

Applying for leave and submitting online service requests

HDR candidate

Last modified: 01/10/2015
Version 1

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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)

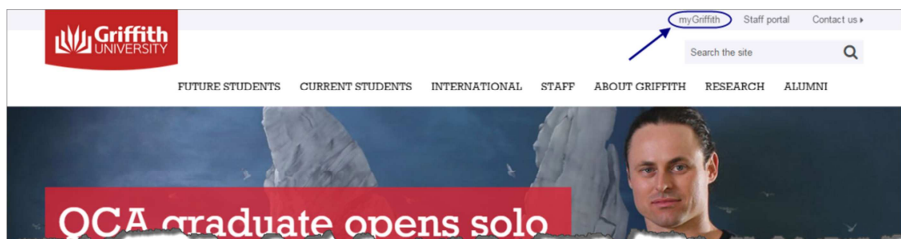


Figure 1 Choose myGriffith from the Griffith home page

myGriffith window will be displayed.(Refer Figure 10)

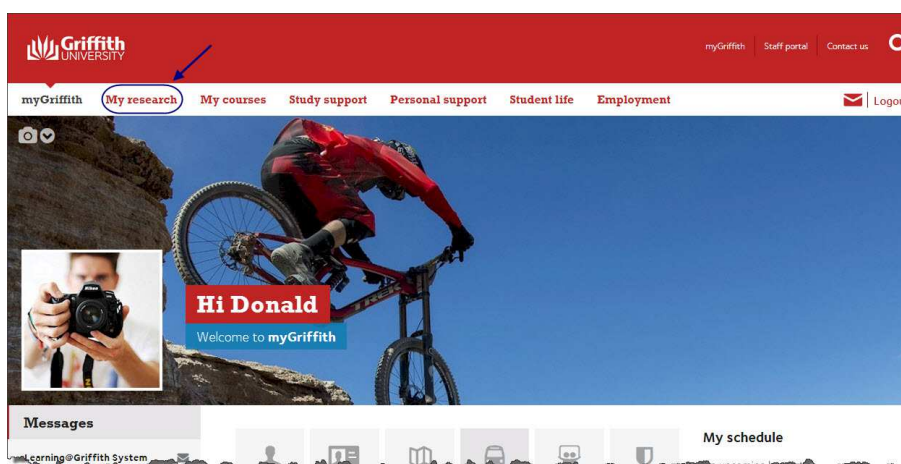


Figure 2 Choose My Research from myGriffith home page

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)

Griffith University myGriffith Staff portal Contact us

myGriffith **My research** My courses Study support Personal support Student life Employment Logout

Candidature information Research ethics Thesis HDR Induction program HDR workshops HDR graduation Research support Research forms Research policies and guidelines

home > myGriffith > My research

My research

Timeline: December 2015 (Confirmation of Candidature required -), December 2016 (Min submission - 30/8/2017)

I want to ...

- Register for induction
- Go to Learning@Griffith
- View my ethics application
- Print via WiFi
- Speak to a research methodologist
- Apply for leave
- Get help with EndNote
- Go to library website
- Connect with Griffith researchers
- Explore Griffith Research online
- Access the Research Storage Service
- Get eResearch support
- Apply for a Research Grant

Contacts

Associate Supervisor

Assoc Prof Clara Clark
c.clark@griffith.edu.au

Principal Supervisor

Dr Walt Disney
w.disney@griffith.edu.au

View All

Library

South Bank - Queensland College of Art
(07) 3735 5555
Email: library@griffith.edu.au
[Ask the Library](#)
Grey Street Studios (S03)
Information Services

Library

South Bank - Queensland Conservatorium
(07) 3735 5555
Email: library@griffith.edu.au
[Ask the Library](#)
Grey Street Studios (S03)
Information Services

Higher Degree Research Student Centre

General enquiries
Freecall 1800 303 603
Or: (07) 3735 3817

M Visual Arts: Visual Arts and Crafts

Academic organisation: Queensland College of Art
Academic load: Full time
Commenced: 2/3/2015

Research topic: Memory and the Precious Personal Object

My key dates

- Confirmation date: 2/3/2016
- Early candidature milestone: 2/3/2015
- Mid candidature milestone: 2/3/2015
- Minimum submission date: 30/8/2017
- Maximum submission date: 29/2/2020

Events

- 21 June 10am - 11am S01 2.13 Managing your reading and note taking
- 24 June 9am - 10am NS3 1.51 Writing reports
- 3 July 2pm - 3pm S06 4.14 Writing reports

My Candidate Centre My service requests My leave summary My milestones My scholarship

Candidature information

Variations to candidature, resolving problems with candidature and research practice.

Research ethics

View ethics guidelines, use the Research Ethics Scope Checker and view status of your ethics submission.

Thesis

Thesis submission and status, examiner results and rules and policies regarding your thesis.

My Ethics application

My thesis

HDR Induction program

Compulsory program for all commencing Higher Degree Research candidates to complete in their first 6 months of candidature.

HDR workshops

Training programs and other resources to help you through your research degree.

HDR graduation

Graduation information, register for graduation and guide to graduating.

Research support

Library, research methodologist, research statistician, academic integrity, IT support and more.

Research forms

Appoint/change supervisor, change thesis topic, leave application and more HDR forms.

Research policies and guidelines

Standards of academic conduct, research ethics, code of practice for supervision and more.

Figure 3 My research page



My research page is only visible to students who are Higher Degree by Research candidates.

Number	Name	Description
1	Level 2 page links	Links to My research level 2 pages
2	Lifecycle	Your candidature lifecycle with milestones is mapped at the top of the page. Use the left and right arrows to scroll through the lifecycle.
3	I want to...	Links to websites which you may require during your candidature.
4	Candidate information	Key candidate information including thesis topic and milestone dates are displayed.
5	Events	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.
6	Candidate centre links	Links to candidate centre, service request summary, leave summary, milestones and scholarship information.
7	Navigation tiles	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.
8	Contacts	Includes contact details for your principal and associate supervisors.
9	Administration contacts	Contact details for the library and the Higher Degree by Research Student Centre.

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.

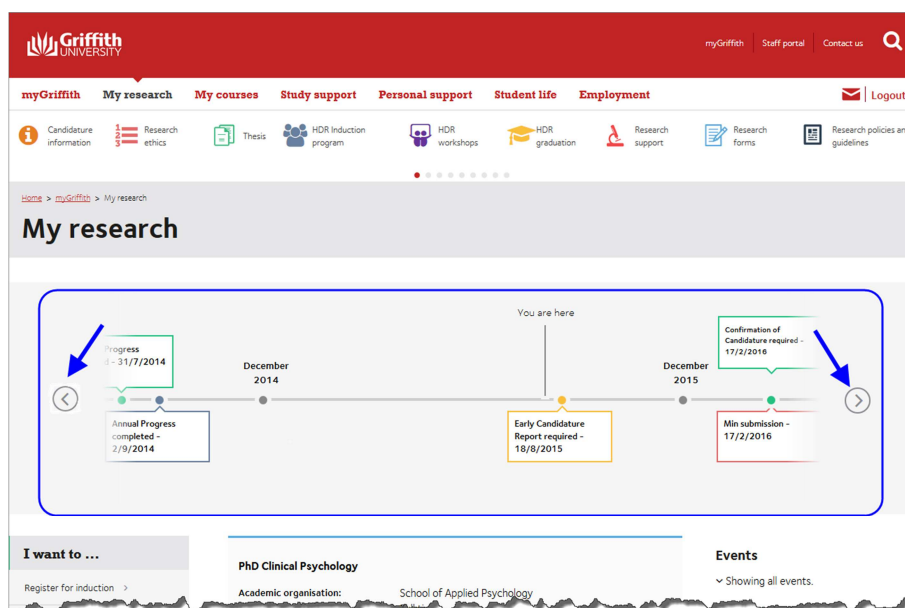


Figure 4 Candidature lifecycle

1.4. Candidate information

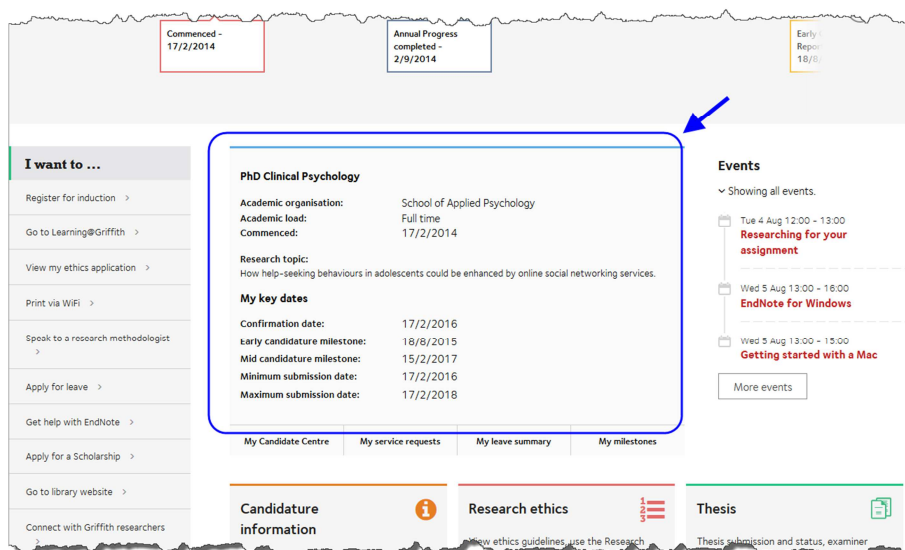


Figure 5 Candidate information

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

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



If you need to change any of the information which is displayed, submit a service request via My Candidate Centre.

