

NOTIFICATION OF INTENT TO SUBMIT - EFORM SUPPORT GUIDE

Version 1

1 May 2018

Introduction

The purpose of this document is to provide detailed support information on the Higher Degree Research (HDR) Milestones – Notification of Intent to Submit (NOI) eForm for administrators and support staff. The guide outlines the key functionality as well as possible errors which may be triggered on each page. This may be referred to for trouble-shooting and end-user support. To navigate this guide, first identify the page on which the error occurs and follow the link to the page from either the full contents list or the lists organised by form type below. Note that some pages are only visible on certain forms and under specific user inputs. Details on the emails and output documentation can be found in a separate document.

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Nomination of Examiners

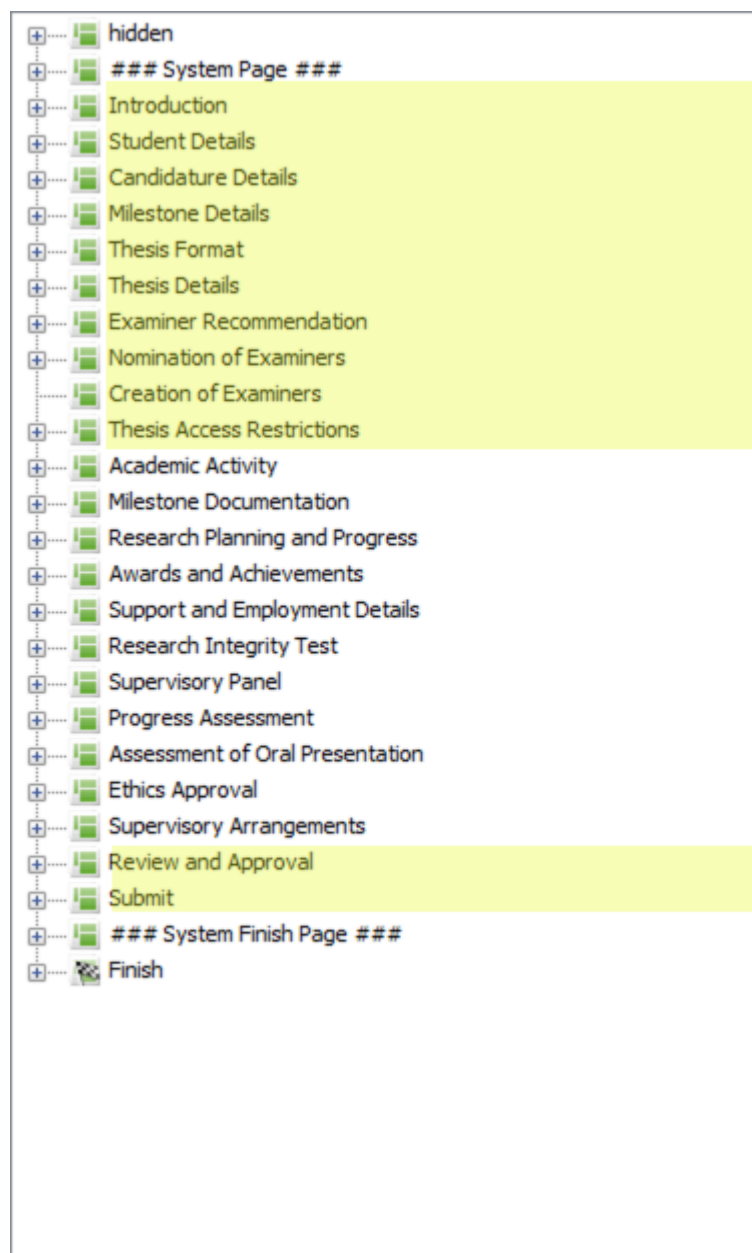
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1 HDR Milestones eForm Structure



2 eForm Access

The Candidate logs into ISIS and navigates to > ISIS > Research > Research Reports. They then click *Begin eForm* for their Milestone from the list.

Research Career					
Program	Report	Due Date	Status	Date Completed	eForm
Placeholder Default Name with auto date. Replace	Placeholder Default Name with auto date. Replace	08/10/2017	In Progress		Pending Approval
Placeholder Default Name with auto date. Replace	Placeholder Default Name	12/01/2017	In Progress		Pending Approval
Placeholder Default Name with auto date. Replace	Annual Report and Plan	28/09/2016	Not Completed		Begin eForm
Placeholder Default Name with auto date. Replace	Placeholder Default Name	30/08/2016	Completed	27/08/2016	Complete

On clicking the Begin eForm link, the Candidate will be redirected (via single sign on) to the eForms website with a new instance of the HDR Milestone Reporting eForm for their selected Milestone.

The form should begin on the Introduction page as displayed below.

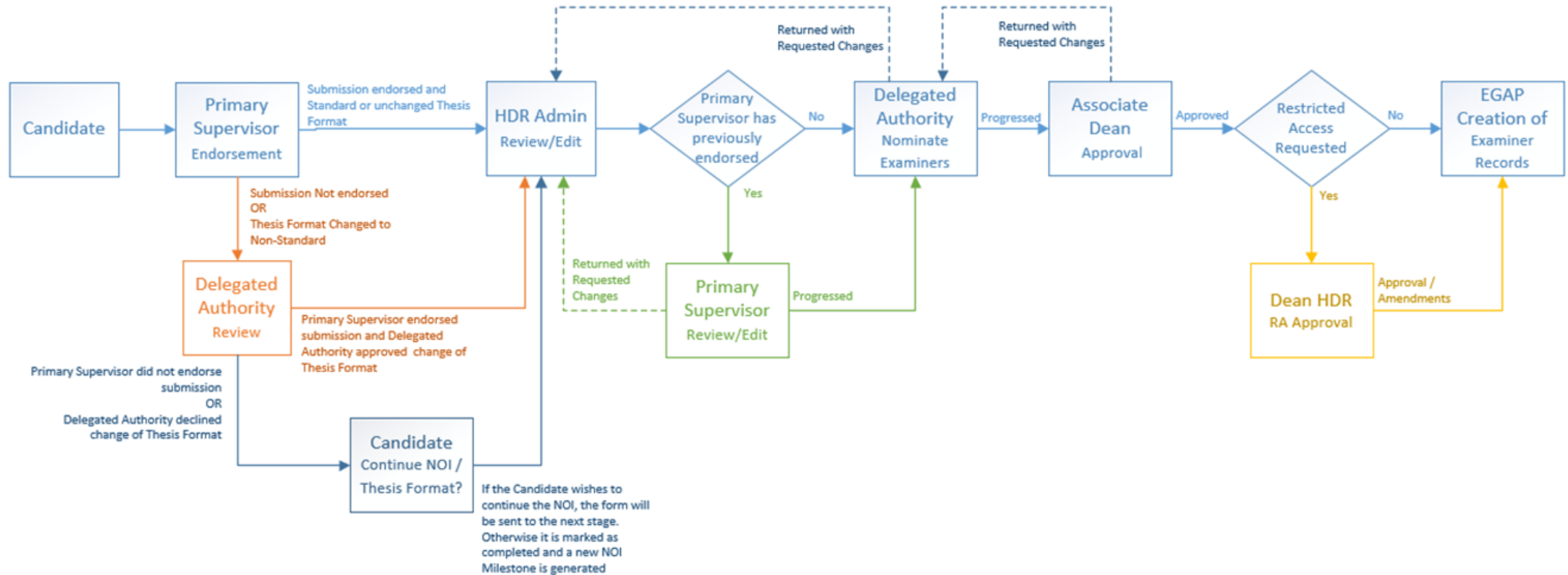
Candidates will have an NOI Milestone created at the start of their program. When they believe they are ready to submit their thesis, they may complete the form. If the Primary Supervisor does not endorse the submission and the Candidate decides to discontinue their Notification, a new NOI Milestone is created.

2.1 Support Links

If you need additional assistance please contact your College/School HDR Administrator or go to student administration eForms support <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support>

3 eForm Approvals Workflow

3.1 Notification of Intent to Submit (NOI) Workflow



4 General eForm Components

There are several components which are common to each eForm. These aid in navigating the eForm system and moving to the different pages on the eForm. General eForm Components are shown in the figure below:



The screenshot shows the 'HDR Milestone Reporting' eForm. The top bar includes the ANU logo, a 'Home' link (1), and a 'Log Out' link (2). The left sidebar (3) contains a navigation menu with links to Introduction, Student Details, Enrolment Details, Milestone Details, Academic Activity, Research Planning and Progress, Awards and Achievements, Support and Employment Details, Progress Assessment, Supervisory Arrangements, and Submit. The main content area (4) displays the 'Introduction' page, which includes form details, candidate details, milestone type, and due date. It also contains a description of the Annual Research Report and Plan, a list of requirements, and a link to further information. The bottom right corner shows the Form ID (5), a Save Button (6), and Navigation Arrows (7).

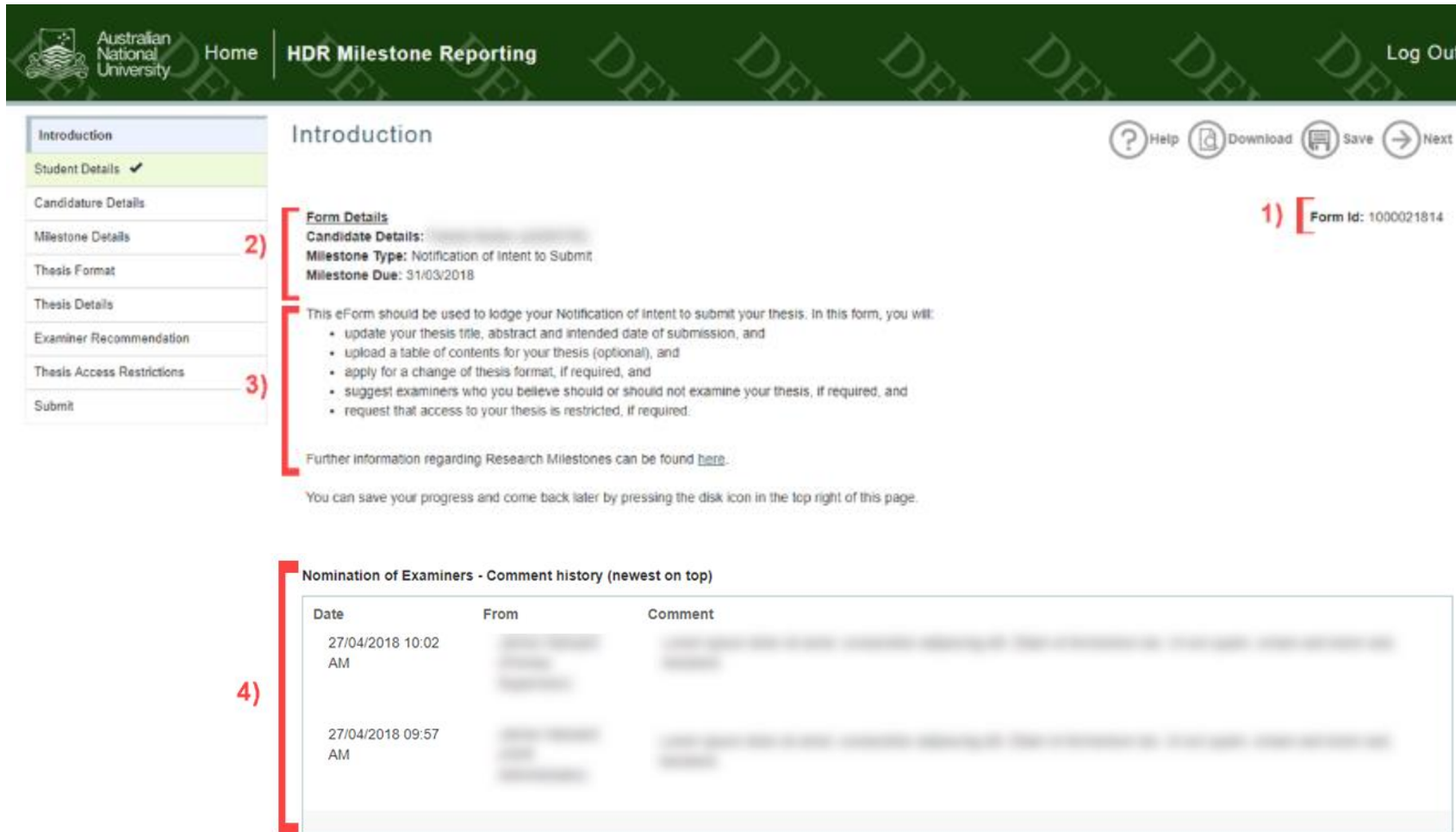
1. Home: returns to the eForms system home.
2. Log Out: logs out of the eForms system.
3. Navigation Menu: links to pages within the eForm. These can be used to navigate around the form by 'jumping' to selected pages.
4. Form Body: the information and actions for each page are displayed in this section.
5. Form ID: a unique identifier used to identify the form within Insight reporting and within the eForm system database. Visible on the introduction page.
6. Save Button: allows saving the form progress to be completed at a later date.
7. Navigation Arrows: used to step through the form pages in sequential order

5 eForm Pages

5.1 Introduction Page

Forms:	Notification of Intent to Submit
Visible to:	All
Action:	N/A
Purpose:	Provides an introduction and summary on the Milestone and form functionality. Provides an indication of previous decisions made by other areas.
Loads:	<p>Within this page the form collects data from the following web services based on parameters based to the form from ISIS:</p> <ul style="list-style-type: none"> • <i>CS Occupation Service</i> (for Student and Delegated Authority) • <i>Personal Contact Details</i> (for Student) • <i>Current Academic Program</i> (Inc. Program, Program Owner, Supervisor Details) • <i>Academic Program Details</i> (for Current Academic Program) • <i>Research Candidature</i> • <i>Thesis Management</i> • <i>Enrolments (+ Class Details</i> for each line of the enrolment record) • <i>Research Milestones</i> • <i>Student Scholarships</i> • <i>Residency</i> • <i>Visa Details</i> • <i>Forms Approval</i> (for ADEA and HMDA for the Student's current academic program/plan)

5.1.1 View



Introduction

Form Details
Candidate Details: [REDACTED]
Milestone Type: Notification of Intent to Submit
Milestone Due: 31/03/2018

This eForm should be used to lodge your Notification of Intent to submit your thesis. In this form, you will:

- update your thesis title, abstract and intended date of submission, and
- upload a table of contents for your thesis (optional), and
- apply for a change of thesis format, if required, and
- suggest examiners who you believe should or should not examine your thesis, if required, and
- request that access to your thesis is restricted, if required.

Further information regarding Research Milestones can be found [here](#).

You can save your progress and come back later by pressing the disk icon in the top right of this page.

