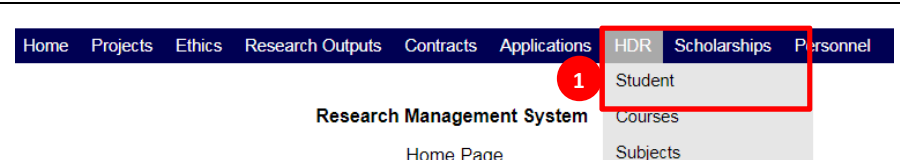
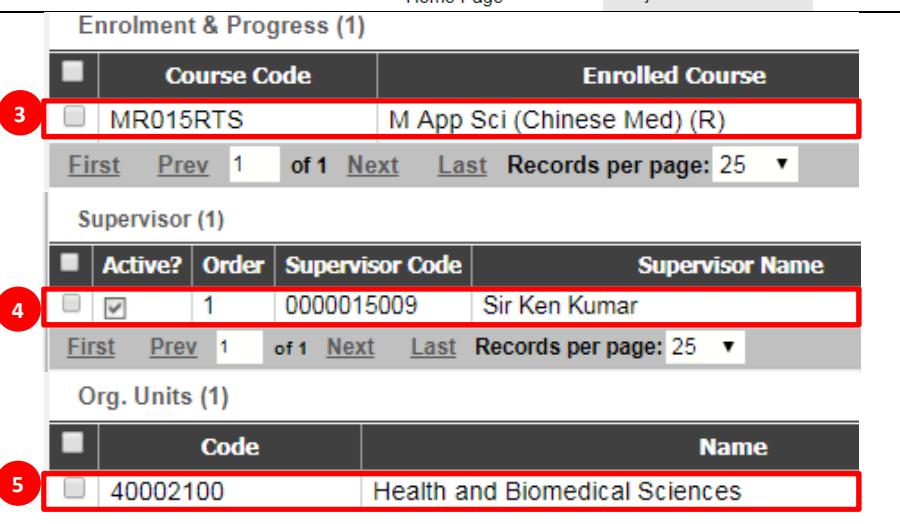


Processing a thesis/project submission

This guide shows staff at the School of Graduate Research (SGR) how to check and process a submission for examination 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 for the full process.

Check the candidate is eligible to submit

<ol style="list-style-type: none"> 1. From the home screen, select HDR and then select Student 2. Search for the student record you wish to update 	 <p>The screenshot shows the Research Management System navigation menu. The 'HDR' tab is highlighted, and its dropdown menu is open, showing 'Student' as the selected option. A red circle with the number '1' is placed over the 'HDR' tab.</p>																																
<p>Refer to the candidate's Equella record, then:</p> <ol style="list-style-type: none"> 3. Scroll down to Enrolment & Progress and confirm the Program is correct 4. Scroll down to Supervisor and confirm the supervisors are correct 5. Scroll down to Org. Units and confirm the school (Org Unit Code) is correct 	 <p>The screenshot shows the candidate record details. Three sections are highlighted with red boxes and numbered: 3. 'Enrolment & Progress (1)' table showing 'MR015RTS' and 'M App Sci (Chinese Med) (R)'; 4. 'Supervisor (1)' table showing 'Sir Ken Kumar'; 5. 'Org. Units (1)' table showing '40002100' and 'Health and Biomedical Sciences'.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Enrolment & Progress (1)</th> </tr> <tr> <th><input type="checkbox"/></th> <th>Course Code</th> <th>Enrolled Course</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>MR015RTS</td> <td>M App Sci (Chinese Med) (R)</td> </tr> </tbody> </table> <p>First Prev 1 of 1 Next Last Records per page: 25 ▼</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Supervisor (1)</th> </tr> <tr> <th><input type="checkbox"/></th> <th>Active?</th> <th>Order</th> <th>Supervisor Code</th> <th>Supervisor Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>0000015009</td> <td>Sir Ken Kumar</td> </tr> </tbody> </table> <p>First Prev 1 of 1 Next Last Records per page: 25 ▼</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Org. Units (1)</th> </tr> <tr> <th><input type="checkbox"/></th> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>40002100</td> <td>Health and Biomedical Sciences</td> </tr> </tbody> </table>	Enrolment & Progress (1)		<input type="checkbox"/>	Course Code	Enrolled Course	<input type="checkbox"/>	MR015RTS	M App Sci (Chinese Med) (R)	Supervisor (1)					<input type="checkbox"/>	Active?	Order	Supervisor Code	Supervisor Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	0000015009	Sir Ken Kumar	Org. Units (1)			<input type="checkbox"/>	Code	Name	<input type="checkbox"/>	40002100	Health and Biomedical Sciences
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<input type="checkbox"/>	40002100	Health and Biomedical Sciences																															

