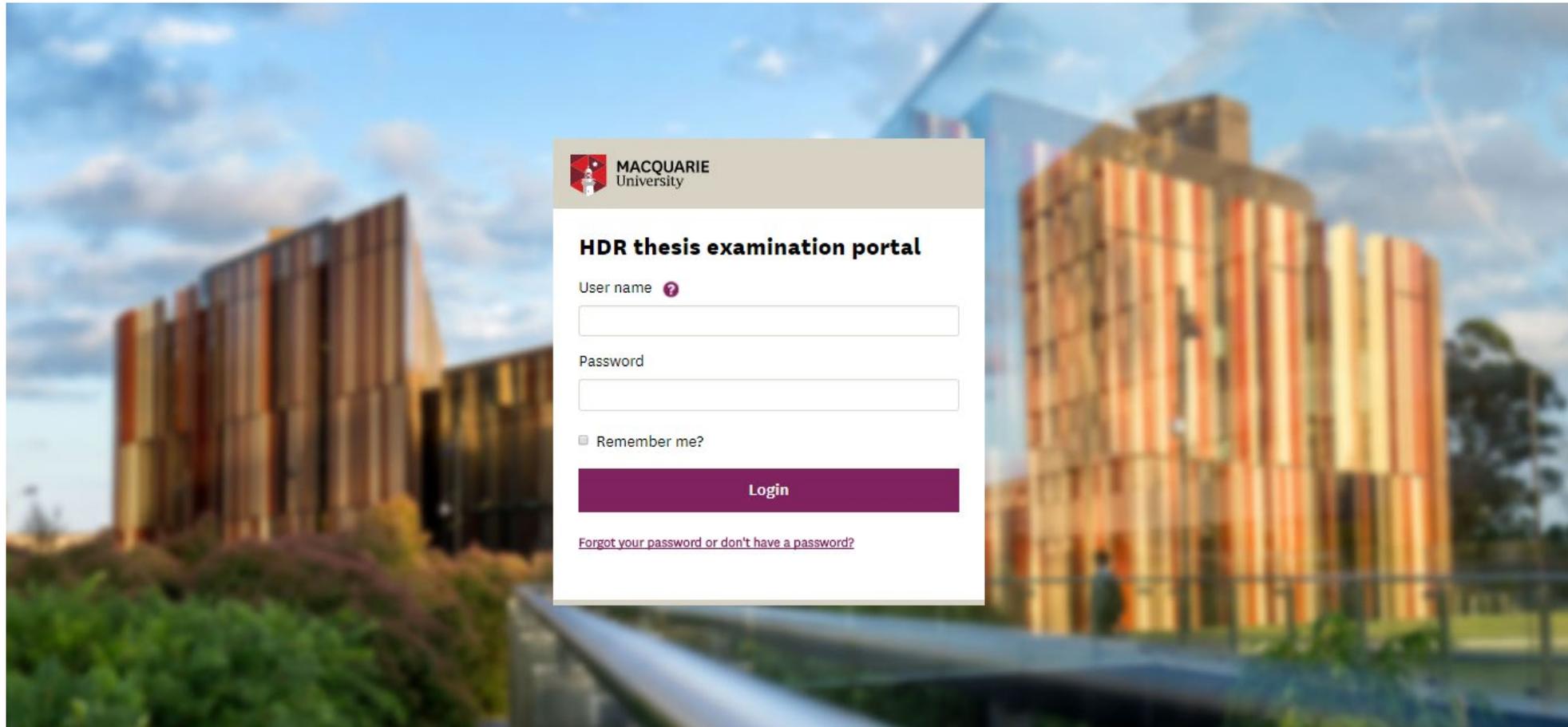


HDR Thesis Examination Portal

THESIS SUBMISSION INSTRUCTIONS



[HDR Thesis Examination Portal](#)

HDR Thesis Examination Portal

THESIS SUBMISSION INSTRUCTIONS

Congratulations on reaching this milestone!

Prior to commencing your thesis submission, check that you have prepared the following documents:

- thesis (in pdf format only)
- creative component (if required)
- supplementary file (if required)
- academic transcript (PhD/MPhil only - if you were required to complete coursework during your candidature)
- ethics approval letter (if required for your research)
- 100 word abstract for your Australian Higher Education Graduation Statement

Once your documents are prepared, proceed to the [HDR Thesis Examination Portal](#).

HDR Thesis Examination Portal

LOGIN



HDR thesis examination portal

User name 

Student - Please enter your student number
MQ staff - Please enter your Oneld
Examiner - Please enter your email address

Password

Remember me?

Login

[Forgot your password or don't have a password?](#)

Login to the portal using your student number and password.