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).

Select the required campus from the drop-down list.

Events for the selected campuses will be displayed. (Refer Figure 6)

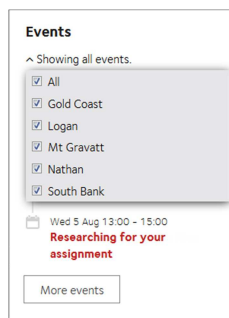


Figure 6 Filter the events

1.5.2. View more events

To see more events,

Choose (More events).

The more events window will be displayed. (Refer Figure 7)

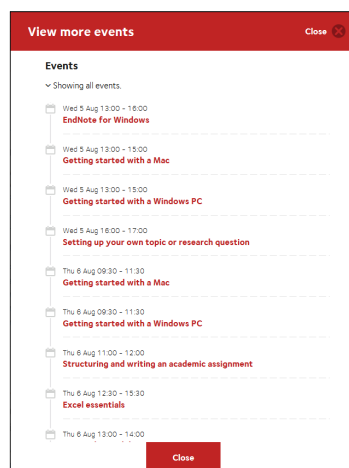


Figure 7 More events window

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.

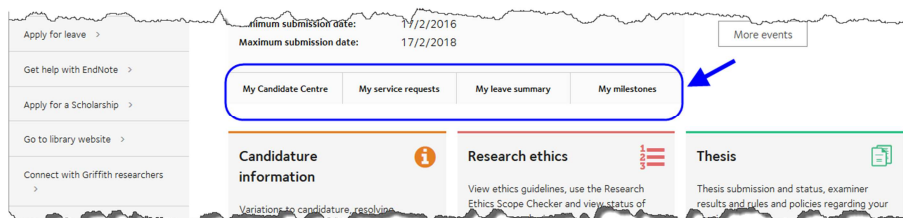


Figure 8 Candidate centre links

Link	Description
My candidate centre	Displays information about your supervisors, thesis tile and additional requirements. Submit service requests to apply for leave and change candidature details.
My service requests	Summary of all submitted service requests.
My leave summary	Summary of all leave applications.
My milestones	Summary of milestones.

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)

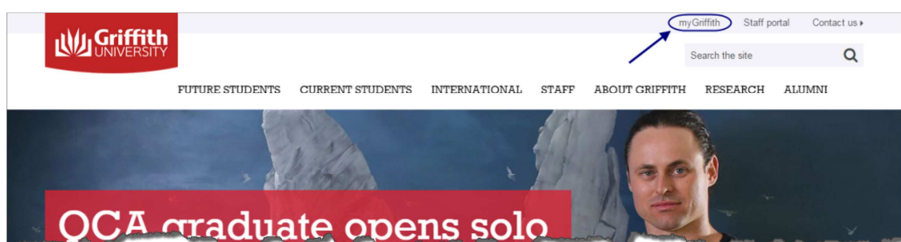


Figure 9 Choose myGriffith from the Griffith home page

myGriffith window will be displayed.(Refer Figure 10)

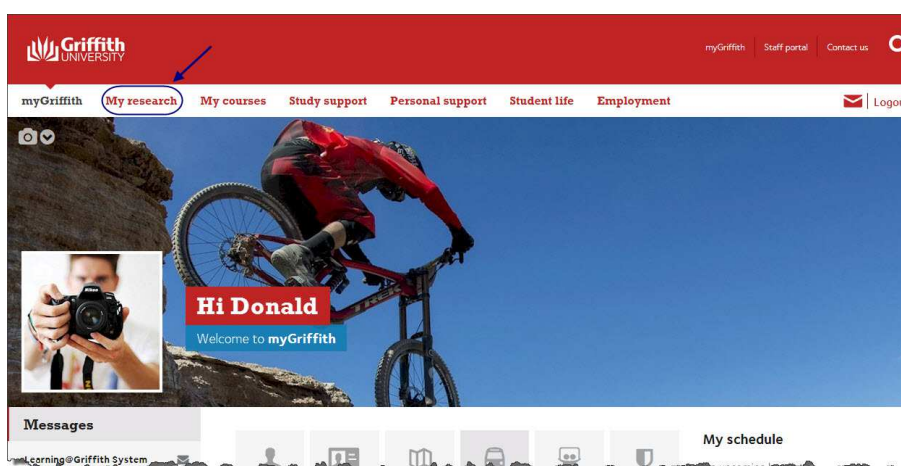


Figure 10 Choose My Research from myGriffith home page

Choose My Research. (Refer Figure 11)

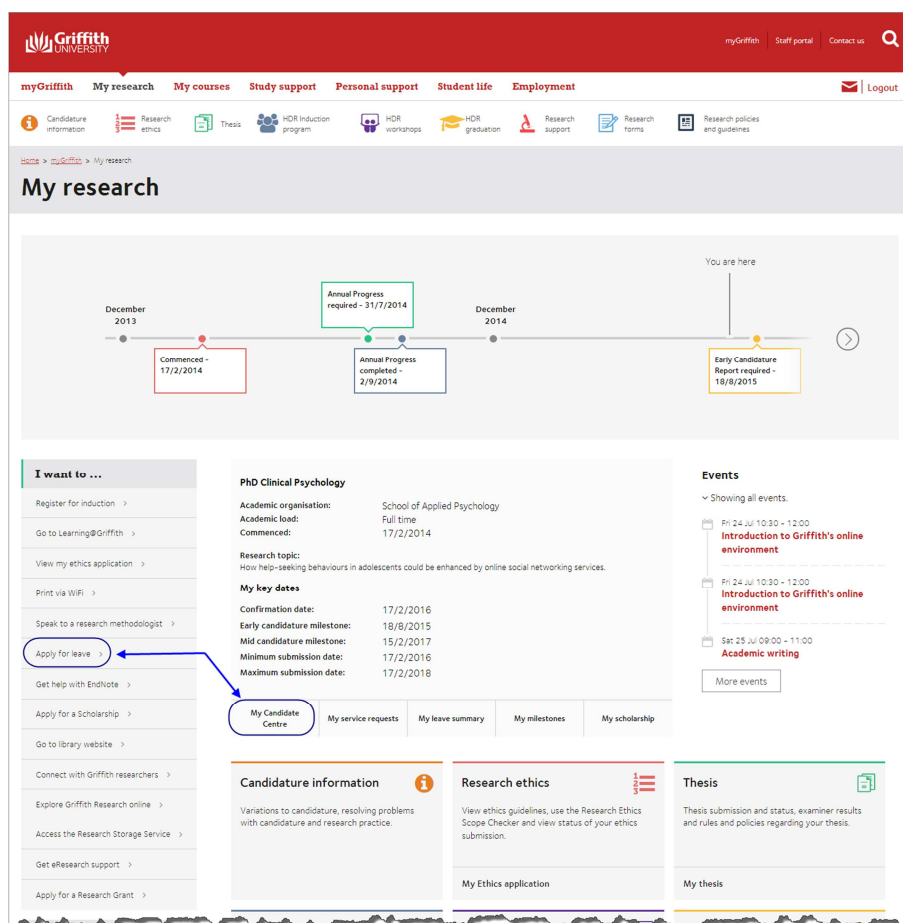


Figure 11 My research page

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)

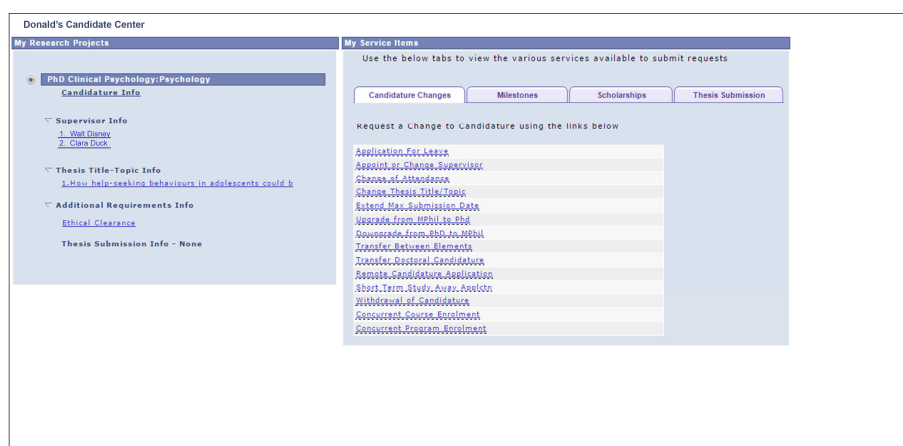


Figure 12 My candidate centre

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.

