Submitting a thesis to the Research Thesis Submission portal for examination and / or publication.

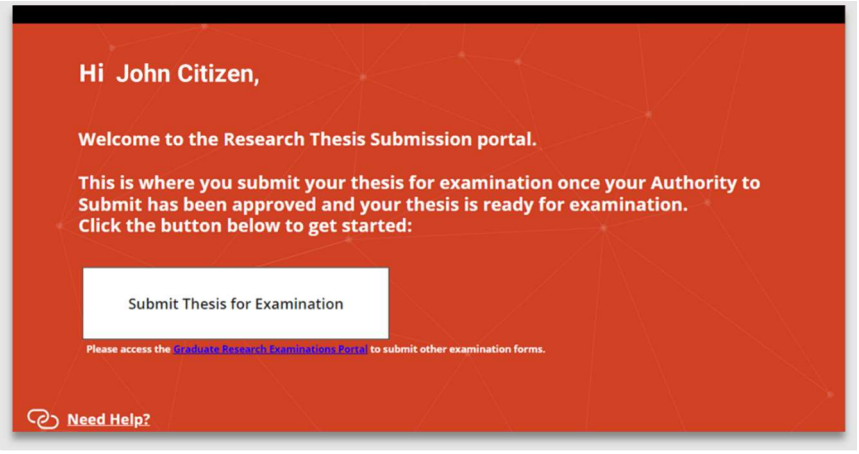
In this document you will find the steps for:

[Submitting your thesis for examination.](#)
[Resubmitting your thesis for examination](#).

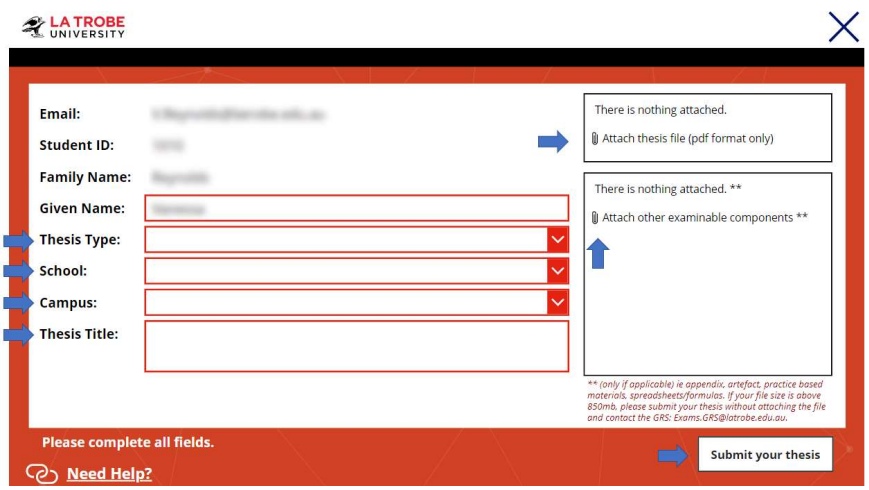
Submit your thesis for examination.

Initial submission of thesis to the University Research Thesis Submission portal for examination

1. Once your Authority to Submit (ATS) form has been approved by your supervisor and processed by the Graduate Research School (GRS), you will receive an email to your student email from the GRS with your link to access the Research Thesis Submission Portal.
2. Open the email and click on the link provided to the Thesis Repository which will log you in automatically, if it asks you to enter an email and password, please enter your student account details.
3. Once logged in the Research Thesis Submission portal screen will display and you will be able to submit your thesis via the 'Submit thesis for examination' button.



5 After clicking the 'Submit thesis for examination' button, you will be greeted with the submission screen.
Please complete all the blank fields*, your ID, Given name and Family name should be pre-filled.
***Note: The thesis title which should be entered as it is on the thesis.**