If you experience any difficulties logging into the portal, please contact [IT Service Desk](#).

HDR Thesis Examination Portal

HOME PAGE

HDR thesis examination portal

- Home
- Nomination of examiners
- View my nominated examiners
- Submit thesis

Nomination of examiners progress



- Submit**
Your supervisor will submit an examiner nomination via the examination portal for review and approval.
- Nomination of Examiners Approval**
The Head of Department (or delegate) and the Faculty Associate Dean HDR (or delegate) will review and confirm the selection of the nominated examiners.
- Nomination of Examiners Outcome**
Your supervisor and Faculty HDR Office will be advised when the examiner nominations have been approved.

My thesis examination progress



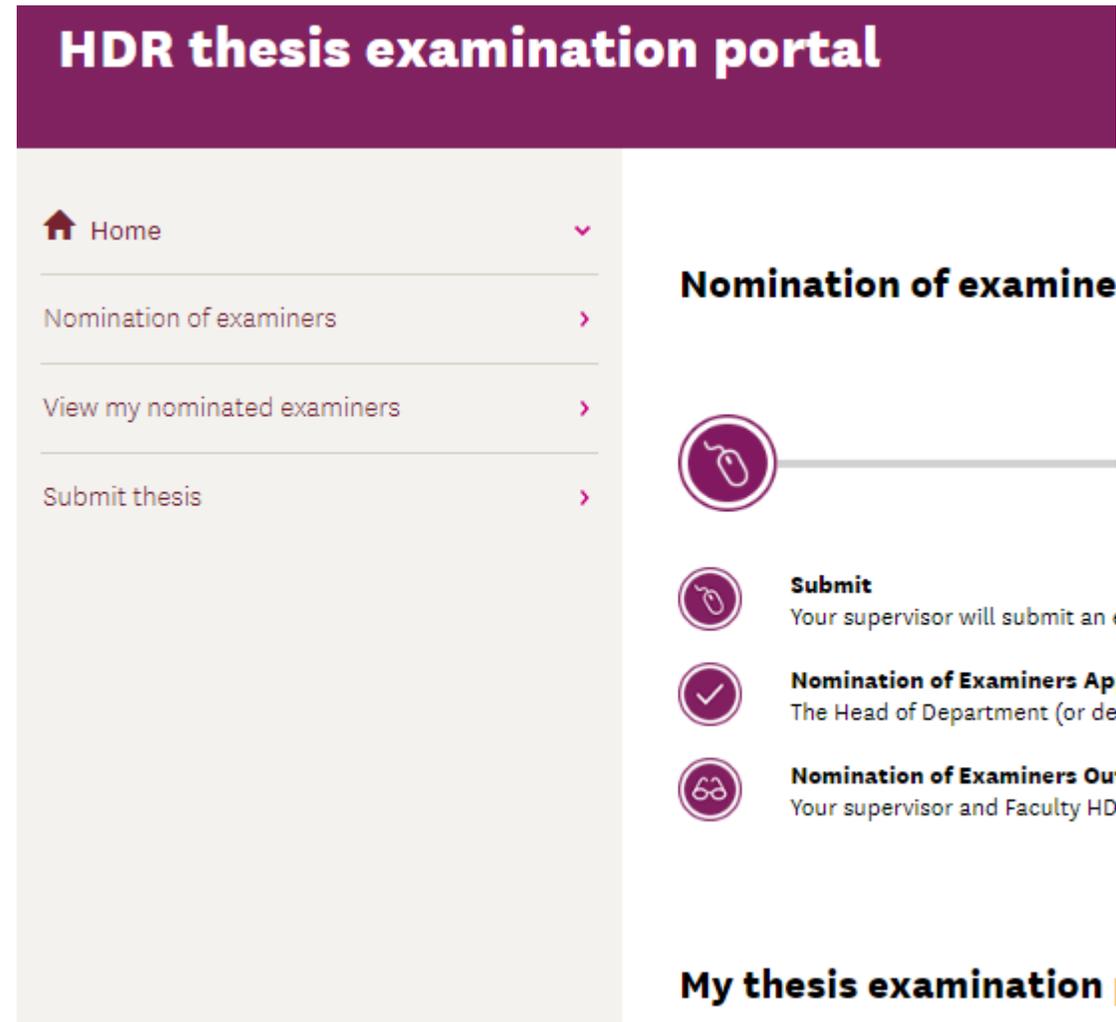
- Thesis Submission**
Submit your thesis for examination via the Submit thesis tab.
- Thesis Submission Approval**
Your supervisor, Head of Department and Faculty Associate Dean HDR will review your thesis submission and determine if the submission is approved.
- Thesis Examination**
The HDR Office will forward your thesis and any relevant examination information to the approved examiners. On receipt of the examiner reports, the HDR Office may:
 - (a) forward the reports to the Faculty Associate Dean HDR for review
 - (b) in the case of one of the examiners recommending Revise and Resubmit or Not Award, send the thesis to a third examiner.
 - (c) in the case of both of the examiners recommending Revise and Resubmit or Not Award, forward to the Thesis Examination Subcommittee (TESC).
- Associate Dean (HDR) Recommendation**
The Associate Dean will review the examiner reports in conjunction with your supervisor and the MRes Director. After considering the reports the Associate Dean may:
 - (a) in giving equal weighting to the two reports, recommend to the Research and Research Training Committee the award of the degree;

