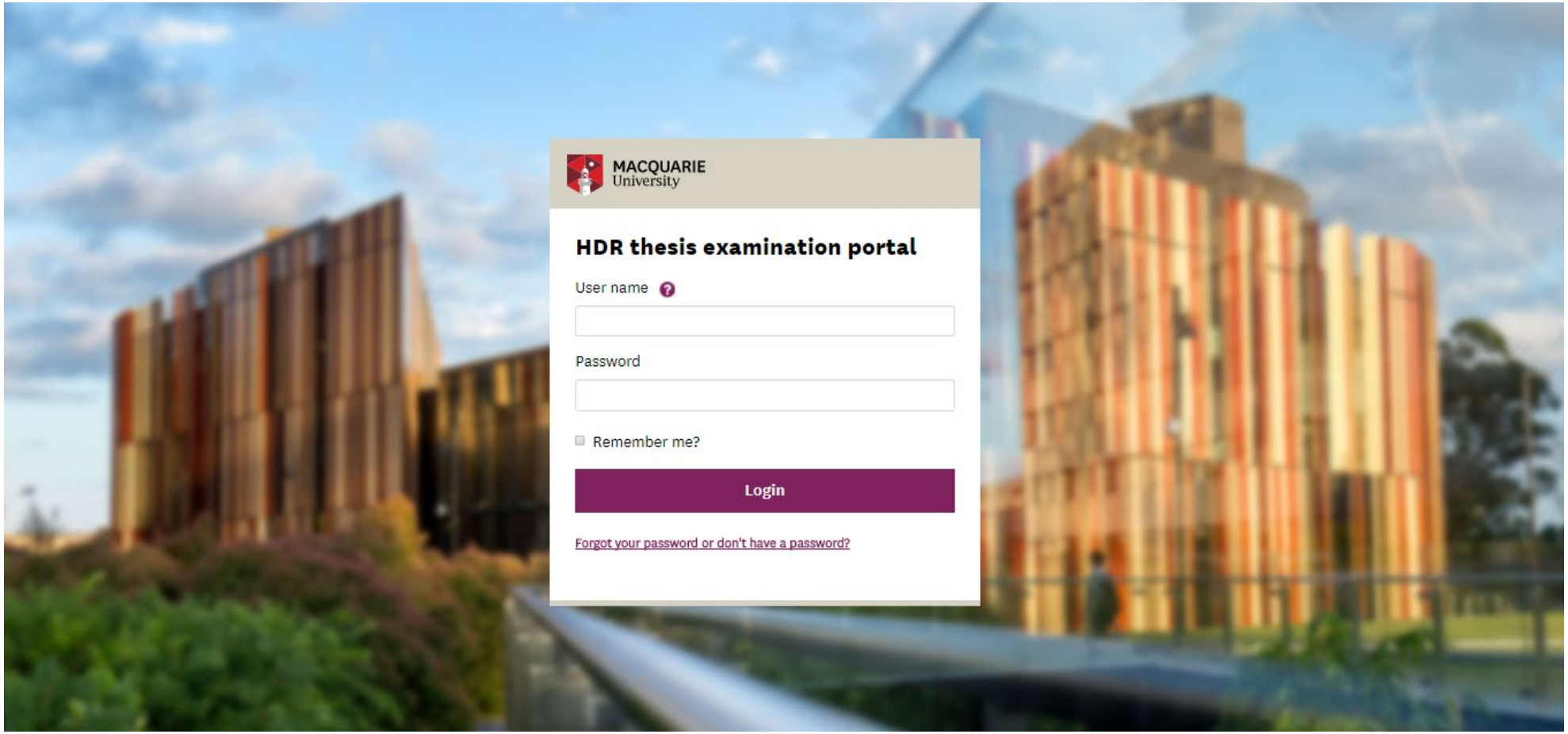
HDR Thesis Examination Portal

MACQUARIE University

THESIS SUBMISSION INSTRUCTIONS



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THESIS SUBMISSION INSTRUCTIONS

Congratulations on reaching this milestone!

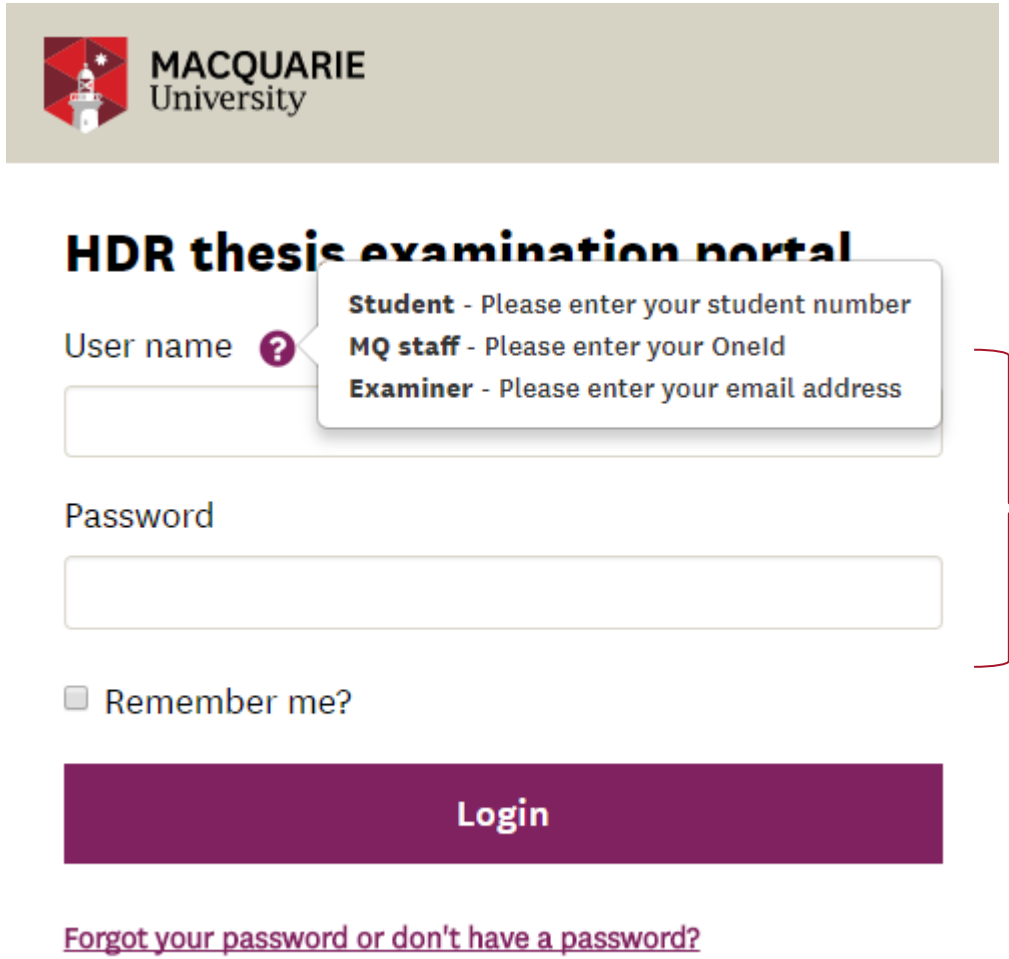
Prior to commencing your thesis submission, check that you have prepared the following documents:

