UQRDM guide - resubmission

THIS GUIDE IS INTENDED TO THOSE WHO RECEIVED AN EXAMINATION OUTCOME OF REVISE AND RESUBMIT FROM THE FIRST EXAMINATION AND THE THESIS REQUIRES RE-EXAMINATION AND COVERS THE UQRDM STEP ONLY. FURTHER DETAILS OF SUBMISSION REQUIREMENTS CAN BE FOUND AT PPL 4.60.08

Thesis resubmission is a 2-step process and your thesis will be considered submitted when the following steps have been completed and deemed as meeting UQ's submission requirements (PPL 4.60.08):

1. **A PDF of the thesis, and list of changes have been uploaded to UQRDM**; and
2. Your Principal Advisor has approved your thesis submission in UQRDM.

Step 1 - UQRDM:

- Convert your thesis to one PDF file. If you require assistance with the PDF conversion, please refer to our PDF conversion guide.

- Prepare your list of changes. Information on compiling the list of changes is included in this guide.

- Go to https://rdm.uq.edu.au

- Log in with your **student** username and password. Select "Thesis Dashboard"

- Complete all required fields.

Points to note

- The recommended browsers are the latest versions of Chrome, Safari, Firefox or Edge. Do not use Internet Explorer (IE).
- A stable, good quality broadband or Wi-Fi connection is required. When uploading from a mobile device, a Wi-Fi connection must be used.
- Firewalls can sometimes prevent uploads. If this occurs, you may need to upload on another system.
- File size should not exceed 5GB for each file. eLearning offers tips on reducing file sizes. Alternatively, contact the Thesis Team for further advice.
- There is a maximum file upload limit of 10 files. If you have more than 10 files, please contact the Thesis team for further support.
- File upload errors may occur due to invalid filename or other connectivity issues. You will receive error messages to help you try again. You can retry upload of your files up to five times per deposit attempt. After five tries you can email the Graduate School via the form, or make another deposit attempt. There is no limit to the number of deposit attempts.

Preparing your list of changes

The list of changes (also referred to as a list of corrections or response to examiners) is a document that clearly shows the changes made to the thesis in response to examiners comments, and in cases where requested changes have not been made, academically defends not making the requested changes.

The list of changes will be reviewed by the Dean of the Graduate School before final approval of you're the corrections made. The Dean will not have direct access to the examiners' reports or the thesis for this process. Therefore, it's important the Dean is able to clearly understand the feedback of your examiners, and how you have responded to your examiners' comments.

There is no set format for the list of changes, although many candidates choose a table format with examiner comments on the left and the changes (or responses) on the right. Another common format includes the examiners' comments as a paragraph and the candidate's response directly below.

Important things to consider when completing your list of changes:

- Publication is not a justification for not amending the thesis based on examiner comments. If you choose not to make changes, you will need to academically justify why the changes have not been made. The Dean will not approve changes where prior publication has been used as a defense and you will be asked to revise your list of corrections before progressing with the examination.

- If one of your examiners has not requested any changes to your thesis, please indicate this in the list of changes. All examiners must be acknowledged.

- Please ensure your thesis corrections are in A4 and easy to read and follow. If we are unable to print and/or read the corrections, we will ask you to format them again.

- Please ensure your corrections are in black and white. You are able to use bold and italics to differentiate between candidate and examiner comments, but please do not use colours as these will not appear in print.