

## Coursework Student Thesis Submission Process

Log into [FLEX](#) using your **FAN** and **Password**



Welcome to FLEX

FAN

Password

**LOG IN**

The Dashboard appears with a section called **'My thesis'**, this allows you to track the progress of your thesis.



- Dashboard
- Favourites
- My resources
- Search
- Contribute
- Theses
- Past exam papers

Dashboard

Welcome to FLEX

FLEX contains different types of resources such as **Higher Degree by Research & Coursework theses** and **past exam papers**.

Statement of Assessment Methods were decommissioned at the end of 2024, if you require access to a SAM please reach out to your College SAS team.

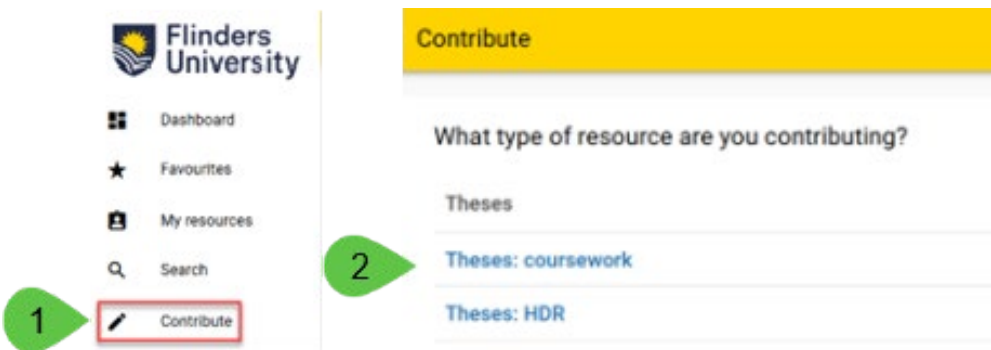
You may have access to other types of resources as well - these are specific to particular courses, topics or groups.

**My thesis**

To submit your thesis, please select 'Contribute'.

### To submit:

Locate and click the **Contribute** button, select the type of thesis you are submitting:



Flinders University

- Dashboard
- Favourites
- My resources
- Search
- Contribute**
- Theses
- Past exam papers

**Contribute**

What type of resource are you contributing?

Theses

**Theses: coursework**

Theses: HDR

## Step 1 – About

Fill out the requested details, email addresses will be confidential. The name and thesis title you enter will be made public so make sure you format and spell them as you would like them to appear.

- Double check FLO to ensure you put in the correct topic code, there may be a letter at the end that needs to be included.
- You do not have to upload a PDF of your abstract, this is optional. You may want to do this if your abstract has symbols or characters that may not be displayed correctly online, this will allow you to upload a readable version.
- Keywords can be brief terms that describe your thesis

## Step 2 – Upload

In the upload section you can use the choose file button to upload your full thesis file. You can also click on Add another file to upload additional files with data if you submitted those for examination.

There is no need to upload examiner comments or other personal communication. You will have an opportunity later in the submission form to upload the separate Library Copy of your thesis if you have made a separate file for public viewing (see: [Preparing your files](#)).

Make sure to read and agree to the Authenticity statement and Declaration before marking the two I agree boxes

### Step 2: Upload

#### Approved version of Thesis \*

[test document.pdf](#)

[Edit](#) | [Replace](#) | [Delete](#)

[+ ADD A RESOURCE](#)

Click to select files or drag and drop files here

The thesis file must be a PDF.

Include any supplementary files, used in the examination process (must be a PDF or ZIP file).

Name files appropriately.

#### SIGN OFF: Authenticity Statement \*

I certify that this thesis has been approved by the University for the research component of the postgraduate coursework award. I acknowledge that this authoritative thesis may contain third party copyright material and this copy will be archived and will not be publicly accessible.