6. From the top of the student record, confirm the **Current Enrolment Status**

- This enrolment status should be 'Current.' Rarely, a candidate will be 'Withdrawn'. If it is 'Submitted' check if the candidate is either submitting for a re-examination, or has accidentally chosen the wrong collection in Equella and should be lodging for archival.



Student (2/32) Save Back

Name Prof Gay Gorrie
Image Not Available
Choose File No ...en

Student Code 0000015003 Current?

Title Prof. Preferred Title Prof. Staff ID 0000015003

First Name Gay Preferred First Name Gay Student ID

Middle Name Joy Preferred Middle Name Joy Person Type Local Student

Last Name Gorrie Preferred Last Name Gorrie **Current Enrolment Status Current**

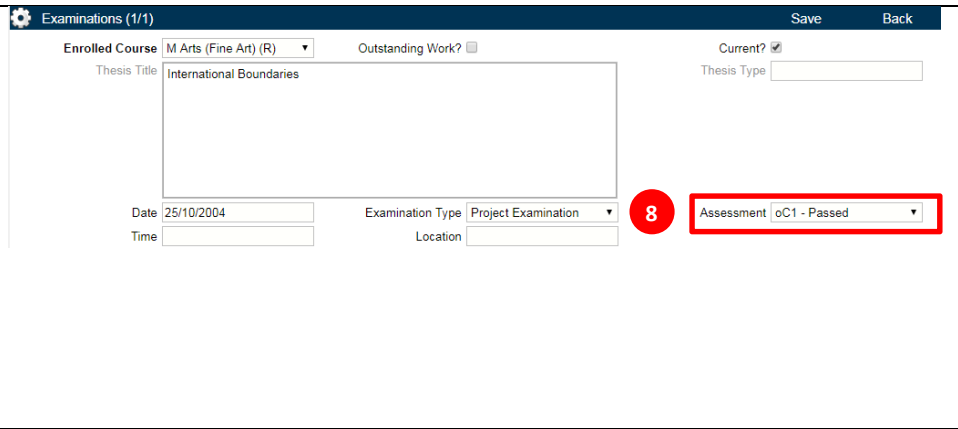
Full Name Prof Gay Gorrie Preferred Full Name Gay Gorrie

To check for a re-examination or lodgement

7. From the main student record, scroll down to **Examinations** and select the appropriate course with the most recent date

8. If the Assessment is 'C3 – Revise and Resubmit', the candidate is in the correct collection in Equella, and has resubmitted for a re-examination

If the Assessment is either 'C1- Passed', 'C2 – Passed subject to specific amendments' or 'Pass Re-examination', the candidate is in the wrong collection in Equella. Refer to the full process.



