Applying for leave and submitting online service requests

HDR candidate
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Section 1. My Research

1.1. Accessing My Research

Log into myGriffith by choosing the link on the Griffith home page. (Refer Figure 9)

![Figure 1 Choose myGriffith from the Griffith home page](image1)

myGriffith window will be displayed. (Refer Figure 10)

![Figure 2 Choose My Research from myGriffith home page](image2)

Choose My Research.
The My Research page will be displayed.

1.2. My Research

My Research provides a summary of your candidature details and quick access to the many services and resources which you will require as you complete your candidature. (Refer Figure 3)
Figure 3 My research page

My research page is only visible to students who are Higher Degree by Research candidates.
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Level 2 page links</td>
<td>Links to My research level 2 pages</td>
</tr>
<tr>
<td>2</td>
<td>Lifecycle</td>
<td>Your candidature lifecycle with milestones is mapped at the top of the page. Use the left and right arrows to scroll through the lifecycle.</td>
</tr>
<tr>
<td>3</td>
<td>I want to…</td>
<td>Links to websites which you may require during your candidature.</td>
</tr>
<tr>
<td>4</td>
<td>Candidate information</td>
<td>Key candidate information including thesis topic and milestone dates are displayed.</td>
</tr>
<tr>
<td>5</td>
<td>Events</td>
<td>List of events relevant to HDR candidates. Events on all campuses will be displayed by default. This list may be filtered. Choose “More events” to display complete list.</td>
</tr>
<tr>
<td>6</td>
<td>Candidate centre links</td>
<td>Links to candidate centre, service request summary, leave summary, milestones and scholarship information.</td>
</tr>
<tr>
<td>7</td>
<td>Navigation tiles</td>
<td>These tiles provide links and services which are available for HDR candidates. These tiles will change according to the academic calendar and as you progress through your candidature.</td>
</tr>
<tr>
<td>8</td>
<td>Contacts</td>
<td>Includes contact details for your principal and associate supervisors.</td>
</tr>
<tr>
<td>9</td>
<td>Administration contacts</td>
<td>Contact details for the library and the Higher Degree by Research Student Centre.</td>
</tr>
</tbody>
</table>

1.3. Candidature lifecycle

The key dates for your candidature will be identified on the lifecycle which displays at the top of the My Research page. (Refer Figure 4)

The timeline highlights your confirmation date, candidature milestones and min/max submission dates.

Use the arrow keys to move through the lifecycle.
1.4. Candidate information

Candidate information (refer Figure 5) displays key information including:

- Academic organisation
- Academic load
- Commencement date
- Research topic
- Confirmation date
- Milestone dates and
- Submission dates.
1.5. Events

By default, the events panel will show events on all campuses. These may be filtered by a specific campus/s if required.

1.5.1. To filter events

Choose [Showing all events] (Showing all events). Select the required campus from the drop-down list. Events for the selected campuses will be displayed. (Refer Figure 6)

![Figure 6 Filter the events](image)

1.5.2. View more events

To see more events, Choose [More events] (More events). The more events window will be displayed. (Refer Figure 7)

![Figure 7 More events window](image)
1.6. **Candidate centre links**

Below the Candidate information panel are four links:

- My candidate centre
- My service requests
- My leave summary and
- My milestones.

![Candidate centre links](image)

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My candidate centre</td>
<td>Displays information about your supervisors, thesis tile and additional requirements. Submit service requests to apply for leave and change candidature details.</td>
</tr>
<tr>
<td>My service requests</td>
<td>Summary of all submitted service requests.</td>
</tr>
<tr>
<td>My leave summary</td>
<td>Summary of all leave applications.</td>
</tr>
<tr>
<td>My milestones</td>
<td>Summary of milestones.</td>
</tr>
</tbody>
</table>
Section 2. The Candidate Centre

If you need to apply for leave or request any change to your candidature, the requests are submitted through the Candidate Centre which is accessed through myGriffith.

