NANYANG TECHNOLOGICAL UNIVERSITY
SINGAPORE

Thesis Submission
Internal Examiner User Guide

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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.

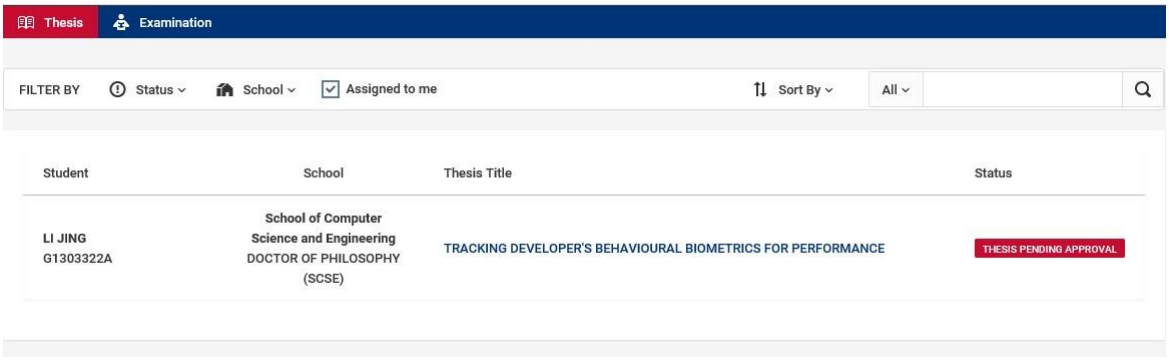
2. LOGGING IN

Internal Examiner logs in to

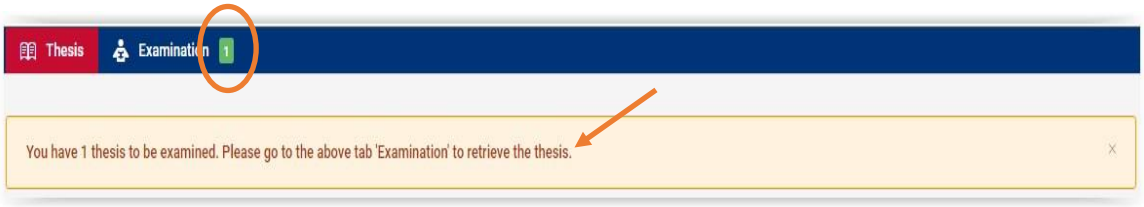
Stafflink -> Academic Services -> Graduate Studies -> Thesis Submission.

3. VIEW EXAMINATION REQUEST

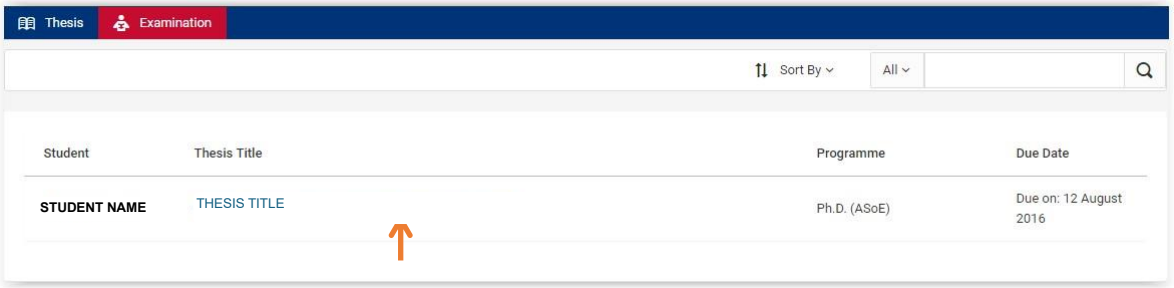
Upon login, the default screen will be shown as below.



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



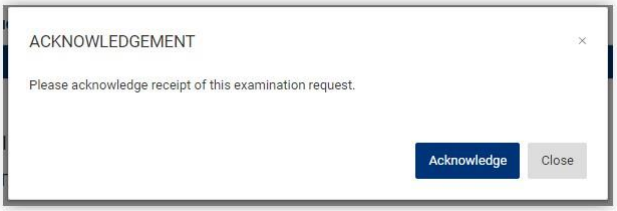
Click on Examination tab and the Examination List page will be shown as below.



