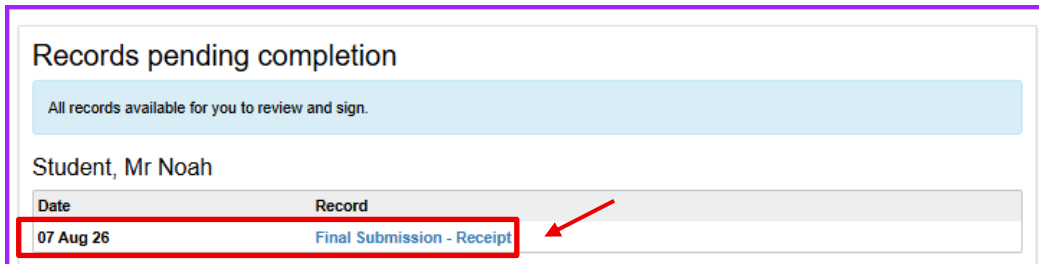


Final submission – Receipt

Guidelines for central administrators:

STEP 1: A final submission upload accepted by the supervisor/promotor forwards to the central administrator for administrative review. The reviewed documents can be accessed from the HDS homepage by clicking on “Final Submission – Receipt” under “Records pending completion.”



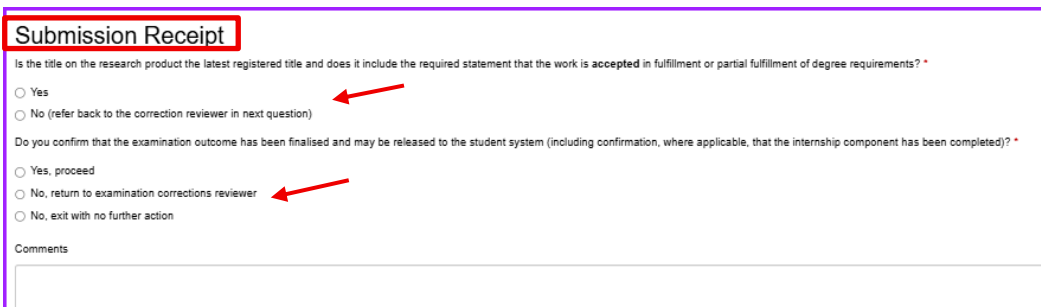
Records pending completion

All records available for you to review and sign.

Student, Mr Noah

Date	Record
07 Aug 26	Final Submission - Receipt

STEP 2: Complete the submission receipt of the final submission by selecting the applicable tick box (Yes/No) for each question relating to the checklist. Note: If the title on the research product is not correct, the central administrator must refer it back to the final submission reviewer.



Submission Receipt

Is the title on the research product the latest registered title and does it include the required statement that the work is **accepted** in fulfillment or partial fulfillment of degree requirements? *

☐ Yes

☐ No (refer back to the correction reviewer in next question)

Do you confirm that the examination outcome has been finalised and may be released to the student system (including confirmation, where applicable, that the internship component has been completed)? *

☐ Yes, proceed

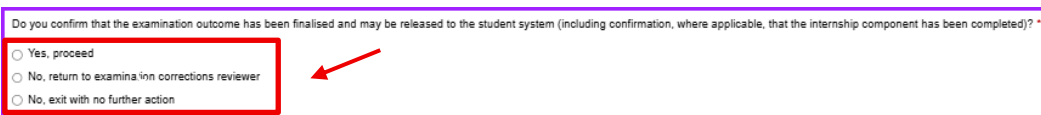
☐ No, return to examination corrections reviewer

☐ No, exit with no further action

Comments

STEP 3: Select one of the following three options about the examination outcome and final submission release to conclude the review:

- Yes, proceed.
- No, return to examination corrections reviewer.
- No, exit with no further action.



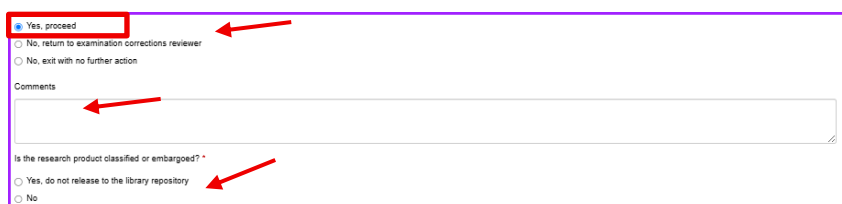
Do you confirm that the examination outcome has been finalised and may be released to the student system (including confirmation, where applicable, that the internship component has been completed)? *

☐ Yes, proceed

☐ No, return to examination corrections reviewer

☐ No, exit with no further action

- By choosing “Yes, proceed”, it is confirmed that the final submission is compliant. A further question (Yes/No) about the classification or embargo will open and must be marked.



☒ Yes, proceed

☐ No, return to examination corrections reviewer

☐ No, exit with no further action

Comments

Is the research product classified or embargoed? *

☐ Yes, do not release to the library repository

☐ No

- By selecting “No, return to examination corrections reviewer,” it is indicated that changes are required. The reasons for returning must be mentioned in the applicable text box.

A screenshot of a form with two radio button options. The first option, "No, return to examination corrections reviewer", is selected and highlighted with a red box and a red arrow. The second option is "No, exit with no further action". Below the options is a large text area labeled "Reasons for returning *". A red arrow points to this text area.

- By selecting to exit the process the central administrator stops the final submission receipt and provide reasons in the applicable text box. (This option should not be selected without a specific instruction or directive).

A screenshot of a form with two radio button options. The second option, "No, exit with no further action", is selected and highlighted with a red box and a red arrow. Below the options is a large text area labeled "Reasons for exiting this process *". A red arrow points to this text area.

STEP 4: Select the tick box next to the administrator’s name to “sign” and “save” the receipt. The “save” button will turn to “submit” once the form has been signed. A pop-up message will appear, confirming that the record will not be editable and no further amendments can be made. (By selecting “close” or “discard,” the record will not be saved in HDS.)

A screenshot of the signature section of the form. At the top, it says "This form should be reviewed and signed by a Central Admin. Please ensure they are selected to sign in the list below." Below this is a note: "Note: Any amendments to this form will require all those selected to sign, to re-sign." There is a list of administrators with a checkbox next to "Admin, Mx Central [in the role of HD Central Administrator]". This checkbox is checked and highlighted with a red box and a red arrow. Below the list is a "Signatures" section with the text "You have signed this form." and a "Sign" button, which is also highlighted with a red box and a red arrow. At the bottom right, there are two buttons: "Submit" and "Discard". The "Submit" button is highlighted with a red box and a red arrow.

A screenshot of a confirmation dialog box titled "Are you ready to officially submit this form?". The text inside says: "This form is ready to be officially submitted. When the form is officially submitted it will no longer be editable. Do you wish to continue with the form submit?". There are two buttons: "Yes, submit form" and "No". The "Yes, submit form" button is highlighted with a red box and a red arrow.

If needed, comprehensive HDS User navigation guidelines can be accessed [here](#).