2.1. Accessing the Candidate Centre

Log into myGriffith by choosing the link on the Griffith home page. (Refer Figure 9)

Figure 9 Choose myGriffith from the Griffith home page

myGriffith window will be displayed. (Refer Figure 10)

Figure 10 Choose My Research from myGriffith home page

Choose My Research. (Refer Figure 11)
Choose My Candidate Centre. (The link for My Candidate Centre is located below your key milestone dates.)

or

Choose Apply for leave from I want to…

The Candidate Centre window will be displayed. (Refer Figure 12)
2.2. **Candidate Centre**

The Candidate Centre provides a summary of information about your candidature. You also submit service requests for candidature changes through the Candidate Centre.

![Candidate Centre Diagram](Image)

**Figure 13 Candidate centre**

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Program</td>
<td>Program in which you are enrolled.</td>
</tr>
<tr>
<td>2</td>
<td>Candidate information</td>
<td>Link to candidate details.</td>
</tr>
<tr>
<td>3</td>
<td>Supervisor information</td>
<td>Link to supervisor details.</td>
</tr>
<tr>
<td>5</td>
<td>Additional requirements</td>
<td>Links to details for all additional requirements.</td>
</tr>
<tr>
<td>6</td>
<td>My Service Requests</td>
<td>Select the required heading to create a service request.</td>
</tr>
</tbody>
</table>

### 2.2.1. Candidate info

Choosing Candidate Info displays the *Consumption/Submission Details* window. (Refer Figure 14) Choose [Return](Return) (Return) to return to the Candidate Centre.
2.2.2. Supervisor Info

Click the name of one of the supervisors. The Supervisor details window for the selected supervisor will be displayed. (Refer Figure 15)

The supervisor details window identifies:
- The supervisor role (e.g., principal, associate),
- Supervision percentage,
- Supervisor’s academic organisation.
2.2.3. Thesis title – topic info

Choose the link of your thesis topic.
The Research topic details window will be displayed. (Refer Figure 16)
The topic description displays the full title of the thesis.

![Figure 16 Research topic details window](image)

Note: If the thesis information is incorrect, please complete a *Change thesis title/topic* service request.

2.2.4. Additional requirements info

Additional requirements will provide a view of all the requirements documents which may be required for your program of study. (Refer Figure 17)

Additional requirements may include:
- Ethical clearance,
- Thesis submission information,
- Intellectual property agreement,
- Any required course work and
- HDR induction workshop.
2.2.5. My service items

My service items contains four tabs (Candidature changes, milestones, scholarships and thesis submission.) Select the required tab to submit a request. (Refer Figure 18)
Section 3.  Apply for leave

While completing your program of study, you may need to apply for leave.

Please note that some leave may adjust the minimum and maximum submission date for your thesis.

International students and scholarship holders are responsible to ensure that they are aware of how the leave may affect their visas or scholarships.

Please refer to the HDR website for more information.

3.1.  Navigating to the leave request form

Navigate to the Candidate Centre. Choose Candidature changes. The list of requests related to candidature changes will be displayed. (Refer Figure 19)

Choose Application for leave. The application for leave form will be displayed. (Refer Figure 20)
3.2. Leave form explained

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request header</td>
<td>The request header identifies the requested category, date and status.</td>
</tr>
<tr>
<td>2</td>
<td>HDR website link</td>
<td>The HDR website provides further information regarding leave. Please consult this website before completing the leave application.</td>
</tr>
<tr>
<td>3</td>
<td>Information</td>
<td>Important information about the requested leave.</td>
</tr>
<tr>
<td>4</td>
<td>Leave code</td>
<td>Select the required leave from the drop-down list.</td>
</tr>
<tr>
<td>Number</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Leave balance</td>
<td>The available leave allowance for the selected leave type.</td>
</tr>
<tr>
<td>6</td>
<td>From/to date</td>
<td>Enter the required leave dates.</td>
</tr>
<tr>
<td>7</td>
<td>Absence duration days</td>
<td>Once the leave dates have been entered, the total days of the requested absence will be displayed.</td>
</tr>
<tr>
<td>8</td>
<td>Checkbox</td>
<td>(Viewable by scholarship holders only). Choose the checkbox to indicate that you have read the Scholarship Policy and understand how the leave request will impact your scholarship payment.</td>
</tr>
<tr>
<td>9</td>
<td>Comments</td>
<td>Enter a comment to support your leave request.</td>
</tr>
<tr>
<td>10</td>
<td>Attachments</td>
<td>Attach any required documentation to support your leave request.</td>
</tr>
<tr>
<td>11</td>
<td>Submit</td>
<td>Choose submit once the leave request is completed.</td>
</tr>
</tbody>
</table>

### 3.3. Completing a leave request

Before completing the leave request, ensure that you have read the information on the screen (refer Figure 21) and referred to the HDR website.