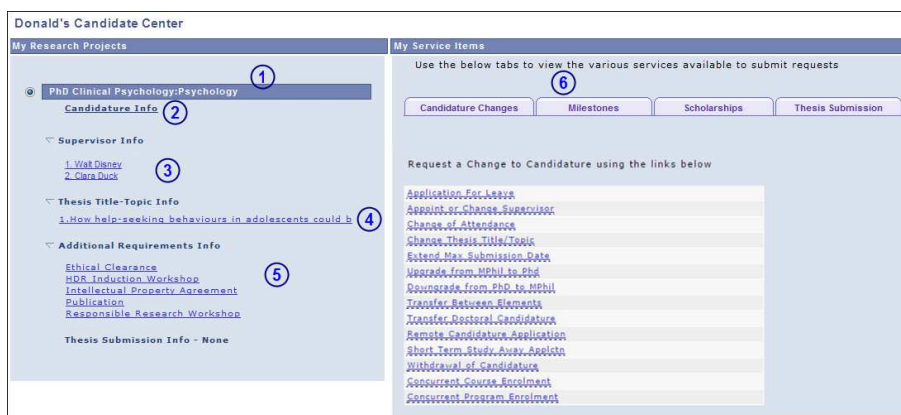


Figure 13 Candidate centre

Number	Name	Description
1	Program	Program in which you are enrolled.
2	Candidate information	Link to candidate details.
3	Supervisor information	Link to supervisor details.
4	Thesis title	Approved thesis title.
5	Additional requirements	Links to details for all addition requirements.
6	My Service Requests	Select the required heading to create a service request.

2.2.1. Candidate info

Choosing Candidate Info displays the *Consumption /Submission Details* window. (Refer Figure 14)

Choose [Return](#) (Return) to return to the Candidate Centre.

The screenshot shows a web application window titled 'Candidate Center'. The main heading is 'Consumption/Submission Details'. Below this, the candidate's name 'Donald Duck' is displayed next to their 'Candidate Number: 000000011629' and 'ID: 1234567'. A horizontal line separates this header from the details section. The details section lists the following information: 'Begin Date: 17/02/2014', 'Consumption Load: Full Time', 'Total Days: 1461.00', 'Days Remaining: 1461.00', 'Min Submission Date: 17/02/2016', and 'Max Submission Date: 17/02/2018'. Below the details is a table with the heading 'Attached File' and columns 'Description' and 'View'. The table is currently empty. A 'Return' button is located at the bottom left of the window.

Attached File	Description	View
---------------	-------------	------

Figure 14 Consumption / Submission details window

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 (eg principal, associate),
- Supervision percentage,
- Supervisor's academic organisation.

The screenshot shows a web application window titled 'Candidate Center'. The main heading is 'Supervisor Details'. Below this, the supervisor's name 'Donald Duck' is displayed next to their 'Candidate Number: 000000011629' and 'ID: 1234567'. A horizontal line separates this header from the details section. The details section lists the following information: 'Supervisor Role: Principal Supervisor', 'Primary Admin Supervisor: Y', 'Supervision Percentage: 80.00', and 'Academic Organisation: School of Applied Psychology'. Below the details is a table with the heading 'Attachments' and columns 'Attached File', 'Description', and 'View'. The table is currently empty. A 'Return' button is located at the bottom left of the window.

Attached File	Description	View
---------------	-------------	------

Figure 15 Supervisor details window

**Note**

If the supervisor information is incorrect, please complete an *Appoint or Change Supervisor* service request.

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.

Candidate Center

Research Topic Details

Donald Duck

Candidate Number: 000000011629

ID: 1234567

Topic Description:

How help-seeking behaviours in adolescents could be enhanced by online social networking services.

Attachments

Attached File	Description	View
		View

[Return](#)

Figure 16 Research topic details window

**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.

Candidate Center

Assignment Details

Donald Duck **Candidate Number:** 000000011629
ID: 1234567

Assignment Type: Ethical Clearance
Completion Date:
Status: Required
Status Date: 02/10/2014

Attachments

Attached File	Description	View
		View

[Return](#)

Figure 17 Example of an Additional requirements information window

2.2.5. My service items

Donald's Candidate Center

My Research Projects

- PhD Clinical Psychology: Psychology
 - Candidature Info
 - Supervisor Info
 - 1. [Visit Donny](#)
 - 2. [Clara Duck](#)
 - Thesis Title-Topic Info
 - 1. [How help-seeking behaviours in adolescents could b](#)
 - Additional Requirements Info
 - [Ethical Clearance](#)
 - Thesis Submission Info - None

My Service Items

Use the below tabs to view the various services available to submit requests

[Candidature Changes](#) [Milestones](#) [Scholarships](#) [Thesis Submission](#)

Request a Change to Candidature using the links below

- [Application for Leave](#)
- [Request to Change Supervisor](#)
- [Change of Attendance](#)
- [Change Thesis Title/Topic](#)
- [Request to Submit Late](#)
- [Request to Withdraw from PhD](#)
- [Request to Withdraw from PhD to MPhil](#)
- [Transfer Between Elements](#)
- [Transfer Between Candidature](#)
- [Request Candidature Application](#)
- [Short Term Study Leave Application](#)
- [Withdrawal of Candidature](#)
- [Concurrent Service Enrolment](#)
- [Concurrent Program Enrolment](#)

Figure 18 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.



Note

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)



Figure 19 Select *Application for leave*

Choose *Application for leave*.

The application for leave form will be displayed. (Refer Figure 20)

Donald Duck
My Request Detail

Griffith University

Request Category: Changes to Candidature
Type: Leave Application
Subtype: None

Request Date: 08/10/2015
Status: Request Submitted

Before completing this form, please consult the [HDR website](#) for information on taking leave from candidature.

If applying for leave of absence or special leave of absence provide an explanation of the circumstances leading to your request and attach any relevant documentation.

Leave of absence and special leave of absence will be granted to international students only in exceptional compassionate circumstances. All leave periods of six weeks or more must be approved by an International Student Advisor.

If you are on scholarship, please also consider your conditions of award. As a scholarship holder, you will be liable for any overpayments if a leave request has been submitted late.

Leave Request

*Leave Code: Recreation Leave
Leave Balance: 20.000

*From Date: 08/10/2015
*To Date: 08/24/2015
Absence Duration Days: 15

☐ I have read the Scholarship Policy and impact of my leave request on my scholarship payment.

Enter Comment Below

File Attachments

Attached File	Description	View	Add Attachment
		View	add attachment

SUBMIT **CANCEL**

Figure 20 Leave request form

3.2. Leave form explained

Number	Name	Description
1	Request header	The request header identifies the requested category, date and status.
2	HDR website link	The HDR website provides further information regarding leave. Please consult this website before completing the leave application.
3	Information	Important information about the requested leave.
4	Leave code	Select the required leave from the drop-down list.

Number	Name	Description
5	Leave balance	The available leave allowance for the selected leave type.
6	From/to date	Enter the required leave dates
7	Absence duration days	Once the leave dates have been entered, the total days of the requested absence will be displayed.
8	Checkbox	(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. (
9	Comments	Enter a comment to support your leave request.
10	Attachments	Attach any required documentation to support your leave request.
11	Submit	Choose submit once the leave request is completed.

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](#).

Donald Duck
My Request Detail

Griffith University
Request Category: Changes to Candidature
Type: Leave Application
Subtype: None
Request Date: 08/10/2015
Status: Request Submitted

Before completing this form, please consult the [HDR website](#) for information on taking leave from candidature.

If applying for leave of absence or special leave of absence provide an explanation of the circumstances leading to your request and attach any relevant documentation.

Leave of absence and special leave of absence will be granted to international students only in exceptional compassionate circumstances. All leave periods of six weeks or more must be approved by an International Student Advisor.

If you are on scholarship, please also consider your conditions of award. As a scholarship holder, you will be liable for any overpayments if a leave request has been submitted late.

Leave Request

*Leave Code: Recreation Leave
 Leave Balance: 20,000

Figure 21 Important information regarding applying for leave

Select the required leave from the Leave Code drop-down list. (Refer Figure 22)

must be approved by an International Student Advisor.

