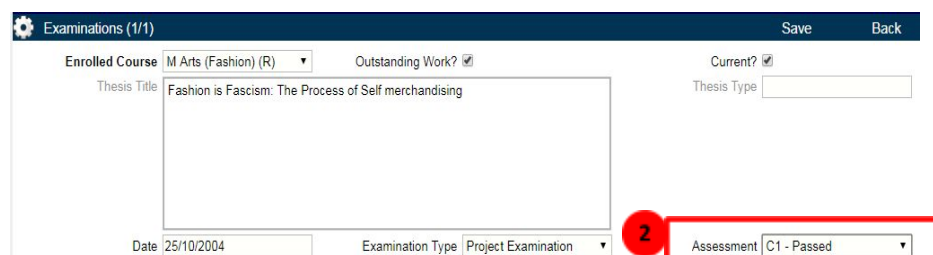
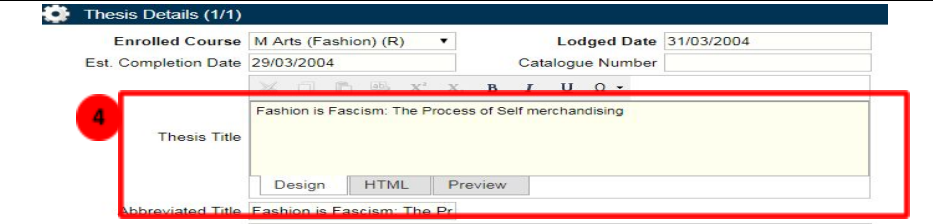



## Processing an archival thesis for approval

This guide shows staff at the School of Graduate Research (SGR) how to check and process a final archival thesis 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.

<p>The candidate is at the final stage of their examination:</p> <ol style="list-style-type: none"> <li>From within the student record, scroll down and expand the <b>Examinations</b> section – select the appropriate record <ul style="list-style-type: none"> <li>Confirm the examination has been completed. <b>Assessment</b> field should be C1, C2 OR Pass Re-examination</li> </ul> </li> </ol> <p><b>BACK</b></p>	
<p>The Thesis / Project title is up to date:</p> <ol style="list-style-type: none"> <li>From within the student record, scroll down and expand the <b>Thesis Details</b> - select the appropriate record</li> <li>Confirm the <b>Thesis Title</b> and <b>Abbreviated Title</b> are both the same as the title given in Equella</li> </ol>	
<p>The School, Supervisor and Degree details are correct:</p> <ol style="list-style-type: none"> <li>From within the student record, scroll down and expand the <b>Org. Unit</b> section – Confirm it matches the record in Equella (Update Equella if required)</li> </ol>	

5. From within the student record, scroll down and expand the **Supervisor** section – Confirm it matches the record in Equella (Update Equella if required)
6. From within the student record, scroll down and expand the **Enrolment & Progress** section – Confirm the program matches the Degree record in Equella (Update Equella if required)

supervisor (2)			
Active?	Order	Supervisor Code	Supervisor Name
<input checked="" type="checkbox"/>	1	0000016147	Dr Shelley S Cooper
<input checked="" type="checkbox"/>	2	0000016007	Meriam Santos

First Prev 1 of 1 Next Last Records per page: 25

Enrolment & Progress (1)	
Course Code	Enrolled Course
DR205RTS	PHD (Business)

Field of Research codes are up to date:

7. From within the student record, scroll down and expand the **Classifications** section – Confirm it matches the record in Equella (Update RME6 if required)

To add a new code:

8. Select Add for the **Classifications** section
9. Select FOR-08 for the **Type Code**
10. Search for the appropriate code
11. Enter the appropriate percentage

**SAVE / BACK**

New Classifications	
Type Code FOR-08	Code 150502
Percentage 100	Current? <input checked="" type="checkbox"/>

**Complete Equella checks as per the process.**

**If the record is ready to process**  
**Update ownership of the record**

12. In Equella on the right-hand menu, select 'Change ownership' under the 'Actions' heading.

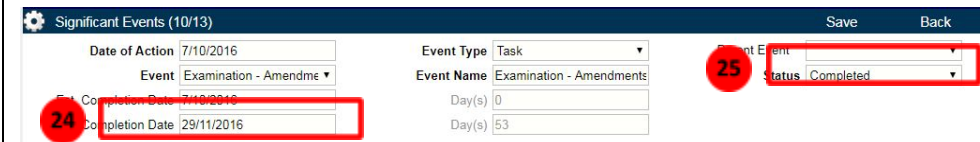
13. Select 'Change' next to the candidate's name, and search for 'SGR Staff'. Select this option and save.

14. From within the student record, scroll down and expand the **Significant Events** section – Select the event “Examination – Amendments Due”

15. Update the **Completion Date** to match the date candidate lodged archival record in Equella (“Moderating since” under the candidate’s record)

16. Update the **Status** to “Completed”

**SAVE / BACK**



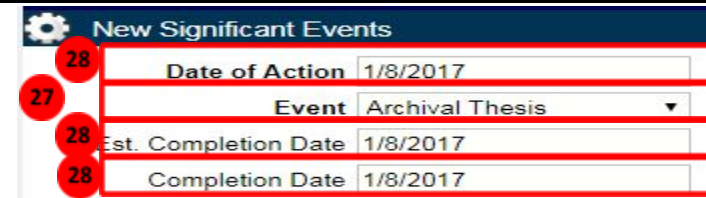
17. From within the student record, select Add to create a new Significant Event

18. Select an Event of “Archival Thesis”

19. All 3 dates should be as defined above in step 24

20. Mark record as completed

**SAVE / BACK**

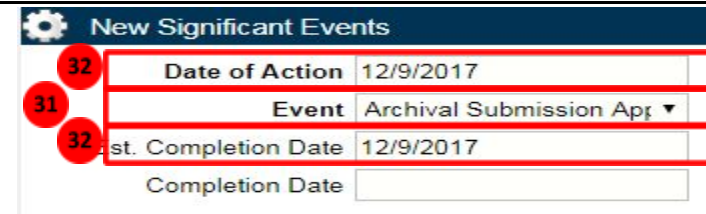


21. From within the student record, select Add to create a new Significant Event

22. Select an Event of “Archival submission approval”

23. Date of Action and Est Completion Date are the date of the next weekly approval meeting

24. Leave default status as “Active”



<a href="#">SAVE / BACK</a>	
Complete the checklist and notify the candidate, as per the process.	