Select the required leave from the Leave Code drop-down list. (Refer Figure 22)
Once the leave type is selected, the leave balance is displayed. (Refer Figure 23)

Select the required start date for the leave.

Choose (Calendar icon).
A calendar will be displayed. (Refer Figure 24)
Figure 24 Select the leave date from the calendar

Navigate to the required month and year by using the month/year drop-down box. (Refer Figure 25)

Figure 25 Select the required month

Select the required date from the displayed month. The date will be entered into the From date field. Select the final date of leave by repeating the above steps for the To date. When the required start and finish dates for the leave are selected, the total number of days of leave will be displayed. (Absence duration days) (Refer Figure 26)
Always check that the leave you are applying for is not greater than your leave balance. (Refer Figure 26)

Check the box to confirm that you have read the Scholarship policy. (Visible to scholarship holders only.) (Refer Figure 27)

Enter any comments to support your leave application in the comments box. (Refer Figure 28)
Attach any required documents.

Choose [Submit] (Submit.)

The leave request will be submitted and a list of all your service requests will be displayed. (Refer Figure 29)

![Service request summary window](image)

**3.3.1. Adding attachments**

Depending on the requested leave, you may be required to add attachments to support your leave request. (Refer table below.)

<table>
<thead>
<tr>
<th>Leave type</th>
<th>Required documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of absence</td>
<td>Provide reason for request in the comment box.</td>
</tr>
<tr>
<td>Special leave of absence</td>
<td>Provide reason for request in the comment box.</td>
</tr>
<tr>
<td>Sick leave</td>
<td>Attach medical certificate for more than 10 continuous working days.</td>
</tr>
<tr>
<td>Maternity leave</td>
<td>Attach medical certificate including expected date of confinement.</td>
</tr>
<tr>
<td>Paternity leave</td>
<td>Attach medical certificate including expected date of confinement or date of adoption.</td>
</tr>
<tr>
<td>Adoption leave</td>
<td>Attach evidence of adoption.</td>
</tr>
</tbody>
</table>
3.3.2. How to add an attachment

Choose **add attachment** (add attachment).
The file attachment window will be displayed. (Refer Figure 30)

![Figure 30 File attachment window](image)

Choose **Browse** (Browse).
Navigate to and select the required file.
The selected file name will be displayed on the file attachment window. (Refer Figure 31)

![Figure 31 File name displays on file attachment window.](image)

Choose **Upload** (Upload).
The attached filename will be displayed on the leave request. (Refer Figure 32)

![Figure 32 Attached file name displays on leave request.](image)

3.3.3. View attached file

Once you have attached a file, you may view the attachment to ensure the correct file is uploaded.
Choose View. (Refer Figure 33)
The document will open in a new tab in your browser.

Figure 33 View the attached file
Section 4. Completing other candidature requests

When you apply for leave, complete confirmation statements and some other requests, the request form is completely online. (Refer Section 3 Apply for leave.) For other requests, you will need to save the form, complete online then add it as an attachment to the service request.

**Remember**

SAVE the form before entering any details.

4.1. Navigating to the request form

Navigate to the Candidate Centre. The service requests have been divided into four categories:

- Candidature changes
- Milestones
- Scholarships and
- Thesis submission.