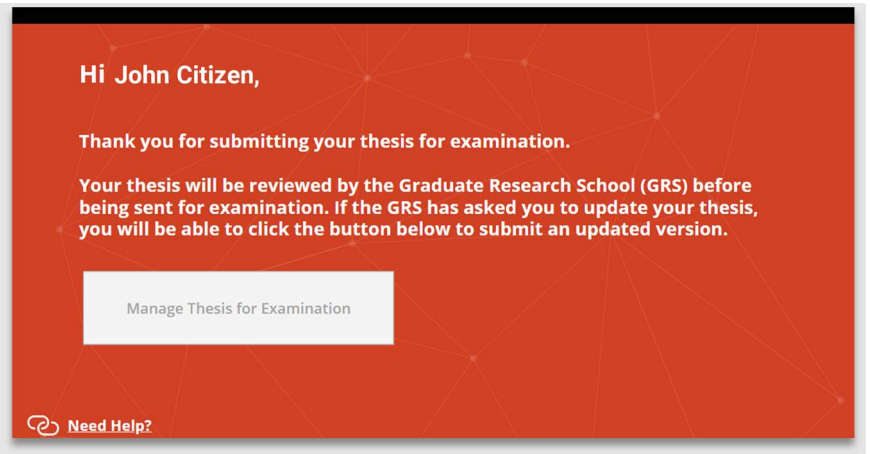


To attach your thesis file click on the paperclip icon next to the 'Attach thesis file' in the top right box. ***Note: The thesis file can only be uploaded as a PDF**.

If you have any other examinable components please attached them in the bottom with box.
***Note: Any files above 80mb should be left off the submission. You will need to email the GRS so that they can upload these files into the system. Via:** *Exams.GRS@latrobe.edu.au*

6 Once the fields have been completed and the files attached, click the 'Submit your thesis' button in the bottom right of the app.

7 Once the thesis is successfully submitted the home screen will reappear with the 'Manage Thesis for Examination' button disabled. You will no longer be able to make any changes to your submission. If you have made any errors in submission, please contact exams.grs@latrobe.edu.au for assistance.



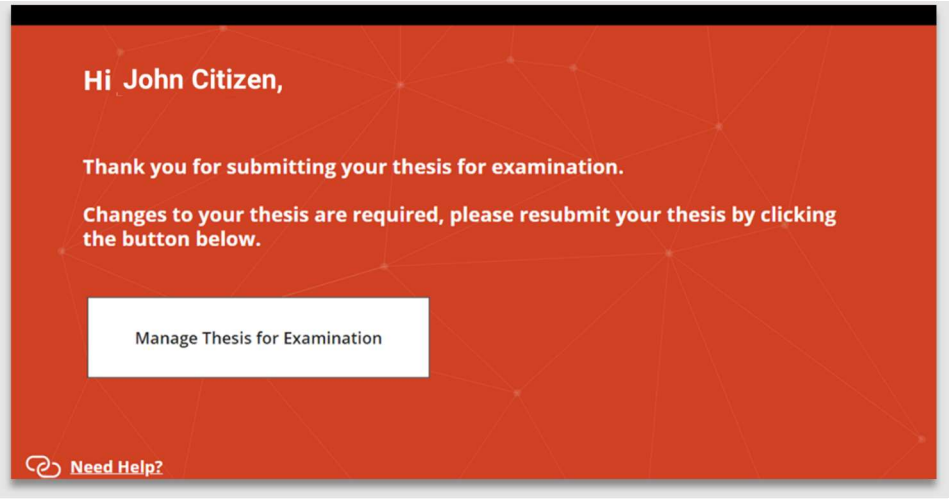
The GRS will be in contact if any changes are required and you will be asked to make these changes and resubmit your thesis for examination (see below)

Resubmission of amended thesis for examination

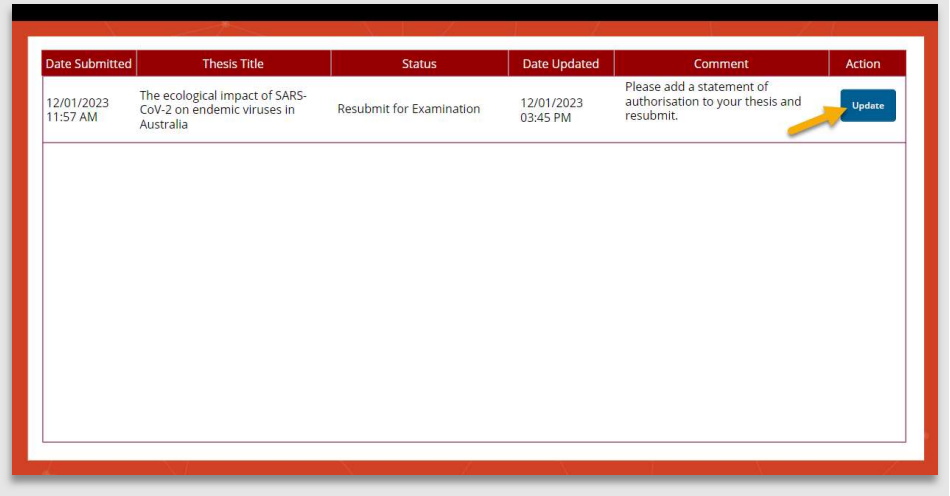
1 Once you have submitted your thesis for examination, the thesis file will be checked by the GRS. If any changes are required, the GRS will be in touch to ask that you make the required changes and resubmit the thesis before it can be sent for examination.