If you are on scholarship, please also consider your conditions of award. As a scholarship holder, you will be liable for any overpayments if a leave request has been submitted late.

Leave Request

*Leave Code: Adoption Leave
Extended Leave of Absence
Leave of Absence
Maternity Leave
Paternity Leave
Readmission
Recreation Leave
Sick Leave
Special Leave

*From Date:

*To Date:

Absence Duration:

☐ I have read the Scholarship Policy and impact of my leave request on my scholarship payment.

Leave Balance:

Enter Comment Below

Figure 22 Select the required leave from the drop-down list

Once the leave type is selected, the leave balance is displayed. (Refer Figure 23)

If you are on scholarship, please also consider your conditions of award. As a scholarship holder, you will be liable for any overpayments if a leave request has been submitted late.

Leave Request

*Leave Code: Recreation Leave

*From Date: 08/10/2015 31

*To Date:

Absence Duration Days:

☐ I have read the Scholarship Policy and impact of my leave request on my scholarship payment.

Leave Balance: 20.000

Figure 23 Leave balance is displayed

Select the required start date for the leave.

Choose 31 (Calendar icon).

A calendar will be displayed. (Refer Figure 24)

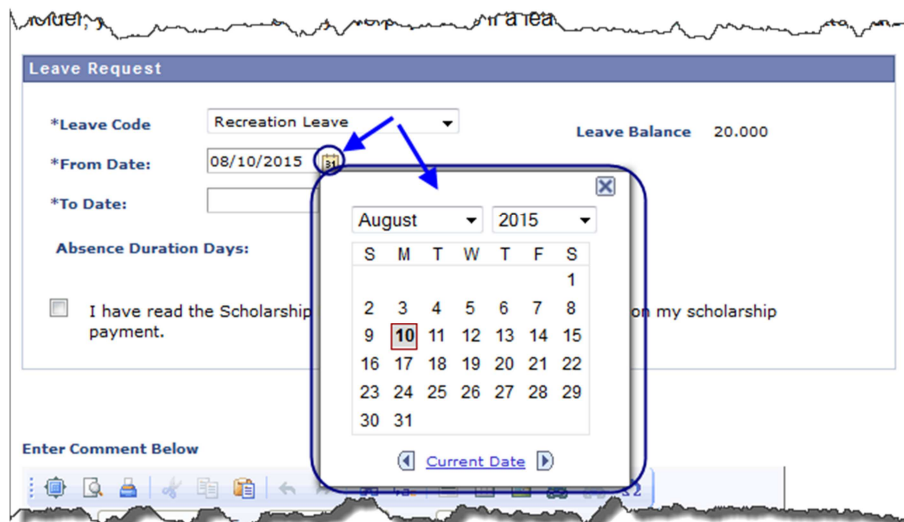


Figure 24 Select the leave date from the calendar

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

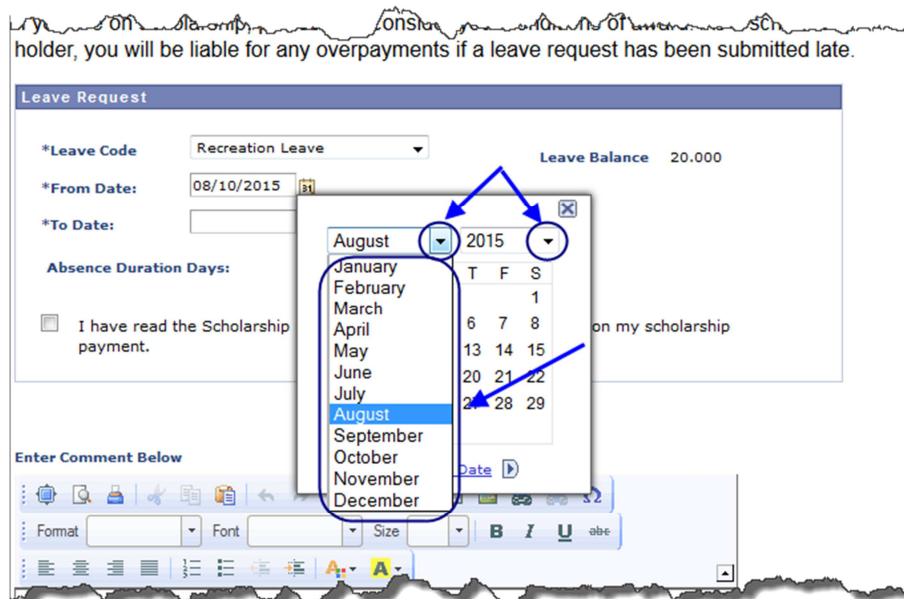


Figure 25 Select the required month

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)

Leave of absence and special leave or absence will be granted to international students only in exceptional compassionate circumstances. All leave periods of six weeks or more must be approved by an International Student Advisor.

If you are on scholarship, please also consider your conditions of award. As a scholarship holder, you will be liable for any overpayments if a leave request has been submitted late.

Leave Request

*Leave Code: Recreation Leave

*From Date: 08/10/2015

*To Date: 08/24/2015

Absence Duration Days: 15

Leave Balance: 20.000

☐ I have read the Scholarship Policy and impact of my leave request on my scholarship payment.

Enter Comment Below

Figure 26 Check the absence duration is not greater than the leave balance



Note

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)

*Leave Code: Recreation Leave

Leave Balance: 20.000

*From Date: 08/10/2015

*To Date: 08/24/2015

Absence Duration Days: 15

☐ I have read the Scholarship Policy and impact of my leave request on my scholarship payment.

Figure 27 Checkbox confirms that the Scholarship policy has been read.

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

Figure 28 Enter any comments in the comment box

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)

Request Number	Request Type	Request Date	Status	Status Date	Request Assigned To
4	Leave Application	08/10/2015	Request Submitted	08/10/2015	Walt Disney

Figure 29 Service request summary window

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.)

Leave type	Required documentation
Leave of absence	Provide reason for request in the comment box.
Special leave of absence	Provide reason for request in the comment box.
Sick leave	Attach medical certificate for more than 10 continuous working days.
Maternity leave	Attach medical certificate including expected date of confinement.
Paternity leave	Attach medical certificate including expected date of confinement or date of adoption.
Adoption leave	Attach evidence of adoption.

3.3.2. How to add an attachment

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

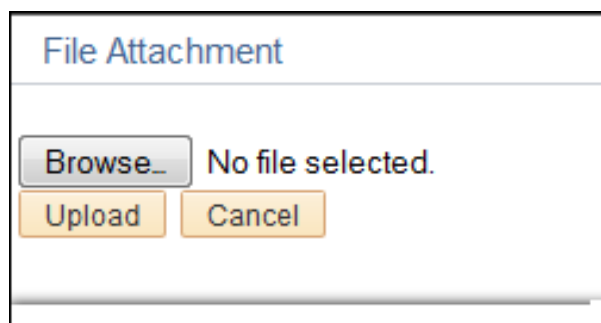


Figure 30 File attachment window

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)

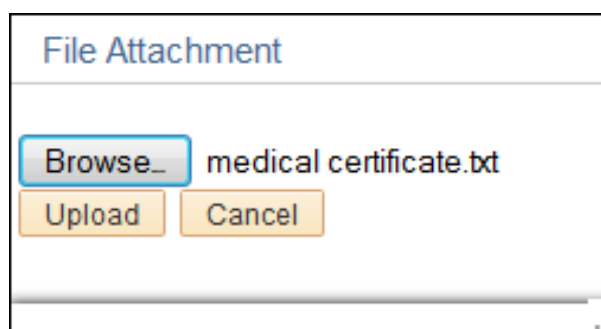


Figure 31 File name displays on file attachment window.

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.

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)

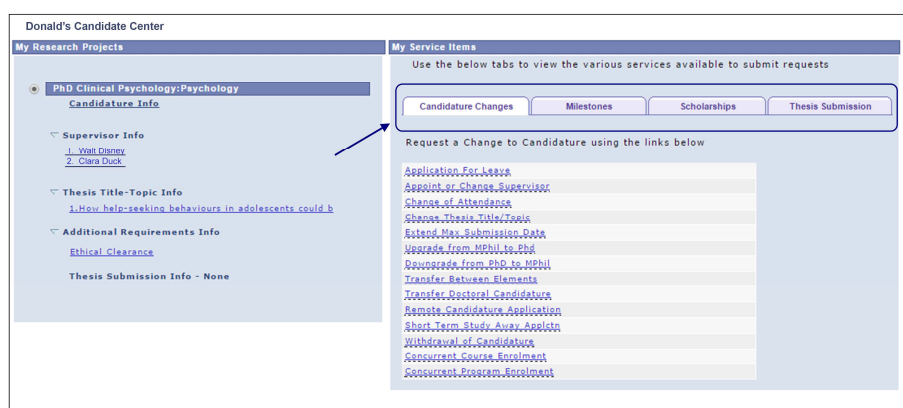


Figure 34 Select the required tab

A list of requests for the selected category will be displayed. (Refer Figure 35)



Figure 35 List of related requests display for each category.

