

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

In this document you will find the steps for:

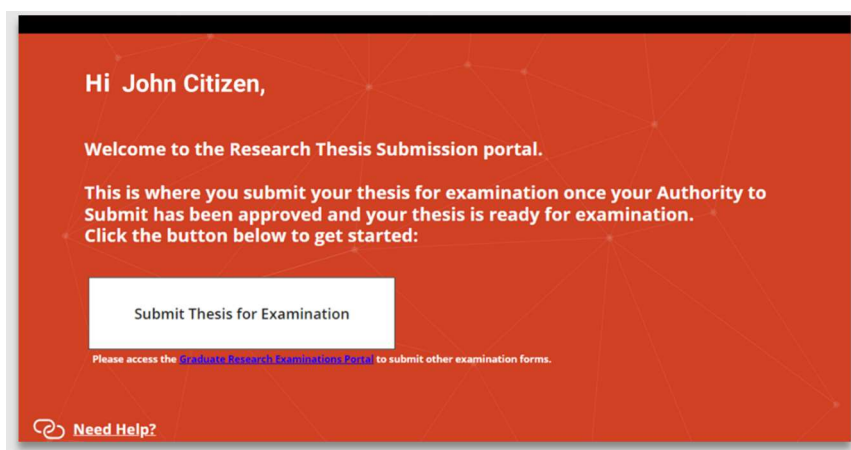
[Submitting your thesis for examination.](#)

[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)

The screenshot shows the 'Submit thesis for examination' form on the Latrobe University website. The form is titled 'Please complete all fields.' and includes fields for Email, Student ID, Family Name, Given Name, Thesis Type, School, Campus, and Thesis Title. There are two upload boxes on the right: 'Attach thesis file (pdf format only)' and 'Attach other examinable components **'. Both boxes show 'There is nothing attached.' and a paperclip icon. A 'Submit your thesis' button is at the bottom right. A 'Need Help?' link is at the bottom left. A footer note states: '** (only if applicable) is appendix, artefact, practice based materials, spreadsheets/formulas, if your file size is above 850mb, please submit your thesis without attaching the file and contact the GRS: Exams.GRS@latrobe.edu.au'.

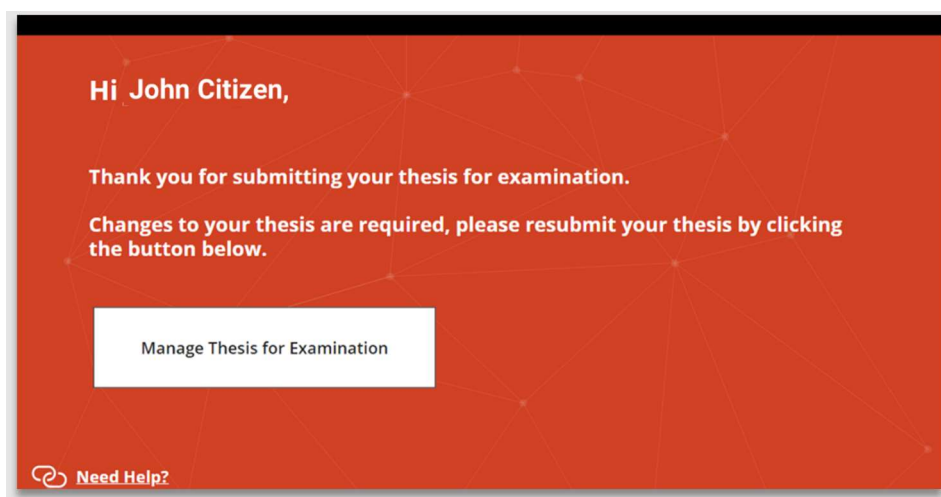
The screenshot shows the post-submission confirmation screen. It has a red background with a white text box. The text reads: 'Hi John Citizen, Thank you for submitting your thesis for examination. Your thesis will be reviewed by the Graduate Research School (GRS) before being sent for examination. If the GRS has asked you to update your thesis, you will be able to click the button below to submit an updated version.' Below the text is a button labeled 'Manage Thesis for Examination'. At the bottom left is a 'Need Help?' link.

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.

Date Submitted	Thesis Title	Status	Date Updated	Comment	Action
12/01/2023 11:57 AM	The ecological impact of SARS-CoV-2 on endemic viruses in Australia	Resubmit for Examination	12/01/2023 03:45 PM	Please add a statement of authorisation to your thesis and resubmit.	Update

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

This screenshot shows the top section of the thesis repository interface. It includes fields for 'Thesis Status', 'Student ID', 'Graduate Researcher Name', 'Thesis Type', 'School', 'Campus', and 'Thesis Title'. To the right, there are two attachment boxes: 'Attach updated thesis file (pdf format only)' and 'Attach other updated examinable components**'. Both boxes show 'There is nothing attached.' and have a small icon of a document with a plus sign. Below these boxes are two buttons: 'View/Add Comments' and 'Update Thesis'. A small disclaimer at the bottom right states: '** (only if applicable) is appendix, artefact, practice based materials, spreadsheets/formulas. If your file size is above 850mb, please submit your thesis without attaching the file and contact the GRS: Exams.GRS@latrobe.edu.au.'