You will be notified via email if updates are required and resubmission of your thesis is required

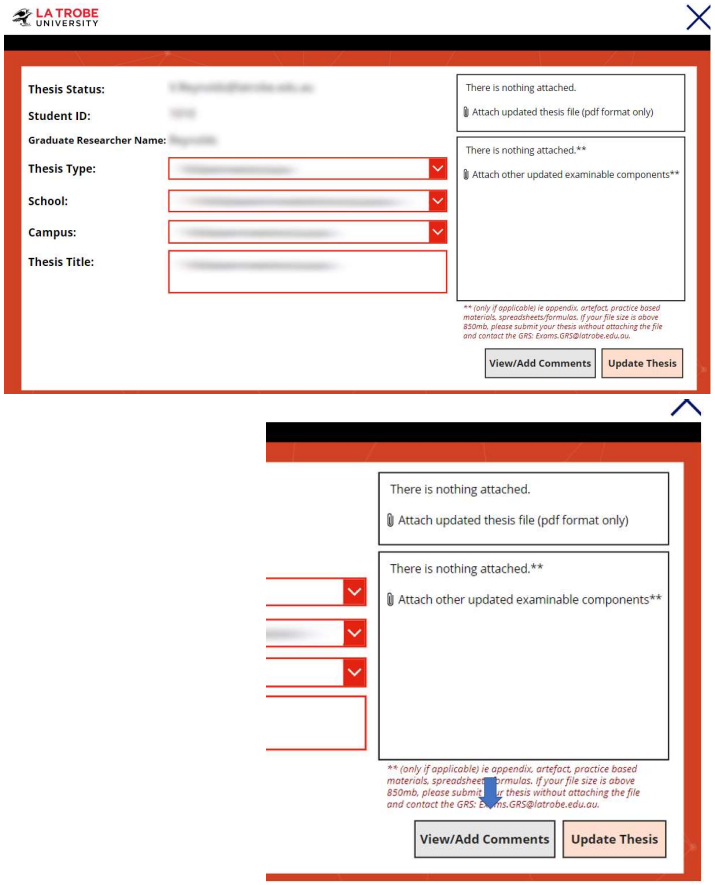
2 If changes are required, navigate to the Thesis repository, and click on the 'Manage Thesis for Examination' button to management area.



3 Once in the management area, click on the 'update' button to the right-hand side of your thesis record.



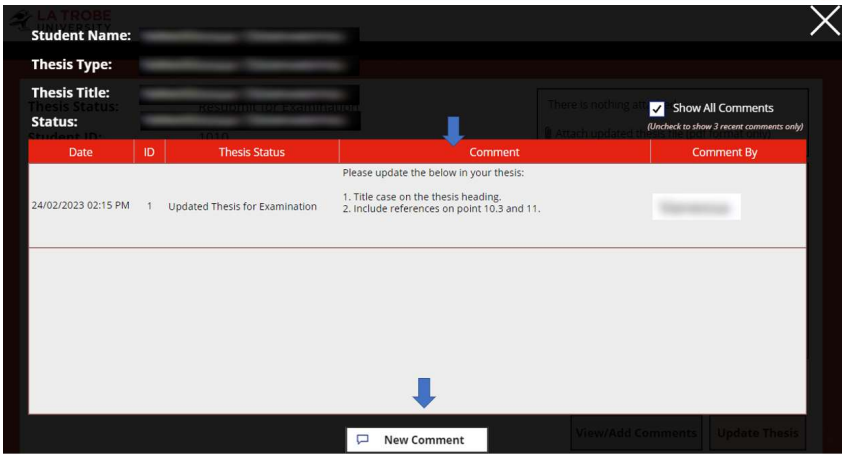
4 To resubmit your thesis first check the comments section for any updates required. Click the 'View/Add Comments' button to do so.