- ❑ 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



Login to the portal using your student number and password.

If you experience any difficulties logging into the portal, please contact IT Service Desk.

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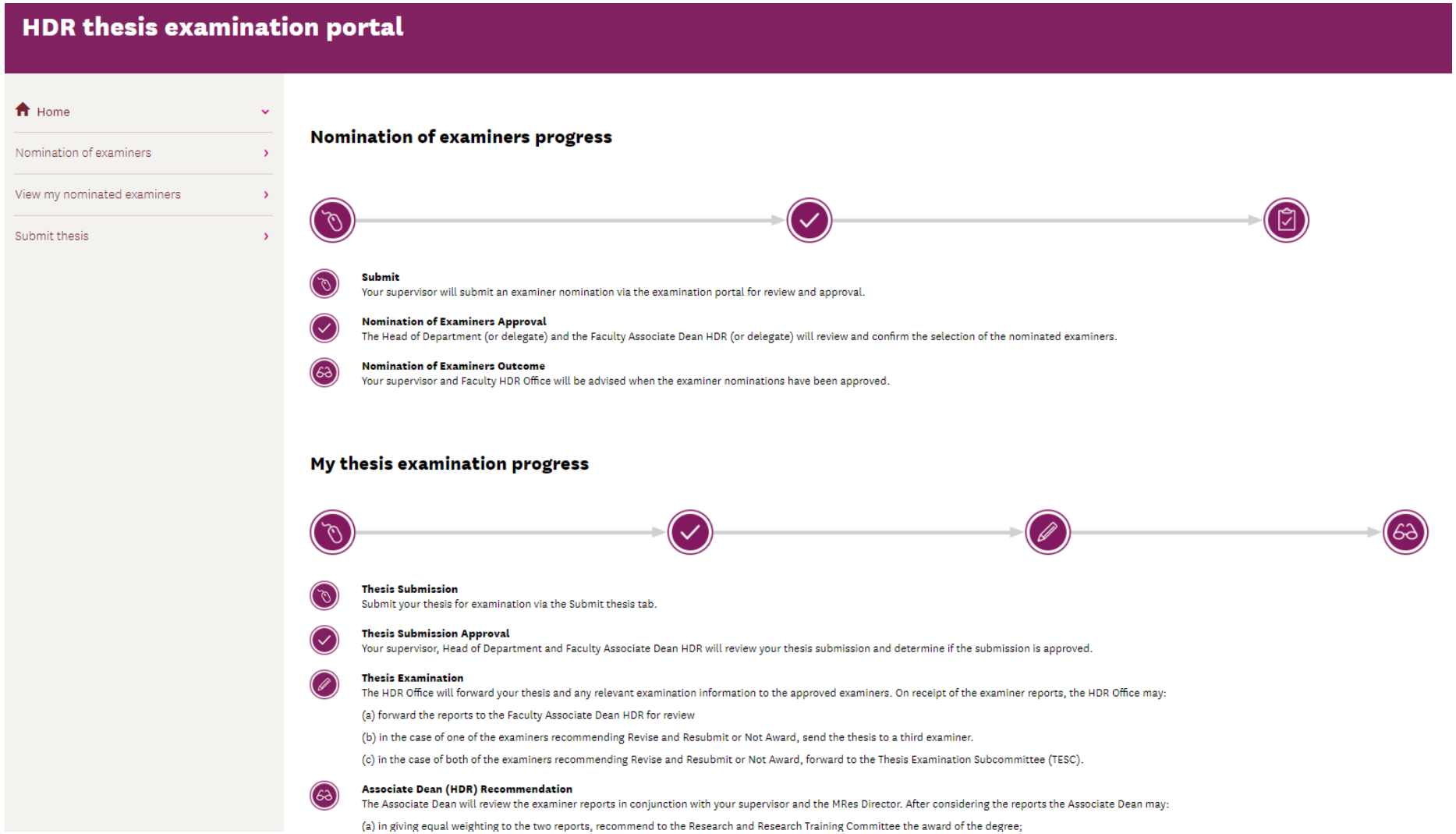
HOME PAGE