Nomination of Examiners - Comment history (newest on top)

Date	From	Comment
27/04/2018 10:02 AM	[REDACTED]	[REDACTED]
27/04/2018 09:57 AM	[REDACTED]	[REDACTED]

5.1.1.1 Function Table

View	<ol style="list-style-type: none"> 1. Form ID – e.g. 1000003756 unique identifier for the form, which can be used to track the form within Insight reporting and also used to request backend form management functionality, e.g. cancelling a form. 2. Form Details identifying the Candidate and the Milestone being completed 3. Introduction: <ol style="list-style-type: none"> a. <u>New form</u>: information will be displayed regarding the NOI b. <u>Continuing form</u>: Comments from previous states
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- | | |
|--|---|
| | 4. <u>If in Nomination of Examiners State:</u> A record of the previous comments provided by the HDR Administrator, Primary Supervisor etc. is available to view. |
|--|---|

5.1.2 Errors / Validators

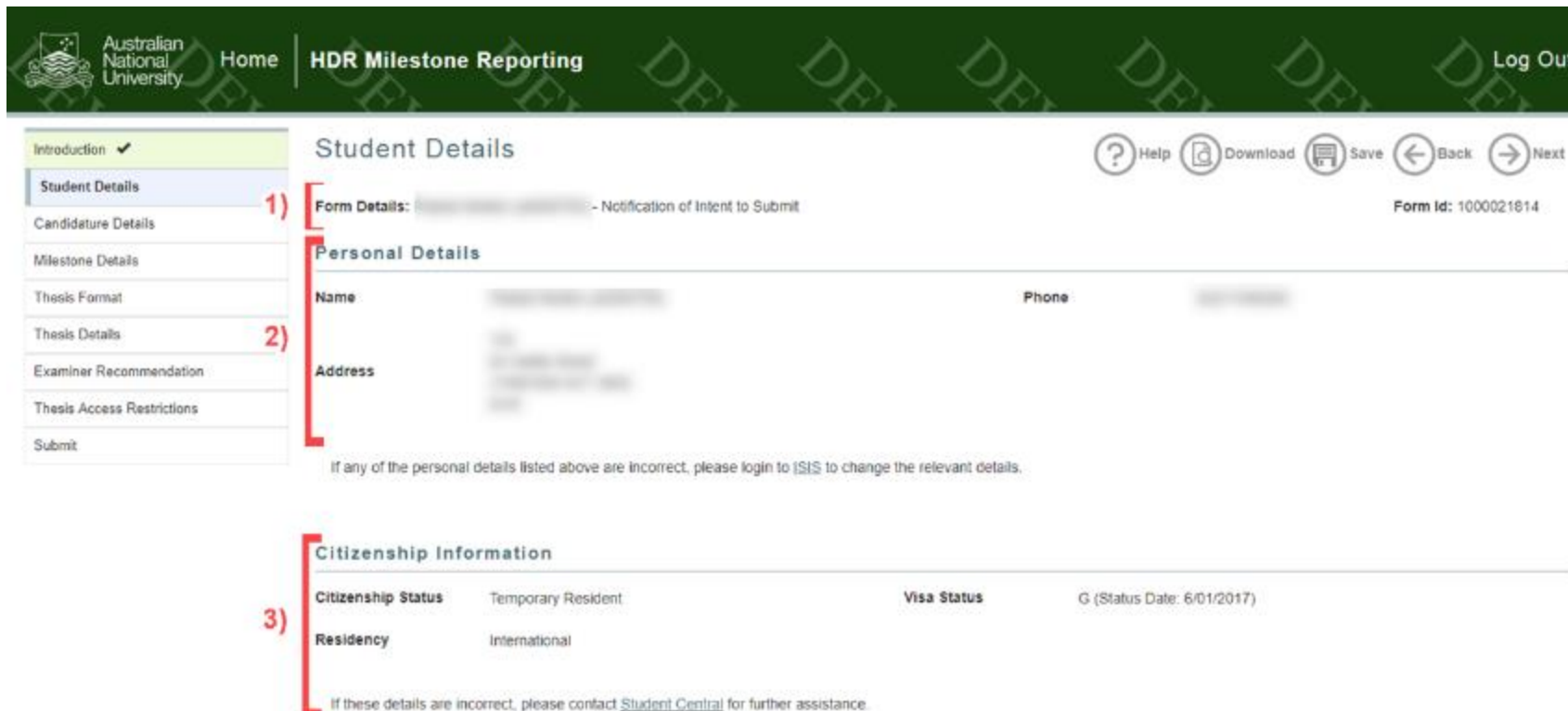
a)	<p>There are no Supervisors recorded on your Supervisory Panel. Please contact Student Administration in order to proceed with this form.</p> <p><u>Trigger:</u> Displayed if <i>Current Academic Program</i> returns no Supervisors for the Candidate.</p> <p><u>Potential Solutions:</u> Ensure that there are supervisors recorded against the Candidate's current academic program in the Student Administration System (SAS) and that the Candidate has a Chair of Panel registered in SAS. Escalate to next tier in the support chain if this information appears correct in SAS.</p> <p><u>Warning Text:</u> <i>"There are no Supervisors recorded on your Supervisory Panel. Please contact Student Administration in order to proceed with this form."</i></p>
b)	<p>The milestone information relating to this form indicates that the milestone type is not compatible with this eForm. Please login to ISIS to initiate your HDR Milestone and if this is not successful, contact your Local HDR Administrator.</p> <p><u>Trigger:</u> Displayed if the milestone type passed to the eForm from ISIS is not recognised as a valid type by the eForm.</p> <p><u>Potential Solutions:</u> Request that the Candidate close the eForm and try to re-initiate from the ISIS menu. Escalate to next tier in the support chain if this does not resolve the problem.</p> <p><u>Warning Text:</u> <i>"The milestone information relating to this form indicates that the milestone type is not compatible with this eForm. Please login to ISIS to initiate your HDR Milestone and if this is not successful, contact your Local HDR Administrator."</i></p>
c)	<p>You do not have the appropriate educational affiliation with the ANU to complete this form. Please contact your Local Student Administrator for further information.</p> <p><u>Trigger:</u> Displayed if the details passed to the eForm from ISIS indicate an Academic Career that is not equal to "RSCH".</p> <p><u>Potential Solutions:</u> Form is only compatible with HDR research milestones. Ensure the current academic program for the Candidate is registered as "RSCH" and escalate to next tier in the support chain if required.</p> <p><u>Warning Text:</u> <i>"You do not have the appropriate educational affiliation with the ANU to complete this form. Please contact your Local Student Administrator for further information."</i></p>
d)	<p>There are no Associate Dean registered for this Program/Plan. Please contact College Administration in order to continue.</p> <p><u>Trigger:</u> Displayed if there are no details passed to the eForm regarding the <i>Associate Dean</i> role in the SAS Forms Approval table.</p> <p><u>Potential Solutions:</u> Information will be displayed to the user regarding the Academic Career, Academic Organisation, Research Organisation and Program/Plan. Review the Forms Approval table and ensure that there is an appropriate listing for <i>Associate Dean</i>. If there is no listing, College Administrators will need to enter these details in the Forms Approval table. Once these details are entered, ask the user to reload the form. Escalate to next tier in the support chain if required.</p> <p><u>Warning Text:</u> <i>"There are no Associate Dean registered for this Program/Plan. Please contact College Administration in order to continue."</i></p>

e)	<p>There are no Delegated Authority details registered for this Program/Plan. Please contact College Administration in order to continue.</p> <p><u>Trigger:</u> Displayed if there are no details passed to the eForm regarding the <i>Delegated Authority – HDR</i> role in the SAS Forms Approval table.</p> <p><u>Potential Solutions:</u> Information will be displayed to the user regarding the Academic Career, Academic Organisation, Research Organisation and Program/Plan. Review the Forms Approval table and ensure that there is an appropriate listing for <i>Delegated Authority – HDR</i>. If there is no listing, College Administrators will need to enter these details in the Forms Approval table.</p> <p>Once these details are entered, ask the user to reload the form. Escalate to next tier in the support chain if required.</p> <p><u>Warning Text:</u> “<i>There are no Delegated Authority details registered for this Program/Plan. Please contact College Administration in order to continue.</i>”</p>
f)	<p>You are registered as the Chair of Panel for [q19.35] - as a result, a different individual must act as the Delegated Authority. Please return to the eForms home page, unlock this form and request someone else from the Group assess this form.</p> <p><u>Trigger:</u> Occurs when the Chair of Panel is also the Delegated Authority</p> <p><u>Potential Solutions:</u> As instructed, the User cannot complete this form, advise them to unlock the form on the eForms home page. You may also unlock the form through the workflow interface in manage.</p> <p><u>Warning Text:</u> “<i>You are registered as the Chair of Panel for [q19.35] - as a result, a different individual must act as the Delegated Authority. Please return to the eForms home page, unlock this form and request someone else from the Group assess this form.</i>”</p>
g)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has checked the RIT acknowledgement checkbox.</p> <p><u>Warning Text:</u> “<i>This is a required field</i>”</p>

5.2 Student Details Page

Forms:	Notification of Intent to Submit
Visible to:	All excluding Associate Dean, Dean HDR, Examinations Office
Action:	N/A
Purpose:	Provides further details on the Candidate including contact details, citizenship information, enrolment details and supervisory panel members for reference.

5.2.1 View



Student Details

Form Details: [redacted] - Notification of Intent to Submit Form Id: 1000021814

Personal Details

Name [redacted] Phone [redacted]

Address [redacted]

If any of the personal details listed above are incorrect, please login to [iSIS](#) to change the relevant details.

Citizenship Information

Citizenship Status: Temporary Resident Visa Status: G (Status Date: 6/01/2017)

Residency: International

If these details are incorrect, please contact [Student Central](#) for further assistance.

4)

ORCID Information

All ANU researchers, including PhD students, academic staff and research-active professional staff are encouraged to register for an ORCID identifier. If you do not already have an ORCID ID, please take this opportunity to apply for one by logging in and registering through the University's [Research Information Management System \(RIMS\)](#). It will only take a few minutes. The [ORCID LibGuide](#) provides further information. If you have any questions about ORCID, please contact the [Open Research Team](#).



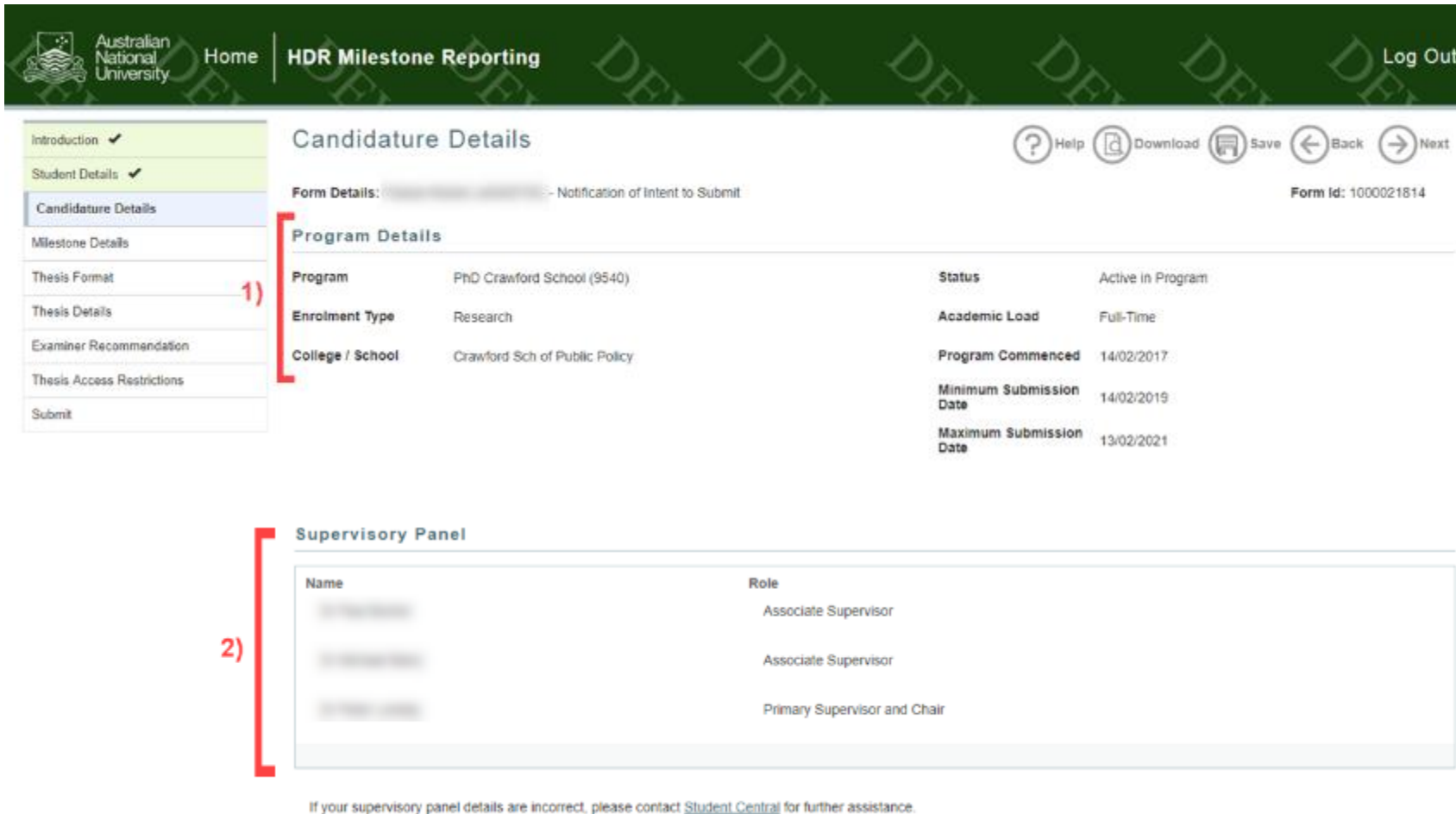
5.2.1.1 Function Table

View	<ol style="list-style-type: none"> 1. Form Details – This appears on every subsequent page. It displays the Candidate's: <ul style="list-style-type: none"> • name, • University ID, and • which milestone the form relates to. 2. Student Details – displays the Candidate's: <ul style="list-style-type: none"> • Name, • Phone, and • Address. 3. Citizenship Information – displays the Candidate's: <ul style="list-style-type: none"> • Citizenship Status, • Residency, and • Visa Status. 4. ORCID Information – displays a notification about registering an ORCID <u>Candidate Stage Only</u>.
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5.3 Candidature Details Page

Forms:	Notification of Intent to Submit
Visible to:	All
Action:	Candidate
Purpose:	On this page the Candidate can double check the details of their supervisory panel

5.3.1 View



Program Details

Field	Value	Field	Value
Program	PhD Crawford School (9540)	Status	Active in Program
Enrolment Type	Research	Academic Load	Full-Time
College / School	Crawford Sch of Public Policy	Program Commenced	14/02/2017
		Minimum Submission Date	14/02/2019
		Maximum Submission Date	13/02/2021

Supervisory Panel

Name	Role
[Redacted]	Associate Supervisor
[Redacted]	Associate Supervisor
[Redacted]	Primary Supervisor and Chair

If your supervisory panel details are incorrect, please contact [Student Central](#) for further assistance.

3) **Confirmation of Panel**

Confirm that your Primary Supervisor is Prof [redacted] and your Chair of Panel is Prof [redacted]

Are these details correct? *

☐ Yes

☒ No/Unsure

WARNING: Contact your School or College HDR Administrator immediately to update your supervisory panel details accordingly. You can save this eForm using the icon in the top right corner. Once saved, close this eForm. When your panel has been updated you can reopen this eForm from ISIS and continue with your Notification of Intent to Submit milestone.

5.3.1.1 Function Table

View	<ol style="list-style-type: none"> Candidature Details – displays the Candidate's: <ol style="list-style-type: none"> Program name and number, Enrolment Type, College / School, Program Status, Academic Load, Program Commencement date, Maximum Submission Date, Scholarship Information (if applicable). Supervisory Panel Members are displayed with their role. Confirm Supervisory panel checkbox to confirm the Primary Supervisor and Chair of Panel are correct. If not, a validator will trigger, instructing the Candidate to contact administration and change their panel details. <u>Candidate Stage Only</u> Student Unofficial Transcript Comments. <u>Excluding Candidate Stage</u> (not visible in screenshots)
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5.3.2 Errors / Validators

a)	<p>There is no recorded maximum submission date for this enrolment. In order to proceed the enrolment record must be updated. Please save this form and continue when this information has been updated in the Student Administration System.</p> <p><u>Trigger:</u> Displayed if there is no maximum submission date returned by SAS for the Candidate (Research Candidature - RSH_MAX_SUBMIT_DT).</p> <p><u>Potential Solutions:</u> Ensure that the Candidate has a maximum research submission date recorded in SAS and escalate to the next tier in the support chain if required.</p> <p><u>Warning Text:</u> "There is no recorded maximum submission date for this enrolment. In order to proceed the enrolment record must be updated. Please save this form and continue when this information has been updated in the Student Administration System."</p>
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b)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Applies to:</u> All user entry/selection fields on page.</p> <p><u>Potential Solutions:</u> Confirm that user has entered valid details into all required text and date entry fields. Confirm that user has selected an option for multiple choice tick-box selectors and single choice radio buttons. Escalate to the next tier in the support chain if required.</p> <p><u>Warning Text:</u> <i>"This is a required field"</i></p>
c)	<p>You have more than one Primary Supervisor. Please contact your HDR Administrator to resolve this. You should only have one Primary Supervisor on your Supervisory Panel.</p> <p><u>Trigger:</u> Triggered when SAS brings back details for more than one Primary Supervisor. This error is flagged in the Candidate state only.</p> <p><u>Potential Solutions:</u> Advise the Candidate to contact HDR administration to get their Primary supervisor details corrected in SAS. They must only have one Primary Supervisor or Primary Supervisor and Chair</p> <p><u>Warning Text:</u> <i>"You have more than one Primary Supervisor. Please contact your HDR Administrator to resolve this. You should only have one Primary Supervisor on your Supervisory Panel."</i></p>
d)	<p>You have no Primary Supervisor. Please contact your HDR Administrator to resolve this. You need one Primary Supervisor on your Supervisory Panel to proceed with this milestone.</p> <p><u>Trigger:</u> Triggered when SAS does not bring back any details for Primary Supervisors. This error is flagged in the Candidate state only.</p> <p><u>Potential Solutions:</u> Advise the Candidate to contact HDR administration to get their Primary supervisor details corrected in SAS. They must have one Primary Supervisor or Primary Supervisor and Chair</p> <p><u>Warning Text:</u> <i>"You have no Primary Supervisor. Please contact your HDR Administrator to resolve this. You need one Primary Supervisor on your Supervisory Panel to proceed with this milestone."</i></p>
e)	<p>There is more than one Primary Supervisor for this Candidate. Please contact your HDR Administrator to resolve this. A Candidate should only have one Primary Supervisor on their Supervisory Panel.</p> <p><u>Trigger:</u> Triggered when SAS brings back details for more than one Primary Supervisor. This error is flagged in all states except the Candidate state.</p> <p><u>Potential Solutions:</u> Advise the approver to contact HDR administration to get their Primary supervisor details corrected in SAS. The Candidate must only have one Primary Supervisor or Primary Supervisor and Chair</p> <p><u>Warning Text:</u> <i>"There is more than one Primary Supervisor for this Candidate. Please contact your HDR Administrator to resolve this. A Candidate should only have one Primary Supervisor on their Supervisory Panel."</i></p>
f)	<p>The Candidate has no Primary Supervisor. Please contact your HDR Administrator to resolve this. The Candidate needs one Primary Supervisor on their Supervisory Panel to proceed with this milestone.</p> <p><u>Trigger:</u> Triggered when SAS brings back details for no Primary Supervisors. This error is flagged in all states except the Candidate state.</p> <p><u>Potential Solutions:</u> Advise the approver to contact HDR administration to get their Primary supervisor details corrected in SAS. The Candidate must have one Primary Supervisor or Primary Supervisor and Chair</p> <p><u>Warning Text:</u> <i>"The Candidate has no Primary Supervisor. Please contact your HDR Administrator to resolve this. The Candidate needs one Primary Supervisor on their Supervisory Panel to proceed with this milestone."</i></p>
g)	<p>Contact your School or College HDR Administrator immediately to update your supervisory panel details accordingly. Once the details are updated, you may return to the eForm and continue with your Notification of Intent to Submit milestone.</p>