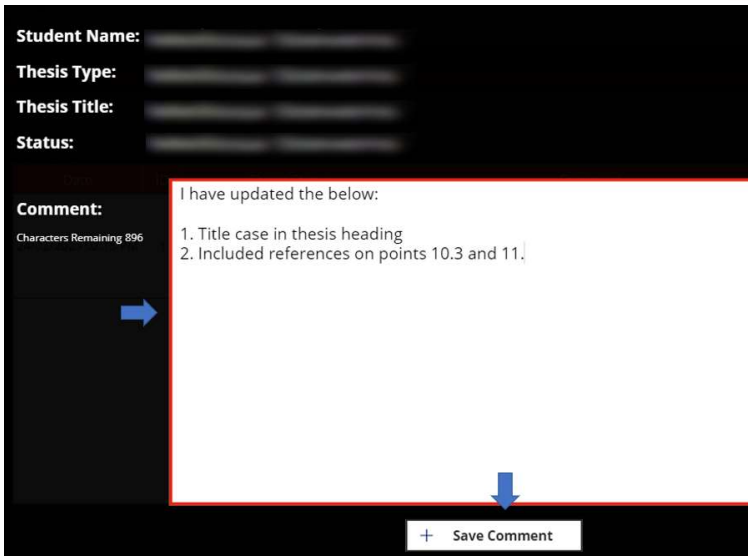
This will display any comments made on the thesis record.

The outstanding items on your thesis will be listed in the comment made by the GRS or Library staff. Refer to these comments to see what updates are required before you resubmit.

Click the 'New Comment' button.



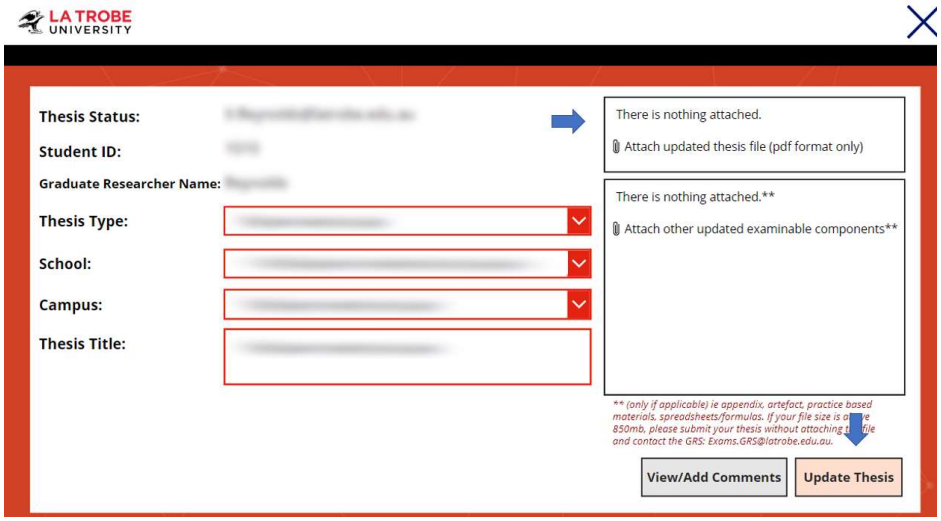
Enter the comment you wish to make in the comment box - you should indicate if the previous comment(s) have been addressed - and click the '+ Save Comment' button.



5 Once you have made the requested changes to the thesis and entered comments, all the details in the submission screen are correct.

Then click on the paperclip icon in the top right box and attached the amended thesis file.

Click on the 'Update Thesis' button to submit your thesis.



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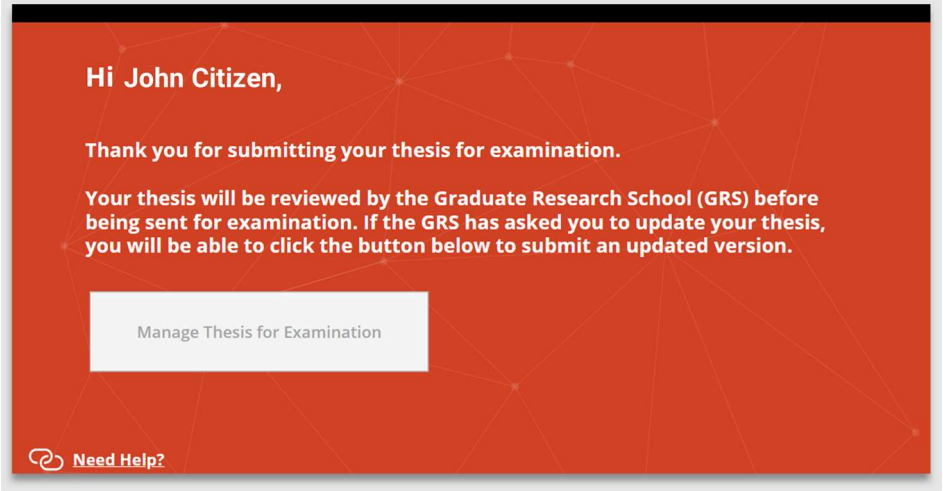
The GRS will be in contact if any further changes are required.