← Review the information on the home page

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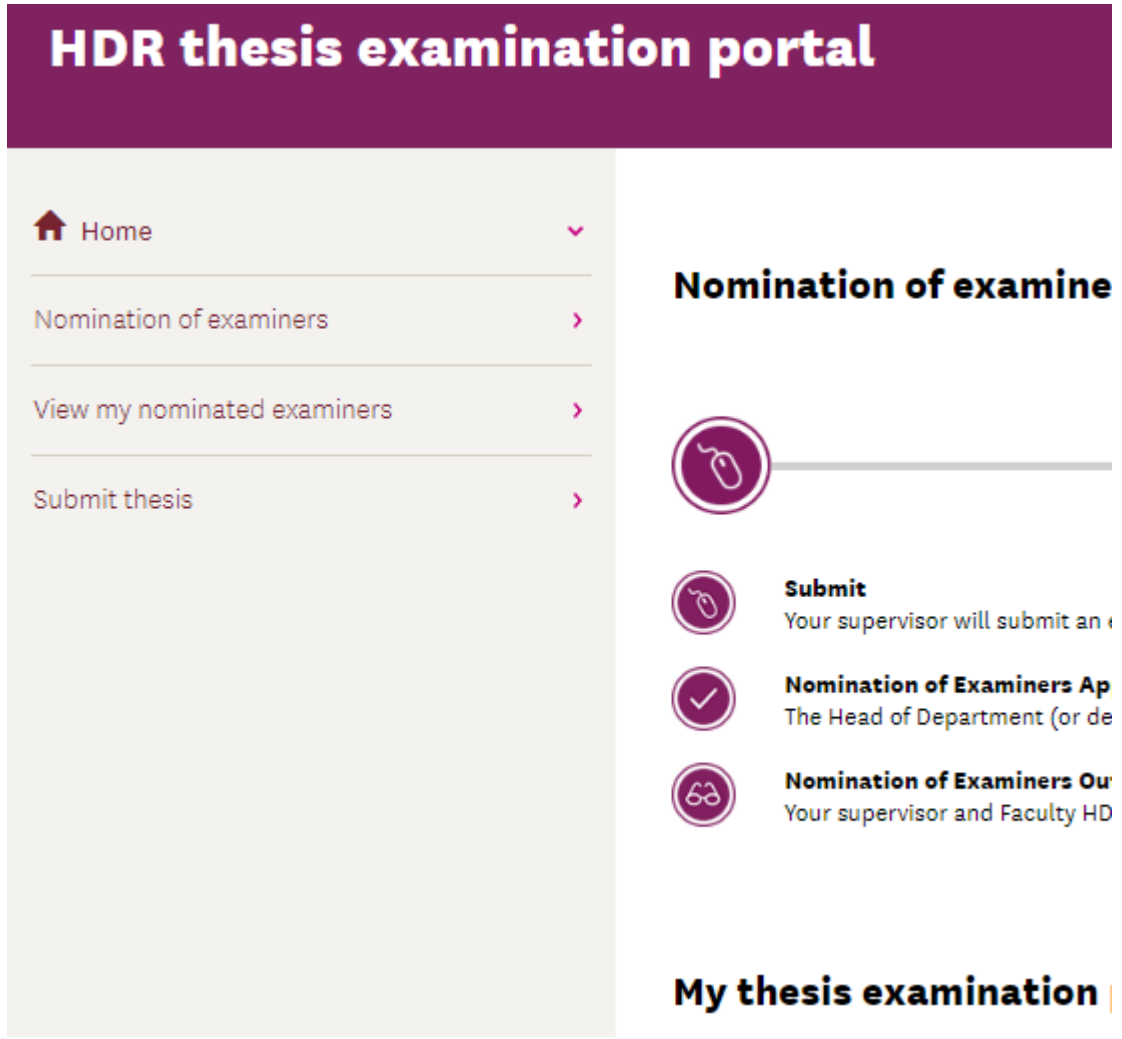
COMMENCE THESIS SUBMISSION