	<p>Trigger: Triggered when the Candidate indicates that their supervisory panel details are incorrect.</p> <p>Potential Solutions: Advise the Candidate to contact HDR administration to correct their supervisory panel details in SAS.</p> <p>Warning Text: <i>“Contact your School or College HDR Administrator immediately to update your supervisory panel details accordingly. Once the details are updated, you may return to the eForm and continue with your Notification of Intent to Submit milestone.”</i></p>
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5.4 Milestone Details Page

Forms:	Notification of Intent to Submit
Visible to:	All excluding Associate Dean, Dean HDR, EGAP
Action:	N/A
Purpose:	Provides an overview of the Candidate’s Milestone progress including completed and in-progress Milestones

5.4.1 View



Home | **HDR Milestone Reporting** | Log Out

Introduction ✓

Student Details ✓

Candidature Details ✓

Milestone Details

Thesis Format

Thesis Details

Examiner Suggestion

Thesis Access Restrictions

Summary

Milestone Details

Form Details: Thomas Abhayaratna (u3014204) - Notification of Intent to Submit Form Id: 1000022562

Help Download Save Back Next

The following table provides a summary of the milestones associated with your enrolment.

Milestone Description	Due Date	Complete	Grade
Annual Plan	31/03/2016	Complete	Satisfactory
Annual Report 1st Year	31/03/2019	Complete	Satisfactory
Thesis Proposal Review	31/03/2019	Complete	Satisfactory
Notification of intent to submit	29/03/2023	In Progress	N/A
Annual Report 2nd Year	31/03/2019	Complete	Satisfactory
Annual Report 3rd Year	31/03/2021	Complete	Satisfactory
Oral Presentation	30/09/2022	Not completed	N/A
Research Integrity Training	29/03/2023	Complete	Satisfactory
Annual Report 4th Year	31/03/2023	Not completed	N/A

Items in red highlight milestones that are overdue.

5.4.1.1 Function Table

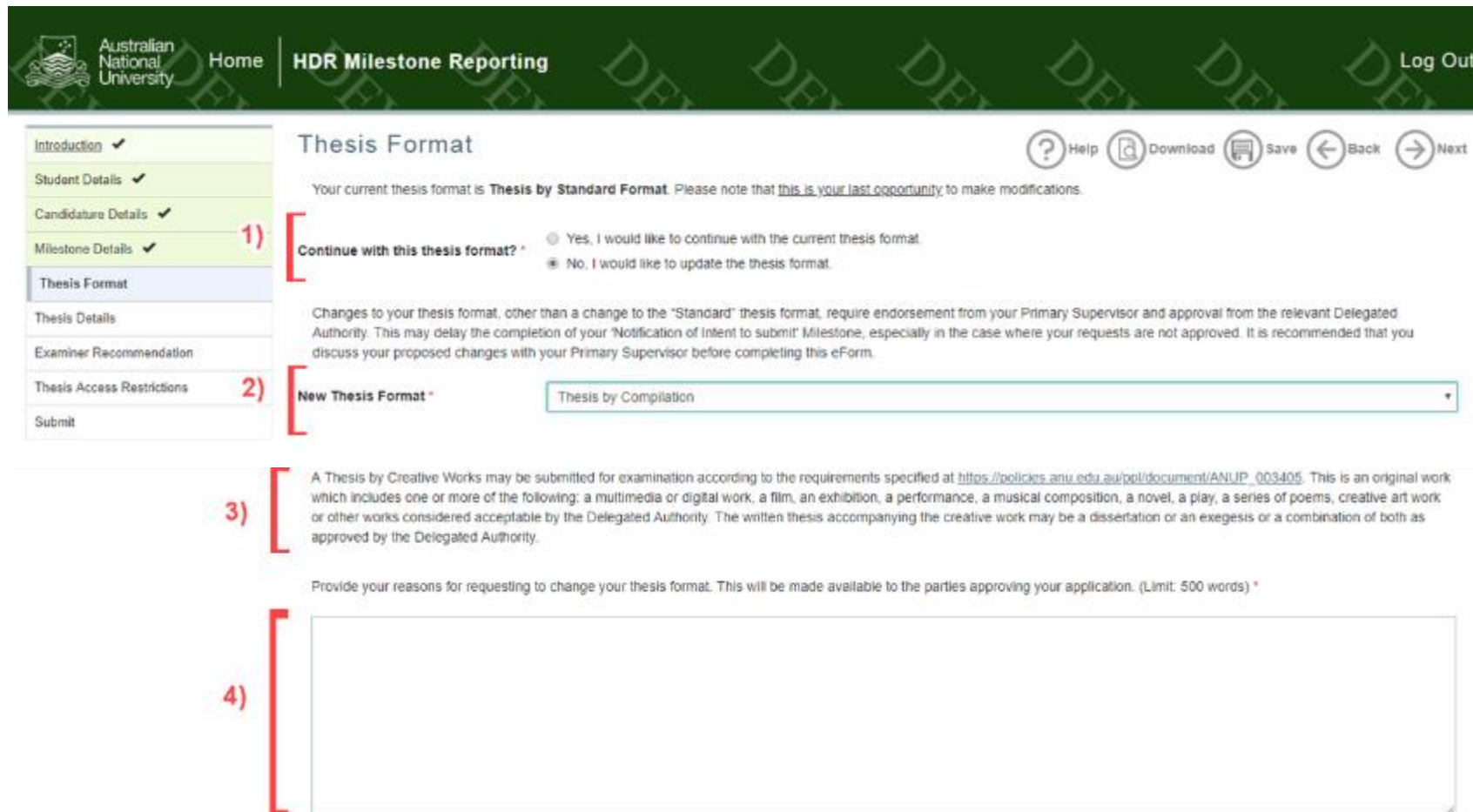
View	<ol style="list-style-type: none"> Milestone Details table provides a summary of the Candidate's Milestones as indicated in ISIS <ol style="list-style-type: none"> Milestone Description – Type of Milestone, e.g. Annual Report and Plan, Thesis Proposal Review, etc. Due Date – Milestone due date, shows up red if overdue. Complete – Shows if the Milestone is complete, incomplete or in progress. Grade – Shows the rating of the milestone as provided by the delegated authority. Includes: Satisfactory, Requiring Further Review, or Unsatisfactory.
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	If any of the details listed above are incorrect, the Candidate should contact Student Administration for further assistance.
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5.5 Thesis Format Page

Forms:	Notification of Intent to Submit
Visible to:	Candidate, Primary Supervisor, Delegated Authority
Action:	Candidate
Purpose:	For the Candidate to indicate any changes to their Thesis format and provide any related details

5.5.1 Candidate View



The screenshot shows the 'HDR Milestone Reporting' interface. The left sidebar contains a navigation menu with the following items: Introduction ✓, Student Details ✓, Candidature Details ✓, Milestone Details ✓, **Thesis Format**, Thesis Details, Examiner Recommendation, Thesis Access Restrictions, and Submit. The main content area is titled 'Thesis Format' and includes a header with 'Help', 'Download', 'Save', 'Back', and 'Next' buttons. The text states: 'Your current thesis format is **Thesis by Standard Format**. Please note that this is your last opportunity to make modifications.' Below this is a section titled 'Continue with this thesis format? *' with two radio button options: 'Yes, I would like to continue with the current thesis format.' and 'No, I would like to update the thesis format.' A paragraph explains that changes to the thesis format require endorsement from the Primary Supervisor and approval from the Delegated Authority. Below this is a section titled 'New Thesis Format *' with a dropdown menu currently set to 'Thesis by Compilation'. A paragraph explains that a Thesis by Creative Works may be submitted according to specific requirements. Below this is a text area for 'Provide your reasons for requesting to change your thesis format. This will be made available to the parties approving your application. (Limit: 500 words) *'. The form is annotated with red numbers 1) through 4) in brackets, pointing to the 'Continue with this thesis format?' section, the 'New Thesis Format' dropdown, the 'Thesis by Creative Works' paragraph, and the reasons text area, respectively.

5) [Detail the percentage contribution of each component of your work to the total submission. For example, 50% exegesis, 25% music, 25% video. *

e.g. 50% exegesis, 25% music, 25% video

Papers and Publications

As you have selected to change to a Thesis by Compilation, please list your publications and related information below.

6) [**Publication/Paper #1**

Status: * Submitted Anticipated date of publication

Name of journal/book: * Type here...

Title: * Type here...

Anticipated word count: e.g. 10000

Authorship status: * ☐ Sole-author ☒ Co-author

7) [**Nature and extent of your contribution to the publication / paper: ***

Type here...

8) **Author details**

List the authors of the publication/paper in correct order. You can rearrange the order of authors you've entered by clicking and dragging the '≡' icon.

Author #1: **Email:**

9) **Has the publication/paper been rejected by any journals? ***

☒ Yes ☐ No

Provide the name of journal(s) and any relevant comments: *


You may add additional publications/papers by clicking the + button above. You may remove publications/papers by checking the tick-box next to the publication/paper you wish to remove and clicking the - button.

5.5.1.1 Function Table

Candidate View	<ol style="list-style-type: none"> The Candidate is shown their current Working Thesis Format. Checkboxes allow the Candidate to select whether they would like to change this format or not. <u>If they wish to change their format, the following sections are made available:</u> A dropdown list allows the Candidate to select a new Thesis format. The formats include: <ol style="list-style-type: none"> Thesis by Creative Works Thesis by Alternative format Thesis by Compilation Thesis by Standard Format Depending on which thesis format is selected, a paragraph about the selected format type and what is required, is shown. For non-standard Thesis formats: a text area is available to enter the reasons for changing the format <u>If Thesis by Creative Works or Alternative Format is selected:</u> The Candidate must indicate the percentage contribution of each component in the text area provided. <u>If Thesis by Compilation is selected:</u> The Candidate must provide details on the Publications/Papers which are included in their Thesis. This section includes: <ol style="list-style-type: none"> Status dropdown list. Options include: <ul style="list-style-type: none"> Planned In preparation
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	<ul style="list-style-type: none"> • Not yet submitted • Submitted • Under revision • Accepted • Published <p>b) (Anticipated) date of publication date input field</p> <p>c) Name of journal/book text area</p> <p>d) Title text area</p> <p>e) (Anticipated) word count input field</p> <p>7. <u>If Thesis by Compilation is selected</u>: Authorship status checkbox to determine whether the Candidate is a Sole-author or Co-author on their publication. <u>If the Candidate is a co-author</u>: A text area is available for them to detail their contribution.</p> <p>8. <u>If Thesis by Compilation is selected and Candidate is a Co-author</u>: A repeating section for the Candidate to provide details on each author is available. This includes:</p> <p>a) Author name</p> <p>b) Email</p> <p>To add additional authors, click the plus button. To remove an author, click the checkbox next to it and click the minus button.</p> <p>9. <u>If Thesis by Compilation is selected</u>: A checkbox is available for the Candidate to indicate whether their publication has been rejected by any journals. <u>If it has been rejected</u>: The Candidate must provide the name and any relevant comments in the text area provided. Additional publications or papers can be added to the page by clicking the plus button. To remove a publication, select the check box next to it and click the minus button.</p>
--	--

5.5.2 Primary Supervisor, Delegated Authority View



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Thesis Format

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Form Details: - Notification of Intent to Submit
 Form id: 1000021894

has provided the following list of publications/papers to support their Thesis Format change request to "Thesis by Compilation".

Publication/Paper #1

Journal/Book
 Title
 Author(s)
 Candidate's contribution
 Additional comments

Thesis Format

As part of their Notification of Intent to Submit (NOI) milestone, has requested that their thesis format change from **Thesis by Alternative Format** to **Thesis by Compilation**. Once their NOI is complete, they will be unable to update their thesis format.

Candidate's supporting statement:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit auctor dolor. Nulla viverra, nibh quis ultrices malesuada, ligula ipsum vulputate diam, aliquam egestas nibh ante vel dui. Sed in tellus interdum eros vulputate placerat sed non enim. Pellentesque eget.

Do you endorse the change of thesis format?
☒ Yes, I endorse the Candidate's change of thesis format
☐ No, I **do not** endorse the Candidate's change of thesis format

Please provide brief comments supporting your decision. These comments will be provided to the Delegated Authority.

Comments *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit auctor dolor. Nulla viverra, nibh quis ultrices malesuada, ligula ipsum vulputate diam, aliquam egestas nibh ante vel dui. Sed in.

5.5.2.1 Function Table

Primary Supervisor, Delegated Authority View	<ol style="list-style-type: none"> 1. <u>If Thesis by Compilation</u>: Summary of the Publications / Papers which are included in the Thesis by Compilation. Each publication has details on: <ol style="list-style-type: none"> a) Journal/Book name b) Article Title c) Author(s) d) Candidate's Contribution e) Additional Comments 2. An indication of the Candidate's old Format type and their proposed new format type. The Candidate's supporting statement is also visible. <u>If Delegated Authority State</u>: A statement from the Primary Supervisor is included along with their endorsement decision. 3. Radio button to determine whether the Primary supervisor endorses the change in format. <u>If Delegated Authority State</u>: The endorsement radio buttons become approval radio buttons. 4. A comment field is available to provide reasons for their decision.
--	--