I agree

#### SIGN OFF: Declaration Statement \*

In accordance with the [HDR Thesis Rules clause 5 a.iv](#). I certify that:

1. this thesis does not incorporate material which has been accepted for the award of any other degree or diploma;
2. the research within this thesis will not be submitted for any other future degree or diploma without the permission of Flinders University;
3. to the best of my knowledge and belief, this thesis does not contain any material previously published or written by another person except where due reference is made in the body of the thesis; and
4. if generative artificial intelligence has been used in my thesis it has been duly acknowledged with details to identify the extent to which generative artificial intelligence formed the final thesis.

I agree

## Step 3 – Public Release

If you are ready for your thesis to become publicly readable immediately (after staff processing), select the box 'My examined thesis is my open access version' and select 'Release Immediately' in the Access to View section.

If your thesis had confidential or copyright material that was removed to create a separate 'Library Copy' version of your thesis, select box 'my open access version is different from my examined thesis' and select.

In the Access to view' section manages how your thesis is released .It can either be released immediately or if you need to delay the date that your thesis becomes public, choose 'Request Embargo (released at end of embargo period.)'. You are required to provide a reason (e.g. details about a forthcoming publication) and mark off on the Embargo Statement. Your request for an embargo will go to the Dean of Graduate Research for approval, it is not automatically granted. You will also need to select the duration of your embargo request and sign off the embargo statement.

## Example Open access version

### Step 3: Public Release

Third party copyright is any copyrighted material in your thesis that you have not created and does not belong to you. It is any material in your thesis for which you are not the copyright owner. It can include diagrams, images, tables, figures, text, film etc. Permission is required to use 'third party copyright material'. More information is available on [including images](#) and [including publications](#) in your thesis.

If you have not included any third party copyright material or confidential information in your thesis you may submit the thesis as examined as your open access version.

You can request an embargo period for release of the open access version

### Open Access \*

- My examined thesis is my open access version
- My open access version is different from my examined thesis (I have removed third party copyright, confidential, or sensitive material as required)

### SIGN OFF: Copyright Statement \*

I confirm that the open access version of my thesis does not infringe the intellectual property rights of a third party OR that all parties with a claim to intellectual property contained in any content in my thesis have agreed to the deposit of my thesis in the Flinders University Theses Collection and dissemination online.

I confirm that the open access version of my thesis does not contain confidential information OR that I have obtained permission from the authorised party to make the confidential information public.

I hereby grant to the Flinders University or its agents the right to archive and to make available my thesis or dissertation in whole or in part, in all forms of media, now or hereafter known. I retain all proprietary rights, such as patent rights. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

I agree

### Access to View Thesis (open access version) \*

- Release immediately
- Request embargo (released at end of embargo period.)

Candidates may make a request to the Deputy Vice-Chancellor (Students) (or nominee) to place a restriction on the access to their coursework thesis in accordance with clause 14 of [Research Components of Postgraduate Coursework Awards](#)

### Step 3: Public Release

Third party copyright is any copyrighted material in your thesis that you have not created and does not belong to you. It is any material in your thesis for which you are not the copyright owner. It can include diagrams, images, tables, figures, text, film etc. Permission is required to use 'third party copyright material'. More information is available on [including images](#) and [including publications](#) in your thesis.

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I hereby grant to the Flinders University or its agents the right to archive and to make available my thesis or dissertation in whole or in part, in all forms of media, now or hereafter known. I retain all proprietary rights, such as patent rights. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

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## Example Open access – Different version

### Step 3: Public Release

Third party copyright is any copyrighted material in your thesis that you have not created and does not belong to you. It is any material in your thesis for which you are not the copyright owner. It can include diagrams, images, tables, figures, text, film etc. Permission is required to use 'third party copyright material'. More information is available on [including images](#) and [including publications](#) in your thesis.

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You can request an embargo period for release of the open access version

### Open Access \*

- My examined thesis is my open access version
- My open access version is different from my examined thesis (I have removed third party copyright, confidential, or sensitive material as required)

If third party copyright permission has not been obtained, please remove all affected figures/text/charts/diagrams etc. from the open access version of your thesis.

In their place insert a short message: *Figure (Text/Chart/Diagram etc.) has been removed due to Copyright restrictions.*

Confidential and sensitive information should be excluded from the open access version of your thesis.

