

## Lodging final archival – HDR Candidate Guide

### What, why, when?

This document provides step by step guidance on lodging the final archival version of a thesis/dissertation to the School of Graduate Research via the Candidate Centre in Enrolment Online (EOL). Candidates need to lodge an archival copy of their final thesis/dissertation to complete the program and become eligible for graduation.

Please refer to the [HDR Policy](#) for further information on lodging the final archival.

### Who?

HDR Candidates who are ready to lodge their final archival.

### Before you begin

You will need to have:

- Received a passing classification at examination/re-examination.
- Made any required amendments to your thesis/dissertation and recorded these in a separate PDF.
- Gained approval from your primary senior supervisor/school to lodge your archival.
- Ensured your thesis/dissertation follows the [HDR formatting guidelines](#).
- Saved you files as PDFs with the following naming convention; candidate ID\_Family Name\_First initial of given name - contents (e.g. s1234567\_Bloggs\_J\_Thesis)

### Obtaining supervisory/school delegated authority Approval

You will need to liaise with your supervisory team to request them to approve that your work is ready for final archival and that any required amendments have been made. Your primary senior supervisor will give their approval in the online system (i.e. not a paper-based form). Once they have done this, the delegated authority for your school will be notified that their approval is required.

Please contact the SGR Examinations Team for information relating to approvals.

### Amendments/response to examiners

You will need to provide a separate PDF which details any amendments you have made in response to examiner comments, including editorial changes. If you received a C1 (passed) and have decided not to make any changes you should provide acknowledgement of the examiner reports and confirmation that no changes have been made.

### Open Access and Embargo

Following archival, theses/dissertations will be made publicly available for open access via the RMIT Research Repository. Unless candidates have an approved embargo, in which case the archival will be withheld from open access for the agreed period.

If you require an embargo on your final archival copy and have not yet applied to the SGR Examinations Team, you will need to do this urgently. Please see the section [applying for an Embargo/Confidentiality agreement](#) for further information.

### Copyright/Privacy

If your final archival contains any copyrighted material which needs to be removed, then you will need to upload two copies of your thesis/dissertation. One with the images removed to uploaded to the Research Repository for Open Access and a full version, containing all images/material which will be kept on file.

### Lodging your archival

When you are ready to lodge your final archival sign in to EOL and from the Candidate Centre go to the **Submission and Lodgement** tab.

Once you have been given supervisor and school approval to lodge your final archival, a new archival row will appear in the submission/lodgement grid on the submission and lodgement page.

**NOTE:** If the archival row is not visible – this means that your primary senior supervisor and/or delegated authority have not yet given their approval in the system – please ask your supervisor, school or the SGR Examination Team for assistance.

### EOL – Candidate Centre – Submission and Lodgement

**Archival lodgement eligibility**

To lodge your archival thesis/dissertation you must have met the following requirements:

- received a passing examination classification (i.e. C1, C2 or Pass) for your thesis/dissertation,
- obtained approval from your Primary supervisor ( **Joe Jones** ) and School to lodge your archival thesis/dissertation.

If you are considering lodging your archival thesis/dissertation without Primary Supervisor and/or School approval or require an extension to lodge your archival thesis/dissertation, please contact the School of Graduate Research (SGR) Examinations Team.

SGR Examinations Team  
 Email: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
 Tel: 03 9925 8356

Submission Nbr	Type	Title	
3	Archival	Emotional Desire	New
2	Re-examination	Emotional Desire	Approved
1	Examination	Emotional Desire	Approved

To begin your archival lodgement, click on the **New** button. Once you have started a submission this status will change to **Draft**.

**NOTE:** Previous submissions will only appear if they were submitted through the candidate centre (submissions received via the old system, Equella, will not appear here). The re-submission row will only appear if you underwent a re-examination and submitted via the candidate centre.

### Page 1 – Archival Lodgement requirements

This page provides details of lodgement requirements for archival. Please confirm you have read and understand all requirements and that your archival copy and additional documents align with the specified formatting requirements.

