

## 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

The screenshot shows the 'Candidate Centre' interface. At the top, there are two tabs: 'Candidate summary' and 'Submission and lodgement'. The 'Submission and lodgement' tab is highlighted with a red rectangular box. Below the tabs, there is a section for 'Essential Information' with various fields for academic and personal details. At the bottom of the interface, there are several expandable menu items: Milestone, Other Assignments, Load Change, Approved Leave, Supervisors, and Field of Research. At the very bottom, there are two sub-tabs: 'Candidate Summary' and '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).

The screenshot shows the 'Candidate Centre' interface with the 'Submission and lodgement' tab selected. The main content area is titled 'Submission for examination' and contains a 'Submission eligibility' section. This section lists requirements for submission, such as completing milestones and obtaining supervisor approval. Below the text, there is contact information for the SGR Examinations Team. At the bottom, there is a table with columns for 'Submission Nbr', 'Type', and 'Title'. A single row is visible with '1' in the first column, 'Examination' in the second, and 'Thesis Title' in the third. To the right of this row is a 'New' button, which is highlighted with a red rectangular box.

**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](mailto: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.

Submission 1 > Requirements

### Submission requirements

The thesis/dissertation shall contain the following, in the order outlined below:

- a RMIT branded cover page, as detailed in the Formatting section of [Submitting for examination](#);
- a declaration by the candidate, as detailed in the Formatting section of [Submitting for examination](#);
- acknowledgements, if any;
- a table of the contents and, where applicable, lists of diagrams, tables, images, etc., contained therein;
- a summary (abstract) of the research in no more than 1,000 words;
- the main text of the thesis/dissertation;
- and a list of references conforming to a recognised international standard appropriate to the discipline.

The submission shall be in English and must contain clearly readable font (no smaller than ten point).

Figures, tables, images, etc. must carry a number, a caption and be placed as close to the relevant text as possible. Usually they should be either immediately after or opposite the text.

The pages of the thesis/dissertation from the (a) title page to (d) table of contents must be numbered in Roman numerals, then commencing with the first page of the (e) summary (abstract) Arabic numerals must be used.

The letter of approval from an authorised RMIT committee for any research with humans or animals, or involving genetic modification, must be included as an appendix in the work.

PhD candidates are required to provide a [Doctoral Citation](#) which will be used on their final transcript.

For any submission including publications, whether they are reproduced in part or in full, they should be acknowledged on the Research outputs page (after the Submission upload page). Please refer to [Submitting for examination](#) under the Declaring Research Outputs section for more information.

If you have any questions please contact the SGR Examinations Team.

SGR Examinations Team  
Email: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
Tel: 03 9925 8356

I have read and abided by RMIT's submission for examination requirements.

Previous Cancel Save **Next**

[Candidate Summary](#) [Submit For Examination](#)

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.

Submission 1 > Requirements > Submission Upload

\* What does your submission consist of?

Thesis/dissertation

Media files (e.g. film, music)

Exhibition (e.g. PRS) Date of exhibition (if known):

Other, please specify (below)

\* Do you require a hard copy or portable hard drive (e.g. USB) to be sent to the examiners?

No

Yes, please specify

SGR Examinations Team  
E: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
T: 03 9925 8356

### 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.

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 SGR 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.

### File upload for submission 1

Please upload your thesis/dissertation as a PDF as well as any other files required for the examination of your submission.

Please ensure all of your files are named according to the following format:

Student ID\_FAMILY NAME\_FIRST INITIAL OF GIVEN NAME\_Description of file contents

e.g. s1234567\_BLOGGS\_J\_Thesis

s1234567\_BLOGGS\_J\_Film

Description	Attached File	Last Update Date/Time
s1234567_Bloggs_J_Thesis.PDF	s1234567_Bloggs_J_Thesis.PDF	<a href="#">View</a>

 Add file

When uploading individual files that exceed 400 MB, you may experience difficulties as this page times out after 10 minutes.

If this occurs please contact the SGR Examinations Team to arrange for the file(s) to be received by alternative means.

\* Doctoral Citation

Please enter your doctoral citation below. It must be 50 words maximum and begin with Dr Family name investigated / conducted / researched...

e.g. Dr Bloggs investigated...

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.

Submission 1 > Requirements > Submission Upload > Research Outputs

\* Do you have any research outputs produced during your candidature?

No  
 Yes

If Yes, what type of research outputs have you produced?

Publications  
 Policy or instruction guide  
 Other (e.g. artefacts), please specify

SGR Examinations Team  
E: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
T: 03 9925 8356

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[Candidate Summary](#) [Submit For Examination](#)

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.

My student record

## Candidate Centre

Candidate summary      Submission and lodgement

Submission 2 > Requirements > Submission Upload > Research Outputs

\* Do you have any research outputs produced during your candidature?

