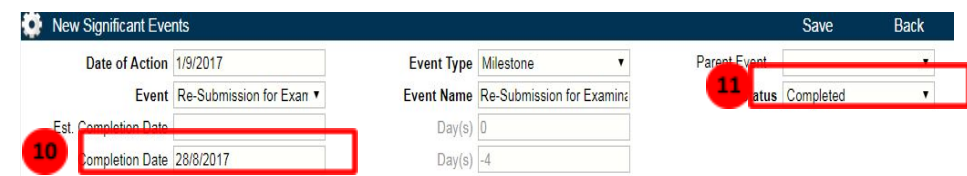



Making a revised thesis or project available to the examiners

This guide shows staff at the School of Graduate Research (SGR) how to record a revised thesis has been made available to examiners in the Higher Degrees by Research (HDR) module of Research Master (RM). This guide shows the RM-related steps of this process and does not outline the full administrative process.

1. Confirm it is a resubmission and process the resubmission in Equella. Update the TSUB tracking sheet, as per the process	
<p>2. From the home screen, select HDR from the top menu and then select Student from the drop down menu</p> <p>3. Search and select the Student record you wish to update</p> <p>4. Scroll down and expand the Significant Dates section and select the record “Re-Submission for Examination”</p> <p>5. Enter the day the candidate submitted the record to Equella as the Completion Date</p> <p>6. Change the status from “Active” to “Completed”</p> <p>SAVE / BACK</p>	
7. Confirm the examiners are available, as per the process	
8. From within the student record scroll down and expand the section Examinations	

<p>9. Open the existing Examination record and note down the examiner code for any examiner available for the re-examination.</p> <p>BACK and then BACK</p>	<p>Examiners (3)</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Assessment</th> <th>Active?</th> <th>Order</th> <th>Examiner Code</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>0000015018</td> <td>Stan Storer</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>0000015021</td> <td>Prof Beatrice Belmont</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Not Specified</td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td>0000015024</td> <td>Mr Ari Abbott</td> </tr> </tbody> </table>	<input type="checkbox"/>	Assessment	Active?	Order	Examiner Code		<input type="checkbox"/>	Not Specified	<input checked="" type="checkbox"/>	1	0000015018	Stan Storer	<input type="checkbox"/>	Not Specified	<input checked="" type="checkbox"/>	2	0000015021	Prof Beatrice Belmont	<input type="checkbox"/>	Not Specified	<input checked="" type="checkbox"/>	3	0000015024	Mr Ari Abbott
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<p>10. From within the student record, scroll down to the Examinations section and select Add</p> <p>11. Enter the Date of the Re-Examination and hit SAVE</p> <p>12. The examiners section will not be activated – select Add</p> <p>13. Enter the Examiner Code as noted above and select SAVE</p> <p>14. Add additional records as appropriate</p>	<p>New Examiners</p> <p>17 Examiner Code 0000015024</p> <p>Title Mr</p> <p>Middle Name</p> <p>Examiner Name Mr Ari Abbott</p>																								
<p>15. Prepare the correspondence and mail merge the payment and report forms. Create the examiner records in Equella and link them to the Equella submission. Advise the examiners.</p>																									
<p>Update Research Master</p> <p>16. From within the student record scroll down and expand the section Examinations</p> <p>17. Select and open the record for the Re-Examination</p> <p>18. Scroll down to Examiners and open the first examiner record</p> <p>19. In the Assessment section, enter today's date in the Materials Sent On field</p> <p>20. In Expected Submission Date, enter the date six weeks from today</p>	<p>Assessment</p> <p>Date Invited to Examine <input type="text"/> Date Invitation Accepted <input type="text"/></p> <p>48 Materials Sent On 1/8/2017 Original Thesis Sent? <input type="checkbox"/></p> <p>Materials Received On <input type="text"/> 49 Expected Submission Date 12/9/2017</p>																								

SAVE / BACK

21. Repeat this step for each Examiner Record.

22. Submit the Equella record, notify the candidate and update the TSUB tracking and resubmission master list spreadsheets, as per the process.