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



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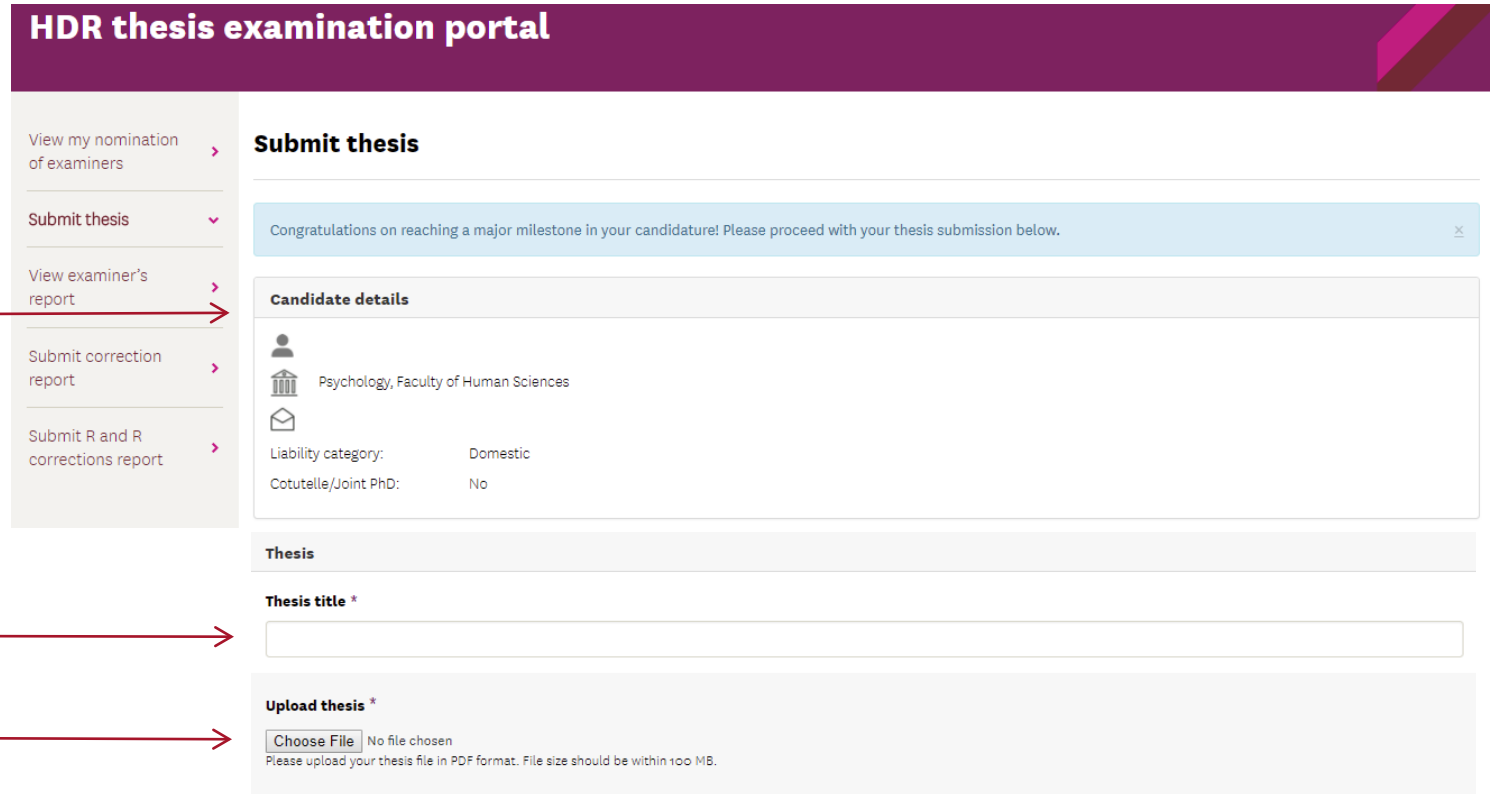
THESIS SUBMISSION

Preview your candidature details

Enter your thesis title

Upload your thesis



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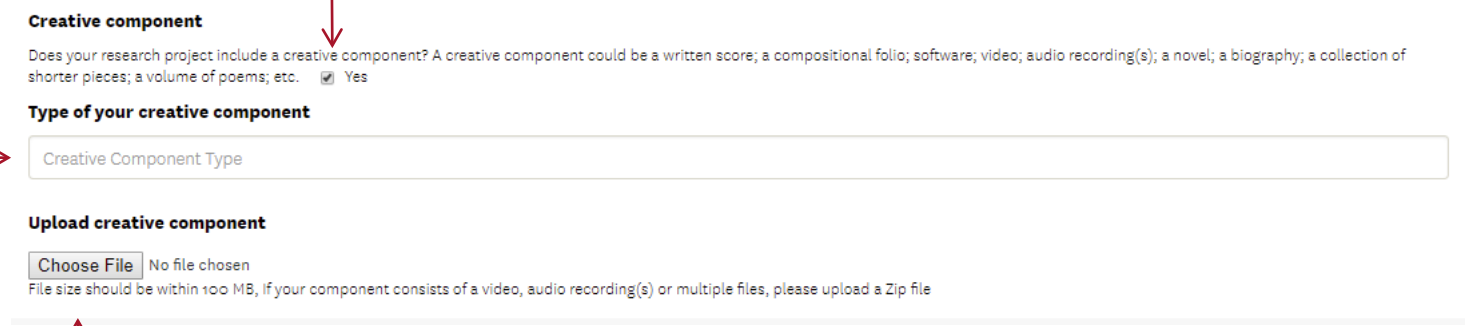
CREATIVE COMPONENT

If your thesis includes a creative component, select yes

Enter the type of your creative component



Upload your creative component

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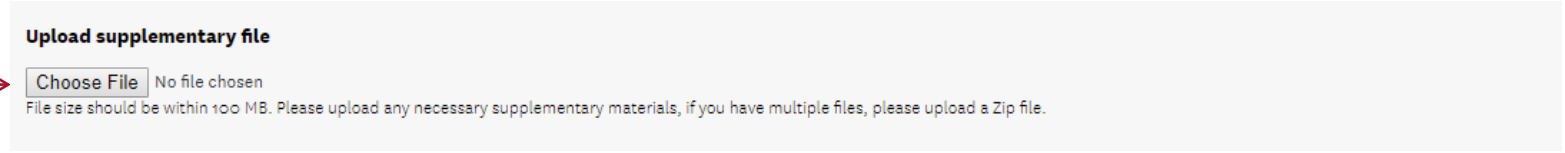
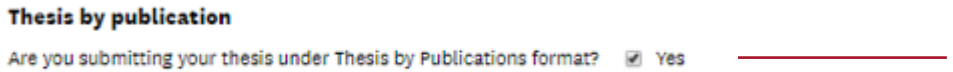
SUPPLEMENTARY FILES, PHD BY PUBLICATION AND ACADEMIC TRANSCRIPT