Select the required request.

The request window will open. (Refer Figure 36)

Donald Duck
My Request Detail

Griffith University
Request Category: Milestones
Type: Extension to Confirmation Due Date
Subtype: None
Request Date: 10/01/2015
Status: Request Pending

To submit this request:

1. Refer to the [HDR website](#)
2. Click the link to open the form. (Please note, the form will open in a new tab.)
3. Save the form to your computer before completing.
4. Complete the form online. DO NOT PRINT.
5. Save the completed form. Add your "s" number to the file name.
6. Upload the completed form as an attachment.

Ensure you have checked the confirmation of candidature due date on your Griffith Portal. Where a major change in the direction of the research has occurred or in exceptional circumstances, the Dean (Research) may approve an extension to the confirmation of candidature due date of up to six months FTE for a Doctoral candidate and three months FTE for a Masters Degree (Research) candidate. Extensions beyond this period require approval from the Dean, Griffith Graduate Research School and will not normally be granted, unless the circumstances are exceptional.

Enter Comment Below

File Attachments

Attached File	Description	View	Add Attachment
		View	add attachment

SUBMIT CANCEL

Figure 36 A request window




Note

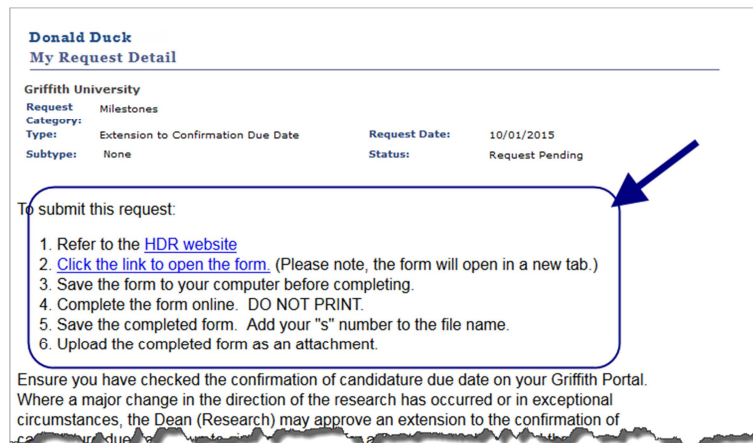
Each request window may differ slightly.

4.2. Request window explained

Number	Name	Description
1	Request header	The request header identifies the requested category, date and status.
2	Instructions	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.
3	Comments	Enter a comment to support your leave request.
4	Attachments	Attach the completed form.
5	Submit	Choose submit once the request is completed.

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.



Donald Duck
My Request Detail

Griffith University

Request Category:	Milestones	Request Date:	10/01/2015
Type:	Extension to Confirmation Due Date	Status:	Request Pending
Subtype:	None		

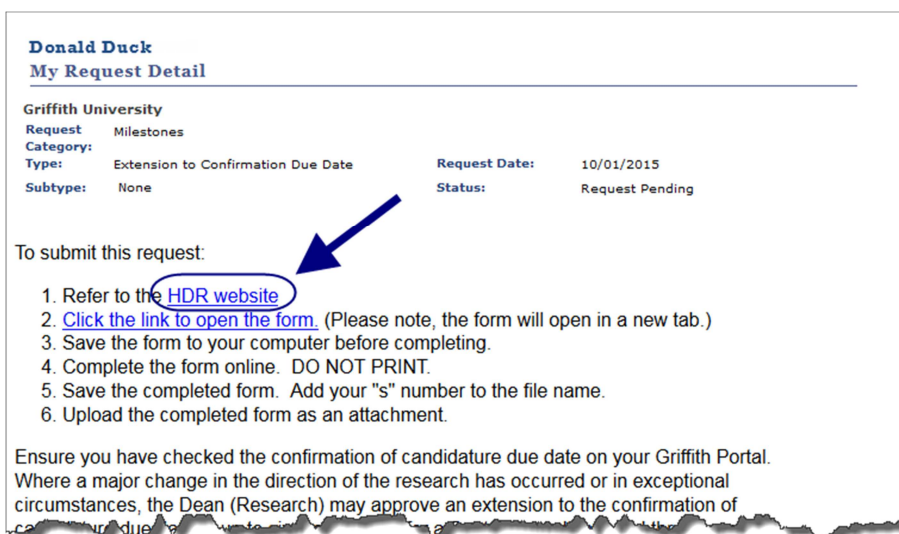
To submit this request:

1. Refer to the [HDR website](#)
2. [Click the link to open the form](#). (Please note, the form will open in a new tab.)
3. Save the form to your computer before completing.
4. Complete the form online. DO NOT PRINT.
5. Save the completed form. Add your "s" number to the file name.
6. Upload the completed form as an attachment.

Ensure you have checked the confirmation of candidature due date on your Griffith Portal. Where a major change in the direction of the research has occurred or in exceptional circumstances, the Dean (Research) may approve an extension to the confirmation of candidature due date.

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.



Donald Duck
My Request Detail

Griffith University


Request Category:	Milestones	Request Date:	10/01/2015
Type:	Extension to Confirmation Due Date	Status:	Request Pending
Subtype:	None		

To submit this request:

1. Refer to the [HDR website](#)
2. [Click the link to open the form](#). (Please note, the form will open in a new tab.)
3. Save the form to your computer before completing.
4. Complete the form online. DO NOT PRINT.
5. Save the completed form. Add your "s" number to the file name.
6. Upload the completed form as an attachment.

Ensure you have checked the confirmation of candidature due date on your Griffith Portal. Where a major change in the direction of the research has occurred or in exceptional circumstances, the Dean (Research) may approve an extension to the confirmation of candidature due date.

Figure 37 Read the policy information before submitting 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)

Candidate Center x GRIFFITH UNIVERSITY GOL... x

Page: 1 of 1 Automatic Zoom

Griffith UNIVERSITY

HIGHER DEGREE RESEARCH – CHANGE OF RESEARCH TITLE / CHANGE OF RESEARCH TOPIC

DO NOT PRINT THIS FORM. Please complete the form electronically and attach to a Service Request. Service requests can be raised through myGriffith / my Research / My Candidate Centre. Paper copies of this form will not be accepted.

PART 1		CANDIDATE DETAILS	CANDIDATE TO COMPLETE
ID:		First Name:	Family Name:

PART 2		TITLE CHANGES	CANDIDATE TO COMPLETE
Proposed thesis title:			

Yes	No	Does this represent a major change in the direction for your research and require a topic change? (If 'Yes', complete Part 3)
-----	----	---

PART 3		TOPIC CHANGES (MAJOR CHANGE ONLY)	CANDIDATE TO COMPLETE
Yes	I have attached a revised research proposal and a statement explaining the circumstances leading to this request (this is a mandatory requirement for all major topic changes).		
Yes	No	Will this topic change require a variation to your ethical clearance?	

Figure 38 The form will open in a new browser window.

Step 3

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



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

Candidate Center

GRIFFITH UNIVERSITY GOL...

Page: 1 of 1

Automatic Zoom

Griffith UNIVERSITY

HIGHER DEGREE RESEARCH – CHANGE OF RESEARCH TITLE / CHANGE OF RESEARCH TOPIC

DO NOT PRINT THIS FORM. Please complete the form electronically and attach to a Service Request. Service requests can be raised through myGriffith / my Research / My Candidate Centre. Paper copies of this form will not be accepted.

PART 1	CANDIDATE DETAILS	CANDIDATE TO COMPLETE
ID:	First Name:	Family Name:

PART 2	TITLE CHANGES	CANDIDATE TO COMPLETE
Proposed thesis title:		

PART 3	TOPIC CHANGES (MAJOR CHANGE ONLY)	CANDIDATE TO COMPLETE
Yes	No	Does this represent a major change in the direction for your research and require a topic change? (If 'Yes', complete Part 3)
Yes	I have attached a revised research proposal and a statement explaining the circumstances leading to this request (this is a mandatory requirement for all major topic changes).	
Yes	Will this topic change require a variation to your ethical clearance?	

Figure 39 Download the completed form.