← Review the information on the home page

HDR Thesis Examination Portal

COMMENCE THESIS SUBMISSION

When you are ready to commence your thesis submission, click on the 'Submit thesis' tab



HDR thesis examination portal

- Home
- Nomination of examiners
- View my nominated examiners
- Submit thesis

Nomination of examine

- Submit**
Your supervisor will submit an i
- Nomination of Examiners Ap**
The Head of Department (or de
- Nomination of Examiners Ou**
Your supervisor and Faculty HD

My thesis examination |

HDR Thesis Examination Portal

THESIS SUBMISSION

Preview your
candidature details

Enter your thesis title

Upload your thesis

HDR thesis examination portal

- View my nomination of examiners >
- Submit thesis** v
- View examiner's report >
- Submit correction report >
- Submit R and R corrections report >

Submit thesis

Congratulations on reaching a major milestone in your candidature! Please proceed with your thesis submission below. x

Candidate details

 Psychology, Faculty of Human Sciences

 Liability category: Domestic
Cotutelle/Joint PhD: No

Thesis

Thesis title *

Upload thesis *

No file chosen
Please upload your thesis file in PDF format. File size should be within 100 MB.

HDR Thesis Examination Portal

CREATIVE COMPONENT

If your thesis includes a creative component, select yes

Enter the type of your
creative component

Creative component

Does your research project include a creative component? A creative component could be a written score; a compositional folio; software; video; audio recording(s); a novel; a biography; a collection of shorter pieces; a volume of poems; etc. Yes

Type of your creative component

Creative Component Type

Upload creative component

No file chosen

File size should be within 100 MB, if your component consists of a video, audio recording(s) or multiple files, please upload a Zip file

Upload your creative component

HDR Thesis Examination Portal

SUPPLEMENTARY FILES, PHD BY PUBLICATION AND ACADEMIC TRANSCRIPT

If you have any supplementary files, upload here

Upload supplementary file

No file chosen

File size should be within 100 MB. Please upload any necessary supplementary materials, if you have multiple files, please upload a Zip file.

Thesis by publication

Are you submitting your thesis under Thesis by Publications format? Yes

If your thesis is a Thesis by Publication, select yes

If you were required to complete coursework units during your candidature, select yes (PhD/MPhil candidates only)

Coursework units

Were you required to complete any coursework units (HDRT or HDCC) as part of your degree? Yes

If YES please attach a copy of your MQ internal academic transcript available from your Department. Please note that all units must be completed and graded **prior to** your thesis submission

Upload transcript

No file chosen

File size should be within 5 MB

Upload your academic transcript

HDR Thesis Examination Portal

RESEARCH ETHICS CLEARANCE

If you were required to obtain ethics approval for your research project, select yes

Enter your ethics reference number

Research ethics clearance

Did your research project require ethics approval (Animal Ethics, Human Ethics or Biosafety)? *

Yes No

If YES, please attach a copy of your ethics final approval correspondence to this form and please provide your ethics reference Number:

Committee name:

Date of decision:

Ethic Ref #

Upload approval *

No file chosen
File size should be within 100 MB

Enter the ethics committee name

Upload your ethics approval letter

Enter the date of your ethics approval

HDR Thesis Examination Portal

FIELD OF RESEARCH (FOR) CODES

You can enter up to three FOR codes

Review the ABS website and
select the relevant FOR code/s

FOR codes

The sum of your FOR percentage entries **must be equal to 100%**. Codes can be accessed from the [abs website](#).

FOR code *	Percentage *
<input type="text" value="FOR Code 1"/>	<input type="text" value="Percentage"/> %
<input type="text" value="FOR Code 2"/>	<input type="text" value="Percentage"/> %
<input type="text" value="FOR Code 3"/>	<input type="text" value="Percentage"/> %

Total FOR percentage: 0%

Enter your FOR
code/s

Enter the percentage
for each FOR code

The total FOR percentage must equal 100%

DEFENCE TRADE CONTROLS

If your thesis contains technology listed on Part 1 (Munitions) and/or Part 2 (Dual Use Goods) of the Defence Strategic Goods List, select yes to the relevant question/s below

Defence trade controls

The intangible (electronic) supply of defence and strategic goods is regulated under the [Defence Trade Controls Act 2012](#).
Supplying a thesis to an examiner is classified as an activity preparatory to publication and is therefore not a controlled activity, and no permit is required.