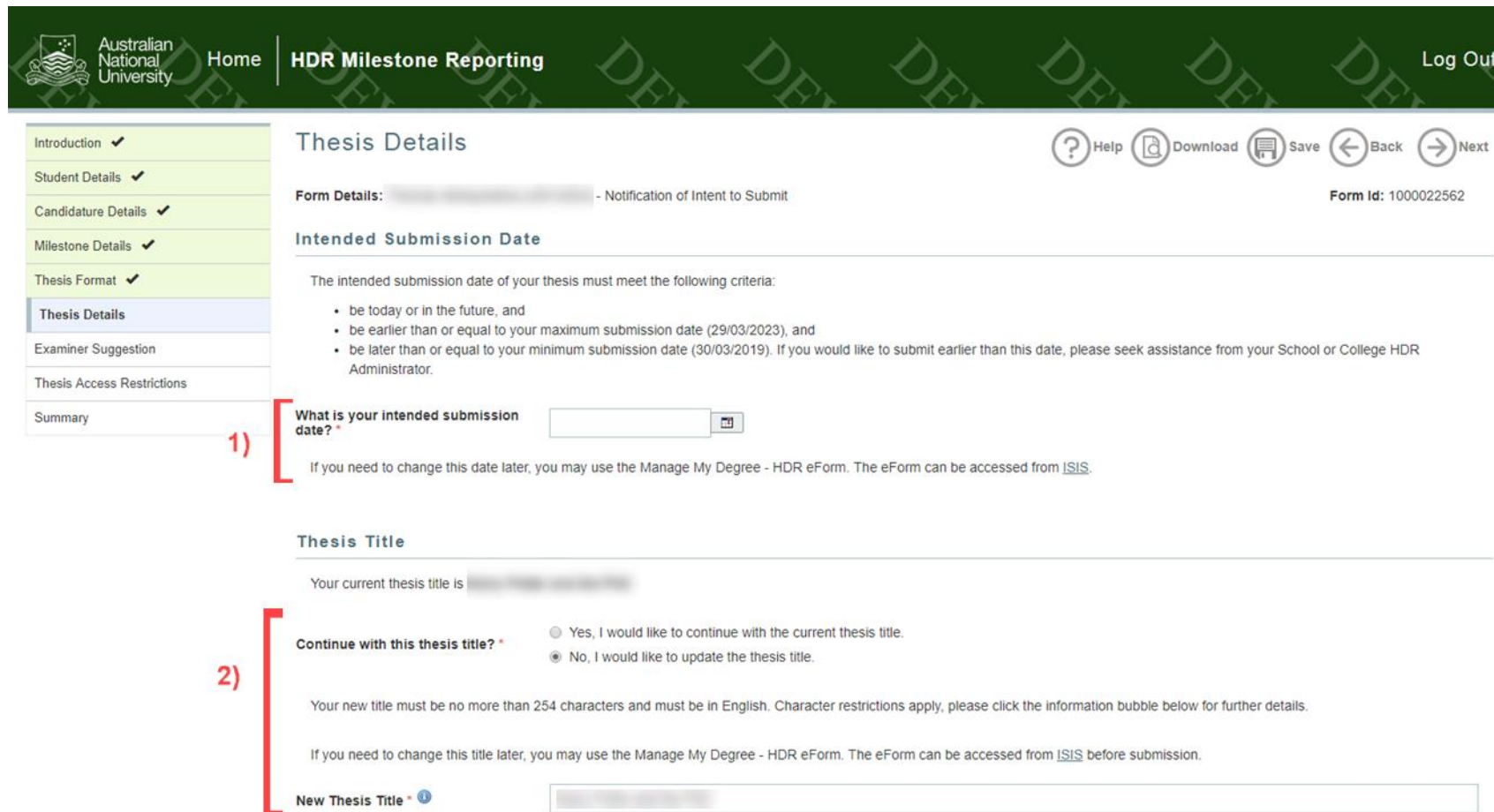
5.5.3 Errors / Validators

a)	<p>The selected Thesis Format is the same as your current Thesis Format. Please change you selection to continue.</p> <p><u>Trigger</u>: Displayed if the Candidate has selected a new thesis format which is the same as their current thesis format</p> <p><u>Potential Solutions</u>: Ensure that the Candidate has selected a different thesis format or has indicated that they won't be changing their thesis format.</p> <p><u>Warning Text</u>: "The selected Thesis Format is the same as your current Thesis Format. Please change you selection to continue."</p>
b)	<p>The date selected must be today or in the past.</p> <p><u>Trigger</u>: Displayed if the Candidate has selected a publication date in the future for their Publication/Paper</p> <p><u>Potential Solutions</u>: Ensure that the Candidate has selected a date in the past for their Publication/Paper or has selected a pre-publication option.</p> <p><u>Warning Text</u>: "The date selected must be today or in the past."</p>
c)	<p>The date selected must be today or in the future.</p> <p><u>Trigger</u>: Displayed if the Candidate has selected an anticipated publication date in the past for their Publication/Paper</p> <p><u>Potential Solutions</u>: Ensure that the Candidate has selected a date in the past for their Publication/Paper or has selected a published status.</p> <p><u>Warning Text</u>: "The date selected must be today or in the future."</p>

5.6 Thesis Details Page

Forms:	Notification of Intent to Submit
Visible to:	Candidate
Action:	Candidate
Purpose:	Allows the Candidate to provide their Intended Submission date, update their thesis title, provide the table of contents for their thesis, and provide their thesis abstract

5.6.1 Candidate View



The screenshot shows the 'HDR Milestone Reporting' interface. On the left is a navigation menu with options: Introduction, Student Details, Candidature Details, Milestone Details, Thesis Format, Thesis Details (selected), Examiner Suggestion, Thesis Access Restrictions, and Summary. The main content area is titled 'Thesis Details' and includes a 'Form Details' section showing 'Notification of Intent to Submit' with a 'Form Id: 1000022562'. Below this is the 'Intended Submission Date' section, which states that the date must meet certain criteria and provides a text input field for the date. A red bracket labeled '1)' points to this section. The 'Thesis Title' section follows, showing the current title and a 'Continue with this thesis title?' section with radio buttons for 'Yes' and 'No'. A red bracket labeled '2)' points to this section. The 'New Thesis Title' section has a text input field.

Thesis Details

Form Details: [Redacted] - Notification of Intent to Submit Form Id: 1000022562

Intended Submission Date

The intended submission date of your thesis must meet the following criteria:

- be today or in the future, and
- be earlier than or equal to your maximum submission date (29/03/2023), and
- be later than or equal to your minimum submission date (30/03/2019). If you would like to submit earlier than this date, please seek assistance from your School or College HDR Administrator.

1) What is your intended submission date? *

[Text Input Field]

If you need to change this date later, you may use the Manage My Degree - HDR eForm. The eForm can be accessed from [ISIS](#).

Thesis Title

Your current thesis title is [Redacted]

2) Continue with this thesis title? *

☐ Yes, I would like to continue with the current thesis title.

☒ No, I would like to update the thesis title.

Your new title must be no more than 254 characters and must be in English. Character restrictions apply, please click the information bubble below for further details.

If you need to change this title later, you may use the Manage My Degree - HDR eForm. The eForm can be accessed from [ISIS](#) before submission.

New Thesis Title * i

[Text Input Field]

3) **Table of Contents**

You may upload a copy of the table of contents for your thesis. This is for review by nominated examiners.

4) **Thesis Abstract**

Please enter the abstract for your thesis. It must be 100-500 words and will be provided to potential examiners. You may update your abstract prior to submission via a Manage My Degree eForm and when you submit your thesis. Your abstract cannot include sub-script or super-script characters, or any weighted fonts such as bold, italicised or underlined text.

Character restrictions apply, please click the information bubble below for further details.

*

Type here...

Need to count the characters in your abstract above? - [Click here](#)

Characters: 0

5.6.1.1 Function Table

Candidate View	<ol style="list-style-type: none"> 1. Intended submission date selection. If the Candidate wishes to submit their Thesis before their minimum submission date: they are required to get approval from the Delegated Authority. Upon receiving approval the minimum submission date will be amended in SAS and allow the form to continue 2. Thesis Title Section – If the Candidate wishes to change their thesis title they may check the check box and update their thesis title in the text area provided. 3. Table of contents upload button. Note that only PDFs and Word Documents may be uploaded (.doc .docx .pdf) 4. Thesis Abstract text area. Note that the Candidate must have between 650 and 3400 Characters. A character counter below the text area is provided to help the Candidate determine how far above or below the character limits they are.
----------------	---

5.6.2 Errors / Validators

a)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p>
----	---


	<p><u>Applies to:</u> All user entry/selection fields on page.</p> <p><u>Potential Solutions:</u> Confirm that user has entered valid details into all required text and date entry fields. Confirm that user has selected one of the working thesis title radio buttons and the text area if required.</p> <p><u>Warning Text:</u> <i>"This is a required field"</i></p>
b)	<p>The date you have selected is after your maximum submission date. ANU Policy states that you cannot submit your thesis after [q746.2466]. Please consider submitting before this date, or applying for a program extension using the Manage My Degree eForm in ISIS. You can save this eForm using the save icon at the top of the page and come back to it after you have obtained approval.</p> <p><u>Trigger:</u> Displayed if the Candidate has selected an intended submission date which is after their maximum submission date</p> <p><u>Potential Solutions:</u> Ensure that the Candidate has selected a date before their maximum submission date. If they cannot submit by this date, they should apply for a program extension</p> <p><u>Warning Text:</u> <i>"The date you have selected is after your maximum submission date. ANU Policy states that you cannot submit your thesis after [q746.2466]. Please consider submitting before this date, or applying for a program extension using the Manage My Degree eForm in ISIS. You can save this eForm using the save icon at the top of the page and come back to it after you have obtained approval."</i></p>
c)	<p>The date you have selected is before your minimum submission date, 30/03/2019. Early submission of a thesis requires written approval from the Delegated Authority. If you do not have written approval from the Delegated Authority, please change your intended submission date so that it is after your minimum submission date, or obtain written approval for this early submission date from the Delegated Authority outside of the eForm. You can save this eForm using the save icon at the top of the page and come back to it after you have obtained approval.</p> <p><u>Trigger:</u> Displayed if the Candidate has selected an intended submission date which is before their minimum submission date</p> <p><u>Potential Solutions:</u> At this point the Candidate must get written approval from the Delegated Authority and have their minimum submission date amended in SAS before they can proceed. Advise them to save the form and continue once these changes have been made.</p> <p><u>Warning Text:</u> <i>"The date you have selected is before your minimum submission date, 30/03/2019. Early submission of a thesis requires written approval from the Delegated Authority. If you do not have written approval from the Delegated Authority, please change your intended submission date so that it is after your minimum submission date, or obtain written approval for this early submission date from the Delegated Authority outside of the eForm. You can save this eForm using the save icon at the top of the page and come back to it after you have obtained approval."</i></p>
d)	<p>Please select a date greater than your program commencement date.</p> <p><u>Trigger:</u> Displayed if the Candidate has selected an intended submission date before the commencement of their program</p> <p><u>Potential Solutions:</u> Ensure that the Candidate has selected a date which is later than their commencement date.</p> <p><u>Warning Text:</u> <i>"Please select a date greater than your program commencement date."</i></p>
e)	<p>Please select a date in the future.</p> <p><u>Trigger:</u> Displayed if the Candidate has selected an intended submission date in the past</p> <p><u>Potential Solutions:</u> Ensure that the Candidate has selected a date in the future for their intended submission date.</p> <p><u>Warning Text:</u> <i>"Please select a date in the future."</i></p>
f)	<p>You have entered characters that are not compatible with the Student Administration System. Please click on the information bubble for a full list of allowed characters.</p> <p><u>Trigger:</u> Displayed if the Candidate has entered unsupported characters</p>

	<p>Potential Solutions: Ensure that the Candidate's thesis title / abstract only contain the supported characters as outlined in the information bubble beside the question</p> <p>Warning Text: <i>"You have entered characters that are not compatible with the Student Administration System. Please click on the information bubble for a full list of allowed characters."</i></p>
--	---

5.7 Examiner Suggestion Page

Forms:	Notification of Intent to Submit
Visible to:	Candidate
Action:	Candidate
Purpose:	Allows the Candidate to provide a suggestion for up to five examiners they wish to review their Thesis and two examiners they would prefer not to review their Thesis

5.7.1 Candidate View



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Milestone Details ✓

Thesis Format ✓

Thesis Details ✓

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Summary ✓

Examiner Suggestion

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Form Details:

- Notification of Intent to Submit

Form Id: 1000022497

Do you have suggestions about who might be chosen to examine your thesis? Candidates are able to suggest a maximum of five people whom they deem to be appropriate choices for the examination of their thesis, and to provide the names of up to two people that they would prefer not to examine the thesis. Nominated examiners must not have been connected to the Candidate's research, or published or closely collaborated with the Candidate or with their supervisor. Additionally, they should not hold an academic or honorary academic appointment at the ANU. For more information about the nomination of examiners process, please see [INSERT HYPERLINK HERE](#).

If you would like to provide any suggestions or comments for the selection of your examiners, please provide these in the correct space below. You can include justification of your suggestions if required. Please also provide additional information, for example contact details or affiliation to assist with identifying individual examiners. You will not be informed of whether these suggestions have been followed.

1)

These are the examiners I **suggest examine my thesis**:

Type here...

2)

These are the examiners I would **prefer not to examine** my thesis:

Type here...

5.7.1.1 Function Table

Candidate View	<ol style="list-style-type: none"> Examiner recommendation text area. For the Candidate to provide recommendations of up to five examiners they would like to review their Thesis Examiner recommendation text area. For the Candidate to provide recommendations of up to two examiners they do not want to review their Thesis
----------------	--

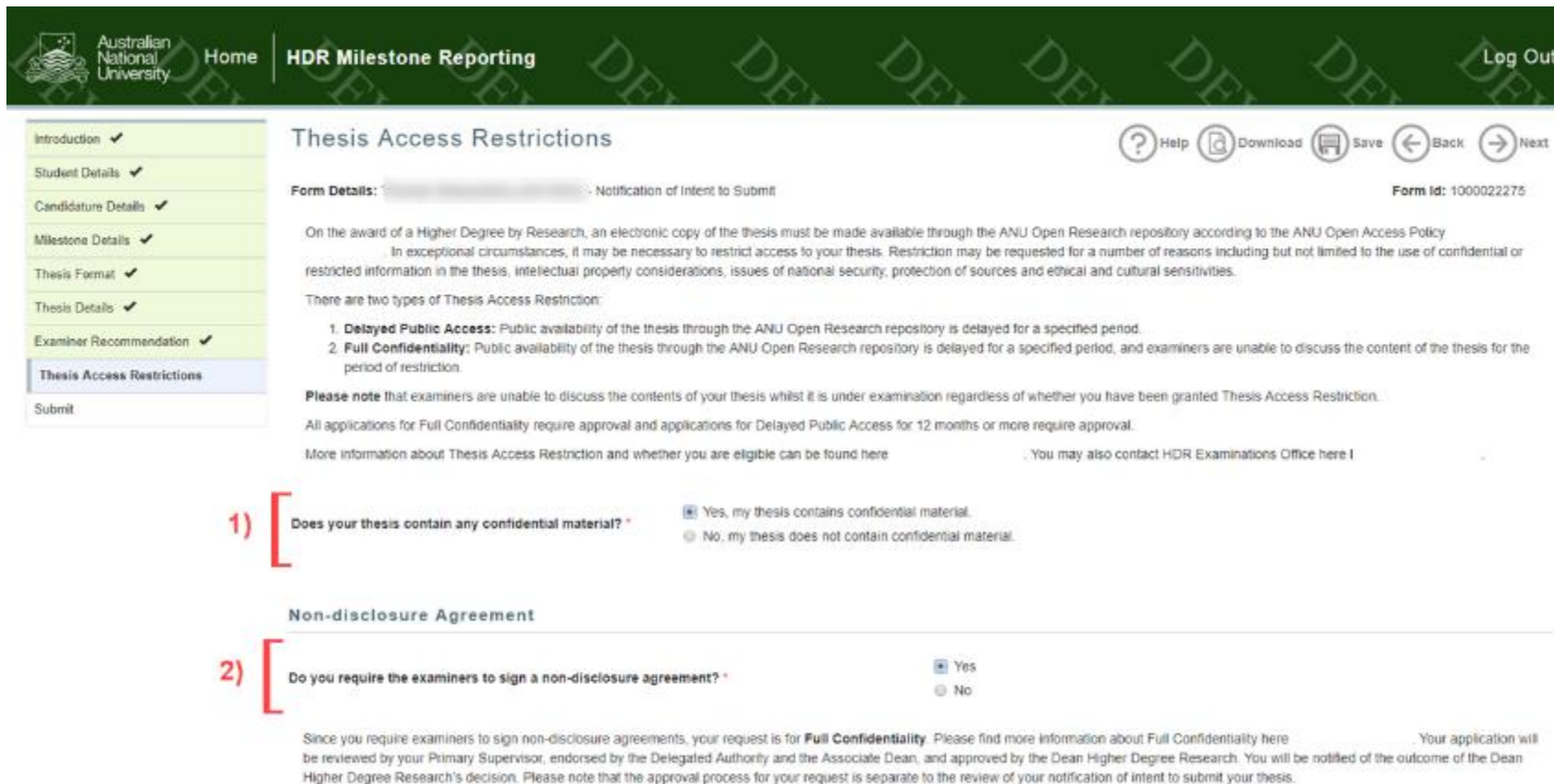
TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C

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5.8 Thesis Access Restrictions Page

Forms:	Notification of Intent to Submit
Visible to:	Candidate, Primary Supervisor, Delegated Authority
Action:	Candidate, Primary Supervisor
Purpose:	For the Candidate to apply for restricted access or delayed public release of their thesis

5.8.1 Candidate View



The screenshot shows the 'HDR Milestone Reporting' interface. On the left is a navigation menu with options: Introduction, Student Details, Candidature Details, Milestone Details, Thesis Format, Thesis Details, Examiner Recommendation, and Thesis Access Restrictions (which is highlighted). Below the menu is a 'Submit' button. The main content area is titled 'Thesis Access Restrictions'. It includes a 'Form Details' section showing 'Notification of Intent to Submit' and 'Form Id: 1000022275'. The text explains that on the award of a Higher Degree by Research, an electronic copy of the thesis must be made available through the ANU Open Research repository according to the ANU Open Access Policy. It lists two types of Thesis Access Restriction: 1. Delayed Public Access and 2. Full Confidentiality. A 'Please note' section states that examiners are unable to discuss the contents of the thesis while it is under examination. Below this, there are two numbered questions: 1) 'Does your thesis contain any confidential material?' with radio button options 'Yes, my thesis contains confidential material.' (selected) and 'No, my thesis does not contain confidential material.'; and 2) 'Do you require the examiners to sign a non-disclosure agreement?' with radio button options 'Yes' (selected) and 'No'. A 'Non-disclosure Agreement' section follows, explaining that if examiners are required to sign non-disclosure agreements, the request is for Full Confidentiality and will be reviewed by the Primary Supervisor, Delegated Authority, Associate Dean, and Dean Higher Degree Research.

