



THE UNIVERSITY OF  
MELBOURNE

# TES

Thesis Examination System

FAQs for Graduate Research Students

The following FAQs are for University of Melbourne Graduate Research Students. FAQs are in the following categories:

[General](#)

[Submitting an intention to submit \(80-word summary\)](#)

[Submitting a thesis](#)

## General

### What is TES?

TES, the Thesis Examination System, allows graduate research students to submit their thesis electronically and for the examination to be managed online by the Graduate Research Examinations Office.

### Why can't I log into TES?

Use the University student login that you use to access your student email and [my.unimelb](#). If you can access [my.unimelb](#) and see your enrolment and address details you will be able to access TES. You can [reset your password](#) if you have forgotten it. If your candidature has lapsed it is possible that you may no longer be able to access University systems such as [my.unimelb](#), especially if your candidature lapsed a long time ago. If this is the case, please contact the [Examinations Office](#) who will check your enrolment. You may need to request that the access be reinstated by using the [Special Access to University Facilities - Application for Reinstatement of Access form](#).

If you are also a University of Melbourne staff member please remember to use your student username and password.

### What browser should I use to access TES?

TES will work with any browser supported by the University and a list of browsers can be viewed at the following link: <http://www.unimelb.edu.au/accessibility/guides-for-students/browser-support>.

### What is the difference between TES and Minerva Access?

Both systems require you to submit an electronic copy of your thesis. TES is used for the thesis examination and Minerva Access is the University's repository of electronic documents. You need to

submit your thesis to TES first for examination and once your examination is finalised, you will be requested to submit your final thesis to Minerva Access as one of the course completion requirements.

When submitting your thesis to TES, you will be asked about access of your final thesis in Minerva Access. For more information on your thesis in the digital repository, please visit:

<http://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library>.

**There is an orange circular icon that appears after I click next and the information on the page like my name is black. What is happening?**

TES is just retrieving information to display. It should not take too long. The fields on the page should populate when the icon disappears. If the page remains blank after the icon disappears contact 13MELB or the [Examinations Office](#).

**What happens after I register my intention to submit or once I submit my thesis?**

Usually within three working days, your intention to submit or your thesis, will be processed by the Examinations Office and you will then receive email confirmation and additional information.

## **Submitting an intention to submit (80-word summary)**

**What is the link for submitting my 80-word summary?**

The link is: <https://tes.app.unimelb.edu.au/>. You will also submit your thesis using the same link.

**Why is my degree not listed or listed more than once?**

Contact the [Examinations Office](#). There may be an issue with your enrolment that the Examinations Office staff can check.

**My summary is more than 80 words. Will that be OK?**

Please try to limit the summary to 80 words. The summary just needs to be a brief overview of your research question, methods and results. It will be read by your examiners who will be experts in the field therefore it can be quite technical if necessary.

**Why is my address/phone number/email address not correct as displayed by TES?**

It is very important that your contact details are up to date with the University at all times so that we can contact you about your examination and others in the University can contact you regarding other matters such as enrolment. Please log into [my.unimelb](#) and make the necessary changes and then return to TES to complete the submission of your 80-word summary or thesis. If your contact details change during your examination or at any time up until your graduation, please remember to update [my.unimelb](#) again.

**My supervisors are listed incorrectly. What should I do?**

The Examinations Office will use TES to create correspondence to your primary supervisor regarding the nomination of your examiners and it is very important that they are listed correctly otherwise it

will cause a delay in your examination. TES is linked to StudentOne which stores all of your current enrolment information. If what is displayed is incorrect, please complete a 'Change of Supervisor' form via [my.unimelb](#). Once you have been informed that the changes have been processed please return to TES to submit your 80-word summary.

### **What happens if I change my thesis title after I have submitted my 80-word summary?**

You can make the change through the link to update your 80-word summary in TES. The Examinations Office will then update StudentOne with your new thesis title so that others in the University are aware of the change.