My thesis contains technology listed on Part 1 (Munitions) of the [Defence Strategic Goods List](#).*

→ Yes No

My thesis contains technology listed on Part 2 (Dual Use Goods) of the [Defence Strategic Goods List](#) *.

→ Yes No

HDR Thesis Examination Portal

AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT

*All candidates are required to upload a 100 word abstract for their AHEGS

Australian Higher Education Graduation Statement

The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

For the Australian Higher Education Graduation Statement to be issued and provided to you on your graduation, a thesis abstract of strictly no more than 100 words must be uploaded with your thesis submission.

Upload abstract *

No file chosen
File size should be within 5 MB.

Upload abstract →

CANDIDATE'S DECLARATION

Review the 'Declaration by the candidate'

Declaration by the candidate

1. The thesis is my own composition, all sources have been acknowledged and my contribution is clearly identified in the thesis. Permission has been granted from all co-authors for any work in the thesis that has been co-published, and is specified in the thesis acknowledgments and/or relevant footnotes/endnotes;
2. The thesis is within the set word limit for my degree program;
3. If the thesis is submitted as a thesis by publication, the combined papers form a coherent and integrated body of work, which includes a comprehensive and critical introduction and an integrative conclusion, and focuses on a single project or set of related questions or propositions;
4. If a hardbound copy of my thesis has been requested, I have prepared the thesis according to the following specifications: bound in stitched or glued format; A4 size paper; left-hand margin of 3.5cm or more, other margins 1.5cm; any additional evidence should be bound in the back of the thesis as an appendix;
5. I am under no obligation, nor am I aware of the University being under any obligation, to keep all or any part of my thesis confidential for any period of time OR
6. I have notified the Higher Degree Research Office in writing of my obligations and/or any confidentiality issues.

Tick the
declaration box

I hereby submit my thesis for examination in accordance with the regulations ([Higher Degree Research Rules](#)) and the declaration above. *

Submit thesis

Review your submission screen and when ready, submit your thesis

HDR Thesis Examination Portal

CONFIRMATION SCREEN

Ready to submit?

You are about to submit your thesis, please confirm if the information below is correct.

Thesis

Thesis title : The Wonders of the World

Thesis document: PhD Thesis - A.Student 123456.pdf

Include creative component: No

Supplementary Document: No

Coursework units : No

Ethics approval required: No

FOR codes

FOR Code 1: 010105 - Group Theory and Generalisations 50%

FOR Code 2: 040302 - Extraterrestrial Geology 50%

Abstract document: AHEGS - A.Student 123456.docx

Comments :

Confirm

Close

Review your submission details on the confirmation screen

To modify your submission details, select close

To proceed with your thesis submission, select confirm

HDR Thesis Examination Portal

AFTER SUBMISSION

When you submit your thesis, you will receive a confirmation message on the top of your submission screen. You will receive email notification once your thesis submission has been approved.

Round 1

Congratulations on submitting your thesis!

We will notify you once your submission has been approved and arrangements for the examination of your thesis have commenced. You can monitor the progress of the approval process and your thesis examination by logging into this system at any time. If you have any questions regarding your submission please contact the Higher Degree Research Office on hdrexam@mq.edu.au.

You will also be able to review the documents that you uploaded

Attachment list

File name	File type	File size
 PhD Thesis - A.Student 123456.pdf	Thesis File	142 Kibytes
 AHEGS - A.Student 123456.docx	Thesis Abstract File	9 Kibytes

HDR Thesis Examination Portal

EXAMINATION PROGRESS

You can monitor the progress of your thesis examination by logging into the system at anytime

HDR thesis examination portal

- View my nomination of examiners >
- Submit thesis >
- View examiner's report >
- Submit correction report >
- Submit R and R corrections report >

My thesis examination progress



Thesis submission approval

- Supervisor approval
- Head of Department approval
- Associate Dean HDR approval

● Completed ● In progress ○ To be completed

HDR Thesis Examination Portal

CONTACTS

If you have any questions regarding the examination process, please contact the HDR Examination team: hdrexam@mq.edu.au

If you experience any technical difficulties using the HDR Thesis Examination Portal, please contact the [IT Service Desk](#).

We wish you all the best with your thesis examination!