Restriction

The ANU Library prefers that confidential information should be confined to a Confidential Appendix wherever possible. In exceptional cases, where it is not possible to have all of the confidential information contained in a Confidential Appendix, confidential information may be inserted in a chapter or chapters of the thesis, or throughout the thesis as a whole.

- 3) [Which parts of your thesis would you like to have Thesis Access Restriction? *
- ☐ The whole thesis
 - ☒ Particular chapter(s)
 - ☒ A confidential appendix

- 4) [Select the main reason for restriction *
-

Enter the details of the chapters of your thesis that you require restriction on in the table below.

- 5) [
- | | | | | |
|---|---------------------|--|---------------------------|---|
| ≡ | Chapter/appendix: * | <input type="text" value="3"/> | Chapter/appendix title: * | <input type="text" value="Chapter 3 - Ethical Considerations"/> |
| ≡ | Chapter/appendix: * | <input type="text" value="e.g. 3 or A"/> | Chapter/appendix title: * | <input type="text" value="e.g. Introduction or Appendix B"/> |
| <input type="button" value="+"/> <input type="button" value="-"/> | | | | |
- You may add additional chapters by clicking the + button above. You may remove chapters by checking the tick-box next to the chapter you wish to remove and clicking the - button.

Period of Restriction

6)

What timeframe do you require the restriction for? Note, this timeframe will begin after examination and award of grade when your thesis has been submitted to the ANU Library.

Number of months *

32

Your request requires approval because it is for a period greater than 12 months. Your application will be reviewed by your Primary Supervisor, endorsed by the Delegated Authority and Associate Dean, and approved by the Dean Higher Degree Research. You will be notified of the outcome of the Dean Higher Degree Research's decision. Please note that the approval process for your request is separate to the review of your notification of intent to submit your thesis.

Supporting Statement

7)

Please provide a statement supporting your request. As per the **ANU HDR Procedure for the use of confidential or restricted information in theses**, this statement should be a concrete summary addressing the following points:

- Why your interests would be damaged by making the thesis available;
- Why these risks abate after the period of the requested delay;
- Whether these risks were known (by you and/or your supervisor at the time of application for candidature or approval of the thesis topic);
- Whether applications for patents or other protection for intellectual property have been submitted and you are listed as an inventor;
- Whether the studies were funded under contract from a funder and the contract requires the thesis to be held on restricted access;
- Whether the thesis contains confidential material or material which may cause distress, offence to or impact the safety and security of particular groups.

Except for in exceptional circumstances, you should develop the supporting statement with your Primary Supervisor and Chair of Panel. If you need to contact your Primary Supervisor and Chair of Panel, please save this eForm using the save icon at the top of the page, and exit the eForm. *

Type here...

Supporting Documentation

8)

Please upload any relevant documentation such as agreements with third parties, if required.

☐ Supporting documentation

Upload New

+ -


You may add additional uploads by clicking the + button above. You may remove uploads by checking the tick-box next to the upload you wish to remove and clicking the - button.

5.8.1.1 Function Table

Candidate View	<ol style="list-style-type: none"> 1. Checkboxes to indicate whether the Candidate's Thesis contains confidential material. <u>If yes is selected</u>, the following sections are available: 2. Non-disclosure agreement radio buttons, to indicate whether the examiners are required to sign a non-disclosure agreement. <u>If Yes</u>, the application is for Full Confidentiality. <u>If No</u>, the application is for Delayed Public Access.
----------------	--

- | | |
|--|---|
| | <ol style="list-style-type: none"> 3. Restricted Access checkboxes to determine whether particular chapters, appendices, or the whole thesis is confidential. 4. Reason for restriction dropdown list. Options include: <ul style="list-style-type: none"> • Intellectual Property • Ethical Considerations • Cultural Sensitivities • National Security • Protection of Sources. 5. This section is for the Candidate to indicate which sections are confidential. This section includes: <ol style="list-style-type: none"> a) Chapter/appendix ID textbox b) Chapter/appendix title textbox 6. A textbox is available to input the number of months the Thesis will be restricted for. If the restriction period is over 12 months, additional approvals are required 7. Supporting Statement text area for the Candidate must provide a statement supporting their request for restricted access. 8. Supporting documentation upload. To add additional documents, click the plus button |
|--|---|

5.8.2 Primary Supervisor View



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Form Details: () - Notification of Intent to Submit **Form Id: 1000022392**

Thesis Access Restriction

On the approval of a Higher Degree by Research award, an electronic copy of the thesis must be made available through the ANU Open Research repository according to the ANU Open Access Policy [INSERT HYPERLINK](#). In exceptional circumstances, it may be necessary for the Candidate to restrict access to their thesis. Thesis Access Restriction may be requested for a number of reasons including but not limited to the use of confidential or restricted information in the thesis, intellectual property considerations, issues of national security, protection of sources and ethical and cultural sensitivities.

There are two types of Thesis Access Restriction:

- 1. Delayed Public Access:** Public availability of the thesis through the ANU Open Research repository is delayed for a specified period.
- 2. Full Confidentiality:** Public availability of the thesis through the ANU Open Research repository is delayed for a specified period, and examiners are unable to discuss the content of the thesis for the period of restriction.

Please note that examiners are unable to discuss the contents of the thesis whilst it is under examination regardless of whether the Candidate has been granted Thesis Access Restriction.

All applications for Full Confidentiality require approval and applications for Delayed Public Access for 12 months or more require approval.

More information about Thesis Access Restriction can be found here [INSERT HYPERLINK](#). You may also contact HDR Examinations Office [INSERT HYPERLINK](#).

Details of request

The Candidate has requested **Delayed Public Access** to their thesis:

Time requested: 34 month(s)
Reason: Cultural Sensitivities
Sections to be restricted: Particular chapter(s)
 Chapter/appendix: A - Chapter A

The Candidate developed the following statement to support their request. It was recommended that they develop this statement with yourself and their Chair of Panel.

Candidate's supporting statement:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit auctor dolor. Nulla viverra, nibh quis ultrices malesuada, ligula ipsum vulputate diam, aliquam egestas nibh ante vel dui. Sed in.

Supporting document(s):
 The Candidate uploaded supporting documentation. Please download the document by clicking 'Download' below.

- Student (u3014204) - Confidentiality Supporting Document - 1.pdf [\[Download\]](#)

- 4) [Please consider the relevant part(s) of the thesis, the timeframe requested, and the reason for Thesis Access Restriction. Do you and the Candidate's Chair of Panel endorse the Candidate's request? *
- ☒ **Yes** - I, the Candidate's Primary Supervisor, and the Chair of Panel endorse this request.
- ☐ **No** - I, the Candidate's Primary Supervisor, and the Chair of Panel **do not** endorse this request.


Please provide the reasoning for your decision regarding the Candidate's application for Thesis Access Restriction. You should consider the timeframe of the Thesis Access Restriction requested and the reason for the request.

- 5) [Reasoning for decision
- Type here...

5.8.2.1 Function Table

Primary Supervisor View	<ol style="list-style-type: none"> Information on restricted access Details on the Candidate's request for Restricted Access. This includes: <ol style="list-style-type: none"> Full Confidentiality / Delayed Public Release <u>If delayed release:</u> Time requested Reason for requested restriction Sections to be restricted (particular chapters, confidential appendices, whole document) Supporting statement provided by the Candidate and any supporting documentation if uploaded. <p><u>If the requested Delayed Release is over 12 months:</u></p> <ol style="list-style-type: none"> Radio button indicating whether the Primary Supervisor wishes to endorse or not endorse the Restricted Access request. Reasoning for decision text area for the Primary supervisor to provide comments on why they do or do not endorse the request.
-------------------------	--

5.8.3 Delegated Authority (NOE), Associate Dean view



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Candidature Details ✓
Thesis Access Restrictions
Nomination of Examiners ✓

Thesis Access Restrictions

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Form Details: () - Notification of Intent to Submit **Form Id: 1000022392**

Thesis Access Restriction

On the approval of a Higher Degree by Research award, an electronic copy of the thesis must be made available through the ANU Open Research repository according to the ANU Open Access Policy [INSERT HYPERLINK](#). In exceptional circumstances, it may be necessary for the Candidate to restrict access to their thesis. Thesis Access Restriction may be requested for a number of reasons including but not limited to the use of confidential or restricted information in the thesis, intellectual property considerations, issues of national security, protection of sources and ethical and cultural sensitivities.

There are two types of Thesis Access Restriction:

- 1. Delayed Public Access:** Public availability of the thesis through the ANU Open Research repository is delayed for a specified period.
- 2. Full Confidentiality:** Public availability of the thesis through the ANU Open Research repository is delayed for a specified period, and examiners are unable to discuss the content of the thesis for the period of restriction.

Please note that examiners are unable to discuss the contents of the thesis whilst it is under examination regardless of whether the Candidate has been granted Thesis Access Restriction.

All applications for Full Confidentiality require approval and applications for Delayed Public Access for 12 months or more require approval.

More information about Thesis Access Restriction can be found here [INSERT HYPERLINK](#). You may also contact HDR Examinations Office [INSERT HYPERLINK](#).

Details of request

The Candidate has requested **Delayed Public Access** to their thesis:
Time requested: 34 month(s)
Reason: Cultural Sensitivities
Sections to be restricted: Particular chapter(s)
Chapter/appendix: A - Chapter A

The Candidate developed the following statement to support their request. It was recommended that they develop this statement with yourself and their Chair of Panel.

Candidate's supporting statement:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit auctor dolor. Nulla viverra, nibh quis ultrices malesuada, ligula ipsum vulputate diam, aliquam egestas nibh ante vel dui. Sed in.

Supporting document(s):
The Candidate uploaded supporting documentation. Please download the document by clicking 'Download' below.

- Student (u3014204) - Confidentiality Supporting Document - 1.pdf [\[Download\]](#)

4) Primary Supervisor assessment

On behalf of themselves and the Candidate's Chair of Panel, the Primary Supervisor **does not endorse** the Candidate's request.

Primary Supervisor's comments:

5) Delegated Authority assessment

Please consider the relevant part(s) of the thesis, the timeframe requested, and the reason for Thesis Access Restriction. Do you endorse the Candidate's request? *

☒ Yes - I endorse this request.

☐ No – I do not endorse this request.

Please provide comments supporting your decision. You should consider the timeframe of the Thesis Access Restriction requested and the reason for the request.


6) Reasoning for decision

Type here...

5.8.3.1 Function Table

DA View	<ol style="list-style-type: none"> Information on restricted access Details on the Candidate's request for Restricted Access. This includes: <ol style="list-style-type: none"> Full Confidentiality / Delayed Public Release <u>If delayed release:</u> Time requested Reason for requested restriction Sections to be restricted (particular chapters, confidential appendices, whole document) Supporting statement provided by the Candidate <p><u>If the requested Delayed Release is over 12 months:</u></p> <ol style="list-style-type: none"> Assessment from previous Endorsers Radio button indicating whether the Delegated Authority / Associate Dean wishes to endorse or not endorse the Restricted Access request. Reasoning for decision text area for the Delegated Authority / Associate Dean to provide comments on why they do or do not endorse the request.
---------	--

5.8.4 Dean HDR View



Australian
National
University

[Home](#)
[HDR Milestone Reporting](#)
[Log Out](#)

Introduction ✓
Candidature Details ✓
Thesis Access Restrictions
Nomination of Examiners ✓

Thesis Access Restrictions

Help Download Save Back Next

Form Details: () - Notification of Intent to Submit Form Id: 1000022392

Thesis Access Restriction

On the approval of a Higher Degree by Research award, an electronic copy of the thesis must be made available through the ANU Open Research repository according to the ANU Open Access Policy [INSERT HYPERLINK](#). In exceptional circumstances, it may be necessary for the Candidate to restrict access to their thesis. Thesis Access Restriction may be requested for a number of reasons including but not limited to the use of confidential or restricted information in the thesis, intellectual property considerations, issues of national security, protection of sources and ethical and cultural sensitivities.

There are two types of Thesis Access Restriction:

- 1. Delayed Public Access:** Public availability of the thesis through the ANU Open Research repository is delayed for a specified period.
- 2. Full Confidentiality:** Public availability of the thesis through the ANU Open Research repository is delayed for a specified period, and examiners are unable to discuss the content of the thesis for the period of restriction.

Please note that examiners are unable to discuss the contents of the thesis whilst it is under examination regardless of whether the Candidate has been granted Thesis Access Restriction.

All applications for Full Confidentiality require approval and applications for Delayed Public Access for 12 months or more require approval.

More information about Thesis Access Restriction can be found here [INSERT HYPERLINK](#). You may also contact HDR Examinations Office [INSERT HYPERLINK](#).

Details of request

The Candidate has requested **Delayed Public Access** to their thesis:

Time requested: 34 month(s)
Reason: Cultural Sensitivities
Sections to be restricted: Particular chapter(s)
Chapter/appendix: A - Chapter A

The Candidate developed the following statement to support their request. It was recommended that they develop this statement with yourself and their Chair of Panel.

Candidate's supporting statement:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit auctor dolor. Nulla viverra, nibh quis ultrices malesuada, ligula ipsum vulputate diam, aliquam egestas nibh ante vel dui. Sed in.

Supporting document(s):
The Candidate uploaded supporting documentation. Please download the document by clicking 'Download' below.

- Student (u3014204) - Confidentiality Supporting Document - 1.pdf [\[Download\]](#)

4) **Primary Supervisor assessment**

On behalf of themselves and the Candidate's Chair of Panel, the Primary Supervisor **does not endorse** the Candidate's request.

Primary Supervisor's comments:

4) Delegated Authority assessment

The Delegated Authority **endorses** the Candidate's request.

Delegated Authority's comments:

Associate Dean assessment

The Associate Dean **endorses** the Candidate's request.

Dean, HDR assessment

Please consider the relevant part(s) of the thesis, the timeframe requested, and the reason for Thesis Access Restriction. Do you approve the Candidate's request? *

5) ☐ Yes - I approve the request **in full**.

☐ Yes - I approve the request **with amendments to the timeframe and/or the type of request**

☐ No - I approve standard Delayed Public Access for 12 months

6) **Amendment - Period of restriction**

The Candidate's original request was for **34 month(s)**. Please enter the amended time period for the Thesis Access Restriction below.

Number of months *

7) **Amendment - Type of restriction**

The Candidate's original request was for **Full Confidentiality**. Please select the amended request type for the Thesis Access Restriction below (if required).

Request type *

Amendment - Part(s) of thesis

The Candidate's original request was for:
Sections to be restricted: Particular chapter(s)
 Chapter/appendix: A - Chapter A

Please select the amended part(s) of the thesis for the Thesis Access Restriction below.

8) Which parts of the thesis are to have Thesis Access Restriction? *

☐ The whole thesis
☒ Particular chapter(s)
☐ A confidential appendix

Enter the details of the chapters of the thesis that require thesis access restriction.

Chapter/appendix: *	Chapter/appendix title: *
<input type="checkbox"/> e.g. 3 or A	e.g. Introduction or Appendix B

+ -

You may add additional chapters by clicking the + button above. You may remove chapters by checking the tick-box next to the chapter you wish to remove and clicking the - button.

