

## Tracking the thesis examination – information for HDR candidates and supervisors

### Supervisor

Staff portal > Research > Academic Resources > HDR Supervision Dashboard > My candidates submission

### Candidate

myGriffith > My program > Track my thesis examination

The screenshot displays the 'Track my thesis examination' interface. On the left, a dark red navigation menu contains options: Home, My program (circled in yellow), Finances, My details, Support, Logout, and Provide Feedback. The main content area features a timeline at the top showing a progression from December 2021 to December 2022. A red dot on the timeline marks the 'Maximum submission date' in December 2021, with a 'You are here!' label above it. Below the timeline, the 'Academic' section lists details for the 'School of Engineering and Built Environment' and 'Full time' academic load. The 'My key dates' section includes 'Commenced', 'Early candidature milestone', and 'Confirmation date'. The 'Supervisors' section lists 'Principal Supervisor' and 'Associate Supervisor'. On the right, a 'Quick access' sidebar lists various options, with 'Track my thesis examination' circled in yellow. A yellow arrow points from the 'My program' menu item to the 'Track my thesis examination' sidebar item.

Continued on page two...

## Thesis examination tracking page

Thesis Exam Info

ID: Candidate Number: **1. View each submission number**

Academic Institution: GRIFF Griffith University Student Career Nbr:

Academic Career: RSCH Research Academic Program:

Thesis Submission Details **2. Examination status** Find | View All First 1 of 2 Last

Thesis Status Date: 24/10/2016 Examination Complete **2. Examination status**

Thesis Submission Nbr: 1

Thesis Status: Examination Complete

Thesis Title:

Deed Of Confidentiality: Not Required Intended Submission Date:

Examiners Nomination: Approved **3. Examiner nomination status** Actual Submission Date:

Examiners Details Find | View All First 1 of 1 Last

Exam type:

Evaluation Status: Report Submitted Evaluation Start Date:

Evaluation Due Date:

Evaluation Status Date: Evaluation Completion Date:

**Evaluation Status** Personalise | Find | First 1-4 of 4 Last

Details	Evaluation Scheme	Evaluator Role	Evaluation Status	Status Date	Evaluation Start Date	Evaluation Due Date	Completion Date
1	PhD Level Examination	Examiner 2	Report Submitted				
2	PhD Level Examination	Examiner 1	Report Submitted				
3	Recommendation	Chairperson	Report Submitted				
4	Final Decision PhD Level Exam	Dean GGRS	Report Submitted				

**4. Evaluator\* role and status**

**5. View attachments. Only two will be displayed by default, click 'view all' to see the full list.**

File Attachments Find | View All | First 1-2 of 12 Last

Attached File	Description	View
.pdf	.pdf	View
.pdf	.pdf	View

- The information displayed is relevant to each submission number only (e.g. navigate to page 2 of 2 to view details relating to the revised thesis submission).
- This indicates the overall status for that submission number, a brief explanation is below:
  - Pending Submission Approval* – intention to submit approved
  - Submit Thesis* – candidate approved to submit (upload) thesis
  - Thesis Uploaded* – candidate has uploaded documents (all stages), yet to be reviewed by Thesis Examinations
  - Submission Confirmed* – thesis submission has been confirmed by Thesis Examinations, examination has not yet commenced
  - Examination In Progress* – thesis examination has commenced
  - Examination Complete* – the examination is complete for that submission number
  - Submit Revised Thesis* – candidate able to submit revised thesis
  - Submit Final Thesis* – candidate able to submit final thesis and other final requirements
  - Pending Conferral* – Thesis Examinations have received all final requirements and degree is pending processing and final signing
  - Thesis Finalised* – All requirements have been met and degree finalised. Documents have been forwarded to graduations for the award of the degree.
- Use this section to determine if the Nomination of Examiners has been approved, the thesis will not be sent to examiners until the approval is received.
- This section shows the role and status of each person in the evaluation.
  - Sent to Evaluator\** – examination has been assigned to the evaluator
  - Thesis Received* – evaluator has accessed the online system
  - Report Submitted* – evaluator has submitted their report. Reports are not automatically made available to the candidate. The candidate and supervisor will be notified via email when they are available to view as an attachment. The report of the Chairperson will not be available until after it has been considered by the Dean GGRS.
- This is where the examiner reports and other documents will be displayed when available. Supervisors will be able to view some attachments that are not available for the candidate. Any documents uploaded by the candidate will also be uploaded here.

\* *Evaluator* refers to any role within the thesis examination e.g. examiner, chairperson, Dean GGRS, internal assessor, adjudicator or supervisor.