If you have any supplementary files, upload here

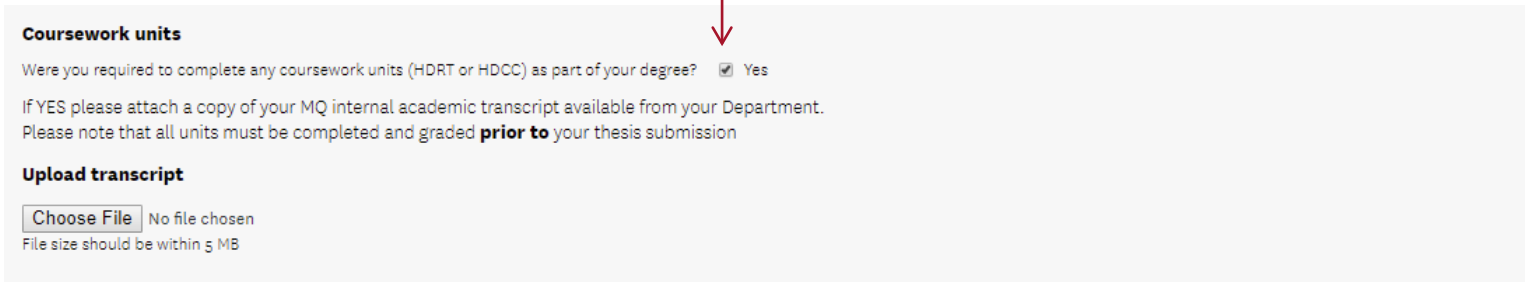




If your thesis is a Thesis by Publication, select yes

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

Upload your academic transcript



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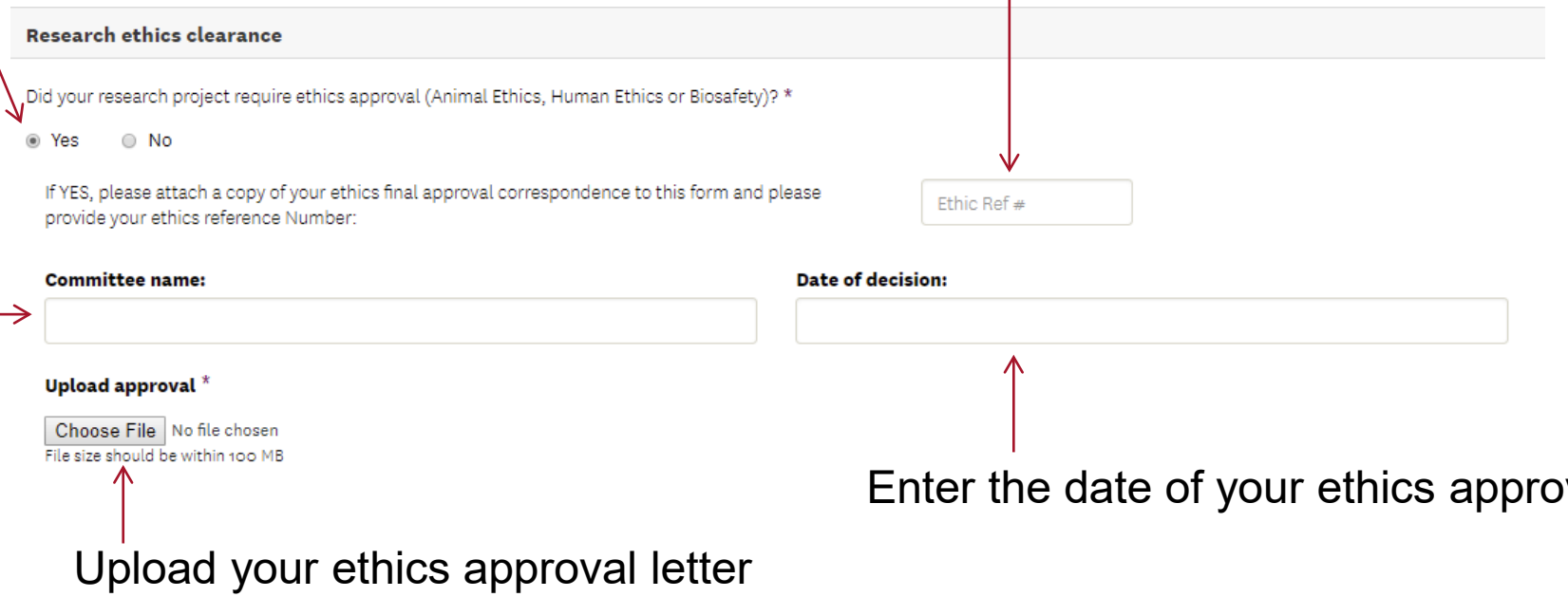
RESEARCH ETHICS CLEARANCE

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

Enter your ethics reference number



Enter the ethics committee name

Enter the date of your ethics approval

Upload your ethics approval letter

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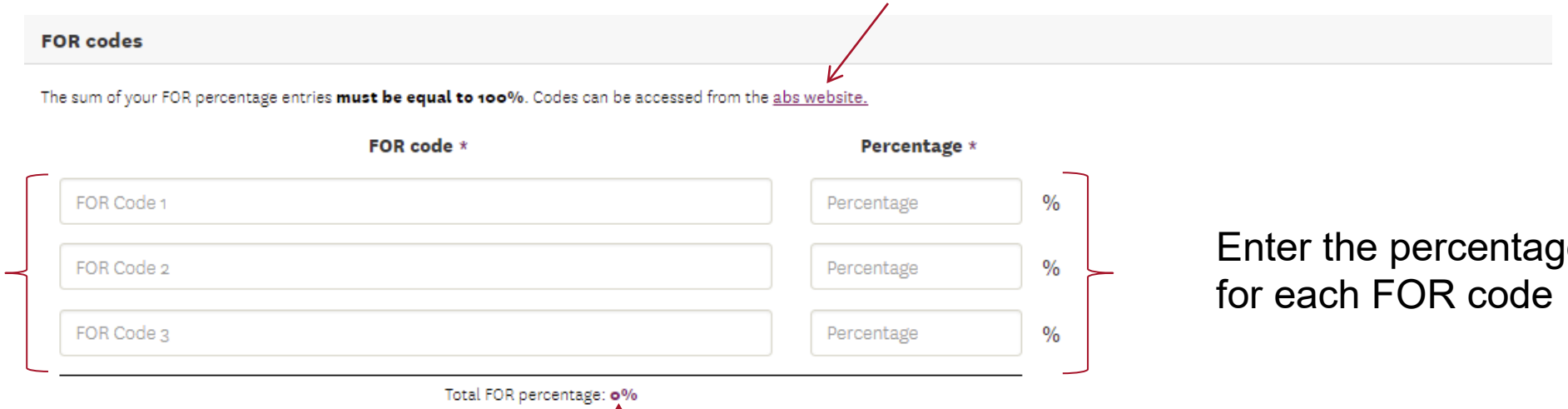
FIELD OF RESEARCH (FOR) CODES