5.8.4.1 Function Table

Dean HDR View	<ol style="list-style-type: none"> Information on Thesis Access Restrictions Details on the Candidate's request for Restricted Access. This includes: <ol style="list-style-type: none"> Full Confidentiality / Delayed Public Access <u>If delayed access:</u> Time requested Reason for requested restriction Sections to be restricted (particular chapters, confidential appendices, whole document) Supporting statement provided by the Candidate Assessment from previous Endorsers Radio button indicating whether the Dean HDR: <ol style="list-style-type: none"> Yes – I approve the request in full Yes – I approve the request with amendments to the timeframe and/or the type of request. No – I approve standard Delayed Public Access <u>If Approved with Amendments</u>, Period of restriction amendment – a textbox to amend the number of months. <u>If Approved with Amendments</u>, Type of restriction amendment – a dropdown to switch between Delayed Public Access and Full Confidentiality.
---------------	--

- | | |
|--|---|
| | 8. <u>If Approved with Amendments</u> , Parts of the Thesis amendment – a check box to amend which parts of the Thesis will be restricted. A section to indicate the specific chapters and appendices to be restricted. |
|--|---|

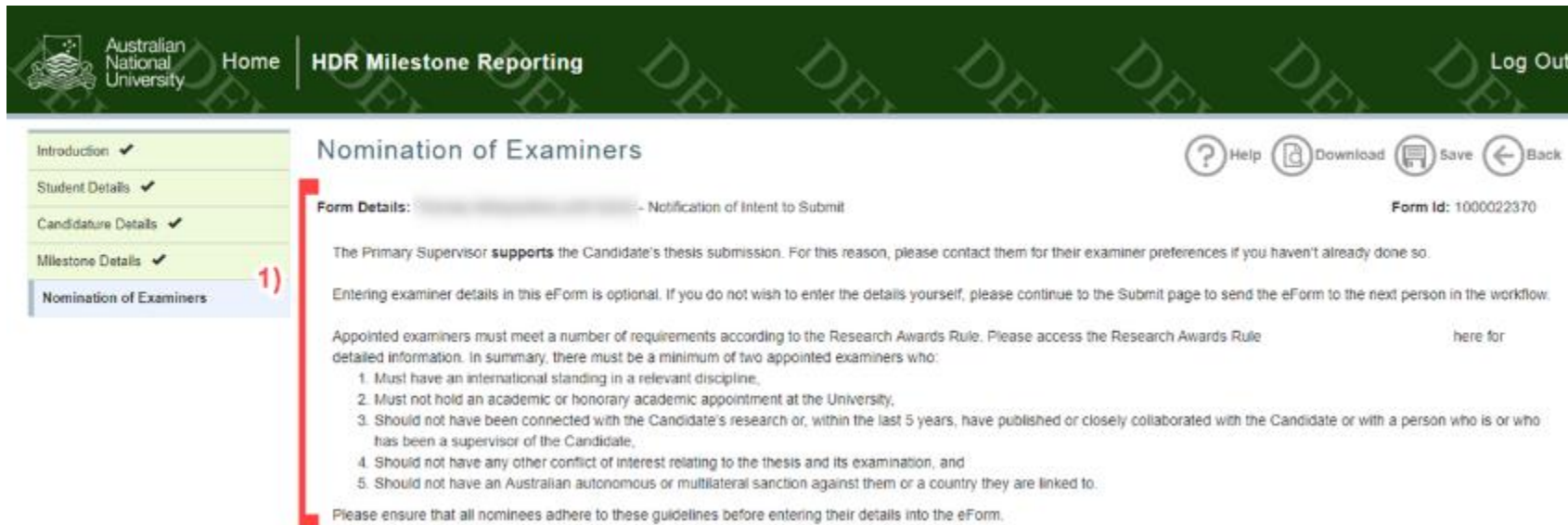
5.8.5 Errors / Validators

a)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has entered valid details into all required text and date entry fields.</p> <p><u>Warning Text:</u> “This is a required field”</p>
b)	<p>You must enter a value greater than or equal to 0</p> <p><u>Trigger:</u> The Candidate has entered a negative number in the delayed release, years or months textboxes.</p> <p><u>Potential Solutions:</u> Ensure the Candidate enters a positive number into these fields</p> <p><u>Warning Text:</u> “You must enter a value greater than or equal to 0”</p>
c)	<p>You must enter a value less than or equal to 11. For periods longer than 11 months please enter the number of years.</p> <p><u>Trigger:</u> The Candidate has entered a number of months to be greater than 11.</p> <p><u>Potential Solutions:</u> Advise the Candidate that the months delay textbox only takes numbers up to 11, for greater than 11 months, they should use this field in conjunction with the years textbox</p> <p><u>Warning Text:</u> “You must enter a value less than or equal to 11. For periods longer than 11 months please enter the number of years.”</p>
d)	<p>Please indicate a value greater than 0 for the number of years or the numbers of months in the boxes above. Both values cannot be 0.</p> <p><u>Trigger:</u> The Candidate has put 0 (zero) in both text boxes for delayed public release.</p> <p><u>Potential Solutions:</u> Advise the Candidate that they have selected a delayed release and therefore must indicate how many months and years they would like the delay to last for. If they don’t want a delayed release they should select infinite/ongoing restriction or indicate that their Thesis contains no confidential information.</p> <p><u>Warning Text:</u> “Please indicate a value greater than 0 for the number of years or the numbers of months in the boxes above. Both values cannot be 0.”</p>

5.9 Nomination of Examiners Page

Forms:	Notification of Intent to Submit
Visible to:	HDR Administrator, Primary Supervisor (NOE), Delegated Authority (NOE), Associate Dean
Action:	HDR Administrator, Primary Supervisor (NOE), Delegated Authority (NOE)
Purpose:	On this page, the HDR Administrator, Primary supervisor and Delegated Authority can nominate, review and approve the examiners for the Candidate's Thesis.

5.9.1 HDR Administrator, Primary Supervisor (NOE), and Delegated Authority (NOE) View



The screenshot shows the 'Nomination of Examiners' page in the HDR Milestone Reporting system. The page has a green header with the Australian National University logo, 'Home', 'HDR Milestone Reporting', and 'Log Out' links. A left sidebar contains a navigation menu with 'Introduction', 'Student Details', 'Candidature Details', 'Milestone Details', and 'Nomination of Examiners' (highlighted with a red bracket and a red '1'). The main content area is titled 'Nomination of Examiners' and includes a 'Form Details' section showing 'Notification of Intent to Submit' and 'Form id: 1000022370'. The page contains instructions for nominating examiners, stating that the Primary Supervisor supports the Candidate's thesis submission and that entering examiner details is optional. It also lists five requirements for appointed examiners: 1. Must have an international standing in a relevant discipline. 2. Must not hold an academic or honorary academic appointment at the University. 3. Should not have been connected with the Candidate's research or, within the last 5 years, have published or closely collaborated with the Candidate or with a person who is or who has been a supervisor of the Candidate. 4. Should not have any other conflict of interest relating to the thesis and its examination, and 5. Should not have an Australian autonomous or multilateral sanction against them or a country they are linked to. A red bracket on the left side of the page highlights the 'Nomination of Examiners' section and the list of requirements.

Candidate's Suggestions

Candidates are able to suggest up to five people whom they deem to be appropriate choices for the examination of their thesis, and to provide the names of up to two people that they would prefer not to examine the thesis.

You do not need to follow any suggestions made by the candidate and the candidate will not be informed of whether their suggestions have been followed. It is your responsibility to assess the qualifications of the suggested examiners and determine whether they comply with ANU Policies and Procedures and the Research Awards Rule.

2)

The Candidate has made the following suggestions and/or comments for the selection of their examiners.

_____ would prefer not to have these people examine their thesis:

_____ would prefer to have these people examine their thesis:

Review and amendment of examiner details

You must choose whether to edit the nominations yourself and send the eForm to the Delegated Authority, or send the eForm back to the HDR Administrator for them to make amendments.

If you choose to make the amendments yourself, certain fields will become mandatory.

If you choose to send the eForm back to the HDR Administrator, all fields will be optional. Once the HDR Administrator has made the required amendments, the eForm will be returned to you for another review.

3)

Would you like to send the eForm to the HDR Administrator after you have reviewed the nominations? *

☐ Yes – I would like to send the eForm back to the HDR Administrator. (Fields will be optional)

☒ No – I will complete all mandatory fields myself and send the eForm to the Delegated Authority. (Fields will be mandatory)

Review and amendment of examiner details

You must choose whether to edit the nominations yourself and send the eForm to the Associate Dean for approval, or send the eForm back to the HDR Administrator for them to make amendments.

If you choose to make the amendments yourself, certain fields will become mandatory.

If you choose to send the eForm back to the HDR Administrator, all fields will be optional. Once the HDR Administrator has made the required amendments, the eForm will be returned to you for another review.

4)

Would you like to send the eForm to the HDR Administrator after you have reviewed the nominations? *

☐ Yes – I would like to send the eForm back to the HDR Administrator. (Fields will be optional)

☒ No – I will complete all mandatory fields myself and send the eForm to the Associate Dean for approval. (Fields will be mandatory)

Number of Examiners

A minimum of two examiners must be appointed for the examination of the thesis. You can include the details of up to five potential examiners in this eForm and indicate your order of preference, however the Associate Dean will perform the final appointment. Please note, other people in the approvals chain will be able to change the number of examiners to be appointed.

5)

How many examiners would you like the Associate Dean to appoint for the examination of this thesis?

2

6)

Examiner Details

Please enter examiner details below in order of preference. If you need to gather information from the nominees, save this eForm using the save icon at the top of the page.

Examiner preference #1

a

Personal Details

Title

Email address

First name

Phone number

Last name

ORCID

Country of citizenship

Address details

Address line 1

Town/Suburb

Address line 2

State/Province

Address line 3

Postcode/Zip code


Country of residence

b

Academic organisation


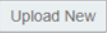
Academic organisation



Country of academic organisation

C Experience, contact and availability. 

Please provide the justification for nominating this examiner, including details of the nominee's current appointment, research experience, publications and detailed experience (including years and numbers) as both a supervisor and an examiner of theses, and international standing. You can paste text or type into the comments, provide a link to online information, and upload the nominee's CV as a supporting document. Comments will be available and editable by other endorsers/approvers.


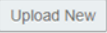
Type here...



 **Supporting document - 1** 

Please provide evidence of your, or the Primary Supervisor's prior communication with this examiner related to the examination of Thomas Abhayaratna's thesis. For example, email communication, meetings or telephone conversations. Comments will be available and editable by other endorsers/approvers.

Type here...

 **Prior communication - 1** 

Please detail any restrictions in the examiner's availability.

Type here...

d Sanctions ⓘ

Sanctions are coercive or punitive measures imposed by governments as a means of influencing regimes to alter their behaviour. Australia imposes two main types of sanctions measures:

- Multilateral sanctions based on resolutions made by the United Nations Security Council; and
- Autonomous Australian sanctions.

Sanctions impose restrictions on activities related to designated individuals and entities, with designated products, or in designated locations. A number of university activities may give rise to risks under sanctions laws.

The sanctions framework includes regulations designed to drive a strict liability regime under which Australian organisations (including universities) could be liable for a breach if they are unable to demonstrate that they have taken 'reasonable precautions' and 'exercised due diligence' in the development and implementation of Autonomous Sanctions (AS) related policies, procedures and educational/training programs.

More information about Autonomous Sanctions is available from the Department of Foreign Affairs and Trade (DFAT) at **HYPERLINK to new web page and put DFAT link there** <http://www.dfat.gov.au/sanctions>.

The purpose of these questions is to undertake a risk assessment of providing the thesis to each Examiner, taking into account the Candidate, the Research Topic, and the nationality, location and known associations of the Examiner.

It may also be helpful when making this assessment to consider the Defence and Strategic Goods List (DSGL) <https://www.legislation.gov.au/Details/F2016C00970>. **HYPERLINK to Quickguide from admissions form on NEW web page**

Do you have concerns about this Examiner in relation to Sanctions?

☐ Yes – I have concerns about Sanctions in relation to this Examiner

☐ No – I **do not** have concerns about Sanctions in relation to this Examiner

e Previous Collaboration ⓘ

To the best of your knowledge, has the nominee published or closely collaborated with the Candidate or a supervisor of the Candidate in the last 5 years?

☐ Yes – to the best of my knowledge, the nominee has published or closely collaborated with the Candidate or a supervisor of the Candidate in the last 5 years.

☐ No – to the best of my knowledge, the nominee has **not** published or closely collaborated with the Candidate or a supervisor of the Candidate in the last 5 years.

f Conflict of Interest ⓘ

Does the nominee have an actual or potential conflict of interest relating to the examination of the thesis, or have they been connected with the Candidate's thesis?

Conflict of interest? ⓘ

☐ Yes – I am aware of a conflict of interest.

☐ No – I am **not** aware of a conflict of interest.

7) [Provide comments for the Delegated Authority. These may be accessed by the HDR Administrator, the Delegated Authority and the Associate Dean. They may also be accessed by others.

Type here...


8) [Submit to Delegated Authority (7)

5.9.1.1 Function Table

HDR Administrator, Primary Supervisor, and Delegated Authority View	<ol style="list-style-type: none"> 1. Notification on whether the submission is endorsed by the Primary Supervisor. Also provides information on the appointment of examiners. 2. Candidate's recommendation of five examiners they would like to review their Thesis and two candidates they would not like to review their Thesis. 3. <u>If Primary Supervisor State (after eForm has been reviewed by HDR Administration):</u> A radio button is available to select whether they would like to return the form to the HDR Administrator for amendment or send on to the Delegated Authority for approval. 4. <u>If Delegated Authority State:</u> A radio button is available to select whether they would like to return the form back to the HDR Administrator for amendment or send on to the Associate Dean for approval. 5. Number of Examiners textbox. To indicate the number of examiners required to review the Thesis. This is an indication only, until it is finalised by the Delegated Authority. 6. Preferred Examiner details section. This is a repeating section used to record the examiner details. Additional examiners can be added by clicking the plus button. Each examiner has a set of tabs which provide different questions. The tabs are as follows: <ol style="list-style-type: none"> a) Personal Details Tab. Contains: <ul style="list-style-type: none"> • Title dropdown list • First name textbox • Last name textbox • Email address textbox • Phone number textbox • ORCID textbox • Country of citizenship dropdown list The Address Details section contains: <ul style="list-style-type: none"> • Address lines 1-3 textbox • Town/Suburb textbox • State/Province textbox • Postcode/Zip code textbox • Country of residence dropdown list b) Academic institution details. Contains: <ul style="list-style-type: none"> • Academic institution textbox
---	---

- | | |
|--|--|
| | <ul style="list-style-type: none"> • Location of academic institution search box <p>c) Experience, contact and availability</p> <ul style="list-style-type: none"> • Justification of including the examiner including their CV through an online link or document upload • Details of prior communications with the examiner • Examiner's availability text area. <p>d) Sanctions. A radio button to determine whether there are any Sanctions related concerns with the Examiner</p> <p>e) Previous Collaboration. A radio button to determine whether the examiner have previously published or collaborated with the Candidate or their supervisor in the last 5 years. If they have previously collaborated, a text area is available to detail the nature of the collaboration.</p> <p>f) <u>Primary Supervisor or Delegated Authority</u>: Conflict of interest. A radio button to determine whether the nominee has a conflict of interest. If there is a conflict of interest, a text area is available to detail the nature of the conflict of interest.</p> <p>7. General Comments text area.</p> <p>8. Submit button sends the form to the next nominator for review</p> |
|--|--|

5.9.2 Associate Dean View



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Introduction ✓
Student Details ✓
Candidature Details ✓
Milestone Details ✓
Nomination of Examiners

Nomination of Examiners

? Help
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Form Details: - Notification of Intent to Submit Form id: 1000022370

The Primary Supervisor **supports** the Candidate's thesis submission. For this reason, please contact them for their examiner preferences if you haven't already done so.

Entering examiner details in this eForm is optional. If you do not wish to enter the details yourself, please continue to the Submit page to send the eForm to the next person in the workflow.

Appointed examiners must meet a number of requirements according to the Research Awards Rule. Please access the Research Awards Rule [here](#) for detailed information. In summary, there must be a minimum of two appointed examiners who:

1. Must have an international standing in a relevant discipline,
2. Must not hold an academic or honorary academic appointment at the University,
3. Should not have been connected with the Candidate's research or, within the last 5 years, have published or closely collaborated with the Candidate or with a person who is or who has been a supervisor of the Candidate,
4. Should not have any other conflict of interest relating to the thesis and its examination, and
5. Should not have an Australian autonomous or multilateral sanction against them or a country they are linked to.

Please ensure that all nominees adhere to these guidelines before entering their details into the eForm.

1)

Candidate's Suggestions

Candidates are able to suggest up to five people whom they deem to be appropriate choices for the examination of their thesis, and to provide the names of up to two people that they would prefer not to examine the thesis.

has not made any suggestions.

3)

Number of Examiners

The Delegated Authority has recommended that **2** examiners should be appointed for examination of the Candidate's thesis.

4)

Examiner Details

Please review the nominees recommended by the Delegated Authority below.

After you have reviewed the nominations, you will be asked to appoint at least 2 examiners or return the eForm to the Delegated Authority for amendments.

Examiner preference #1

a	Personal Details	✓	↓
b	Academic organisation	✓	↓
c	Experience, contact and availability	✓	↓
d	Sanctions	✓	↓
e	Previous Collaboration	✓	↓
f	Conflict of Interest		ⓘ

Primary Supervisor: Has not identified a conflict of interest between the Candidate's thesis and this nominee.

Delegated Authority: Has not identified a conflict of interest between the Candidate's thesis and this nominee.

5)

Review of examiner details

You may now choose whether to complete the examination panel from the listed nominees, or send the eForm back to the Delegated Authority for them to make amendments. If you choose to send the eForm back to the Delegated Authority, you will be asked to add comments explaining the changes you require. Once the Delegated Authority has made amendments, the eForm will be returned to you for review.

Would you like to appoint the examination panel? *

☒ Yes – I will appoint the examination panel.
☐ No – I would like to send the eForm back to the Delegated Authority for amendments.

Please ensure the nominees selected for the examination panel adhere to the guidelines detailed at the top of this page.