### **I would like to change my summary. Is that possible?**

Yes. You just need to login to TES, where you submitted your summary, and choose the option to update it. Note that your supervisor will have been sent the first version of the summary that you submitted and if examiners have been nominated they will have also received the first version. If you do make a change to your summary please also advise your primary supervisor and provide them with a copy of the new summary.

### **When submitting my intention to submit I am asked to indicate an 'Estimated submission date'. Is this the date recorded in [my.unimelb](#)?**

Your 'Estimated thesis submission date' is the date you expect to submit your thesis for examination. This is likely to be different to the official 'Expected submission date' that you would see in [my.unimelb](#) and on documents like progress reports, which is an indicator of the maximum amount of candidature you have been granted. You can submit your thesis on any day of the year once it is ready but please make sure you discuss this proposed date with your supervisor before submitting your intention to submit. The date you indicate here will be used to communicate to your supervisor and examiners when the thesis is likely to be submitted. We know that this is an estimate and may change but all we are asking for is your best guess.

### **What happens if my estimated submission date changes. How do I update this in TES?**

Login to TES and select 'Update my intention to submit'. You can update your estimated submission date as well as your thesis title and 80-word summary. Note that if you require an extension to your official 'Expected submission date' as listed in [my.unimelb](#) you must contact your faculty or graduate school.

If more than three months has passed since you submitted your intention to submit, it is recommended that you send an email to the [Examinations Office](#) two weeks prior to when you plan to submit your thesis, this will help avoid delays with your examination. Alerting us to your impending submission will allow us to check whether examiners have been nominated, and follow up with your supervisor if they haven't, or confirm that they are still available to examine your thesis.

## Submitting a thesis

### **I have not presented my completion seminar in the 6 months prior to submission. Can I still submit my thesis?**

Yes. Please add an explanation including the date that you presented, or intend to present, your completion seminar and an explanation of why it was presented earlier or will be presented later than expected. Students who are enrolled in a course which only requires the submission of a compilation of papers are not required to present a completion seminar and should note this in the online form. Your supervisor will be asked to advise if what you have indicated is acceptable so please ensure that you have discussed this with them before submitting your thesis.

### **What is the maximum file size that I can submit through TES?**

TES will accept files that are up to 100MB. If your thesis file is larger, please contact the [Examinations Office](#).

### **I have more than one thesis file, e.g. a file for each chapter**

Your thesis files should be combined into one pdf file. Most of the common software used to create a thesis (i.e. Word, Excel, Powerpoint) can be saved into pdf format individually and then merged into one file see: [www.wikihow.com/Merge-PDF-Files](http://www.wikihow.com/Merge-PDF-Files).

If it is not possible to create one file please upload the main file as part of the thesis submission process and then contact the [Examinations Office](#) to submit any further files.

### **I attached the incorrect version of my thesis. What do I do?**

It is expected that the final version of your thesis that has been approved by your supervisor is submitted to TES. You may be able to update your thesis using the function within the TES system. This will only work prior to when your thesis submission is processed by the Examinations Team and your thesis is sent to your supervisor for approval – you will notice that the status of your thesis in TES changes when this occurs. Note that it will usually take 1-5 working days for your thesis submission to be processed and the date that the most recent version of your thesis was submitted will be used as your Actual Work Submission Date that is recorded in the University's student system, StudentOne.

### **What information will I need to provide when I submit my thesis?**

When you log into TES and select the 'Submit Thesis' option you will be asked the following:

- i. To check that the name and contact details that you have previously provided to the University are correct. If they have changed you will need to update them prior to the submission of your thesis.
- ii. the date and location of your completion seminar. If you have not yet presented your completion seminar you will be asked to provide a reason why.
- iii. to provide Field of Research codes for your work. At least one, and up to four codes can be listed. The list of codes is available at: <http://research.unimelb.edu.au/reporting/for>.

