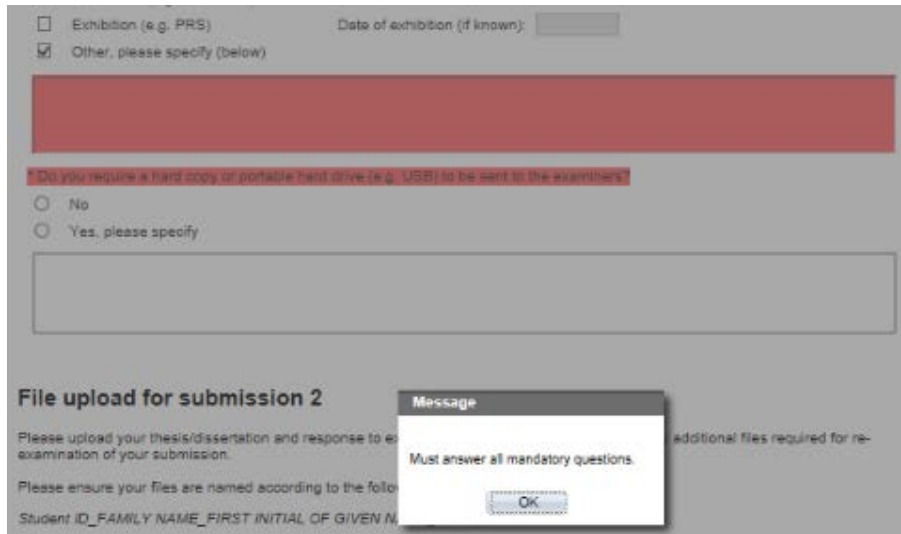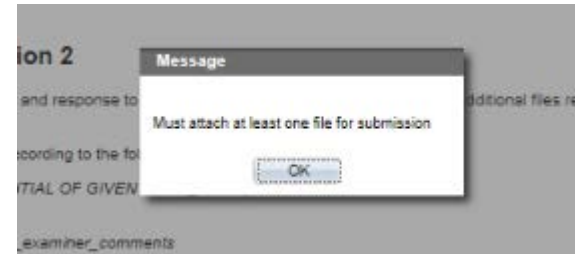

You will need to upload a document to be able to proceed to the next page, if you are unable to upload your thesis/dissertation file please upload a PDF document which states you are having issues uploading your file and that you have contacted the SGR Examinations Team.

SGR Examination contact details

Examinations Team
School of Graduate Research
RMIT University
Building 91, Level 2,
110 Victoria Street, Carlton VIC 3053
Tel: +61 9925 8356
Email: sgr.examinations@rmit.edu.au

Submission for Examination definitions

Navigation options

Previous	Saves and returns to previous page
Cancel	Returns to the Submission and Lodgement tab
Next	Saves and moves to the following page
Save	Saves your submission

Note: each page will autosave when you click on '**Previous**', '**Next**' or '**Cancel**'. All pages can be edited until you send your submission to SGR for processing.

Submission Types

The following are the submission types which will be used on the submission and lodgement grid

Examination	First submission of thesis/dissertation for examination
Resubmission	In the case of having received a Revise and Resubmit outcome from the first examination.
Archival	For the lodgement of the final thesis/dissertation for archival and completion following a passing outcome

Submission status

The following are statuses which may appear on the submission grid. If you are concerned that your submission is showing the wrong status, please contact the SGR Examinations Team.

New	a new submission which has not yet been started – ready for candidate to action.
Draft	a submission which has been started but has not been sent to SGR, or a returned submission which has been edited but that has not been sent back to SGR.
Returned	SGR have returned the submission to you for amendments
Pending	the submission has been sent to SGR for processing
Approved	your submission has been accepted and approved by SGR