Choose the required tab. (Refer Figure 34)

A list of requests for the selected category will be displayed. (Refer Figure 35)
Select the required request.
The request window will open. (Refer Figure 36)

![Figure 36 A request window](image)

**Note**
Each request window may differ slightly.

### 4.2. Request window explained

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request header</td>
<td>The request header identifies the requested category, date and status.</td>
</tr>
<tr>
<td>2</td>
<td>Instructions</td>
<td>Follow the instructions to submit the request. You save the form and then complete the form electronically (i.e. on the computer). DO NOT PRINT.</td>
</tr>
<tr>
<td>3</td>
<td>Comments</td>
<td>Enter a comment to support your leave request.</td>
</tr>
<tr>
<td>4</td>
<td>Attachments</td>
<td>Attach the completed form.</td>
</tr>
<tr>
<td>5</td>
<td>Submit</td>
<td>Choose submit once the request is completed.</td>
</tr>
</tbody>
</table>
4.3. Completing a request

Remember

Always read the information at the top of a request. This information will outline the steps to assist with successfully submitting the request.

Step 1

Before completing the request, ensure that you understand policy information explained on the HDR website. A link is provided when you select the request.

Note

It is your responsibility to read the policy information and understand how this request may impact your study / scholarship.
Step 2
Click the link for the request form.
The form will open in a new tab in your browser. (Refer Figure 38)

![Figure 38 The form will open in a new browser window.](image)

Step 3
Download the form by choosing (download). (Refer Figure 39)

Save / Download the form **before** completing it on your computer.

Remember
Figure 39 Download the completed form.

The download dialog box will be displayed. (Refer Figure 40)

Choose Save file and navigate to where you want to save the file.

**Step 4**

Open the saved form.

Complete the form on the computer.

Save the form.

Add your student number to the file name. (eg s1234567_Leave request.pdf)

---

**Remember**

DO NOT PRINT THE FORM.
Step 5
Enter any required comments in the comment field to support your application. (Refer Figure 41)

![Figure 41 Enter any required comments.](image)

Upload the completed form as an attachment.

Choose [add attachment] (Add attachment). (Refer Figure 42)

![Figure 42 Choose Add attachment.](image)

The file attachment window will be displayed. (Refer Figure 43)
Choose **Browse** (Browse).
Navigate to and select the required file.
The selected file name will be displayed on the file attachment window.
Choose **Upload** (Upload).
The attached filename will be displayed on the request. (Refer Figure 44)

![Figure 43 File attachment window](image)

**Figure 43 File attachment window**

**4.3.1. View attached file**

Once you have attached a file, you may view the attachment to ensure the correct file is uploaded.

Choose **View**. (Refer Figure 45)
The document will open in a new tab in your browser.

![Figure 44 Attached file name displays on request.](image)

**Figure 44 Attached file name displays on request.**

![Figure 45 View the attached file](image)

**Figure 45 View the attached file**
Step 6 Submit the request

Choose **Submit**. (Submit.)
The request will be submitted and a list of all your service requests will be displayed. (Refer Figure 46)

Section 5. Tracking a request

Once you have submitted a request, you can track the status of the request online.

Navigate to myGriffith and choose My Research.
The My Research page will be displayed. (Refer Figure 47)

Choose **My service requests**. (The link for **My service requests** is located below your key milestone dates.)
The Service request summary window will be displayed. (Refer Figure 48)

### 5.1. Summary window explained

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request number</td>
<td>Quote this request number when communicating with the Higher Degree by Research Student Centre (HDRSC) in relation to your request.</td>
</tr>
<tr>
<td>2</td>
<td>Request date</td>
<td>The date you submitted the request.</td>
</tr>
<tr>
<td>3</td>
<td>Status</td>
<td>The current status of the request.</td>
</tr>
<tr>
<td>4</td>
<td>Status date</td>
<td>The date the status was updated.</td>
</tr>
<tr>
<td>5</td>
<td>Request assigned to</td>
<td>The person who is currently managing the request.</td>
</tr>
</tbody>
</table>

### 5.2. Service request status

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request submitted</td>
<td>The request has been submitted.</td>
</tr>
<tr>
<td>More information requested</td>
<td>More information is required to process the request.</td>
</tr>
<tr>
<td>More information provided</td>
<td>More information has been received.</td>
</tr>
<tr>
<td>In progress</td>
<td>The request is being processed.</td>
</tr>
<tr>
<td>Approved</td>
<td>The request is approved.</td>
</tr>
<tr>
<td>Not approved</td>
<td>The request has not been approved.</td>
</tr>
<tr>
<td>Request cancelled</td>
<td>The request has been cancelled.</td>
</tr>
</tbody>
</table>