Submission 3 > Requirements

### Archival lodgement requirements

For archival lodgement you will need to upload at least two documents:

1. your thesis/dissertation and,
2. [list of thesis/dissertation amendments](#) in response to the examiner's comments.

The thesis/dissertation must contain the following, in the order outlined below:

- a RMIT branded cover page on the first page, as detailed in the Formatting section of [Submitting for examination](#);
- a declaration by the candidate, as detailed in the Formatting section of [Submitting for examination](#);
- acknowledgements, if any;
- a table of the contents and, where applicable, lists of diagrams, tables, images, etc., contained therein;
- a summary (abstract) of the research in no more than 1,000 words;
- the main text of the thesis/dissertation;
- and a list of references conforming to a recognised international standard appropriate to the discipline.

The thesis/dissertation shall be in English and must contain clearly readable font (no smaller than ten point). Figures, tables, images, etc. must carry a number, a caption and be placed as close to the relevant text as possible. Usually they should be either immediately after or opposite the text.

The pages of the thesis/dissertation from the (a) title page to (d) table of contents must be numbered in Roman numerals, then commencing with the first page of the (e) summary (abstract) Arabic numerals must be used.

**Please note that it is compulsory for all HDR candidates to upload their archival thesis/dissertation to the [RMIT Research Repository](#). Unless you have an approved [embargo](#), your work will then be made publicly available in the repository.**

**It is important that you check your thesis/dissertation for any material that is subject to copyright (i.e. images, diagrams, maps and other previously published material).** If your archival contains any material subject to copyright and you do not have permission to publish it publicly, please upload two versions of your thesis/dissertation:

1. a complete version for long term preservation by the university (with copyrighted material)
2. a second version prepared for open access availability via the Research Repository.

In the second version, all copyrighted works (where copyright is not owned by you or where permission was not obtained from the copyright owner for open access availability) need to be removed.

**Materials that may risk/breach the privacy of yourself (as the author), your subjects' and anyone else mentioned in your archival (e.g. home addresses, student numbers, signatures, personal phone numbers or email addresses) must also be removed.**

For more information please refer to [RMIT's copyright guide](#), or contact [RMIT's Copyright Officer](#). You can also speak to your [Liaison Librarian](#) if you have any questions in regard to privacy or copyrighted material.

Your list of [thesis/dissertation amendments](#) should state how you have revised your thesis/dissertation in response to the examiner's comments and the page reference where these revisions were made. If no amendments are required, please upload a document reflecting this.

If you have any questions, please contact the SGR Examinations Team.

SGR Examinations Team  
Email: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
Tel: 03 9925 8356

I have read and abided by RMIT's archival lodgement requirements.

Previous Cancel Save Next

Candidate Summary Submission And Lodgement

Click 'Next' to proceed to the next page.

**Note:** each page will autosave when you click on 'Previous', 'Next' or 'Cancel'.

### Page 2 – Archival upload

This page is where you will provide information relating to your archival and upload files. Any files which form a part of your final archival should be uploaded here.

My student record

## Candidate Centre

Candidate summary Submission and lodgement

Submission 3 > Requirements > Archival Lodgement

\* What does your archival lodgement consist of?

Thesis/dissertation

Media files (e.g. film, music)

Other, please specify (below)

SGR Examinations Team  
E: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
T: 03 9925 8356

### Archival upload

Please upload your archival thesis/dissertation and list of amendments as PDF files, as well as any other files required for your archival lodgement.

If your thesis/dissertation contains copyrighted material, please upload two versions (one complete version for long term preservation and another for open access without the copyrighted material). For more information please refer to the [Archival Lodgement Requirements](#) page.

Please ensure your files are named according to the following format:

*Family name\_description\_of\_file\_contents*

e.g. *Bloggs\_thesis\_preservation*  
*Bloggs\_thesis\_openaccess*  
*Bloggs\_amendments*

Attached File	Last Update Date/Time
+ Add file	

When uploading individual files that exceed 400 MB, you may experience difficulties as this page times out after 10 minutes. If this occurs please contact the SGR Examinations Team to arrange for the file(s) to be received by alternative means.