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

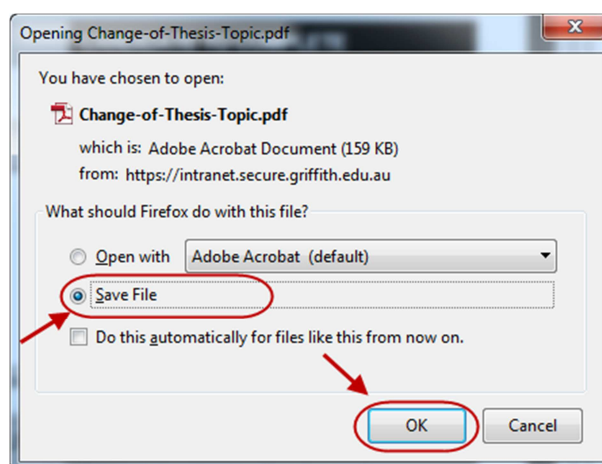


Figure 40 Download dialog box.

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)

a statement explaining the circumstances leading to this request

If this is a major change and you also require changes to supervision, please submit a separate Appoint/Change of Supervisor form.

Enter Comment Below

Format Normal Font Size B I U abc

Enter any additional information to support your request|

▼ File Attachments Personalise Find 1 of 1 Last

Attachments Audit

Attached File	Description	View	Add Attachment
		View	add attachment

SUBMIT CANCEL

Figure 41 Enter any required comments.

Upload the completed form as an attachment.

Choose **add attachment** (Add attachment). (Refer Figure 42)

a statement explaining the circumstances leading to this request

If this is a major change and you also require changes to supervision, please submit a separate Appoint/Change of Supervisor form.

Enter Comment Below

Format Normal Font Size B I U abc

Enter any additional information to support your request|

▼ File Attachments Personalise Find 1 of 1 Last

Attachments Audit

Attached File	Description	View	Add Attachment
		View	add attachment

SUBMIT CANCEL

Figure 42 Choose Add attachment.

The file attachment window will be displayed. (Refer Figure 43)

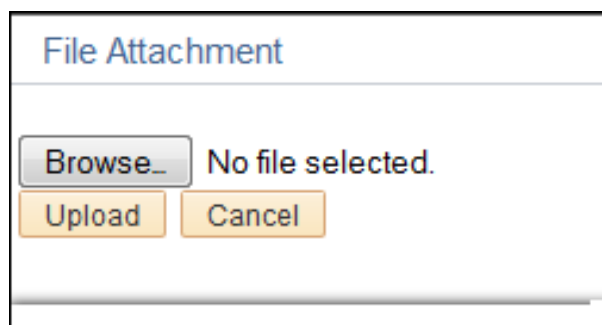


Figure 43 File attachment window

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)

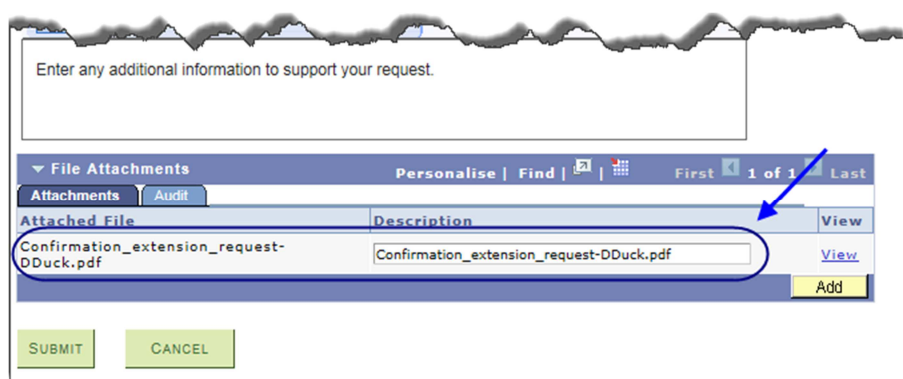


Figure 44 Attached file name displays on request.

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.

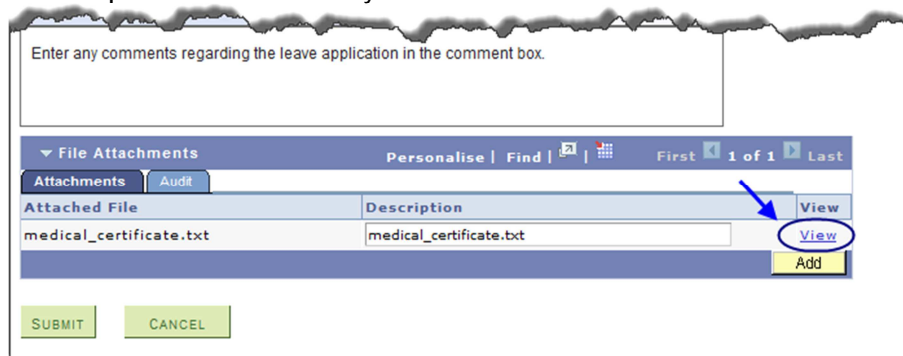


Figure 45 View the attached file

**Hint**

You can save the form and return to it later if required.

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)

Donald Duck
My Service Requests

Request Number	Request Type	Request Date	Status	Personalise	Find	View All	Status Date	Request Assigned To
4	Extension to Confirmation Due Date	13/08/2015	Request Submitted				13/08/2015	Bill Boothroyd
2	Mid Candidature Milestone	11/08/2015	Approved				20/05/2013	Hector Barbossa
1	Early Candidature Milestone	11/08/2015	Approved				30/09/2012	Walt Disney

Figure 46 Service request summary window

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)

I want to ...

- Register for induction >
- Go to Learning@Griffith >
- View my ethics application >
- Print via WiFi >
- Speak to a research methodologist >
- Apply for leave >
- Get help with Endnote >
- Apply for a Scholarship >
- Go to library website >
- Connect with Griffith researchers >
- Explore Griffith Research online >
- Access the Research Storage

PhD Clinical Psychology

Academic organisation: School of Applied Psychology
Academic load: Full time
Commenced: 17/2/2014

Research topics: How help-seeking behaviours in adolescents could be enhanced by online social networking services.

My key dates

Confirmation date:	17/2/2016
Early candidature milestone:	18/8/2015
Mid candidature milestone:	15/2/2017
Minimum submission date:	17/2/2016
Maximum submission date:	15/2/2018

My Candidate Centre **My service requests** My leave summary My milestones My scholarship

Candidature information
Variations to candidature, resolving problems with candidature and research practice.

Research ethics
View ethics guidelines, use the Research Ethics Scope Checker and view status of your ethics submission.

Thesis
Thesis submission and status, examiner results and rules and policies regarding your thesis.

Events
Showing all events.
Sat 25 Jul 09:00 - 11:00: Academic writing
Mon 27 Jul 09:00 - 15:30: NA, GGRS, HDR, Welcome and Induction and Responsible Research
Mon 27 Jul 09:30 - 11:30: Getting started with a Mac
More events

Figure 47 My Research page

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)

Request Number	Request Type	Request Date	Status	Status Date	Request Assigned To
4	Extension to Confirmation Due Date	13/08/2015	Request Submitted	13/08/2015	Bill Boothrap
2	Mid Candidature Milestone	28/07/2015	In progress	01/09/2015	HDRSC
1	Early Candidature Milestone	16/09/2012	Approved	30/09/2012	Walt Disney

Figure 48 Service request summary window

5.1. Summary window explained

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

5.2. Service request status

Status	Explanation
Request submitted	The request has been submitted.
More information requested	More information is required to process the request.
More information provided	More information has been received.
In progress	The request is being processed.
Approved	The request is approved.
Not approved	The request has not been approved.
Request cancelled	The request has been cancelled.

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.

Request Number	Request Type	Request Date	Status	Status Date	Request Assigned To
4	Extension to Confirmation Due Date	13/08/2015	Request Submitted	13/08/2015	Bill Boothrap
2	Mid Candidature Milestone	11/08/2015	Approved	20/05/2013	Hector Barbosa
1	Early Candidature Milestone	11/08/2015	Approved	30/09/2012	Walt Disney

Figure 49 Select the request title

The request will be displayed. (Refer Figure 50)

Donald Duck
My Request Detail

Griffith University

Request: Milestones **Request Number:** 4 (1)
Category: **Request Date:** 13/08/2015
Type: Extension to Confirmation Due Date **Status:** Request Submitted
Subtype: None

Status Date	Comment	By
13/08/2015 (2)	Comments entered when you submitted the request. (3)	Donald Duck (4)

add comment (5) **update last comment** (6)

▼ **File Attachments** Personalise | Find | First 1 of 1 Last

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf (7)	Confirmation_extension_request-DDuck.pdf	View (8)

Add (9)

SAVE (10) **RETURN TO SEARCH** (11) **CANCEL REQUEST** (12)

Figure 50 The request window

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

5.4. Change your request



Note

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)

Donald Duck
My Request Detail

Griffith University

Request Milestones	Request Number: 4
Category:	
Type: Extension to Confirmation Due Date	Request Date: 13/08/2015
Subtype: None	Status: Request Submitted

Status	Date	Comment	By
	13/08/2015	Comments entered when you submitted the request.	Donald Duck

add comment **update last comment**

▼ File Attachments Personalise | Find | First 1 of 1 Last

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf	Confirmation_extension_request-DDuck.pdf	View

SAVE **RETURN TO SEARCH** **CANCEL REQUEST**

Figure 51 Choose Add comment

The window will expand to display the comment box. (Refer Figure 56)

Donald Duck
My Request Detail

Griffith University

Request: Milestones **Request Number:** 16
Category: **Request Date:** 08/14/2015
Type: Extension to Confirmation Due Date **Status:** Request Submitted
Subtype: None

Status Date	Comment	By
08/14/2015		Donald Duck

[add comment](#) [update last comment](#)

Enter Comment Below

Format: [dropdown] Font: [dropdown] Size: [dropdown] **B** **I** **U** **abc**

File Attachments: Personalise | Find | [icon] | [icon] | First 1 of 1 Last

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf	Confirmation_extension_request-DDuck.pdf	View

[Add](#)

[SAVE](#) [RETURN TO SEARCH](#) [CANCEL REQUEST](#)

Figure 52 Enter a reason for cancelling the request.

