

## Notification of Intent to Submit - eForm Guide for Associate Deans

### Contents

Introduction.....	1
How to access the eForm .....	1
Flow of eForm.....	1
Appointing the Examination Panel.....	2
Tips for using the eForms .....	2
Support.....	2

### Introduction

The Notification of Intent to Submit a Thesis eForm is now available for HDR students nearing the end of their program. The Notification of Intent to Submit is accessible alongside their other HDR Milestones in the Student Administration System. Two to Three months before they submit their Thesis, they will complete a Notification of Intent to Submit which will begin the submission and examination process. You will receive the eForm to review and action. The eForm allows you to:

- Review the Candidate's request for Thesis Access Restrictions and provide your endorsement of the request, and
- Review the Nominations for the examination panel and appoint the appropriate examiners to the panel.

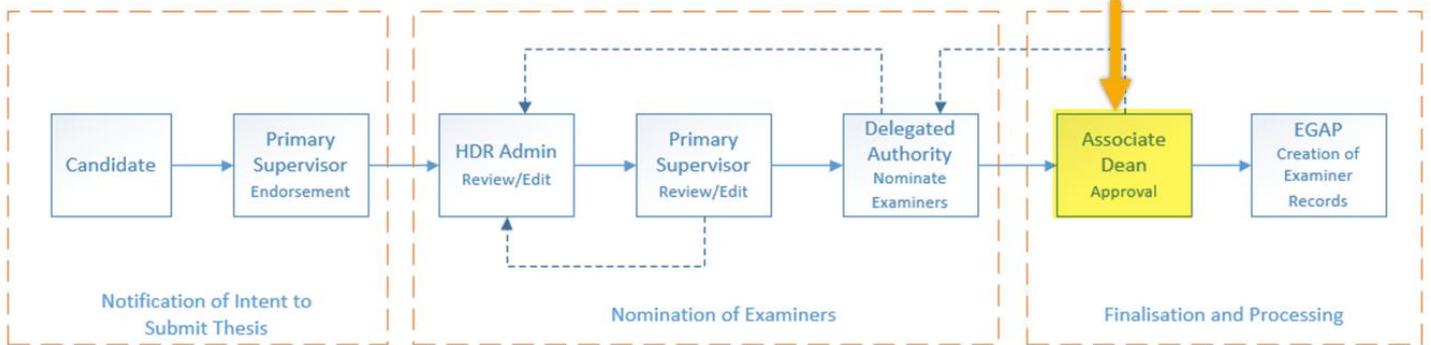
### How to access the eForm

- When action is required on a eForm, you will receive an email with a direct link to the eForm.
- Email reminders will be sent when no action has been taken to complete the eForm.
- You can also access the eForm by logging into [eforms.anu.edu.au](http://eforms.anu.edu.au). The eForm will appear in the 'Forms Assigned to My Groups' section.
- Once you have selected the eForm from the list, it is locked to your account. To unlock it so that another member of your group can complete it, click on the arrow next to the form in 'Forms Assigned to Me' and click 'unlock'

### Flow of eForm

As the Associate Dean, you will receive the eform in the final stages of the process, after the Delegated Authority has completed nominating proposed examiners for the Candidate's examination panel. You may choose to complete the eForm and send it for processing or return the eForm to the Delegated Authority for amendments to the nominations.

## Milestone eForms User Reference Guide



### Appointing the Examination Panel

In this stage of the eForm process you will be asked to review the nominations provided by the Delegated Authority and appoint members of the Examination Panel from these nominations on the Nomination of Examiners page. On this page you will be able to:

- Review suggestions of examiners provided by the Candidate;
- Review the preferred examiner Nominations as provided by the Delegated Authority. Each proposed examiner has their own set of collapsible tabs within the form. Click on each tab to expand it. These tabs include information on:
  - Personal contact details and address details;
  - Academic organisation;
  - Experience, contact and availability;
  - Sanctioned countries;
  - Previous collaboration; and
  - Conflicts of interest.
- Indicate whether you want to appoint the examination panel or send the eForm back to the Delegated Authority for amendments.
- Select which nominees to appoint to the examination panel and indicate whether you are aware of any previous collaboration between the nominee and the candidate or their supervisors, or aware of any conflicts of interest.

### Tips for using the eForms

- There are two ways to navigate through the eForm. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You can also use the navigation bar on the left of the eForm.  
- Compulsory fields are indicated by a red asterisk: \*.
- To save the eForm click the save icon in the top right corner. You will be able to access your saved un-submitted eForms by logging into [eforms.anu.edu.au](https://eforms.anu.edu.au) 
- To upload documents to the eForm, click the 'Upload New' button where prompted.

### Support

If you need assistance please contact your local HDR Administrators. You can also view the [Staff Support Webpage](#)