You can enter up to three FOR codes

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



Enter your FOR code/s

Enter the percentage for each FOR code

The total FOR percentage must equal 100%

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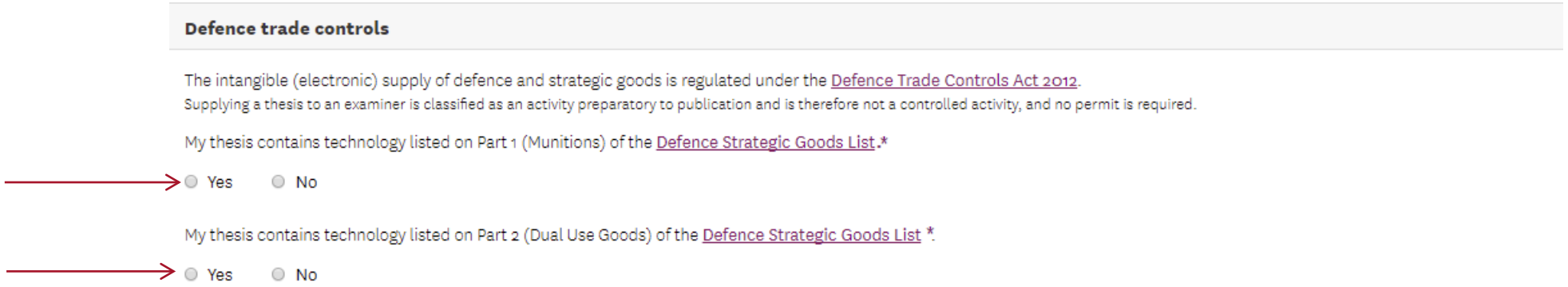
DEFENCE TRADE CONTROLS

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



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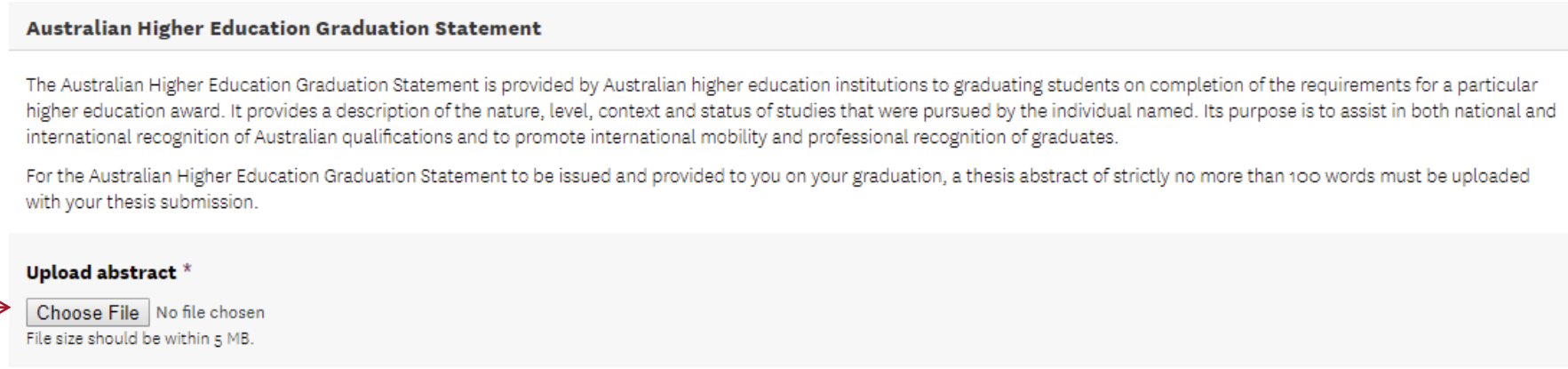
AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT

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

Upload abstract →



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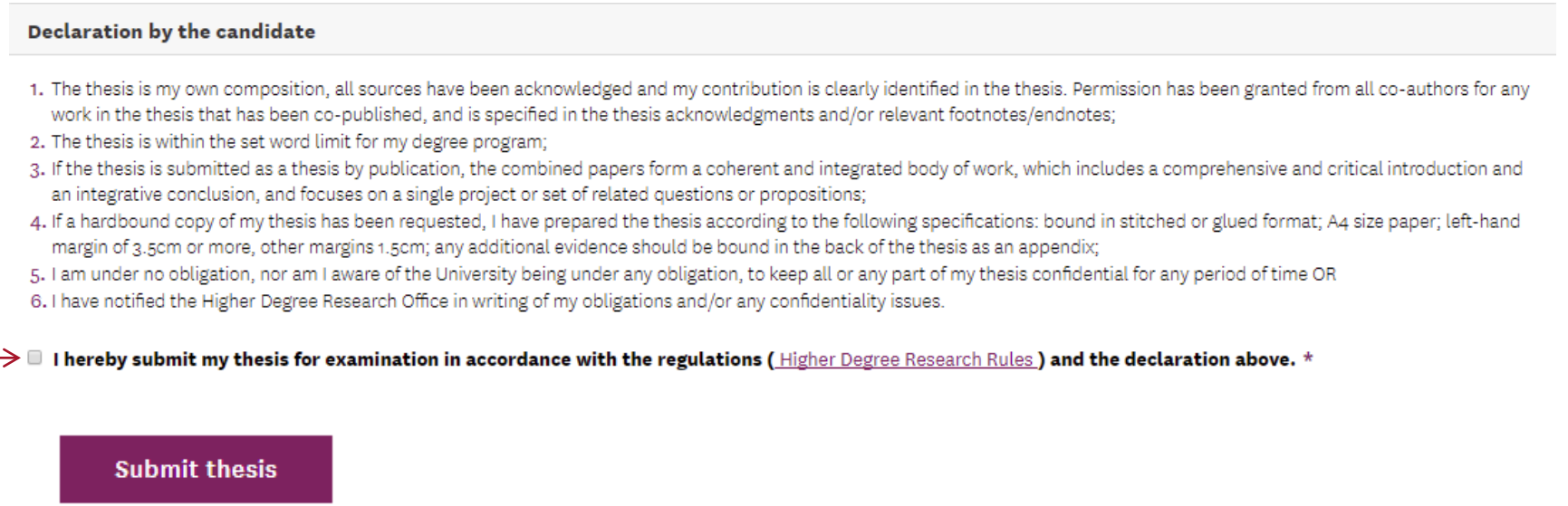
CANDIDATE'S DECLARATION

Review the 'Declaration by the candidate'



Tick the declaration box

Review your submission screen and when ready, submit your thesis

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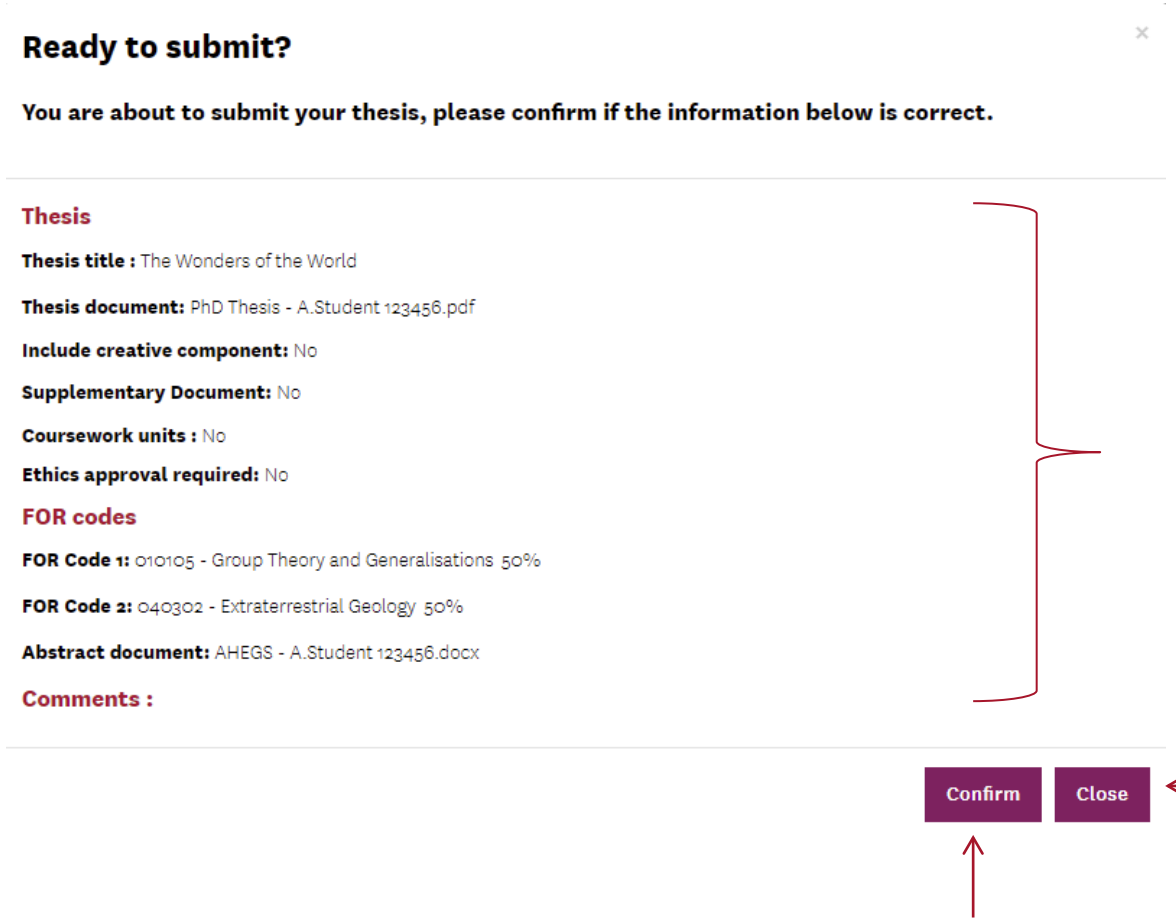
CONFIRMATION SCREEN