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*.

Donald Duck
My Request Detail

Griffith University

Request: Milestones Request Number: 4

Category: Type: Extension to Confirmation Due Date Request Date: 13/08/2015

Subtype: None Status: Request Submitted

Status Date	Comment	By
13/08/2015	Comments entered when you submitted the request.	Donald Duck

add comment update last comment

File Attachments Personalise Find First 1 of 1 Last

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf	Confirmation_extension_request-DDuck.pdf	View

SAVE RETURN TO SEARCH CANCEL REQUEST

Figure 53 Update a comment

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.

Donald Duck
My Request Detail

Griffith University

Request: Milestones Request Number: 16

Category: Type: Extension to Confirmation Due Date Request Date: 08/14/2015

Subtype: None Status: Request Submitted

Status Date	Comment	By
08/14/2015		Donald Duck

add comment update last comment

Enter Comment Below

This is a comment.

File Attachments Personalise Find First 1 of 1 Last

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf	Confirmation_extension_request-DDuck.pdf	View

SAVE RETURN TO SEARCH CANCEL REQUEST

Figure 54 Editing the last comment

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** (Add comment). (Refer Figure 55)

Donald Duck
My Request Detail

Griffith University

Request: Milestones Request Number: 4

Category: Type: Extension to Confirmation Due Date Request Date: 13/08/2015

Subtype: None Status: Request Submitted

Status Date	Comment	By
13/08/2015	Comments entered when you submitted the request.	Donald Duck

add comment **update last comment**

File Attachments Personalise | Find | First 1 of 1 Last

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf	Confirmation_extension_request-DDuck.pdf	View

Add

SAVE **RETURN TO SEARCH** **CANCEL REQUEST**

Figure 55 Choose Add comment

The window will expand to display the comment box. (Refer Figure 56)

Donald Duck
My Request Detail

Griffith University

Request Category: Milestones Request Number: 16
Type: Extension to Confirmation Due Date Request Date: 08/14/2015
Subtype: None Status: Request Submitted

Status	Date	Comment	By
	08/14/2015		Donald Duck

[add comment](#) [update last comment](#)

Enter Comment Below

Format: [dropdown] Font: [dropdown] Size: [dropdown] **B** *I* U [dropdown]

File Attachments

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf	Confirmation_extension_request-DDuck.pdf	View

[SAVE](#) [RETURN TO SEARCH](#) [CANCEL REQUEST](#)

Figure 56 Enter a reason for cancelling the request.

Enter a comment explaining why you are cancelling the request.

Donald Duck
My Request Detail

Griffith University

Request Category: Milestones Request Number: 16
Type: Extension to Confirmation Due Date Request Date: 08/14/2015
Subtype: None Status: Request Submitted

Status	Date	Comment	By
	08/14/2015		Donald Duck

[add comment](#) [update last comment](#)

Enter Comment Below

Format: [dropdown] Font: [dropdown] Size: [dropdown] **B** *I* U [dropdown]

Change of circumstances mean that this request is no longer required.

File Attachments

Attached File	Description	View
Confirmation_extension_request-DDuck.pdf	Confirmation_extension_request-DDuck.pdf	View

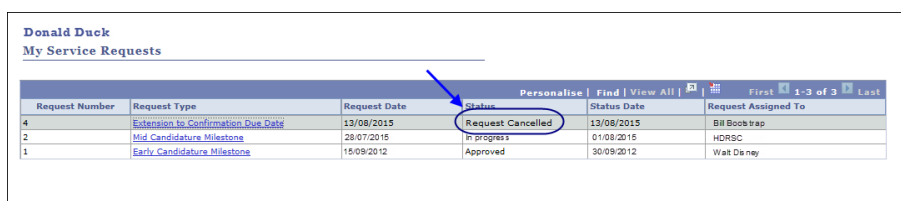
[SAVE](#) [RETURN TO SEARCH](#) [CANCEL REQUEST](#)

Figure 57 Choose Cancel 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)



Request Number	Request Type	Request Date	Status	Status Date	Request Assigned To
4	Extension to Confirmation Due Date	13/08/2015	Request Cancelled	13/08/2015	BR Bootstrap
2	Mid Candidature Milestone	28/07/2015	In progress	01/08/2015	HDRC
1	Early Candidature Milestone	15/09/2012	Approved	30/09/2012	Walt Disney

Figure 58 Request cancelled

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



Note

Message

Please add new comment with reason to cancel the request. (30987,339)

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)

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)

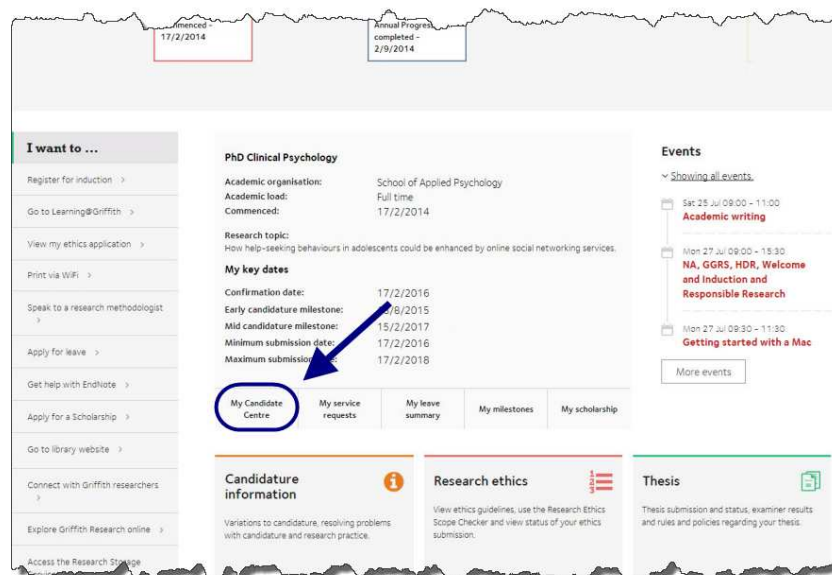


Figure 59 Choose My Candidate Centre

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



Figure 60 Candidate centre

Select Intention to Submit Thesis.

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

Donald Duck
My Request Detail

Griffith University
Request: Thesis Submission
Category: Notice of Intention to Submit Thesis
Type: Notice of Intention to Submit Thesis
Subtype: None
Request Date: 01/10/2015
Status: Request Pending

IMPORTANT - YOU CANNOT SUBMIT THIS REQUEST IF ANY OF THE BELOW ARE OUTSTANDING:

- Confirmation and other candidature milestones
- Mandatory coursework (if part of your program)
- If doing a Phd and started after 1 January 2011, at least one publication published during your candidature
- Financial liabilities against your university record
- Maximum submission date has passed. (If so, you will need to request an extension to your maximum submission date - consult the HDR website)

To submit this request:

- Refer to the [HDR website](#)
- Click the link to open the form. (Please note, the form will open in a new tab.)
- Save the form to your computer before completing.
- Complete the form online. DO NOT PRINT.
- Save the completed form. Add your "s" number to the file name.
- Upload the completed form as an attachment.

Upon submitting your Notice of Intention to Submit Thesis form, please contact the Dean (Research) of the academic group to which you are aligned (email details as below) to make an appointment regarding the submission of your thesis.

- Arts, Education & Law - ael-dean-research@griffith.edu.au
- Griffith Business School - GBS-HDR-DeanR@griffith.edu.au
- Griffith Health - health-dean-research@griffith.edu.au
- Griffith Sciences - gsc-dean-research@griffith.edu.au

Please refer to the Office to the Deputy Director (PG & Research), QCA or QCGU at the South Bank campus for advice on locating and booking exhibition/performance space for studio research.