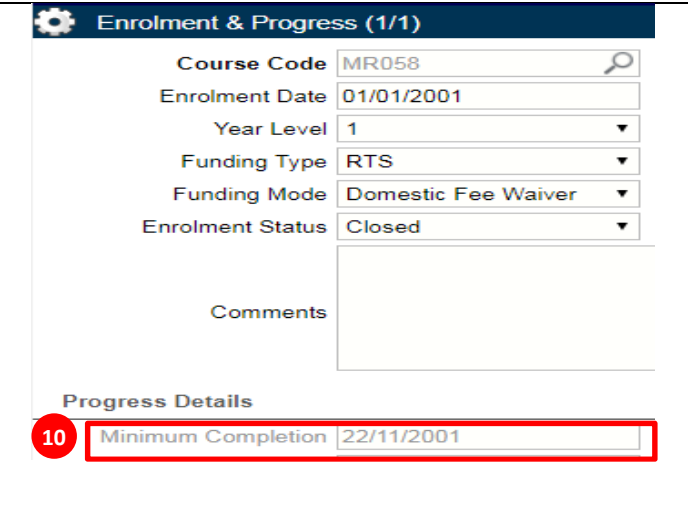
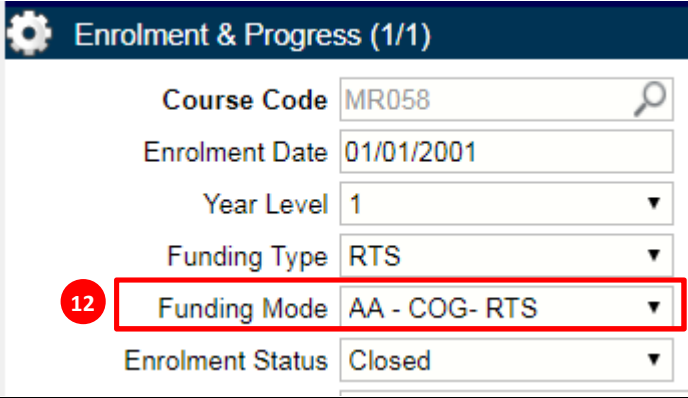
Examinations (1/1) Save Back

Enrolled Course M Arts (Fine Art) (R) Outstanding Work? Current?

Thesis Title International Boundaries Thesis Type

Date 25/10/2004 Examination Type Project Examination **Assessment oC1 - Passed**

Time Location

<p>Minimum completion date</p> <p>9. From the main student record, scroll down to Enrolment & Progress and select the appropriate program</p> <p>10. Scroll down to Progress Details and check the Minimum Completion Date</p> <p>This date should have passed. If the candidature has submitted early, there should be a statement from their supervisor, uploaded to Equella, supporting the early submission.</p>	
<p>Funding Source</p> <p>11. From within the student record, scroll down to Enrolment & progress and select the appropriate program</p> <p>12. If the fund source is AA, AO, AB or BO, the candidate must acknowledge the RTP funding support from the Australian Government in their thesis/project declaration (refer to their thesis/project file in Equella).</p>	
<p>Milestones</p> <p>13. From the main student record, scroll down to Significant Events and expand the section if required</p> <p>14. Confirm that the milestones have been completed</p>	

Note: The Mid-Candidature/2nd Milestone was optional were it fell due prior to 01/01/2014.

Significant Events (9) Add						
<input type="checkbox"/>	Date of Action	Enrolled Course	Event	Event Type	Est. Completion Date	Status
<input type="checkbox"/>	01/11/2014	PhD (GUSS)	Confirmation of Candidature reminder	Task	01/11/2015	Completed
<input type="checkbox"/>	02/11/2015	PhD (GUSS)	Confirmation of Candidature reminder	Task	02/11/2015	Completed
<input type="checkbox"/>	02/02/2016	PhD (GUSS)	Confirmation of Candidature completed	Milestone	02/11/2015	Completed
<input type="checkbox"/>	03/05/2018	PhD (GUSS)	Second Milestone Review completed	Task	03/05/2018	Active
<input type="checkbox"/>	02/05/2020	PhD (GUSS)	Third Milestone Review completed	Task	02/05/2020	Active

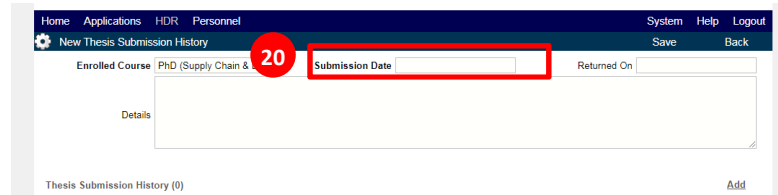
15. Check that the candidate is eligible in iExplore/SAMS as per the process.

