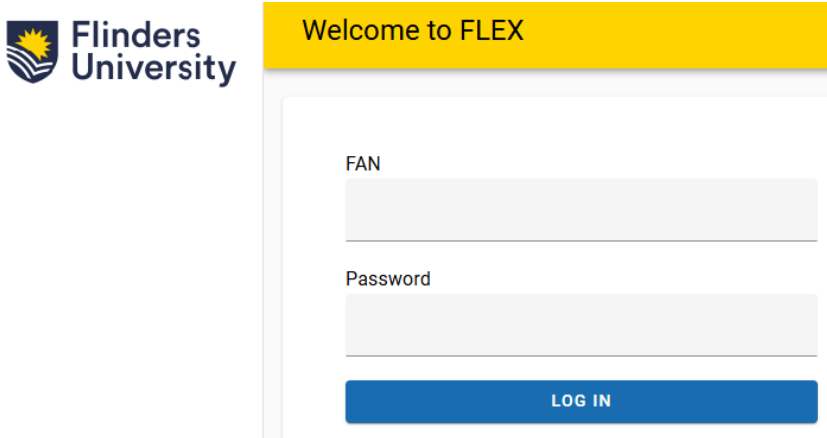


How to submit a Higher Doctorate Contextual Statement to the library

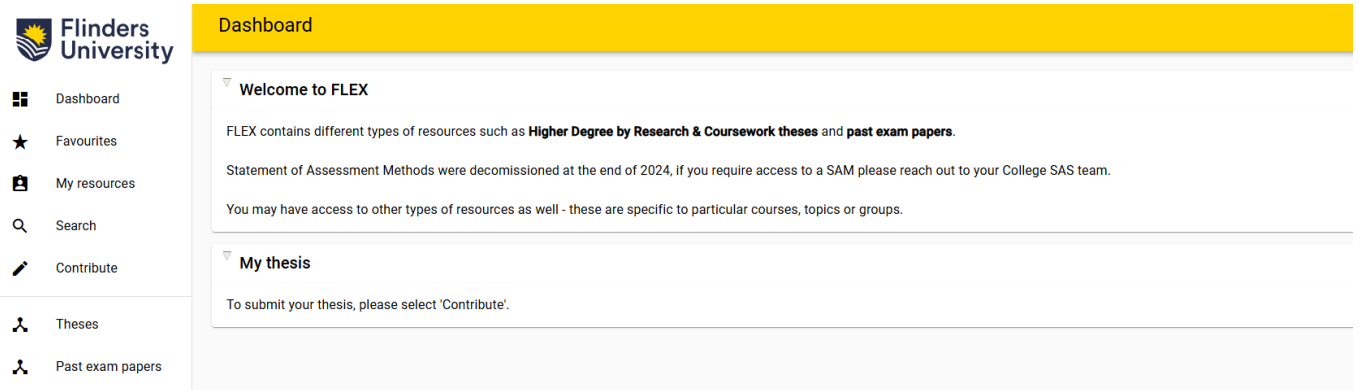
Note: these instructions are for Higher Doctorates only, not for Doctorates or other higher degrees

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



The screenshot shows the FLEX login interface. On the left is the Flinders University logo. The main area has a yellow header that says "Welcome to FLEX". Below this are two input fields: "FAN" and "Password". At the bottom of the form is a blue button labeled "LOG IN".

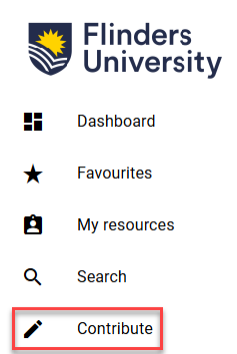
In the Dashboard a **'My thesis'** section shows to track the progress of your thesis. It will either ask you to 'Contribute' your thesis' or show the status of your current thesis submission.



The screenshot shows the FLEX Dashboard. On the left is a navigation menu with the Flinders University logo and several menu items: Dashboard, Favourites, My resources, Search, Contribute, Theses, and Past exam papers. The main content area has a yellow header that says "Dashboard". Below this is a section titled "Welcome to FLEX" with a dropdown arrow. The text below reads: "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." Below this is another section titled "My thesis" with a dropdown arrow. The text below reads: "To submit your thesis, please select 'Contribute'."