6) [**Dr [redacted] (Institution: [redacted])**

Would you like to add this nominee to the examination panel? * ☒ Yes ☐ No

Dr [redacted] (Institution: [redacted])

Would you like to add this nominee to the examination panel? * ☒ Yes ☐ No

7) [**Declaration**

☒ I confirm that the examination panel for this thesis abides by the guidelines described at the top of this page, ANU Policy and Procedure, and the Research Awards Rule. I have reviewed any concerns raised with regards to Sanctions. I have identified and acknowledged any identified conflicts of interest and previous collaboration in relation to the examiners and have considered them when creating the examination panel. examination panel for this thesis abides by the guidelines described at the top of this page, ANU Policy and Procedure, and the Research Awards Rule. I have reviewed any concerns raised with regards to Sanctions. I have identified and acknowledged any identified conflicts of interest and previous collaboration in relation to the examiners and have considered them when creating the examination panel. *

8) [**Additional comments**

Please provide any additional comments detailing your decision.

Type here...

9) [Submit this eForm to the HDR Examinations Office to create the examiner records in the Student Administration System.

Submit to HDR Examinations Office

5.9.2.1 Function Table

Associate Dean View	<ol style="list-style-type: none"> 1. Notification on whether the submission is endorsed by the Primary Supervisor. Also provides information on the appointment of examiners. 2. Candidate's recommendation of five examiners they would like to review their Thesis and two candidates they would not like to review their Thesis. 3. Number of Examiners as indicated by the Delegated Authority
---------------------	--

	<p>4. Preferred Examiner details section. This is repeating section used to show the examiner details. These details are read only. Each examiner has a set of tabs which provide different information. The tabs are as follows:</p> <ul style="list-style-type: none"> a) Personal Details b) Academic institution details c) Experience, contact and availability d) Sanctions e) Previous Collaboration f) Conflict of interest. <p>5. Review of examiner details radio button. To indicate whether the Associate Dean wishes to appoint the examination panel or return the eForm to the Delegated Authority. <u>If they are sending it back:</u> A text area is available for comments.</p> <p>6. For each examiner listed: A radio button indicates whether the Associated Dean would like to add the nominee to the examination panel.</p> <p>7. A declaration checkbox confirming the examination panel abides by the guidelines and any Sanctions, Collaboration or Conflicts of Interest have been acknowledged.</p> <p>8. Additional Comments text area.</p> <p>9. Submit button sends the form to the next state</p>
--	---

5.9.3 Errors / Validators

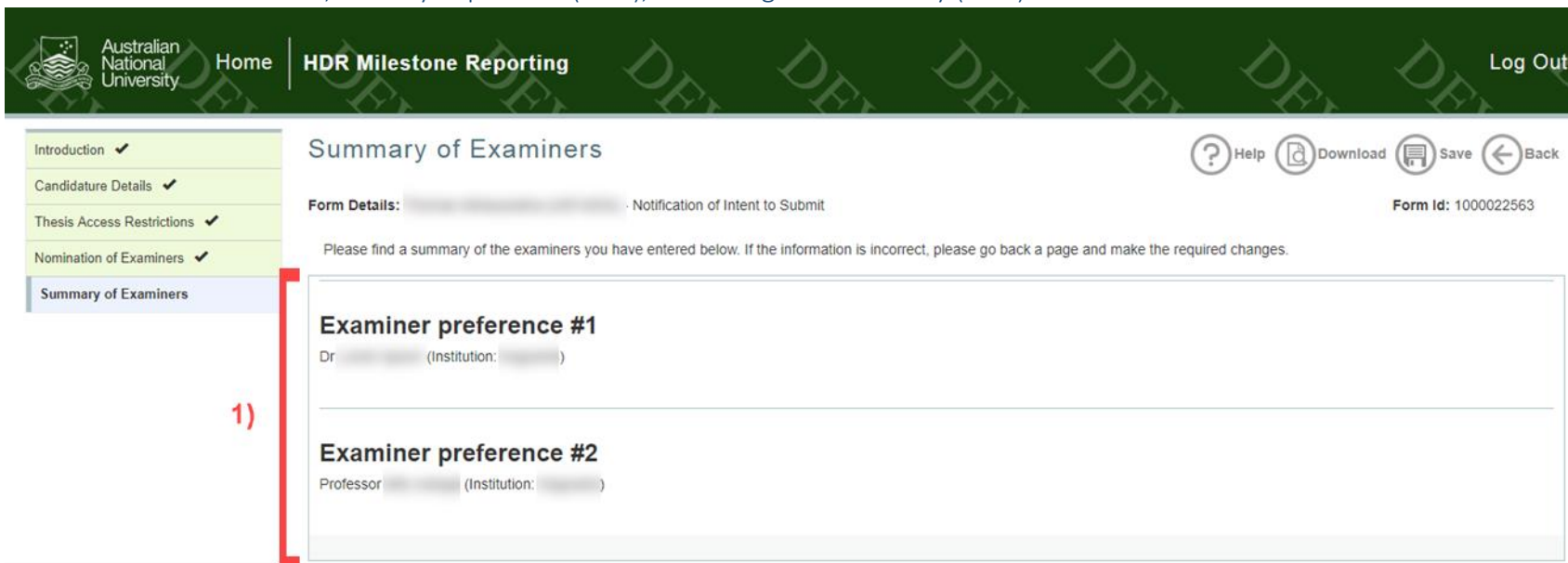
a)	<p>You have indicated that you would like [q1783] examiners nominated for the examination of this thesis but you have provided the details of [q1833.2808]. Please nominate at least [q1783] examiners.</p> <p><u>Trigger:</u> The reviewer has indicated that a certain number of examiners are required however less than that number of examiners have been nominated.</p> <p><u>Potential Solutions:</u> Ensure that the number of examiners which have been nominated matches the number of examiners required for the examination. If not, advise the reviewer to either nominate more examiners or reduce the number of examiners required.</p> <p><u>Warning Text:</u> "You have indicated that you would like [q1783] examiners nominated for the examination of this thesis but you have provided the details of [q1833.2808]. Please nominate at least [q1783] examiners."</p>
b)	<p>Minimum number of rows (2) in section required.</p> <p><u>Trigger:</u> Triggered when the user has removed examiner rows until there are less than two</p> <p><u>Potential Solutions:</u> Advise the user that they must have a minimum of two examiner rows created in order to continue. They can add examiner rows by clicking the plus (+) button at the bottom of the examiner section</p> <p><u>Warning Text:</u> "Minimum number of rows (2) in section required."</p>
e)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has entered valid details into all required text and date entry fields.</p>

Warning Text: “This is a required field”

5.10 Summary of Examiners Page

Forms:	Notification of Intent to Submit
Visible to:	HDR Administrator, Primary Supervisor (NOE), Delegated Authority (NOE), EGAP
Action:	HDR Administrator, Primary Supervisor (NOE), Delegated Authority (NOE), EGAP
Purpose:	On this page, the HDR Administrator, Primary supervisor and Delegated Authority can nominate, review and approve the examiners for the Candidate’s Thesis. EGAP uses this page to double check the examiners they enter into SAS

5.10.1 HDR Administrator, Primary Supervisor (NOE), and Delegated Authority (NOE) View



The screenshot shows the 'Summary of Examiners' page within the 'HDR Milestone Reporting' system. The page has a green header with the Australian National University logo, 'Home', 'HDR Milestone Reporting', and 'Log Out' links. A left sidebar contains a navigation menu with items: 'Introduction' (checked), 'Candidature Details' (checked), 'Thesis Access Restrictions' (checked), 'Nomination of Examiners' (checked), and 'Summary of Examiners' (highlighted). The main content area is titled 'Summary of Examiners' and includes a 'Form Details' section showing 'Notification of Intent to Submit' and 'Form id: 1000022563'. Below this, a message states: 'Please find a summary of the examiners you have entered below. If the information is incorrect, please go back a page and make the required changes.' The page lists two examiner preferences: 'Examiner preference #1' (Dr. [redacted] (Institution: [redacted])) and 'Examiner preference #2' (Professor [redacted] (Institution: [redacted])). A red bracket on the left side of the page, labeled '1)', points to the 'Summary of Examiners' section.

Provide any additional comments for the Associate Dean. These may be accessed by the HDR Administrator, the Candidate's Primary Supervisor and the Associate Dean.

2)

3) **Additional information**

Once the NOE is finalised, appointed Examiners will automatically receive ANU Examiner Information by email.

Do you require additional information to be provided to the Examiners for this Candidate? *

☐ Yes – I would like to upload additional information to be sent to all appointed examiners by HDR Examinations Office

☒ No – I do not have any additional information to send to appointed examiners

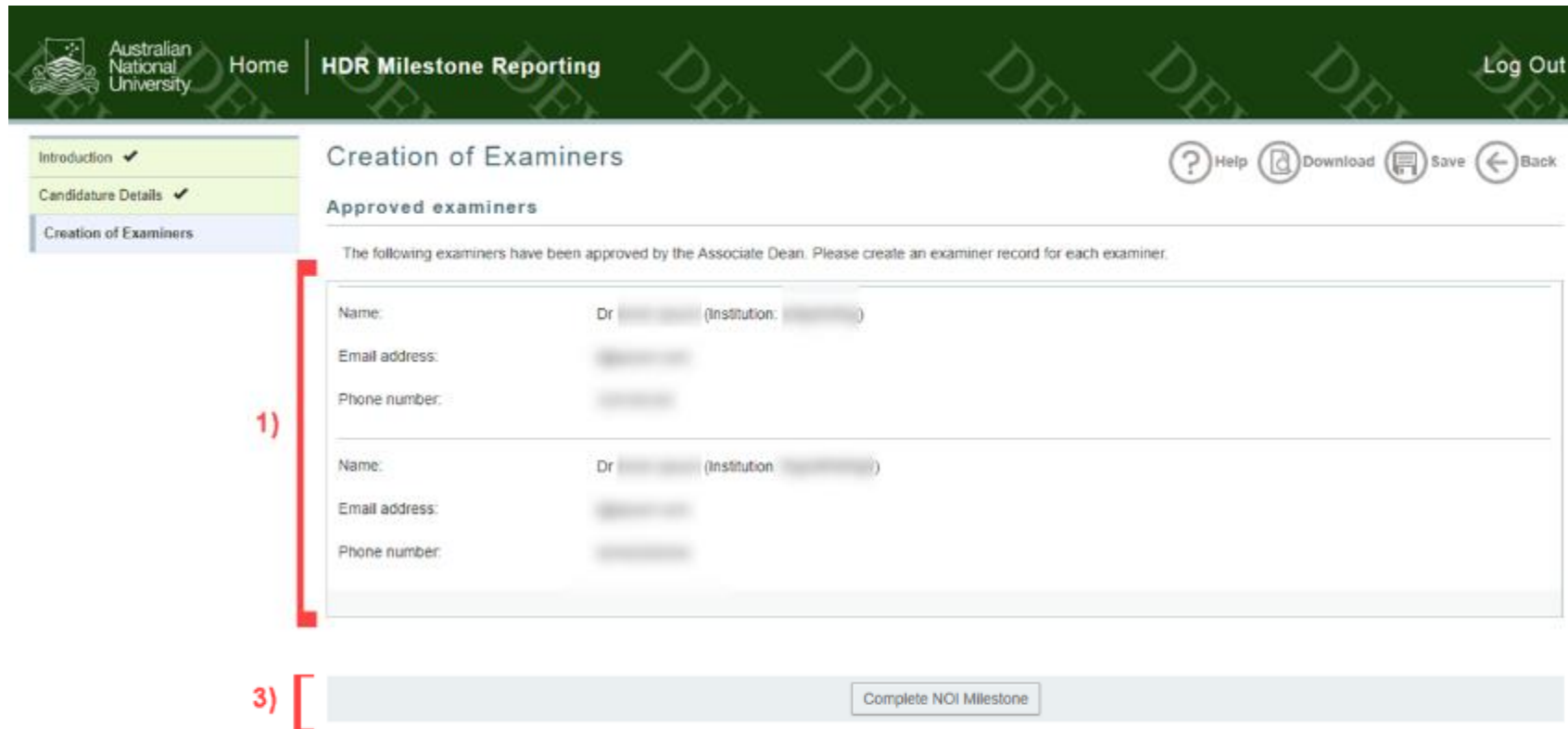
Submit this eForm to the Primary Supervisor to review and edit the examiner nominations.

4)

5.10.1.1 Function Table

View	<ol style="list-style-type: none"> Summary of the Examiner Preferences Text area to provide comments to the next reviewer. If HDR Administrator State: Additional Information, A radio button which activates a document upload section if required Submit button to send the form to the next state.
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5.10.2 EGAP View



Creation of Examiners

Approved examiners

The following examiners have been approved by the Associate Dean. Please create an examiner record for each examiner.

1) [Red bracket pointing to the first examiner's details]

Name: Dr [Redacted] (Institution: [Redacted])

Email address: [Redacted]

Phone number: [Redacted]

3) [Red bracket pointing to the 'Complete NOI Milestone' button]

Complete NOI Milestone

5.10.2.1 Function Table

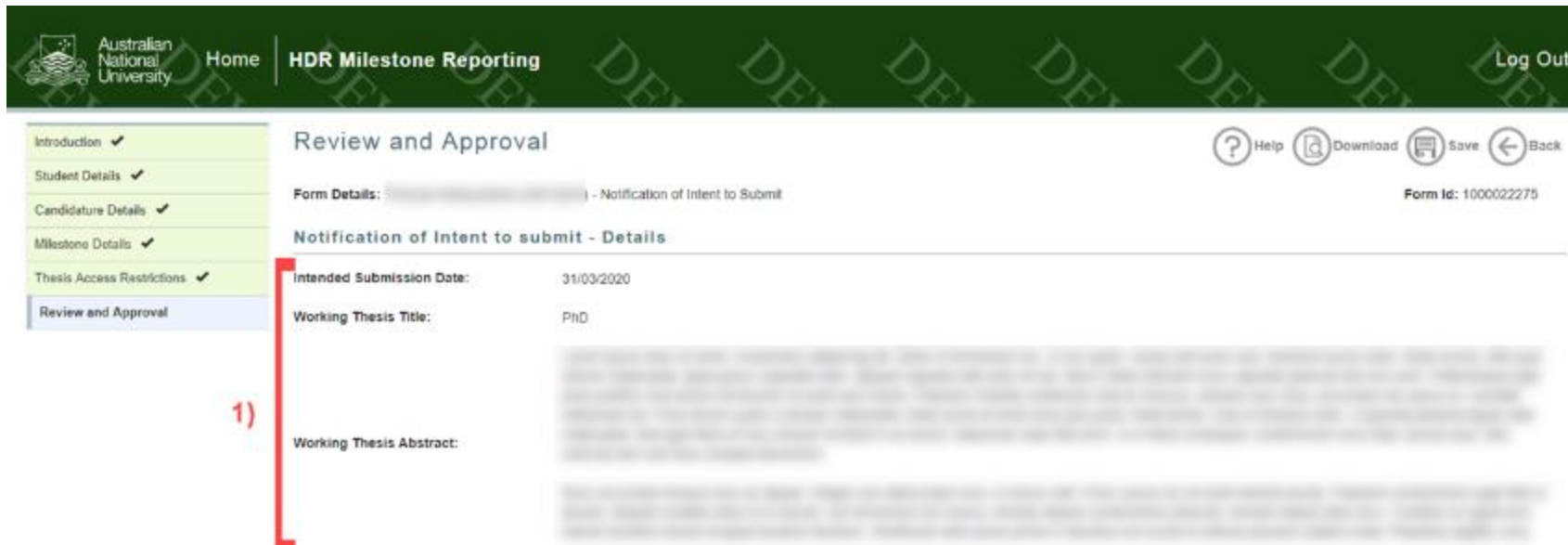
EGAP View	<ol style="list-style-type: none"> A table containing details of the examiners which have been appointed. Including: <ol style="list-style-type: none"> Name and institution Email Address Phone number Examiner details retrieved from SAS (not shown) Submit button to complete the eForm.
-----------	---

5.11 Review and Approval Page

Forms:	Notification of Intent to Submit
Visible to:	Delegated Authority, Primary Supervisor, HDR Admin, Associate Dean, Dean HDR

Action:	Delegated Authority, Primary Supervisor, HDR Admin, Associate Dean, Dean HDR
Purpose	For the approvers to Endorse or Approve the Candidate's Intent to Submit or change of thesis format.

5.11.1 Primary Supervisor View



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Review and Approval

Form Details: [Redacted] - Notification of Intent to Submit Form Id: 1000022275

Notification of Intent to submit - Details

Intended Submission Date: 31/03/2020

Working Thesis Title: PhD

Working Thesis Abstract:

1)

Support of Thesis Submission

You are required to indicate if you support the Candidate's intention to submit their thesis. In supporting the Candidate's thesis submission, you are agreeing with the following statements:

- I certify that, to the best of my knowledge, the Candidate has complied with the University's rules and regulations in relation to research awards program and theses.
- I certify that the Candidate has consulted with their panel regarding their intended submission date.
- I have reviewed the thesis title and abstract.

Please note that this support is separate from any requests for Thesis Access Restriction.