### File Upload

You need to upload a PDF of your final archival thesis/dissertation and a separate PDF which details any amendments/your response to examiner comments. Please make sure that your thesis/dissertation abides by the formatting requirements as previously detailed.

## Quick Reference Guide – HDR Archival Lodgement

Please use the naming convention – student ID\_Family name\_First initial of given name\_contents (e.g. s1234567\_Bloggs\_J\_Thesis).

### Archival upload

Please upload your archival thesis/dissertation and list of amendments as PDF files, as well as any other files required for your archival lodgement.

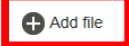
If your thesis/dissertation contains copyrighted material, please upload two versions (one complete version for long term preservation and another for open access without the copyrighted material). For more information please refer to the [Archival Lodgement Requirements](#) page.

Please ensure your files are named according to the following format:

*Family name\_description\_of\_file\_contents*

e.g. *Bloggs\_thesis\_preservation*  
*Bloggs\_thesis\_openaccess*  
*Bloggs\_amendments*

Description	Attached File	Last Update Date/Time
Student upload 1	CR003320_-_Testamur_Issue_-_SU P1.DOC <a href="#">View</a>	26/11/2018 4:21:40PM
Staff 2	Student_xed30Jun1.pdf_PaginationIssueFi <a href="#">View</a>	26/11/2018 4:26:42PM



When uploading individual files that exceed 400 MB, you may experience difficulties as this page times out after 10 minutes.

If this occurs please contact the SGR Examinations Team to arrange for the file(s) to be received by alternative means.

To add a new file, click on **'Add file'**, then **'browse'** to locate the file and then **'open'** to upload. You can amend the file description and view the files after they have been uploaded.

**Note:** If your file is larger than 400 MB you may have difficulty uploading, if this happens please contact the SGR Examinations Team who will guide you in how to transfer your files via an alternative method.

### Abstract

Please copy the abstract from your thesis/dissertation, it should be no more than 1000 words and should summarise your research. Your abstract will appear with your record on the Research Repository.

\* Please enter your abstract

### Alternative Email

Once you have completed the program your student email will be disabled. Please provide an alternative email address where you may be contacted.

\* Please provide an alternative email address

Email type	* Email address
Personal	Joe.Bloggs@gmail.com <input type="button" value="Update"/>

### Keywords

Please provide at least 5 keywords which will be used for searching in the Research Repository. You can add and remove key words by clicking **'Add keywords'** and the **'minus'** button respectively.

\* Please enter 5 keywords or more

Keyword
1 <input type="text"/>
<input type="button" value="+ Add keyword"/>





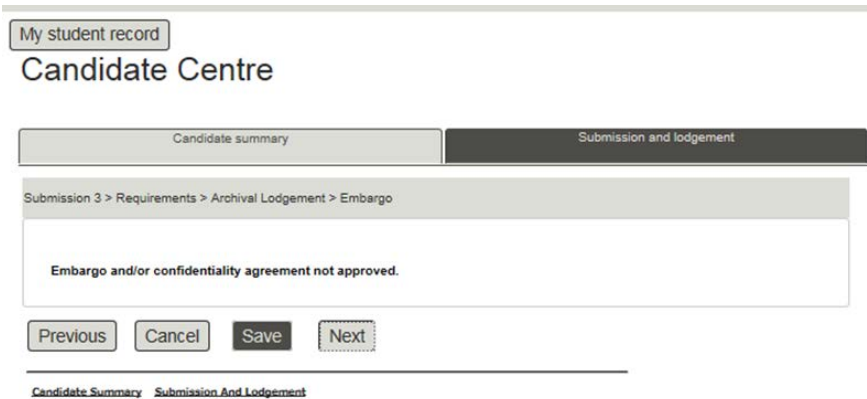
[Candidate Summary](#) [Submission And Lodgement](#)

Once entered please click **‘Next’** to proceed to the next page.