To submit a thesis

Locate and click the **'Contribute'** button



The screenshot shows the navigation menu from the previous screenshot. The menu items are: Dashboard, Favourites, My resources, Search, and Contribute. The "Contribute" item is highlighted with a red rectangular box.

Select the type of Thesis you would like to submit

Contribute

What type of resource are you contributing?

Theses

Theses: coursework

Theses: HDR

Part 1 – Your Details

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.

Part 1: Your Details

Student FAN *

stud9999

Student ID Number *

Insert ID Number here

Preferred first name(s) display *

This will be used in citations and on the publicly available thesis web page.

Susan

Preferred last name(s) display *

This will be used in citations and on the publicly available thesis web page.

Student

Preferred Email Contact - enter primary email address *

susan.student@flinders.edu.au

Part 2 – Thesis Type, College and Supervisor

Fill in required information (* denotes required field). Select thesis type of 'Higher Doctorate' and complete details with information about your thesis

Part 2: Thesis Type, College and Supervisor

Thesis Type *

Please select one

College *

Start typing in the College when the name appears below - click on the name, then - click then SELECT button.

SELECT

No terms selected

Principal Supervisor Name *

Principal Supervisor Email *

Year of Completion *

Date 2025

Clear

Part 5: Public Release of Your Thesis

The 'Public access to view' section manages how your thesis is released. It can either be released immediately by selecting the 'Immediate open access' or if you need to delay the date that your thesis becomes public, select 'Delayed access (released at end of embargo period. **This option is not application for Higher Doctorate students).**'

Please note: 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.

Immediate open access example

Part 5: Public Release of Your Thesis

Public access to view thesis *

- Immediate open access
- Delayed access (Released at the end of embargo period. This option is not applicable for Higher Doctorate students)

Saving Your Submission

When you want to exit this page click the **Save and Exit** button (on right), then choose:

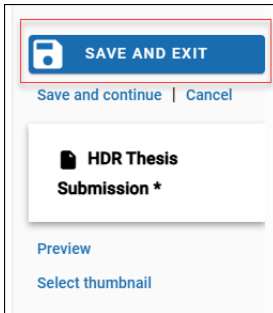
Submit for Moderation if your submission is complete, OR
Save draft if you need to complete it later.

Before submitting your thesis, please ensure:

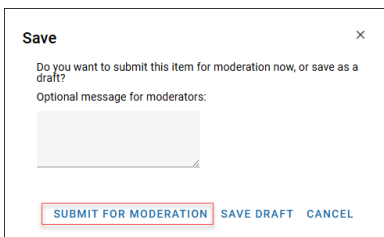
- You have used the Flinders thesis title page template, available from the [Examination forms page](#)
- The date on your title page matches the date your award was completed
- Your Declaration is signed and dated (your typed name in place of a signature is recommended), and includes the full text from 5 iv. of the [HDR Thesis Rules](#)
- You have acknowledged RTP funding in your thesis if applicable
- You have updated your Table of Contents after completing your amendments

Submitting your thesis

Once ready to submit click Save and Exit button to submit



Click 'Submit for Moderation' to confirm submission



Once submitted a summary of Thesis Submission appears.

Theses: HDR > This is my thesis title

This is my thesis title

Author	College
Susan Student	College of Medicine and Public Health

Open Access Thesis
- Birds.pdf

Citation
Student, Susan, 2025 *This is my thesis title*, Flinders University, College of Medicine and Public Health

Terms of Use: This electronic version is (or will be) made publicly available by Flinders University in accordance with its open access policy for student theses. Copyright in this thesis remains with the author. You may use this material for uses permitted under the Copyright Act 1968. If you are the owner of any included third party copyright material and/or you believe that any material has been made available without permission of the copyright owner please contact copyright@flinders.edu.au with the details.

Abstract
This is my thesis abstract

Keywords	Thesis type
test	Masters by Research

Subject
Anaesthesia & Intensive Care thesis

Completed	Supervisor
2025	Joe Bloggs

Examined Thesis Candidate view only
Same as open access thesis

Add a comment Rate this resource ⦿☆☆☆☆

[+ ADD COMMENT](#)

Your submission will now be submitted to be processed by staff.

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**

FLEX contains different types of resources such as **past exam papers** and **Research High Degree theses**.

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**

High Degree by Research Thesis

Thesis title	Status
This is my thesis title	Live