- iv. if you have included a publication in its published form in your thesis as per: <http://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-publication> you will need to attach copies of the 'Declaration of Thesis with Publications' and 'Co-author authorisation' forms. These forms should be scanned into a single document and uploaded.
- v. about access to your final thesis in the University's digital repository, Minerva Access. More information on your thesis in the digital repository is available at: <http://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library>
- vi. to confirm that your thesis can be submitted electronically. We know that there will be a very small proportion of theses that cannot be uploaded and you will need to arrange with the Examinations Office for the submission of your work in hard copy.
- vii. that the originality of the submitted work can be checked
- viii. whether there is any creative work component included as part of your thesis.

Finally you need to upload your thesis and confirm that it complies with University policy. After you click submit you will get a confirmation page to confirm that your thesis has been submitted into TES.

#### **How long will it take to submit my thesis?**

The whole process should only take a few minutes assuming your contact details and enrolment details, such as your supervisors, are up to date with the University.

#### **Do I still get a balloon when I submit my thesis?**

Yes. We encourage all students that submit to come into [Stop 1 \(Parkville\)](#) to get a balloon and small gift. Bring your camera or smart phone so we can take your photo and we'll also provide you with information on how to share your photo with us to have it uploaded to the Thesis Submission Gallery: <http://gradresearch.unimelb.edu.au/examination/submitting-my-thesis#galleries>. We also encourage you to bring your friends and have a celebratory drink or coffee in the historic 1888 building's courtyard <http://tsububar.com.au/>.

#### **I have been asked to provide a hard copy of my thesis for an examiner. Why?**

Examiners are advised that the electronic copy of the thesis will be provided for their examination but in some cases the examiner is unable to examine the electronic copy and makes a request for a hard copy to be sent to them. Examiners are selected for their knowledge and expertise in your discipline and generally are very senior academics who have many competing obligations other than examining your thesis. While examiners are paid for the examination the amount is nominal and in no way reflects the amount of time they spend on the examination. It is expected that the vast majority of theses will be submitted electronically and hard copies will only be submitted in exceptional circumstances.

#### **What are the reasons why I could submit my thesis in hard copy rather than electronically?**

Some theses may need to be displayed in a certain way so that examiners can examine it, e.g. a music composition may need to be in a printed format so it can be played by the examiner. There may also be instances where examiners make a specific request to receive a hard copy of the thesis to examine, rather than an electronic copy.

### **How do I know the status of my examination and when my thesis has been sent to my examiners?**

You can check the status of your examination by clicking on the 'Thesis Submission' link in TES. After you have submitted your thesis the status will be 'Thesis submitted' and during the approval process you will see it change according to who has been requested to approve your submission e.g. 'Request to submit dept section', indicates that your supervisor has been requested to approve your thesis submission and 'CoE approved proceed to examination' indicates your Chair of Examiners has approved your submission. When your thesis has been sent to your examiners the status will change to 'Under Examination'.

Note that while your thesis is under examination the Examinations Office will not be able to provide specific information relating to the examination. An average examination takes approximately 4 months before the examination result is available.

### **Do examiners really want to examine an electronic copy of a thesis rather than a hard copy?**

Yes. Before the introduction of TES in May 2015 the University had noticed a marked increase in the number of examiners requesting electronic, rather than hard copy, theses. Only a very small proportion of examiners are now requesting hard copies to examine. Improvements in laptops and tablets mean reading on screens is much easier. Examiners can mark the margins of an electronic thesis just like a hard copy by using tools like track changes and adding comments. All revised theses were sent to examiners for review electronically in the years prior to the introduction of TES without any issues. Most universities are now using electronic theses for examination or are moving towards it.

### **There seems to be a problem with TES. There is an error after I click submit, or there is no acknowledgement that my thesis has been submitted. What do I do?**

After you submit your thesis online you will see a final page acknowledging that it has been received. It is always best to use a computer with a stable internet connection to perform tasks in TES. While you could use your smartphone, it is not recommended. If you do get an error it could be because you have not completed one of the required questions. Errors in red text will indicate this at the top or bottom of the page and if you then answer those questions and click submit the form should be accepted. If you think the error is more serious please take a screenshot if you can and email the [Examinations Office](#) and include your name and student number.

*Last updated 31 January 2017*