



# Thesis Submission Internal Examiner User Guide

Creation Date : June 01, 2016  
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Version : 4.0

## **GENERAL INFORMATION**

This is a managed document. Changes will only be issued as complete replacement sections along with a new release notice. All replaced sections shall be destroyed immediately and copies of any obsolete forms destroyed.

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## 1. OBJECTIVE

Main objective of this portal is to transform manual process of managing thesis submission to an automated process.

## 2. LOGGING IN

Internal Examiner logs in to

Stafflink -> Academic Services -> Graduate Studies -> Thesis Submission.



### 3. VIEW EXAMINATION REQUEST

Upon login, the default screen will be shown as below.

Thesis Examination			
FILTER BY <span>⌚ Status ▾</span> <span>🏠 School ▾</span> <span>☑ Assigned to me</span> <span>⬆️ Sort By ▾</span> <span>All ▾</span> <span>🔍</span>			
Student	School	Thesis Title	Status
LI JING G1303322A	School of Computer Science and Engineering DOCTOR OF PHILOSOPHY (SCSE)	TRACKING DEVELOPER'S BEHAVIOURAL BIOMETRICS FOR PERFORMANCE	THESIS PENDING APPROVAL

If there is any thesis to be examined, notifications will be shown as below.

Thesis
Examination
1

You have 1 thesis to be examined. Please go to the above tab 'Examination' to retrieve the thesis.

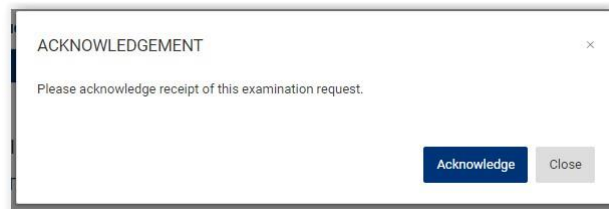
Click on **Examination** tab and the Examination List page will be shown as below.

Thesis Examination			
<span>⬆️ Sort By ▾</span> <span>All ▾</span> <span>🔍</span>			
Student	Thesis Title	Programme	Due Date
STUDENT NAME	THESIS TITLE	Ph.D. (ASoE)	Due on: 12 August 2016

*View Thesis for Examination*

Click on the Thesis Title to view the thesis assigned for examination.


A pop-up window appears as shown below.





Click on **Acknowledge** button to proceed.


Upon acknowledgement of the examination request, Examination Details page will be shown as below.

**THESIS EXAMINATION**  
Ph.D. (EEE) Candidate 'STUDENT NAME'  
Thesis : THESIS TITLE

 **Enquiry**  
oas.school@gmail.com

 **Instruction**  
Instructions to Examiners

 **Report Template**  
Examiner Report Part 1 Template  
Examiner Report Part 2 Template

 **Due Date**  
10 October 2024

**REPORT(S)**  
**PART 1 REPORT** **REQUIRED**  
Accepted format: pdf, Maximum upload file size: 20MB  


Please select file to be uploaded

**PART 2 REPORT** **REQUIRED**  
Accepted format: pdf, Maximum upload file size: 20MB  

Please select file to be uploaded


**ADDITIONAL DOCUMENT**  
Accepted format: pdf, Maximum upload file size: 20MB  

Please select file to be uploaded



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**ATTACHMENTS**  

 **Thesis\_Submission**  
THESIS | File size: 598.46 KB | [download](#)

### *View attachments*

Click on the **file name** to view the submitted thesis.

### *Download attachments*

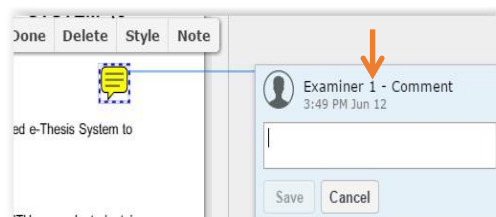
Click on **download** link to download the submitted thesis.

### *Annotate Thesis*

Annotations may be made directly in the thesis by selecting the Comment icon from the toolbar.



Click on the position where the annotation is to be made and a comment window opens up as shown below.





Due to confidentiality, Examiner # will be used as alias for each examiner.


Type in the comments and click on **Save** button to save the annotation.


After completing examination of the submitted thesis, examiner is required to submit examination report(s). The detailed Instructions to Examiners can be found on the screen as shown below.