**Note:** You must upload a least one file and complete all mandatory sections to proceed to the next page.

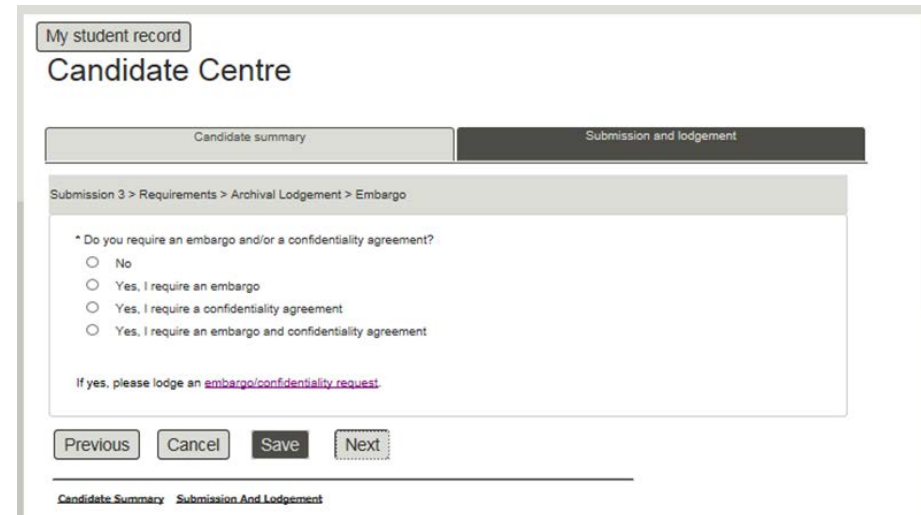
### Page 3 – Embargo

If you have an approved Embargo, this section will already be completed.



If you do not require an Embargo, please select **‘No’**.

If you still need to apply for an Embargo please select the **Yes, I require an embargo’** option, and lodge an Embargo request with the SGR Examinations Team as soon as possible.



Please refer to the [Embargo/confidentiality agreement](#) section of the website for further information.

Once you have selected the appropriate option, click **‘Next’** to proceed.

### Page 5 – Review

Here you can review your responses and attachments. Please make sure all sections have been completed accurately and the correct files have been uploaded. If needed please go back and amend your responses/files using the **‘Previous’** button.

Candidate summary
Submission and lodgement

Submission 3 > Requirements > Archival Lodgement > Embargo > Review

### Review

Before submitting your thesis / dissertation to SGR, please double check your answers and uploaded files are correct.

\* What does your archival lodgement consist of?

Thesis/dissertation  
 Media files (e.g. film, music)  
 Other, please specify (below)

### Submission 3

Description	Attached File	Last Update Date/Time
Student upload 1	CR003320_-_Testamur_Issue_-_SUP1.DOC <a href="#">View</a>	26/11/2018 4:21:40PM
Staff 2	Student_s1234567_PaginationIssueFixed30Jun1.pdf <a href="#">View</a>	26/11/2018 4:26:42PM

\* Please enter your abstract

This is a test. Abstract@!@

\* Please provide an alternative email address

Email type	Email address
Personal	testme@test.com

Once you are happy with the details please click **'Next'** to proceed to the Declaration page.

## Page 6 – Declaration page

Please read and confirm your agreement to the declaration.

Candidate summary
Submission and lodgement

Submission 3 > Requirements > Archival Lodgement > Embargo > Review > Declaration