Enter Comment Below

File Attachments

Attached File	Description	View	Add Attachment
		View	add attachment

SUBMIT CANCEL

Figure 61 Intention to submit request

Number	Name	Description
1	Request header	Details of the request including request type and current status.
2	Mandatory requirements	Ensure that all mandatory requirements have been met.
3	Submission steps	Follow the steps to complete the form and submit the request.

Number	Name	Description
4	Comments	Enter any supporting comments.
5	Attachment	Add any attachment which may support your intention to submit. (Optional)
6	Submit	Choose submit to submit the completed form.


6.1.1.1. Completing the form

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



Remember

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

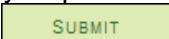
Save / Download the form **before** completing it on your computer.

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).



Note

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



Remember

Has your thesis topic changed?

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

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

**Need more time?**

If you need additional time before submitting your thesis, complete an *Extend Maximum Submission Date* form.

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

Select Thesis Submission Approval.

The Thesis Submission Approval request will be displayed. (Refer Figure 64)

Donald Duck
My Request Detail

Griffith University

Request: Thesis Submission

Category:

Type: Thesis Submission Approval Form **1**

Subtype: None

Request Date: 01/10/2015

Status: Request Pending

IMPORTANT - YOU CANNOT SUBMIT THIS REQUEST IF ANY OF THE BELOW ARE OUTSTANDING:

- Confirmation and other candidature milestones **2**
- Mandatory coursework (if part of your program)
- If doing a Phd and started after 1 January 2011, at least one publication published during your candidature
- Financial liabilities against your university record
- Maximum submission date has passed. (If so, you will need to request an extension to your maximum submission date - consult the HDR website)

Your thesis will not proceed to examination if it does not include a signed [statement of originality](#).

To submit this request: **3**

1. Refer to the [HDR website](#)
2. [Click the link to open the form](#). (Please note, the form will open in a new tab.)
3. Save the form to your computer before completing.
4. Complete the form online. DO NOT PRINT.
5. Save the completed form. Add your "s" number to the file name.
6. Upload the completed form as an attachment.

All Principal Supervisors must sign off on your thesis submission. Principal supervisors internal to Griffith University will review this request electronically. However, if you have an external principal supervisor (external to Griffith University) you must obtain and submit their signed recommendation with this request.

Enter Comment Below

4

File Attachments Personalise | Find | First 1 of 1 Last

Attachments Audit



Attached File	Description	View	Add Attachment
		View	add attachment

6 **5**

SUBMIT **CANCEL**

Figure 63 Thesis submission approval request

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

HIGHER DEGREE RESEARCH- THESIS SUBMISSION APPROVAL

DO NOT PRINT THIS FORM. Please complete the form electronically and attach to a Service Request. Service requests can be raised through myGriffith / my Research / My Candidate Centre. Paper copies of this form will not be accepted.

PART 1		APPLICANT DETAILS	CANDIDATE TO COMPLETE
ID:		First Name:	Family Name:

PART 2a		DETAILS OF REQUEST	CANDIDATE TO COMPLETE
Yes	No	Does the thesis/research contain confidential or sensitive material that may require the examiners to sign a deed of confidentiality?	
Yes	No	Does the title page conform exactly to the thesis preparation guidelines?	
Yes	No	Have you checked each copy of the thesis for missing pages, tables etc., or incorrect copying?	
Yes	No	Does the written research meet the word length requirement approved by the Dean, Griffith Graduate Research School, not including appendices? (Less than or equal to: 100,000 words- PhD; 50,000 words-EdD or MPhil; 20,000-DVA – not including appendices)	
Yes	No	Was ethical clearance required and granted for the research? If YES, reference to the approval must appear at an appropriate place in the thesis.	
Yes	No	Are you submitting the thesis prior to the minimum submission date determined for your candidature?	
Yes	No	Are you currently in receipt of a scholarship? If YES, check your scholarship 'Conditions of Award' for any entitlement to claim assistance with production costs associated with the submission for examination.	
Yes		I advise that I have discussed the issue of plagiarism with my principal supervisor and declare that no part of this thesis has been plagiarised.	

PART 2b		(DVA only) DETAILS OF REQUEST	CANDIDATE TO COMPLETE
		I confirm that the exhibition of my studio research will commence on / / (insert date)	

PART 2c		EMBARGO OPTIONS	CANDIDATE TO COMPLETE
Option 1		I agree that the research (paper or digital) may be freely available both for inspection and for copying after the expiration of the embargo period.	
		I wish to waive the automatic embargo allowing immediate availability of my research (paper or digital) both for	


Figure 64 Thesis Submission Approval form

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



Remember

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.

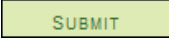
Open the saved form.
Complete the form on the computer.
Save the form.
Add your student number to the file name. (eg s1234567_Approval_to_submit.pdf)



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).



Note

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)

The screenshot shows the 'Donald's Candidate Center' interface. On the left, under 'My Research Projects', the 'Doctor of Musical Arts:Music' section is expanded, showing 'Supervisor Information' and 'Thesis Title-Topic Information'. The 'Thesis Submission Information' link is highlighted with a red circle and a red arrow. On the right, the 'Online Forms' section has tabs for 'Candidature Changes', 'Milestones', 'Scholarships', and 'Thesis Submission'. Below the tabs, there are links for 'Intention to Submit Thesis', 'Thesis Submission Approval', and 'Upload Thesis'.

Figure 65 My Candidate Centre

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

Candidate Center

Thesis Details

Donald Duck **1** Evaluation Status: Candidate Number: 000000021246
ID: 1234567

Thesis Title: Quacks and flaps: Re-engaging disaffected ducks through swamp drama. **2**

Status: Upload Thesis for Examination **3**

Effective Date: 14/08/2015 **4**

Intended Submission Date: 28/08/2015 **5**

Actual Submission Date: **6**

☒ Intent to Submit Approval **7**

Attachments

Attached File	Description	View
		View 8

[Return](#) **9**

Figure 66 Thesis submission information

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

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

Thesis Details

Upload Thesis

Donald Duck Candidate Number: 000000020176

Instructions: Griffith University Congratulates you for submitting your thesis for examination. 1

Please ensure you have read the [Thesis Submission](#) instructions and the [Formatting Guidelines](#) on the [HDR website](#) before uploading your thesis.

Once you have understood all the requirements for the submission of your thesis, you must upload your thesis file (ensuring it is in PDF file format). By selecting the "Details Declared Correct" checkbox you agree that all the requirements for the thesis submission have been met.

NOTE: If your thesis file is greater than 15Mb, you will not be able to upload the file. You will need to submit your electronic thesis file on a USB or disc to the HDR Student Centre. For more information [contact HDRSC](#).

Please enter your thesis title and provide a shortened thesis title, which can be read at graduation, within the space below. The shortened thesis title should NOT be a 5 word summary, but a shortened version of the title that the audience can understand.

If your thesis examination is completed and you are submitting your finalised thesis for the library, please also download, complete and attach the [Depositing Final Thesis Checklist](#) form.

Please read the Exam Information Sheet, "You have submitted your thesis for examination. What happens now?" so you have an insight into the timeframe of the examination.

After submitting your thesis, check the Thesis Submission Info link on the Candidate Centre to confirm the submission has been successful.

You can track the progress of your thesis examination via the Thesis Submission tile on the My Research portal.

2 ☐ Details Declared Correct

Enter Thesis Title:

3

File Attachments Personalise Find 1 of 1 Last

Attachments	Audit
Attached File	View Add Attachment
View	4 Add attachment

5 SUBMIT CANCEL

Figure 68 Upload thesis window

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*.

Candidate Center

Thesis Details

Donald Duck Evaluation Status: Candidate Number: 000000021246
ID: 1234567

Thesis Title: Quacks and flaps: Re-engaging disaffected ducks through swamp drama.

Status: Thesis Uploaded Successfully

Effective Date: 09/15/2015

Intended Submission Date: 09/18/2015

Actual Submission Date:

☒ Intent to Submit Approval

Attached File	Description	View
s1234567-My_thesis.pdf	s1234567-My_thesis.pdf	View

[Return](#)

Figure 69 Thesis details confirm 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.

Candidate Center

Thesis Details

Donald Duck **Evaluation Status:** **Candidate Number:** 000000021246
ID: 1234567

Thesis Title: Quacks and flaps: Re-engaging disaffected ducks through swamp drama.

Status: Thesis Submission Confirmed

Effective Date: 09/15/2015

Intended Submission Date: 09/18/2015

Actual Submission Date: 09/18/2015

☒ Intent to Submit Approval

Attached File	Description	View
s1234567-My_thesis.pdf	s1234567-My_thesis.pdf	View

[Return](#)

Figure 70 Thesis status identifies the progress of thesis examination.

6.4.1. Thesis status

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