View Thesis for Examination

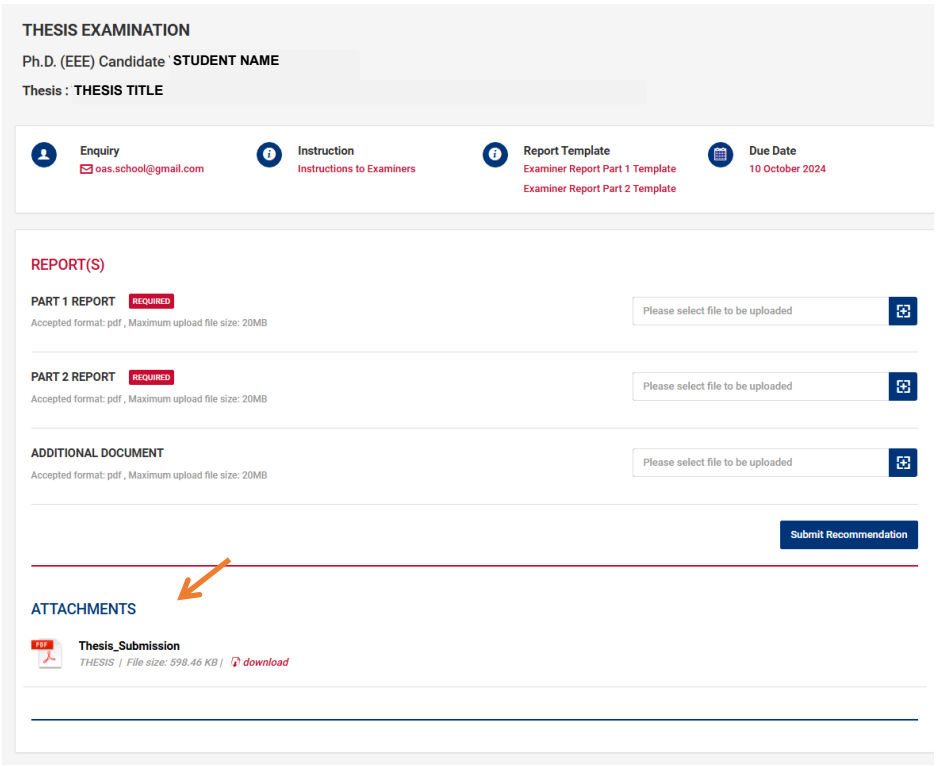
Click on the Thesis Title to view the thesis assigned for examination.

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.



View attachments

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

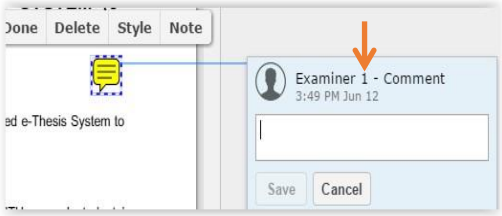
Download attachments

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.

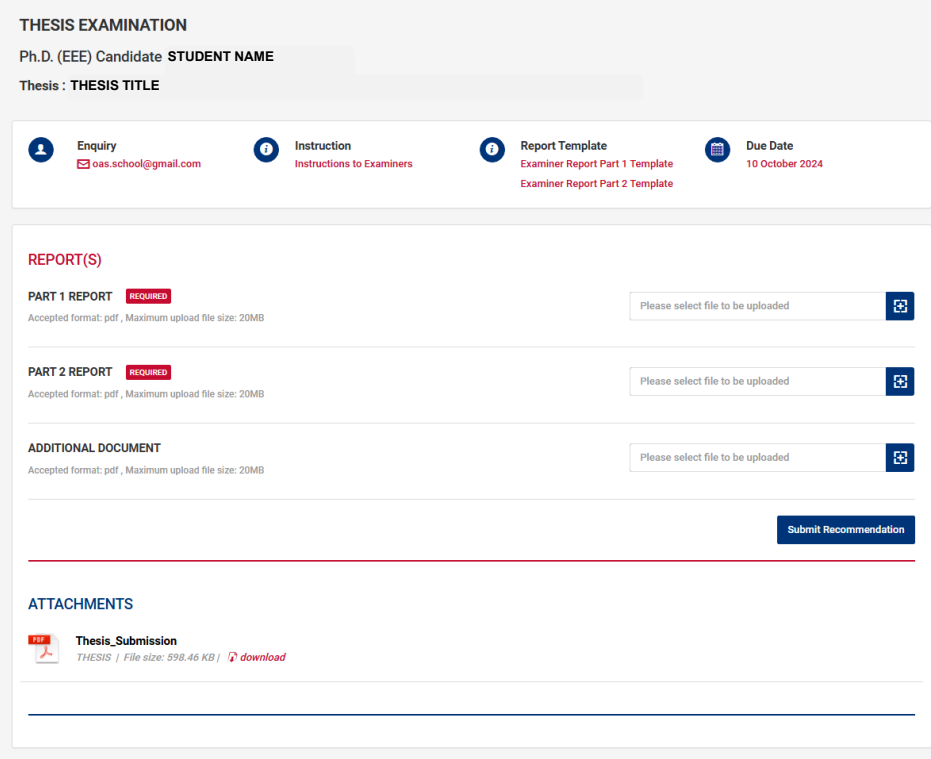
Click on the position where the annotation is to be made and a comment window opens up as shown below.