### Declaration

- I certify that this is my thesis/dissertation as approved by the University for the award of the degree.
- I certify that except where due acknowledgement has been made, the work is that of the author alone; the work has not been submitted previously, in whole or in part, to qualify for any other academic award; the content of the thesis/dissertation is the result of work which has been carried out since the official commencement date of the approved research program; any editorial work, paid or unpaid, carried out by a third party is acknowledged; and, the [Australian Code for the Responsible Conduct of Research 2018](#) have been followed.
- Where any professional proof-reader/editor has been used in producing this thesis/dissertation I have complied with the Institute of [Professional Editors Ltd Guidelines for editing research theses](#).
- I hereby grant to RMIT University or its agents the right to archive and to reproduce and communicate to the public my thesis or dissertation in whole or in part in the University libraries in all forms of media, now or hereafter known. I retain ownership of copyright and all other proprietary rights, such as patent rights. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.
- I certify that my thesis/dissertation contains no material which infringes the [RMIT Privacy and Information Management Policy](#), and the [Privacy and Data Protection Act 2014 \(Vic\)](#). Materials include but are not limited to signatures, home addresses, phone numbers, email address or contact details of any other person(s). Where applicable, I acknowledge that RMIT will display my personal information in my thesis/dissertation in the freely accessible RMIT Research Repository.
- I warrant that the thesis/dissertation and use thereof does not infringe the intellectual property rights of any person according to the copyright licence I have granted RMIT University.
- I give express permission to RMIT University to reproduce, communicate, compare and archive this work, to the extent deemed necessary by RMIT University in its sole discretion, for the purpose of detecting plagiarism.
- I certify the accuracy and completeness of this declaration and agree to indemnify RMIT University against any loss or liability, including liability to any third party, which may be incurred by RMIT University as a result of its reliance upon this declaration where such loss or liability results from the inaccuracy or incompleteness of any part of this declaration.

I acknowledge that I have read, abided and agree with the declaration above.

Previous
Cancel
Submit

[Candidate Summary](#)   [Submission And Lodgement](#)

To send your lodgement to SGR for processing click on **'Submit'**.


A confirmation that your archival lodgement has been sent to SGR for approval will appear on the next page.

## Confirmation

My student record

### Candidate Centre

Candidate summary	Submission and lodgement
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 **Confirmation**

Candidate ID:  
Submission Nbr: 3  
Date sent to SGR for processing: 03/12/2018

Thank you. Your archival lodgement has been sent to the School of Graduate Research for approval. Please be aware it may take approximately three days to process your archival lodgement for approval. You will be notified by email once your archival lodgement has been processed.

OK

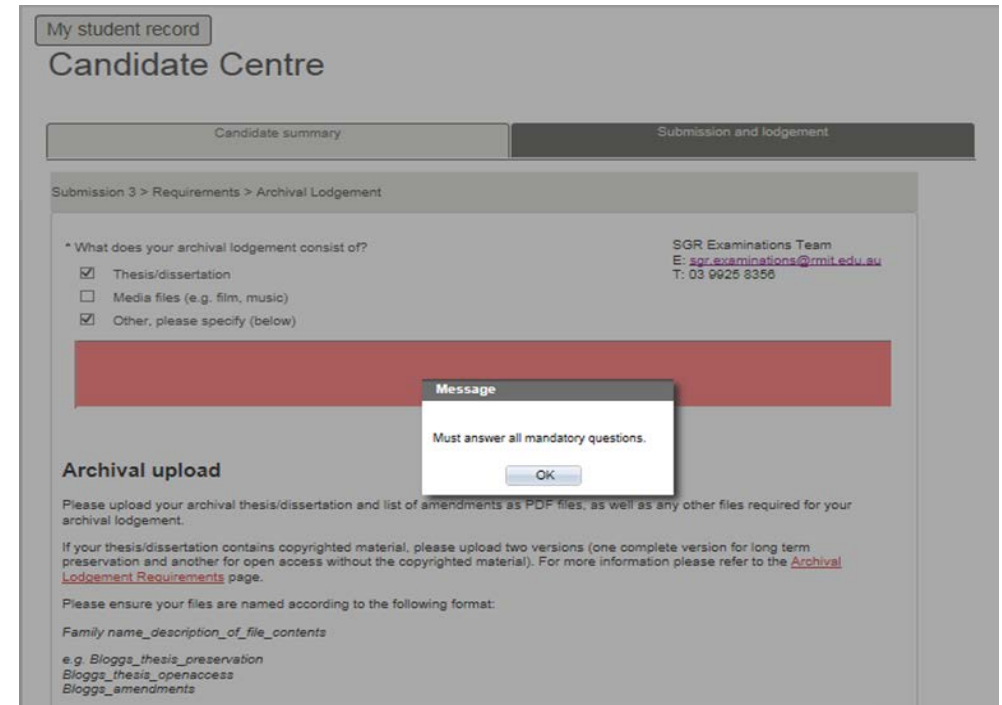
[Candidate Summary](#) [Submission And Lodgement](#)

**NOTE:** When you have clicked ‘**Submit**’ and received confirmation, the status of the archival row in the Submission and lodgement grid will change to **Pending**. This means that your archival is currently with the School of Graduate Research for processing and approval.

