



Help guide Thesis Submission and Examination Outcome form (Supervisors)

Please make sure that examiners have been nominated before thesis submission. The Nomination of Examiners form should be filled in by the student, in consultation with the supervisory panel, at least 2 months before submission, and submitted by the faculty to GRS at least 1 month before thesis submission.

The form is broken down into 2 sections:

Thesis Submission Summary contains the details of your student’s thesis submission. Please go through and review the submission details including the thesis document upload.

Supervisor Certificate

Please answer the questions. As mentioned above, the Nomination of Examiners form should be completed before the Thesis Submission and Examination Outcome form. If the Nomination of Examiners form has not been completed please ensure this is done as soon as possible to avoid delays in the examination process.

The screenshot shows the ResearchMaster interface for the Supervisor Certificate form. The breadcrumb trail is: Home > Course Variations Search > Template Name: Thesis Submission and Exam Results v1 | eForm Page: Supervisor Certificate. The status is 'Under Review', enrolment status is 'ADM - Admitted', and workflow state is '[SUP] Supervisor Review'. The left sidebar lists pages: General Information, Supervisor Instructions, Submission Summary, Thesis Submission Summary, Submission Review, Supervisor Certificate (highlighted), Review Summary, and Decision Summary. The main content area has a heading 'Supervisor Certificate' and a blue instruction box: 'In this section, please review and respond to the nomination of examiner request, stage 3 assessment question and the confidentiality request, if required. If you are satisfied with the student's thesis submission, you can approve it by completing the supervisor certificate or send the form back with comments.' Below this is the question 'Has the nomination of examiners been completed? *' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. A second blue instruction box states: 'Please commence the nomination of examiner form immediately to avoid any delay to the examination of the thesis. Examiner nominees must be appointed by the GRS Dean before the examination process can commence.'

Please answer the stage 3 question, if you select **No**, please justify thesis submission.

This screenshot is similar to the previous one but highlights the 'Has stage 3 assessment been completed? *' question and its justification field. A red box surrounds the question and its radio buttons. A blue callout box with an arrow points to the 'No' radio button, containing the text 'Stage 3 assessment completed?'. Another blue callout box with an arrow points to the 'Justification to proceed with thesis submission for examination *' text area, containing the text 'Justification if a student has not completed their stage 3'.

If you are happy to proceed with the student's thesis submission please follow the steps below:

Step 1: Select **Yes** under "I approve my student's thesis submission contained in this form". This will open the Supervisor Certificate, read the details and check your name and position have appeared correctly.

Step 2: If you agree, select the **I Agree** check box.

Step 3: Select the **Submit Thesis** button on the Actions pane on the right-hand side to begin the thesis examination process.

The screenshot shows the 'Supervisor Certificate' form in ResearchMaster. A callout box labeled 'Step 1: Select Yes' points to the 'I approve my student's thesis submission contained in this form' section, where the 'Yes' radio button is selected. Another callout box labeled 'Step 2: Select if the thesis is ready for submission' points to the 'I agree' checkbox, which is also checked. A third callout box labeled 'Step 3: Select to submit the thesis' points to the 'Submit Thesis' button in the 'Actions' pane on the right-hand side. The form includes fields for 'Supervisor name', 'Supervisor position', and a 'Supervisor certificate for thesis submission' section with four numbered points. A 'Supervisor thesis certificate date' field is also visible.

If the thesis is not ready for submission please follow the steps below:

Step 1: Select **No** under "I approve my student's thesis submission contained in this form". A comment box will appear for you to provide feedback to your student.

Step 2: Enter comments to your student.

Step 3: Select the **Return to Student** button on the Actions pane on the right-hand side. The student will receive an email notifying them that the thesis submission was returned to them for their action.

The screenshot shows the 'Supervisor Certificate' form in ResearchMaster. A callout box labeled 'Step 1: Select No' points to the 'I approve my student's thesis submission contained in this form' section, where the 'No' radio button is selected. Another callout box labeled 'Step 2: Comments for the student' points to the 'Comments for student' text area. A third callout box labeled 'Step 3: Select Return to Student' points to the 'Return to Student' button in the 'Actions' pane on the right-hand side. The form includes sections for 'General Information', 'Supervisor Instructions', 'Submission Summary', 'Submission Review', and 'Supervisor Certificate'. It also has a 'Comments for student' section and a 'Return to Top' button.

The completed form will go to:

- RO
- RAO
- GRS to initiate the examination process