### Open Access Version \*

[test document\(2\).pdf](#)

[Edit](#) | [Replace](#) | [Delete](#)

[+](#) ADD A RESOURCE

Click to select files or drag and drop files here

The thesis file must be a PDF or Zip.

Include all supplementary materials, including data and appendices.

Name files appropriately for public view

### SIGN OFF: Copyright Statement \*

I confirm that the open access version of my thesis does not infringe the intellectual property rights of a third party OR that all parties with a claim to intellectual property contained in any content in my thesis have agreed to the deposit of my thesis in the Flinders University Theses Collection and dissemination online.

I confirm that the open access version of my thesis does not contain confidential information OR that I have obtained permission from the authorised party to make the confidential information public.

I hereby grant to the Flinders University or its agents the right to archive and to make available my thesis or dissertation in whole or in part, in all forms of media, now or hereafter known. I retain all proprietary rights, such as patent rights. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

I agree

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## Example Embargo Request

You are required to provide a reason (e.g. details about a forthcoming publication) and mark off on the Embargo Statement. Your request for an embargo will go to the Dean of Graduate Research for approval, it is not automatically granted.

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I agree

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### Embargoed Thesis

It is mandatory to submit your examined thesis even if you have chosen *Embargo Access*. You must also designate an open access version (you may select the examined thesis as your open access version). The open access version of your thesis will not be released openly until after the agreed embargo period has passed.

### Duration of Embargo

- 12 months
- 18 months
- 24 months
- 36 months

### Embargo Request \*

Provide an explanation detailing the reason for the request to place an embargo on your thesis.

**Please Note** This request will be considered by the Deputy Vice-Chancellor Academic (or nominee). Please make sure that you provide sufficient detail to justify your request.

Please insert explanation here

### SIGN OFF: Embargo Statement \*

I understand, if this embargo is approved, the full text of the thesis will be unavailable until the embargo period passes. I acknowledge that information about this thesis (including abstract) will be made openly available immediately.

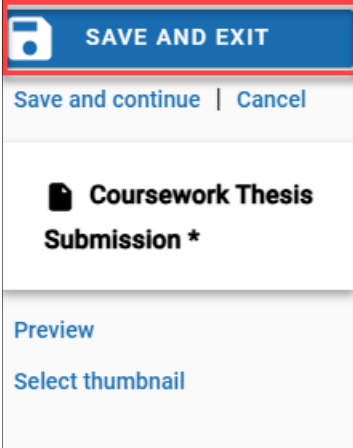
Embargo requests will be considered by the Deputy Vice-Chancellor (Academic) (or nominee) only on the grounds:

that the thesis contains confidential and/or sensitive material; or  
that it was a condition imposed by the owner of private records and material used by the author; or  
that the author was in an employment or other contract relationship with a third party that made the restriction a condition of the contract; or  
that the thesis contains creative, critical, academic or equivalent material with a likelihood of publication, performance or equivalents.

## Submitting Thesis for Moderation

Once form has been completed, please submit for Moderation.

Click the Save and Exit button to submit thesis.



Then click 'Submit for Moderation'.

### Save



Do you want to submit this item for moderation now, or save as a draft?

Optional message for moderators:

**SUBMIT FOR MODERATION** SAVE DRAFT CANCEL

A summary of the thesis submission will appear.

## Insert thesis title here

### [Link to send to thesis supervisors](#)

Please click 'Change ownership' link on the right and add thesis supervisors as collaborator

#### Author

Susan Student

#### College

College of Medicine and Public Health

#### Abstract

Insert abstract here

#### Keywords

Add key words here

#### Thesis type

Graduate Certificate

#### Completed

2025

#### Supervisor

Insert supervisor name here

## Checking the status of your thesis

- Log in to [FLEX](#)
- Check 'My Thesis' section of your dashboard

The 'My thesis' section contains details of your submission status.

### Dashboard

#### ▼ Welcome to FLEX

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#### ▼ My thesis

##### Coursework Thesis

Thesis title	Status
<a href="#">Insert thesis title here</a>	Moderating