### 5.3. View request details

To view more information about your request, add additional comments or cancel the request, click the name of the request.
The request will be displayed. (Refer Figure 50)

![Figure 50 The request window](image)

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request header</td>
<td>Details of the request including request type and current status.</td>
</tr>
<tr>
<td>2</td>
<td>Status date</td>
<td>The date the status was last updated.</td>
</tr>
<tr>
<td>3</td>
<td>Comment</td>
<td>Any comments which you have entered on the request.</td>
</tr>
<tr>
<td>4</td>
<td>By</td>
<td>The person who submitted the request.</td>
</tr>
<tr>
<td>5</td>
<td>Add comment</td>
<td>Add additional comments if required.</td>
</tr>
<tr>
<td>6</td>
<td>Update last</td>
<td>Update the last comment which you have entered on the request.</td>
</tr>
<tr>
<td>7</td>
<td>Attachment</td>
<td>List of all attachments</td>
</tr>
<tr>
<td>8</td>
<td>View</td>
<td>View attachment</td>
</tr>
<tr>
<td>9</td>
<td>Add</td>
<td>Add any additional attachments</td>
</tr>
<tr>
<td>10</td>
<td>Save</td>
<td>Save any changes made to the request.</td>
</tr>
<tr>
<td>11</td>
<td>Return to search</td>
<td>Return to the request summary window.</td>
</tr>
<tr>
<td>12</td>
<td>Cancel request</td>
<td>Cancel the request.</td>
</tr>
</tbody>
</table>
5.4. Change your request

You Can Change Details Of The Request When The Request Is First Submitted (While The Status Is Request Submitted).

Once The Request Is Processed, Contact The Higher Degree By Research Student Centre to make any changes to the submitted request.

5.4.1. Add a comment

Once you have submitted the request and while the status is Request submitted you may add additional comments to the request.

Choose add comment (Add comment). (Refer Figure 55)

![Figure 51 Choose Add comment](image)

The window will expand to display the comment box. (Refer Figure 56)
Enter the required comment.
Choose **Save** (Save).
The Service request summary window will be displayed.

### 5.4.2. Update last comment
You may update a comment while the status is *Request submitted.*
Choose **update last comment** (Update last comment).
The window will expand to display the comment box with the existing comment. (Refer Figure 54)
Edit the comment as required.
Choose **SAVE** (Save).
The Service request summary window will be displayed.
5.4.3. Cancel a request

There may be occasions where you have submitted a request and then wish to cancel it. You are able to cancel a request before it has been forwarded for approval.

5.4.3.1. Cancelling a request while the status is Request submitted

Navigate to myGriffith and choose My Research. The My Research page will be displayed. Choose My service requests. (The link for My service requests is located below your key milestone dates.)

The Service request summary window will be displayed. (Refer Figure 48Figure 12) Select the required request. Choose (Add comment). (Refer Figure 55)

The window will expand to display the comment box. (Refer Figure 56)
Enter a comment explaining why you are cancelling the request.
Choose **CANCEL REQUEST** (Cancel request).
The request will be cancelled and the Service request summary window will be displayed.
The request will have the status *Request cancelled*. (Refer Figure 58)

![Figure 58 Request cancelled](image)

If you cancel a request without adding a comment, the following error message will be displayed.

![Note](image)

### 5.4.4. Cancelling a request when the status is *In progress*

Once the request is being reviewed, you are not able to cancel the request using the process explained above.

To cancel a request, contact the Higher Degree by Research Student Centre.
Section 6. Thesis submission

A step by step guide to submitting your thesis for examination is available on the HDR Website. ([www.griffith.edu.au/higher-degrees-research/current-research-students/thesis](http://www.griffith.edu.au/higher-degrees-research/current-research-students/thesis))

6.1. Intention to submit

Twelve (12) weeks prior to your maximum submission date, you will receive an email advising that you need to complete an intention to submit request.

It is important that you register your intent to submit your thesis when you receive the 12 week reminder, to allow sufficient time for the University to organise for the thesis examination.

6.1.1. To submit intention to submit request

Navigate to myGriffith and choose My Research.

The My Research page will be displayed.