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.



Part I of Report

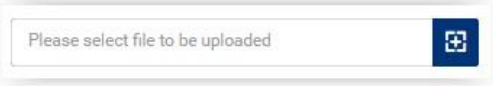
- This report shall be fairly detailed so as to guide the student to revise the thesis or in future work.
- Usually range in length between two and six A4 pages and are typed in double spacing.
- Due to confidentiality, examiner's details are not required in this report.
- Click on **Examiner Report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

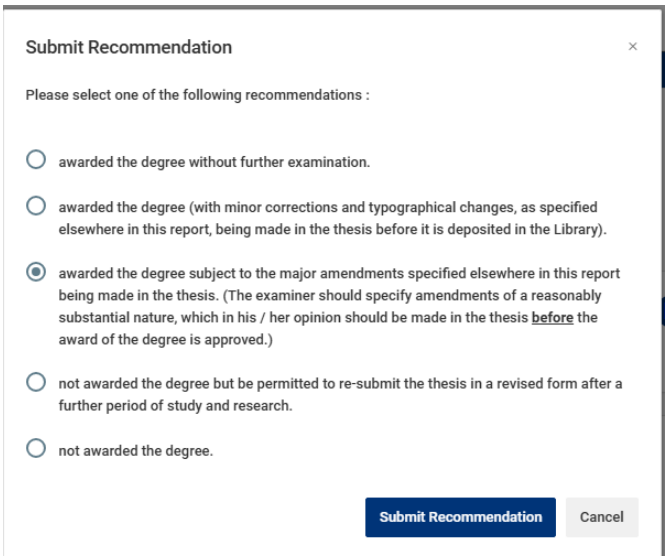
Click on respective upload icons to upload required document(s) in pdf format.



Submit Recommendation

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

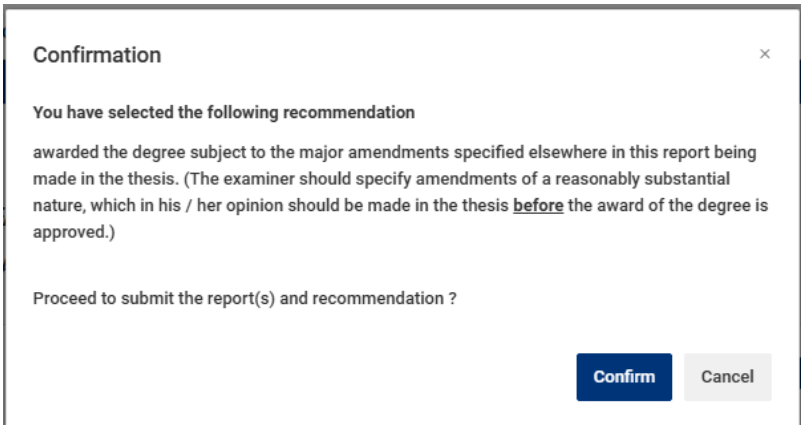
A pop-up window appears as shown below.



Select the most appropriate recommendation from the list.

Click on Submit Recommendation button once done.

A pop-up window appears as shown below.



Click on Confirm button to complete the submission.

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