



Help guide **Final Thesis Submission (Supervisors)**

Please make sure that the Student has completed the final revisions of their thesis, post-examination, before completing this form.

The Final Thesis Document Submission form will be initiated by the student, where they upload the documentation, which they completed in consultation with the supervisory panel, that is required for them to reach conferral.

The form is broken down into two section:

- Final Thesis Submission Summary
- Supervisor Review

Final Thesis Submission Summary contains the details of the Student and their Supervisor panel, as well as the submitted documentation and any embargo request they may have made. Please review the uploaded files to confirm that they are correct and review any embargo request that was made.

----- Final thesis submission documents -----

Current thesis title

Final thesis

UTS digital thesis collection receipt

Thesis abstract

Thesis summary

Thesis revision response

Authenticate report (if required by the faculty)

----- Embargo request -----

Do you wish to submit an embargo request with your final thesis submission?

- Yes
 No

Confirm correct documentation has been uploaded

Review any embargo requests

On the **Supervisor Review** page, confirm whether you approve of the Student’s final Thesis submission, then select “I agree” and enter the correct date in the window that will appear.

The screenshot shows the Supervisor Review form with the following elements and callouts:

- 1. Click**: Points to the "I approve my student's final thesis submission.*" section, which has radio buttons for "Yes" (selected) and "No".
- 2. This window will appear**: Points to the main form area.
- 3. Click**: Points to the "I agree" checkbox in the "Supervisor sign-off for final thesis submission:" section.
- 4. Check correct date is entered**: Points to the "Supervisor sign-off date*" field, which contains "06/06/2022".

If the Student has submitted an embargo request, it will appear on the Supervisor review page.

Indicate whether you support the embargo request, and provide your reason in the text box.

Please note that you can support final thesis submission and still select “No” for whether you support the embargo.

The screenshot shows the Supervisor Review form with an embargo request section and the following callouts:

- 1. Review the Student’s request here**: Points to the "Student's reason for embargo request" section, which includes a text box with "Valid Reason" and an "Embargo end date" field with "14/06/2023".
- 2. Indicate whether you support the request**: Points to the "I approve the embargo request contained in this form. Please note you can select “No” but still support final thesis submission for your student to complete their degree.*" section, which has radio buttons for "Yes" (selected) and "No".
- 3. Provide your reason here**: Points to the "Please provide reason for supporting the embargo request*" text box.

Once you have Completed all sections of this form, please select “Submit Final Thesis” to send it to your Faculty RO for their review.

The screenshot shows the "Actions" section of the Supervisor Review form with the following callout:

- Click here to submit your Final Thesis**: Points to the "Submit Final Thesis" button.