Choose My Candidate Centre. (Refer Figure 59)

The Candidate Centre will be displayed. (Refer Figure 60)

Choose Thesis Submission.
Select Intention to Submit Thesis.
The Intention to Submit Thesis request will be displayed. (Refer Figure 61)

![Intention to submit request](image)

**Figure 61 Intention to submit request**

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request header</td>
<td>Details of the request including request type and current status.</td>
</tr>
<tr>
<td>2</td>
<td>Mandatory requirements</td>
<td>Ensure that all mandatory requirements have been met.</td>
</tr>
<tr>
<td>3</td>
<td>Submission steps</td>
<td>Follow the steps to complete the form and submit the request.</td>
</tr>
</tbody>
</table>
### Completing the form

Click the link to open the *Intention to submit* form.

**DO NOT PRINT THE FORM.**

Download the form by choosing (download).

The download dialog box will be displayed.

Choose *Save file* and navigate to where you want to save the file.

**Remember**

Save / Download the form before completing it on your computer.

Open the saved form.

Complete the form on the computer.

Save the form.

Add your student number to the file name. (eg s1234567_Intention_to_submit.pdf)

**Remember**

Add your student number (eg 1234567) to the beginning of the file name.

Enter any required comments in the comment field to support your application.

Choose (Submit).

Refer to 4.3 Completing a request on page 26 for detailed instructions on how to complete a service request form.

**Note**

Has your thesis topic changed?

If your thesis topic has substantially changed, you will need to submit a *Change of Thesis Title* form.

**Remember**

You can see your thesis topic in the Candidate Centre. Refer 2.2.3 Thesis title – topic info on page 13.
6.2. Thesis submission approval

After the Intention to submit request has been approved, you are required to complete the Thesis Submission Approval Form.

6.2.1. To submit Thesis submission approval form

Navigate to myGriffith and choose My Research.
Choose My Candidate Centre.
The Candidate Centre will be displayed. (Refer Figure 62)
Choose Thesis Submission.

![Figure 62 Candidate centre](image)

Select Thesis Submission Approval.
The Thesis Submission Approval request will be displayed. (Refer Figure 64)
Figure 63 Thesis submission approval request

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request header</td>
<td>Details of the request including request type and current status.</td>
</tr>
<tr>
<td>2</td>
<td>Mandatory requirements</td>
<td>Ensure that all mandatory requirements have been met.</td>
</tr>
<tr>
<td>3</td>
<td>Submission steps</td>
<td>Follow the steps to complete the form and submit the request.</td>
</tr>
<tr>
<td>4</td>
<td>Comments</td>
<td>Enter any supporting comments.</td>
</tr>
<tr>
<td>5</td>
<td>Attachment</td>
<td>Add any attachment which may support your approval to submit application. (Optional)</td>
</tr>
<tr>
<td>6</td>
<td>Submit</td>
<td>Choose submit to submit the completed form.</td>
</tr>
</tbody>
</table>
Click the link to open the Approval to submit form.

**DO NOT PRINT THE FORM.**

Remember

Download the form by choosing (download). The download dialog box will be displayed. Choose Save file and navigate to where you want to save the file.

Remember

Save / Download the form before completing it on your computer.

Open the saved form. Complete the form on the computer. Save the form. Add your student number to the file name. (eg s1234567_Approval_to_submit.pdf)

Remember

Add your student number (eg 1234567) to the beginning of the file name. (eg. S1234567ApprovaltoSubmit.PDF)
Enter any required comments in the comment field to support your application.
Choose [Submit] (Submit).

Refer to 4.3 Completing a request on page 26 for detailed instructions on how to complete a service request form.

You will receive an email when the request has been actioned.

6.2.1.1. **Candidate Centre updated**

Once the Thesis Submission Approval has been actioned, the Candidate Centre will be updated.