This screenshot shows the bottom section of the thesis repository interface. It includes the same attachment boxes as the previous screenshot, with 'There is nothing attached.' and a small icon of a document with a plus sign. Below these boxes are two buttons: 'View/Add Comments' and 'Update Thesis'. A small disclaimer at the bottom right states: '** (only if applicable) is appendix, artefact, practice based materials, spreadsheets/formulas. If your file size is above 850mb, please submit your thesis without attaching the file and contact the GRS: Exams.GRS@latrobe.edu.au.'

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.

This screenshot shows the 'New Comment' button in the thesis repository interface. It includes fields for 'Student Name', 'Thesis Type', 'Thesis Title', and 'Status'. To the right, there is a checkbox labeled 'Show All Comments' with the text '(Uncheck to show 3 recent comments only)'. Below these fields is a table with columns: 'Date', 'ID', 'Thesis Status', 'Comment', and 'Comment By'. The table contains one row with the following data: '24/02/2023 02:15 PM', '1', 'Updated Thesis for Examination', 'Please update the below in your thesis: 1. Title case on the thesis heading. 2. Include references on point 10.3 and 11.', and a small icon of a document with a plus sign. Below the table is a large text area for entering a new comment. At the bottom right, there are three buttons: 'New Comment', 'View/Add Comments', and 'Update Thesis'. A small disclaimer at the bottom right states: '** (only if applicable) is appendix, artefact, practice based materials, spreadsheets/formulas. If your file size is above 850mb, please submit your thesis without attaching the file and contact the GRS: Exams.GRS@latrobe.edu.au.'

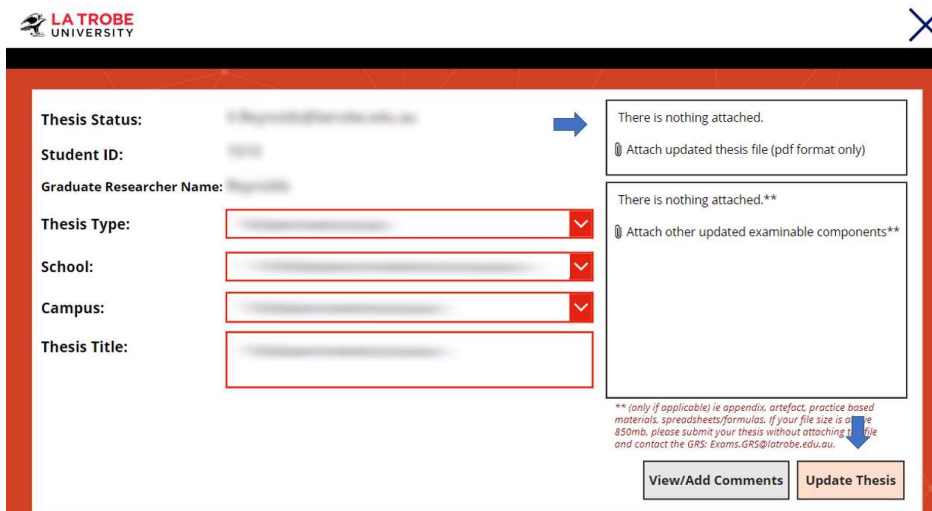
Enter the comment you wish to make in the comment box - you should indicate if the previous comment(s) have been addressed - and click the '+ Save Comment' button.

This screenshot shows the '+ Save Comment' button in the thesis repository interface. It includes fields for 'Student Name', 'Thesis Type', 'Thesis Title', and 'Status'. Below these fields is a 'Comment' box with a character count 'Characters Remaining 896'. To the right of the comment box, there is a text area for entering a new comment. The text area contains the following text: 'I have updated the below: 1. Title case in thesis heading 2. Included references on points 10.3 and 11.'. Below the text area is a button labeled '+ Save Comment'. A small disclaimer at the bottom right states: '** (only if applicable) is appendix, artefact, practice based materials, spreadsheets/formulas. If your file size is above 850mb, please submit your thesis without attaching the file and contact the GRS: Exams.GRS@latrobe.edu.au.'

- 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.



The screenshot shows the Latrobe University thesis submission interface. On the left, there are fields for 'Thesis Status', 'Student ID', 'Graduate Researcher Name', 'Thesis Type', 'School', 'Campus', and 'Thesis Title'. Each field has a dropdown menu. On the right, there are two attachment boxes. The top box says 'There is nothing attached.' and has a paperclip icon and the text 'Attach updated thesis file (pdf format only)'. The bottom box says 'There is nothing attached.**' and has a paperclip icon and the text 'Attach other updated examinable components**'. At the bottom right, there are two buttons: 'View/Add Comments' and 'Update Thesis'. A small disclaimer at the bottom right states: '** (only if applicable) ie appendix, artefact, practice based materials, spreadsheets/formulas. If your file size is > 850mb, please submit your thesis without attaching the file and contact the GRS: Exams.GRS@latrobe.edu.au.'

- 6 Once your thesis has been successfully submitted the home screen will display 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 further changes are required.