No  
 Yes

If Yes, what type of research outputs have you produced?

Publications  
 Policy or instruction guide  
 Other (e.g. artefacts), please specify

SGR Examinations Team  
E: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
T: 03 9925 8356

**Upload your research outputs for submission 2**

Please upload a PDF file containing a list of your research outputs (including bibliographical details) which states your contribution to each output.

This document must be signed by yourself, and if you have co-authored outputs it must also be signed by all co-authors or by your Primary Supervisor.

Please ensure your file is named according to the following format:

*Student ID\_FAMILY NAME\_FIRST INITIAL OF GIVEN NAME\_Research\_Outputs*  
e.g. s1234567\_BLOGGS\_J\_Research\_Outputs

Attached File	Last Update Date/Time
+ Add file	

When uploading individual files that exceed 400 MB, you may experience difficulties as this page times out after 10 minutes. If this occurs please contact the SGR Examinations Team to arrange for the file(s) to be received by alternative means.

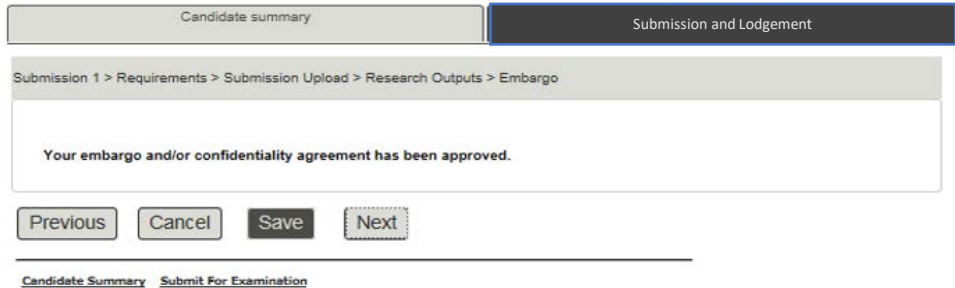
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[Candidate Summary](#) [Submission And Lodgement](#)

Once you have provided details and uploaded the required document, click ‘Next’ to proceed.

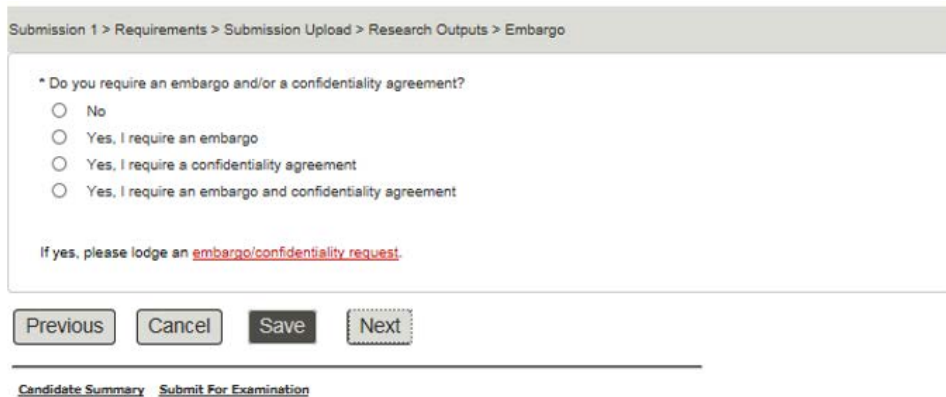
### Page 4 – Embargo/confidentiality

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.

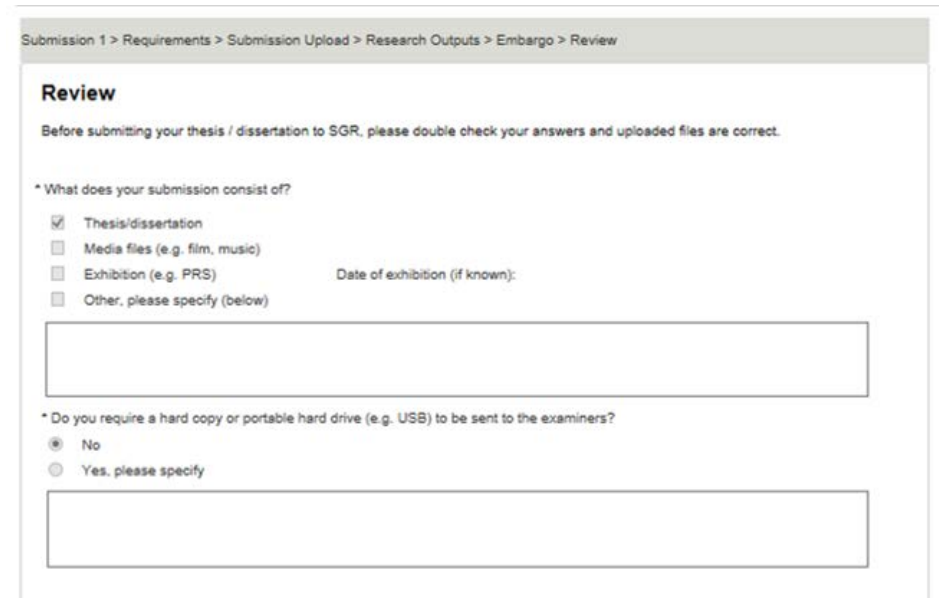


Please refer to the [Embargo/confidentiality agreement](#) section of the website for further information.