Navigate to myGriffith and choose My Research.
Choose My Candidate Centre.
The Candidate Centre will be displayed.
Choose *Thesis Submission Information*. (Refer Figure 65)

![Figure 65 My Candidate Centre](image)

The checkbox *Intent to Submit Approval* will be selected and the *Intended Submission Date* will display the intended submission date which you identified.
Figure 66 Thesis submission information

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Header</td>
<td>Identifies your name and student ID. Evaluation status will be blank as the thesis examination has not yet commenced.</td>
</tr>
<tr>
<td>3</td>
<td>Status: Upload thesis for examination</td>
<td>The approval to submit thesis has been approved and the thesis is able to be uploaded.</td>
</tr>
<tr>
<td>4</td>
<td>Effective date</td>
<td>The date that the approval to submit thesis was actioned.</td>
</tr>
<tr>
<td>5</td>
<td>Intended submission date</td>
<td>The date identified on the approval to submit thesis form to submit the thesis.</td>
</tr>
<tr>
<td>6</td>
<td>Actual submission date</td>
<td>When the thesis is submitted, the submission date will be displayed.</td>
</tr>
<tr>
<td>7</td>
<td>Intent to submit approval</td>
<td>Checkbox indicates that the approval to submit thesis has been approved.</td>
</tr>
<tr>
<td>8</td>
<td>Attachments</td>
<td>View any attachment which was submitted during the thesis submission process. Your final thesis, once submitted online, will be visible in the attachments</td>
</tr>
<tr>
<td>9</td>
<td>Return</td>
<td>Close the Thesis Details window and return to the Candidate Centre.</td>
</tr>
</tbody>
</table>
6.3. Submitting the thesis

When you are ready to submit your thesis, Navigate to myGriffith and choose My Research. Choose My Candidate Centre. The Candidate Centre will be displayed. Choose Thesis Submission. (Refer Figure 67) Choose Upload Thesis. The Upload Thesis form will be displayed.

![Figure 67 My Candidate Centre](image)

![Figure 68 Upload thesis window](image)
Number | Name | Description
--- | --- | ---
1 | Instructions | Scroll through the instructions to understand the process to submit the thesis.
2 | Details declared correct checkbox | Select the checkbox to confirm that all entered details are correct.
3 | Thesis title | Enter the long **AND** short thesis title in the text box. The short thesis title will be read at graduation.
4 | Add attachment | Add the thesis. Your thesis should be saved as a PDF. Each file must be less than 15MB.
5 | Submit | Once the form is completed and you have attached the thesis, choose Submit.

**Hint**
Your thesis must be submitted as a PDF. Free PDF software is available on the internet.

**Note**
If your thesis is larger than 15MB, you may submit your thesis on a CD/DVD or USB data disk at the HDR Student Centre.

### 6.3.1. Confirm submission
You can confirm that the thesis was successfully uploaded.
Navigate to myGriffith and choose My Research.
Choose My Candidate Centre.
The Candidate Centre will be displayed.
Choose **Thesis Submission Information**. (Refer Figure 68)
The status will be **Thesis uploaded successfully**.
6.4. Tracking your thesis examination

You can track the status of the thesis examination through the Thesis Submission Information in My Candidate Centre.

Navigate to myGriffith and choose My Research. Choose My Candidate Centre. The Candidate Centre will be displayed. Choose Thesis Submission Information. (Refer Figure 68) The status will be updated.
Figure 70 Thesis status identifies the progress of thesis examination.

### 6.4.1. Thesis status

<table>
<thead>
<tr>
<th>Thesis status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload thesis for examination</td>
<td>Thesis submission approval form submitted and approved.</td>
</tr>
<tr>
<td>Upload revised thesis</td>
<td>Thesis to be revised and resubmitted.</td>
</tr>
<tr>
<td>Upload final version of thesis</td>
<td>Final version of thesis to be submitted.</td>
</tr>
<tr>
<td>Thesis uploaded successfully</td>
<td>Candidate has successfully uploaded the thesis.</td>
</tr>
<tr>
<td>Thesis submission confirmed</td>
<td>The receipt of the uploaded thesis has been confirmed by the HDR Student Centre.</td>
</tr>
<tr>
<td>Thesis examination in progress</td>
<td>Thesis sent to examiners.</td>
</tr>
<tr>
<td>Thesis examination complete</td>
<td>Examination of thesis completed.</td>
</tr>
<tr>
<td>Pending decision of appeal</td>
<td>Awaiting decision of appeal.</td>
</tr>
</tbody>
</table>