16. Change ownership in Equella, as per the process

If the submission is ready to be processed:
17. From within the student record, scroll down and expand the **Examinations** section and select the appropriate program
18. Scroll down to the Examiners and take note of the 2 listed examiners

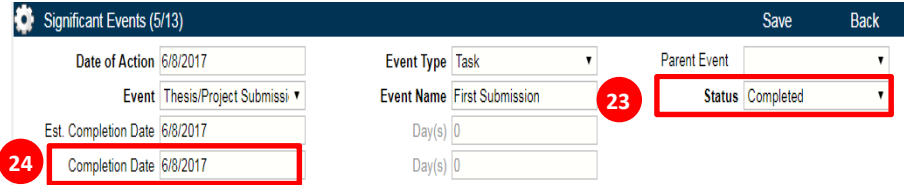
Examiners (2) Add					
<input type="checkbox"/>	Assessment	Active?	Order	Examiner Code	Examiner Name
<input type="checkbox"/>	Not Specified	<input checked="" type="checkbox"/>	1	0000015045	Mr David Davies
<input type="checkbox"/>	Not Specified	<input checked="" type="checkbox"/>	2	0000015057	Sir Rod Reus

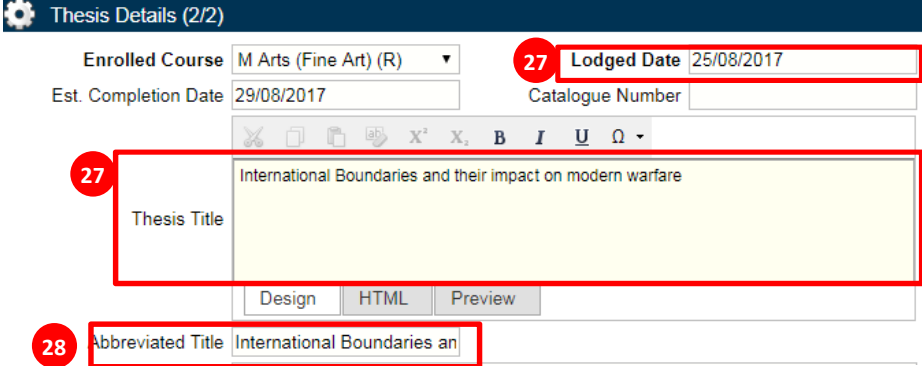
Thesis submission history
19. From within the student record, scroll down to **Thesis submission history** and select **Add**
20. In the **Submission date** field, enter the submission date
SAVE / BACK



Significant Dates
21. From within the student record, scroll down to **Significant Dates** and expand the selection.
22. Select the item **“Thesis/Project Submission Completed”**
23. Change the **Status** to Completed
24. Enter the TSUB date as the **Completion Date**

- By doing this step, you stop the automated emails that remind candidates their submission date is coming up



<ul style="list-style-type: none"> If there is no 'Thesis/Project Submission Completed' significant date, you will need to create one. In this situation all 3 dates are the TSUB date, and you need to add either MR or DR to the TITLE. Without this suffix, the feeder may create a new significant date <p>SAVE / BACK</p>	
<p>25. From within the student record, scroll down to Thesis Details and select the appropriate course.</p> <p>26. Confirm if a current Thesis Details record already exists. (RME6 will allow you to save multiple "current" records, however, multiple records will cause issues with reporting and MyRMIT)</p> <p>27. Update (if necessary), the Thesis Title field to the thesis/project title the candidate entered in Equella (use title case) and lodged date to the TSUB date (note: if you do not make any changes, you do not have to update the lodged date)</p> <p>28. Copy/Paste the title into the Abbreviated Title field if it does not automatically update</p> <ul style="list-style-type: none"> Be mindful that the title transfers over without the punctuation converting to <i>ı</i>. If it does, amend the punctuation mark in the Thesis Title and Abbreviated Title fields 	
<p>29. Update Equella, TRIM, the TSUB tracking sheet, SAMS and CRTA documentation as per the process.</p>	