Once your archival has been approved by the ADVC, RT&D the status on the submission grid will update to **Approved** and you will be notified of your course completion and eligibility to graduate.

## Error Messages

When trying to proceed to the next page



My student record

### Candidate Centre

Candidate summary	Submission and lodgement
-------------------	--------------------------

Submission 3 > Requirements > Archival Lodgement

\* What does your archival lodgement consist of?

- Thesis/dissertation
- Media files (e.g. film, music)
- Other, please specify (below)

SGR Examinations Team  
E: [sgr\\_examinations@rmit.edu.au](mailto:sgr_examinations@rmit.edu.au)  
T: 03 9925 8356

**Message**

Must answer all mandatory questions.

OK

#### Archival upload

Please upload your archival thesis/dissertation and list of amendments as PDF files, as well as any other files required for your archival lodgement.

If your thesis/dissertation contains copyrighted material, please upload two versions (one complete version for long term preservation and another for open access without the copyrighted material). For more information please refer to the [Archival Lodgement Requirements](#) page.

Please ensure your files are named according to the following format:

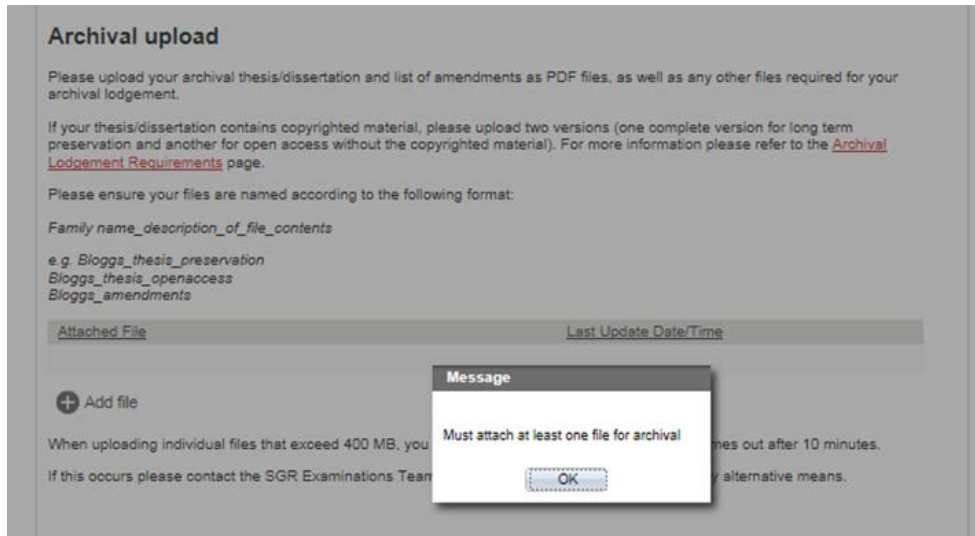
Family name\_description\_of\_file\_contents

e.g. Bloggs\_thesis\_preservation  
Bloggs\_thesis\_openaccess  
Bloggs\_amendments

This means that you have not answered a mandatory question. Please review the page, the sections that are missing will appear in red.