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.

**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.

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.

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](mailto:sgr_examinations@rmit.edu.au)  
 Tel: 03 9925 8356

Submission Nbr	Type	Title	
1	Examination	Title	Pending

[Candidate Summary](#) | [Submit For Examination](#)

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.

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

Candidate summary | Submission and Lodgement

### Confirmation

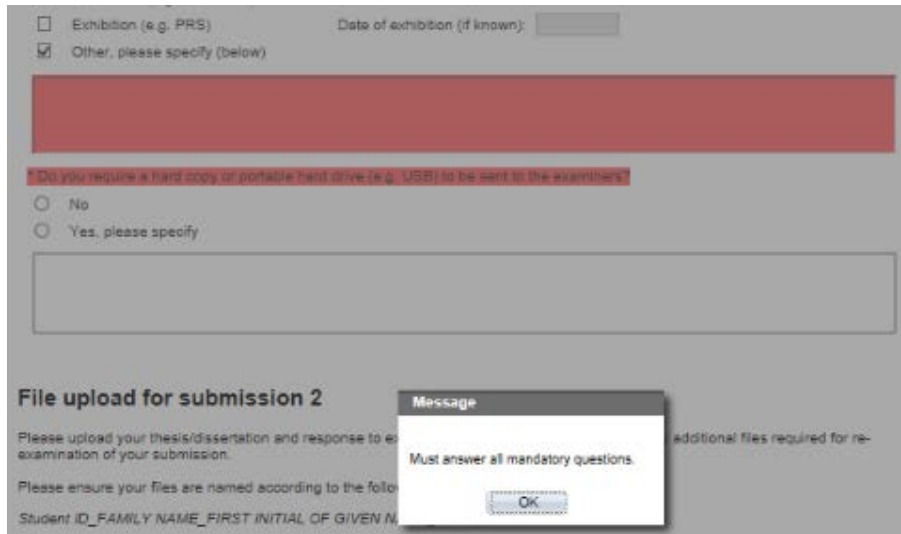
Candidate ID:  
 Submission Nbr: 1  
 Date sent to SGR for processing: 07/11/2018

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

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



The screenshot shows a submission form with a red error bar at the top. Below the error bar, there are radio buttons for 'No' and 'Yes, please specify'. A 'Message' dialog box is overlaid on the form, displaying the text: 'Must answer all mandatory questions.' and an 'OK' button.

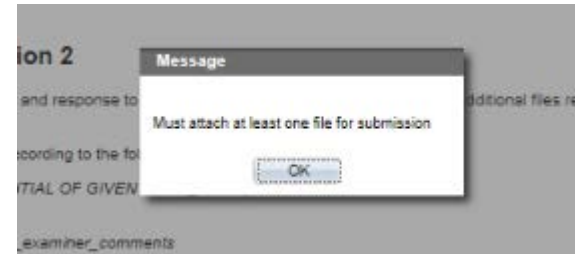
This means that you have not answered a mandatory question. Please review the page, the sections that are missing will appear in red.

## Issues with uploading files



The screenshot shows a 'Message' dialog box with the following text: 'AddAttachment failed: No File Name Specified. (137.38) An error occurred while attempting to upload the file you selected. This may be because no file name was specified, the file is invalid, or the file's name contains a character we treat as invalid (\*, / < > ?). If the file's name contains an invalid character, please appropriately rename your file and try again.' and an 'OK' button.

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.



The screenshot shows a 'Message' dialog box with the text: 'Must attach at least one file for submission' and an 'OK' button.

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](mailto:sgr.examinations@rmit.edu.au)



### Submission for Examination definitions

#### Navigation options

<b>Previous</b>	Saves and returns to previous page
<b>Cancel</b>	Returns to the Submission and Lodgement tab
<b>Next</b>	Saves and moves to the following page
<b>Save</b>	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

<b>Examination</b>	First submission of thesis/dissertation for examination
<b>Resubmission</b>	In the case of having received a Revise and Resubmit outcome from the first examination.
<b>Archival</b>	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.

<b>New</b>	a new submission which has not yet been started – ready for candidate to action.
<b>Draft</b>	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.
<b>Returned</b>	SGR have returned the submission to you for amendments
<b>Pending</b>	the submission has been sent to SGR for processing
<b>Approved</b>	your submission has been accepted and approved by SGR