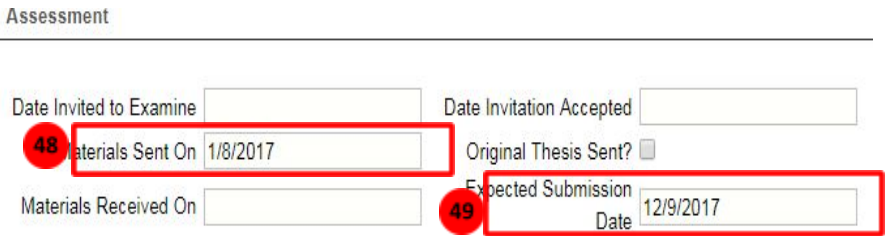# Making a thesis or project available to the examiners

This guide shows staff at the School of Graduate Research (SGR) how to mark that a thesis/project 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 the submission is ready, prepare the correspondence and all associated forms, and create and link the examiner records in Equella to the submission, as per the process	
2. In RM, select **HDR** from the top menu and then select **Student** from the drop down menu 3. Search and select the Student record you wish to update 4. Scroll down and expand the **Examinations** section and select the appropriate record 5. Scroll down and open the appropriate Examiner record 6. In the Assessment section, enter today's date in the Materials Sent On field 7. In Expected Submission Date, enter the date six weeks from today **SAVE / BACK** Remember to update each examiner record	Assessment Date Invited to Examine _____ Date Invitation Accepted _____ **48** Materials Sent On 1/8/2017 Original Thesis Sent? ☐ Materials Received On _____ **49** Expected Submission Date 12/9/2017
8. Submit the Equella record, notify the candidate and update the TSUB tracking sheet, as per the process	