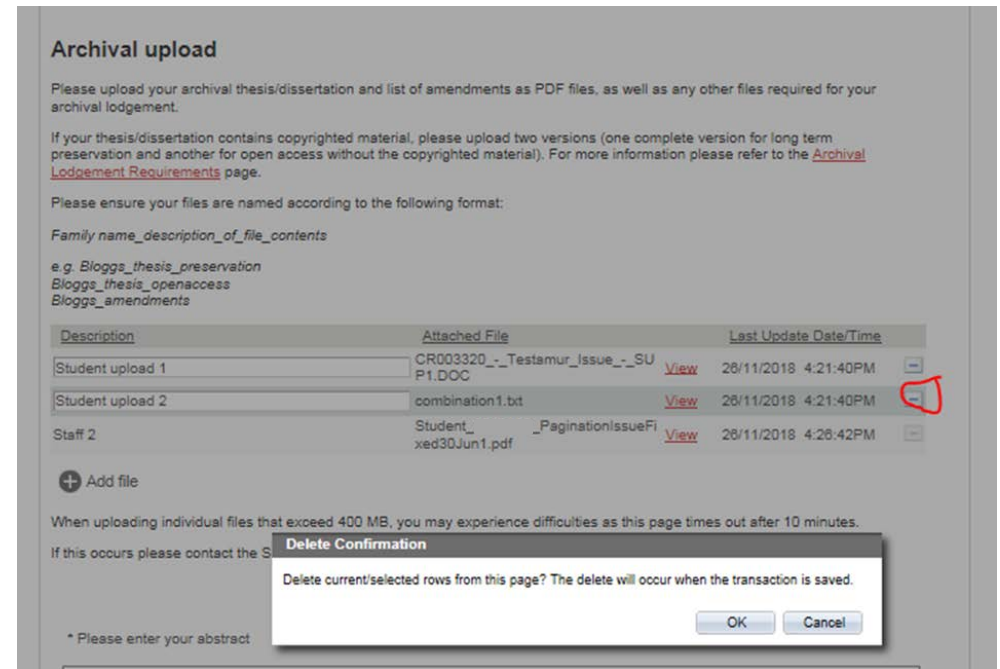
You will need to upload a document to be able to proceed to the next page, if you are unable to upload your thesis/dissertation file please upload a PDF document which states you are having issues uploading your file and that you have contacted the SGR Examinations Team.

If you are trying to upload larger files or a rare file type, then the system may not be able to accept it. If this happens please contact the SGR Examinations Team to arrange for the files to be provided by an alternative means.

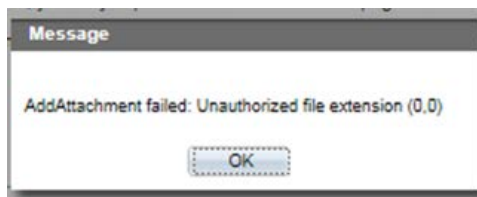


**Deleting uploaded files**

If you accidentally upload an incorrect file this can be deleted from the list. Click on the minus button at the end of the row containing the file and then click Ok. This will remove the file from your record, you can then upload the correct file as normal.



**Issues with uploading files**





**SGR Examination contact details**

Examinations Team  
 School of Graduate Research  
 RMIT University  
 Building 91, Level 2,  
 110 Victoria Street, Carlton VIC 3053  
 Tel: +61 9925 8356  
 Email: [sgr.examinations@rmit.edu.au](mailto:sgr.examinations@rmit.edu.au)

**Archival Lodgement definitions**

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**Navigation options**

<b>Previous</b>	Saves and returns to previous page
<b>Cancel</b>	Returns to the Submission and Lodgement tab
<b>Next</b>	Saves and moves to the following page
<b>Save</b>	Saves your submission

**Note:** each page will autosave when you click on ‘**Previous**’, ‘**Next**’ or ‘**Cancel**’. All pages can be edited until you send your submission to SGR for processing.

**Submission Types**

The following are the submission types which will be used on the submission and lodgement grid

<b>Examination</b>	First submission of thesis/dissertation for examination
<b>Resubmission</b>	In the case of having received a Revise and Resubmit outcome from the first examination.
<b>Archival</b>	For the lodgement of the final thesis/dissertation for archival and completion following a passing outcome

**Submission status**

The following are statuses which may appear on the submission grid. If you are concerned that your submission is showing the wrong status, please contact the SGR Examinations Team.

<b>New</b>	a new submission which has not yet been started – ready for candidate to action.
<b>Draft</b>	a submission which has been started but has not been sent to SGR, or a returned submission which has been edited but that has not been sent back to SGR.
<b>Returned</b>	SGR have returned the submission to you for amendments
<b>Pending</b>	the submission has been sent to SGR for processing
<b>Approved</b>	your submission has been accepted and approved by SGR