Review your submission details on the confirmation screen

To modify your submission details, select close

To proceed with your thesis submission, select confirm

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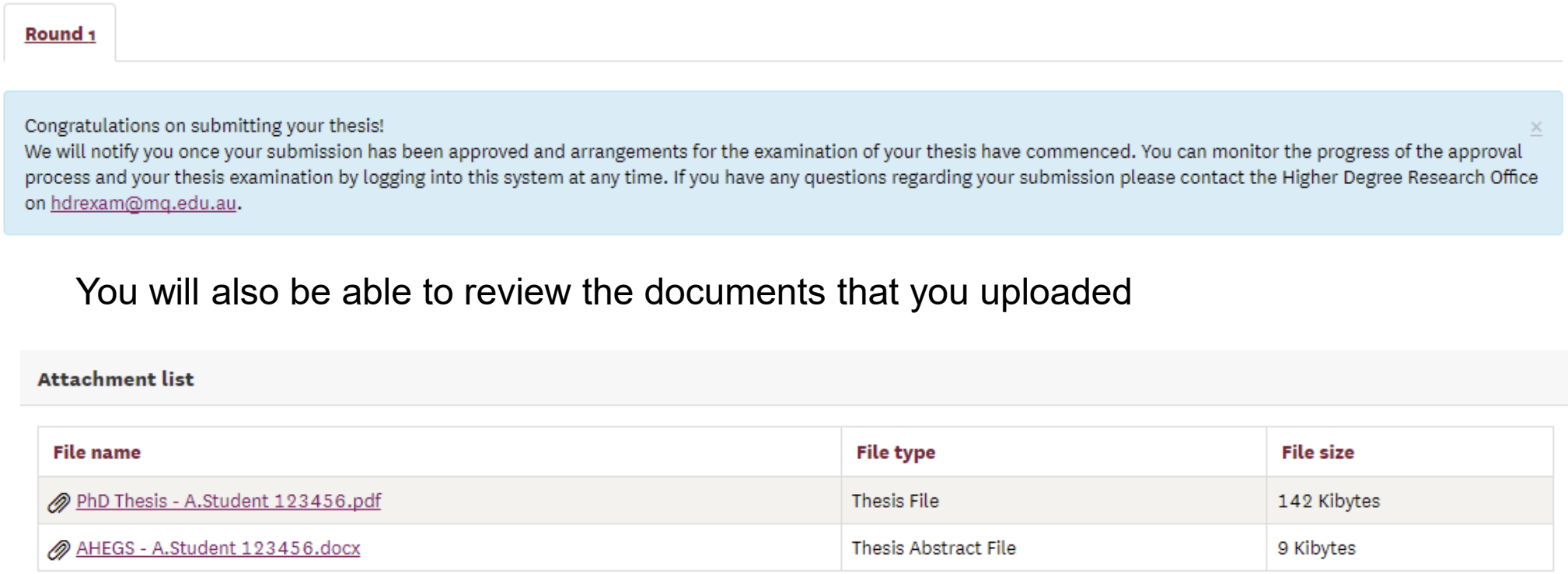
MACQUARIE University

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.



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

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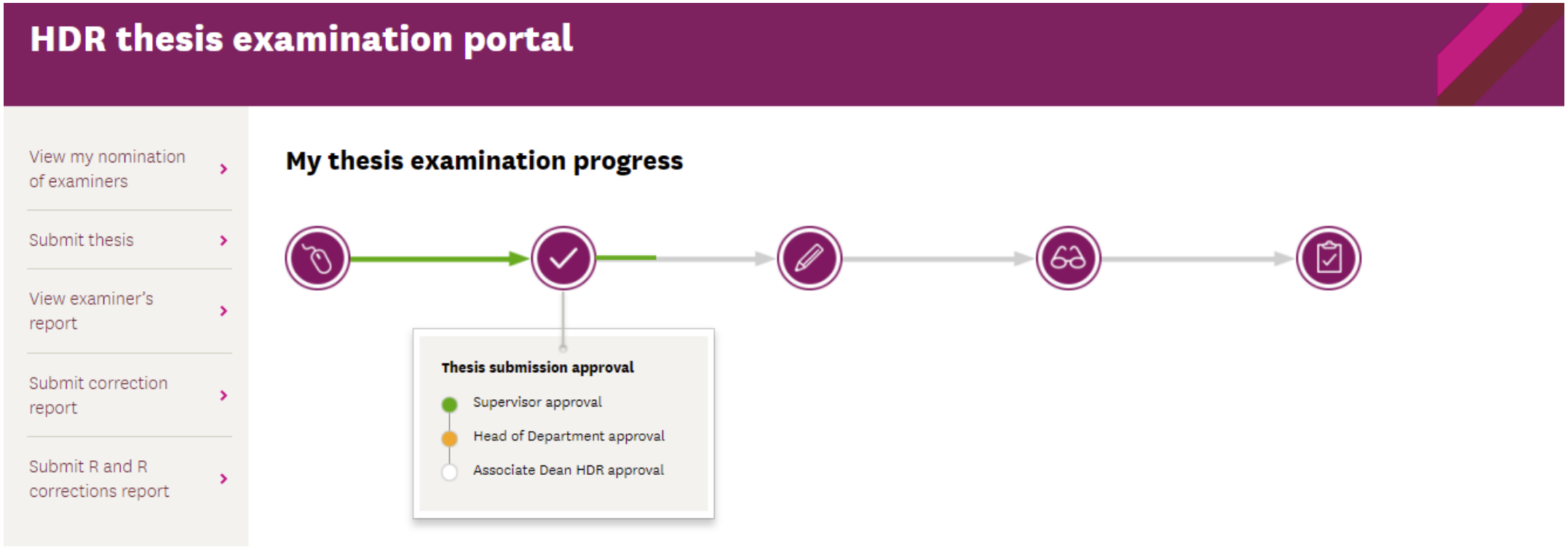
EXAMINATION PROGRESS

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



Completed In progress To be completed

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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!