**THESIS EXAMINATION**  
 Ph.D. (EEE) Candidate **STUDENT NAME**  
 Thesis : **THESIS TITLE**

 Enquiry  
[oas.school@gmail.com](mailto:oas.school@gmail.com)


 Instruction  
[Instructions to Examiners](#)

 Report Template  
[Examiner Report Part 1 Template](#)  
[Examiner Report Part 2 Template](#)


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Please select file to be uploaded
 

**ADDITIONAL DOCUMENT**  
 Accepted format: pdf, Maximum upload file size: 20MB
 

Please select file to be uploaded
 

[Submit Recommendation](#)

**ATTACHMENTS**  

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 THESIS | File size: 598.46 KB | [download](#)

### Part I of Report


- This report shall be fairly detailed so as to guide the student to revise the thesis or in future work.
- Usually range in length between two and six A4 pages and are typed in double spacing.
- Due to confidentiality, examiner's details are not required in this report.
- Click on **Examiner Report Part 1 Template** link to download the template

### Part II of Report (For Ph.D only)

- This report should contain questions to be asked of and issues to be clarified by the student during the oral examination which is mandatory for Ph.D students.
- Due to confidentiality, examiner's details are not required in this report.
- Click on **Examiner Report Part 2 Template** link to download the template

### *Upload document(s)*

Click on respective upload icons to upload required document(s) in pdf format.

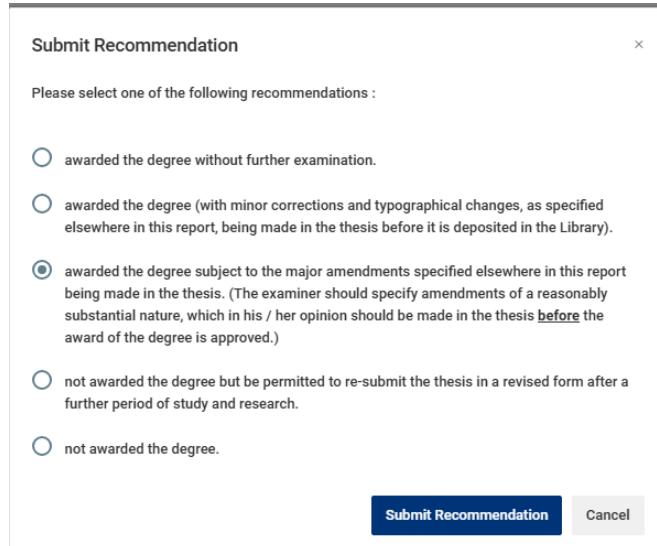
Please select file to be uploaded
 



### Submit Recommendation

Click on **Submit Recommendation** button once all required document(s) has been uploaded.

A pop-up window appears as shown below.



The 'Submit Recommendation' pop-up window contains the following text and options:

Submit Recommendation

Please select one of the following recommendations :

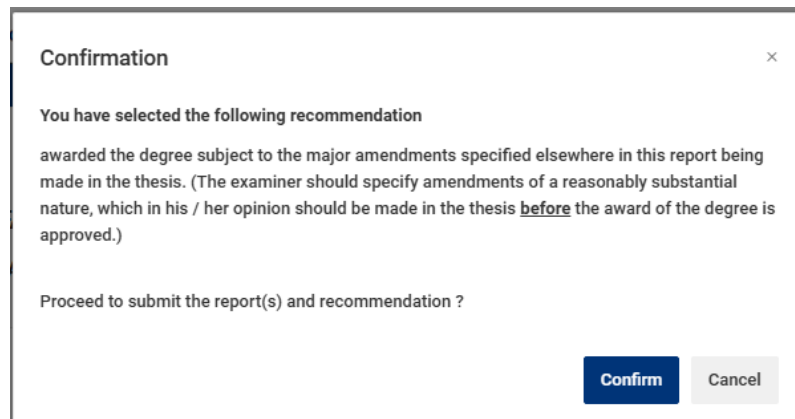
- ☐ awarded the degree without further examination.
- ☐ awarded the degree (with minor corrections and typographical changes, as specified elsewhere in this report, being made in the thesis before it is deposited in the Library).
- ☒ awarded the degree subject to the major amendments specified elsewhere in this report being made in the thesis. (The examiner should specify amendments of a reasonably substantial nature, which in his / her opinion should be made in the thesis before the award of the degree is approved.)
- ☐ not awarded the degree but be permitted to re-submit the thesis in a revised form after a further period of study and research.
- ☐ not awarded the degree.

At the bottom right, there are two buttons: **Submit Recommendation** and **Cancel**.

Select the most appropriate recommendation from the list.

Click on **Submit Recommendation** button once done.

A pop-up window appears as shown below.



The 'Confirmation' pop-up window contains the following text and options:

Confirmation

You have selected the following recommendation

awarded the degree subject to the major amendments specified elsewhere in this report being made in the thesis. (The examiner should specify amendments of a reasonably substantial nature, which in his / her opinion should be made in the thesis before the award of the degree is approved.)

Proceed to submit the report(s) and recommendation ?

At the bottom right, there are two buttons: **Confirm** and **Cancel**.

Click on **Confirm** button to complete the submission.

Upon successful submission, this examination request will be removed from the Examination List page.