Support for submission is based on readiness to submit and the quality of the thesis. If you believe the thesis will experience difficulty in the examination process, you should not support the submission. If you support the submission but do not agree with the intended submission date, title and/or abstract, you may submit this eForm and discuss your concerns with the Candidate outside of the eForm. The Candidate may change their intended submission date, title and abstract prior to submission using Manage My Degree eForms.

2) [

Do you support the thesis submission? *

- ☐ Yes - I agree with the above statements and support the Candidate's thesis submission.
- ☒ No – I **do not** support the Candidate's thesis submission.

If the Candidate decides to continue without your support, you will be excluded from the Nomination of Examiners process. A College/School HDR Administrator will nominate examiners, who will be endorsed by the Delegated authority and appointed by the Associate Dean.

Please provide comments related to this decision. These will be provided in writing to the Delegated Authority, who will then organise for another member of academic staff to review the Candidate's Intention to Submit. On receipt of the advice, the Delegated Authority will:

- Meet with and provide advice to the Candidate, and
- Provide written advice to the Candidate with the reasons that the thesis is not supported.

The candidate can proceed and submit their thesis without your support following a meeting and advice from the Delegated Authority. *

3) [

Type here...

4) [

Submit to HDR Administrator

5.11.1.1 Function Table

Primary Supervisor View	<ol style="list-style-type: none"> Details on the Candidate's Notification of Intent to Submit. Includes: <ol style="list-style-type: none"> Intended Submission Date Working Thesis Title Working Thesis Abstract Radio button to indicate whether the Primary Supervisor does or does not support the Thesis submission. <u>NOTE: If the Primary Supervisor does not support the Thesis Submission, they will not be included in the examiner selection process.</u> <u>If they do not support the submission, they must provide additional comments in the text area</u> Submission button to send the form to the Delegated Authority or HDR Administrator
-------------------------	--

Please provide reason(s) the thesis submission was not supported. These reasons may include your own comments and comments from the member of academic staff who reviewed the thesis. This will be provided in written advice sent to the Candidate following the completion of this form. The Candidate will then elect whether they choose to continue with their submission.

4)

Comments *

Type here...

5.11.2.1 Function Table

Delegated Authority View	<ol style="list-style-type: none"> Details on the Candidate's Notification of Intent to Submit. Includes: <ol style="list-style-type: none"> Intended Submission Date Working Thesis Title Working Thesis Abstract Text indicating the Primary Supervisor's support and their comments. <u>If Primary Supervisor did not endorse</u>: Check Box to indicate that the Delegated Authority has consulted an additional academic staff member as well as speaking to the Candidate about their submission. The Delegated Authority must provide additional comments in the text area regarding their decision.
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5.11.3 Errors / Validators

a)	<p>Milestone due date must be greater than today.</p> <p><u>Trigger</u>: User has selected a date for a new Supplementary Review milestone that is in the past. <u>Applies to</u>: Supplementary due date field <u>Potential Solutions</u>: Select a date for the Supplementary Review milestone that is in the future. <u>Warning Text</u>: "Milestone due date must be greater than today."</p>
b)	<p>The supplementary review must be scheduled before the annual research report and plan.</p> <p><u>Trigger</u>: User has selected a date for a new Supplementary Review milestone that is after the next Annual Research Report and Plan milestone. <u>Applies to</u>: Supplementary due date field <u>Potential Solutions</u>: Supplementary Review milestones are designed to be used in this situation as a mid-term review of progress <i>between</i> Annual Research Report and Plan milestones. As a result, advise the user to select a date between the current date (today) and the next Annual Research Report and Plan. <u>Warning Text</u>: "The supplementary review must be scheduled before the annual research report and plan."</p>
c)	<p>This is a required field</p>

Trigger: Mandatory user-selection/user-data/upload documentation entry field not completed.

Applies to: All user entry/selection fields on page.


Potential Solutions: Confirm that user has entered valid details into all required text and date entry fields. Confirm that user has selected an option for multiple choice tick-box selectors and single choice radio buttons. Confirm that user has uploaded file(s) of a valid file type. Escalate to the next tier in the support chain if required.

Warning Text: *"This is a required field"*

[5.12 Summary Page](#)

Forms:	Notification of Intent to submit
Visible to:	Candidate
Action:	Candidate
Purpose	<p>To provide a final page before form submission.</p> <p>If the Primary Supervisor does not endorse the application, this page provides the Candidate an opportunity to continue or cancel their Notification of Intent after the form has been returned by the Delegated Authority.</p>

5.12.1 Candidate View



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HDR Milestone Reporting

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[Introduction ✓](#)

[Student Details ✓](#)

[Candidature Details ✓](#)

[Milestone Details ✓](#)

[Thesis Format ✓](#)

[Thesis Details ✓](#)

[Examiner Suggestion ✓](#)

[Thesis Access Restrictions ✓](#)

Summary

[Help](#)
[Download](#)
[Save](#)
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Form Details: Notification of Intent to Submit **Form Id:** 1000022497

Summary

Thesis title: Harry Potter and the PhD

Intended submission date: 30/04/2020

Thesis format: Thesis by Standard Format

Thesis Abstract:

This abstract describes the research project titled 'Harry Potter and the PhD'. The project aims to explore the impact of the Harry Potter series on the academic world, specifically focusing on the challenges faced by students who are also fans of the series. The research will involve a literature review, interviews with students, and a case study of a student who has successfully balanced both. The findings will be presented in a thesis format.

Thesis Access Restriction required: Yes

Please check the conditions of the award specific to your scholarship and note that payments of any fees and/or stipends will cease on submission of your thesis for examination.

1)

2) **Thesis Access Restriction**

Type: Full Confidentiality

Non-disclosure Agreement required: Yes

Time requested: 27 month(s)

Sections to be restricted: Particular chapter(s)

Reasons: Chapter/appendix: A - Appendix A - Reason: Ethical Considerations

3) **Declaration**

You are required to have discussed your Intended Submission Date with your Primary Supervisor and Chair of Panel. If you have not consulted them, please do so outside of the eForm so that you can progress your request. You can save this eForm using the save icon at the top of the page.

☐ Yes, I have discussed my Intended Submission Date with my Primary Supervisor and Chair of Panel. *

The Research Awards Rule states that part of the general requirements for a thesis is that a Candidate must not include any material previously submitted for the purpose of obtaining a degree from any other university or tertiary educational institution.

☐ I confirm that no material included in my thesis has been previously submitted for the purpose of obtaining a degree from any other university or tertiary educational institution. *

The Research Awards Rule states that if the research is undertaken jointly with someone else—the research clearly indicates the nature and extent of the student's contribution to the research. Be aware that the specific details of your joint research will be collected at Submission.

☐ I confirm that, to the best of my knowledge, all information provided is correct. *

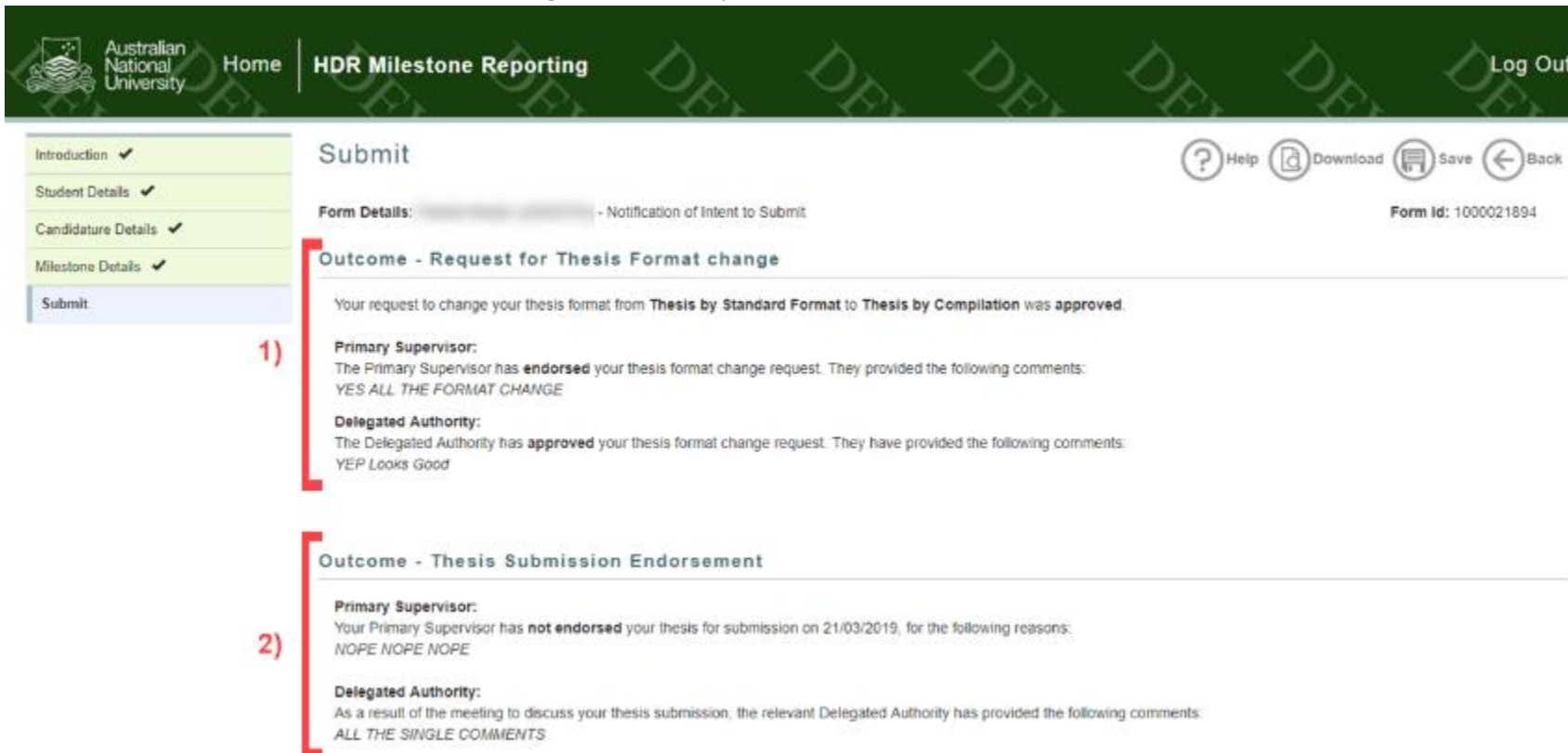
4)

5.12.1.1 Function Table

Candidate View	<ol style="list-style-type: none"> A summary of the notification of Intent to Submit, includes: <ol style="list-style-type: none"> Thesis Title Intended Submission Date Thesis Format Thesis Abstract Whether Thesis Access Restriction is required If <u>Thesis Access Restriction is requested</u>: This section shows details on the request. This includes:
----------------	--

- a) Type (Full confidentiality or Delayed Public Access)
- b) Non-disclosure Agreement required
- c) Time requested (in months)
- d) Sections to be restricted (The whole Thesis, Particular Chapters and/or A confidential Appendix)
- e) Reasons for restriction
3. Candidate declaration checkboxes on completing the NOI. These are the electronic equivalent of signing a paper form.
4. Submit button sends the form to the Primary Supervisor for endorsement.

5.12.2 Candidate View – Returned after Delegated Authority Review



The screenshot shows the 'HDR Milestone Reporting' interface. On the left is a navigation menu with 'Introduction', 'Student Details', 'Candidature Details', 'Milestone Details', and 'Submit'. The 'Submit' button is highlighted. The main content area is titled 'Submit' and shows 'Form Details: [redacted] - Notification of Intent to Submit' with 'Form id: 1000021894'. There are icons for Help, Download, Save, and Back. The 'Outcome - Request for Thesis Format change' section shows a message: 'Your request to change your thesis format from **Thesis by Standard Format** to **Thesis by Compilation** was **approved**.' Below this, the 'Primary Supervisor' comment is 'The Primary Supervisor has **endorsed** your thesis format change request. They provided the following comments: YES ALL THE FORMAT CHANGE' and the 'Delegated Authority' comment is 'The Delegated Authority has **approved** your thesis format change request. They have provided the following comments: YEP Looks Good'. A red bracket and the number '1)' are next to this section. The 'Outcome - Thesis Submission Endorsement' section shows a message: 'Your Primary Supervisor has **not endorsed** your thesis for submission on 21/03/2019, for the following reasons: NOPE NOPE NOPE' and the 'Delegated Authority' comment is 'As a result of the meeting to discuss your thesis submission, the relevant Delegated Authority has provided the following comments: ALL THE SINGLE COMMENTS'. A red bracket and the number '2)' are next to this section.

Next Steps

3)

Would you like to continue with your thesis submission? *

☒ Yes – I will continue with with my thesis submission as planned.
☐ No – I will revise my thesis submission details and submit a new Notification of Intent to Submit milestone once I am ready.

4)

Would you like to keep your currently recorded thesis format? *

☒ I would like to keep my current thesis format, **Thesis by Alternative Format**.
☐ I would like to change to **Thesis by Standard Format**.

5)

Submission Summary:
 Thesis title: **Harry Potter and the evil PhD**
 Intended submission date: **11/04/2020**
 Thesis format: **Thesis by Alternative Format**
 Primary Supervisor submission support: **Not supported**

After submitting this eForm, you will have completed your Notification of Intent to Submit milestone. This will be updated in ISIS and you will be able to arrange a time with the HDR Examinations Office to submit the thesis.

A HDR Administrator from your College and the relevant Delegated Authority will nominate examiners for your thesis. Examiners will not be notified that your Primary Supervisor does not support your thesis submission until after the examination process is complete. You can find out more about the examination process [INSERT HYPERLINK HERE](#)here.


6)

Submit NOI milestone

5.12.2.1 Function Table

Candidate View	<ol style="list-style-type: none"> <u>If the Thesis Format is Changing:</u> A summary of the Primary Supervisor and Delegated Authority endorsement/approval decision and comments. A summary of the Primary Supervisor and Delegated Authority comments regarding the overall Submission <u>If Thesis submission was not supported:</u> A Radio button for the Candidate to determine whether they wish to continue with their submission or cancel their Notification of Intent to Submit <u>If Thesis format change was not approved:</u> A radio button to indicate whether the Candidate would like to keep their old thesis format or switch to a standard thesis format. <u>Continue is selected:</u> A summary of the Notification of Intent to Submit is visible. This includes: <ol style="list-style-type: none"> Thesis Title Intended Submission Date Thesis Format Primary Supervisor submission support Submit button sends the form to the HDR Administrator or completes the Milestone
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5.12.3 Dean HDR – Thesis Access Restrictions View



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Introduction ✓
Candidature Details ✓
Thesis Access Restrictions ✓ **1)**
Summary

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Summary

The Thesis Access Restriction to be applied to the Candidate's thesis is:

Type	CONFIDENTIAL
Time requested	34 month(s)
Sections to be restricted	Particular chapter(s) Chapter/appendix: 5 - all the things

Additional comments and documents

Please provide comments supporting your decision. You should consider the timeframe of the Thesis Access Restriction requested, the parts of the thesis to be restricted and the reason for the request. These comments will be provided to the Candidate.

2) Reasoning for decision *

Type here...

3) Would you like to upload supporting documents? *

☐ Yes
☒ No

Primary reason for Thesis Access Restriction

The Candidate selected **ETHC** as their reason for Thesis Access Restriction. Please confirm or amend the main reason for Thesis Access Restriction. This reason will be saved to the Candidate's record.

4) Main reason for restriction *

Ethical Considerations

Submit this eForm to the HDR Examinations Office to create the examiner records in the Student Administration System. Your decision will be recorded.

5) [Submit to Examinations Office](#)

5.12.3.1 Function Table

Dean HDR View	<ol style="list-style-type: none"> 1. Summary of the Thesis Access Restriction 2. Additional Comment text area 3. Radio button to activate supporting document upload 4. A dropdown list to determine the main reason for the restriction 5. Submit button which sends the form to the final state.
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5.12.4 Errors / Validators

a)	<p>The due date must be in the future.</p> <p><u>Trigger:</u> User has selected a date for the next Annual Research Report and Plan milestone that is in the past.</p> <p><u>Applies to:</u> Annual Research Report and Plan Due Date field</p> <p><u>Potential Solutions:</u> Select a date for next Annual Research Report and Plan milestone that is in the future.</p> <p><u>Warning Text:</u> <i>"The due date must be in the future."</i></p>
b)	<p>The due date must be within the next 2 years.</p> <p><u>Trigger:</u> User has selected a date for the next Annual Research Report and Plan milestone that is more than two years in the future.</p> <p><u>Applies to:</u> Annual Research Report and Plan Due Date field</p> <p><u>Potential Solutions:</u> Annual Research Report and Plan milestones are designed to be used yearly to track and guide the progress of research Candidates during their enrolment at the University. As a result, there should be no more than a 12-18 month window between each Annual Research Report and Plan. Advise the user to select a date within the next two years to schedule the next Annual Research Report and Plan.</p> <p><u>Warning Text:</u> <i>"The due date must be within the next 2 years."</i></p>