

Notification of Intent to Submit - eForm Guide for Dean HDR

Contents

Contents	1
Introduction.....	1
How to access the eForm	1
Flow of eForm.....	1
Approving and amending the Thesis Access Restrictions	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
- Approve the application without changes
- Approve the application after amending the restriction details
- Only approve the standard 12 months Delayed Public Access.

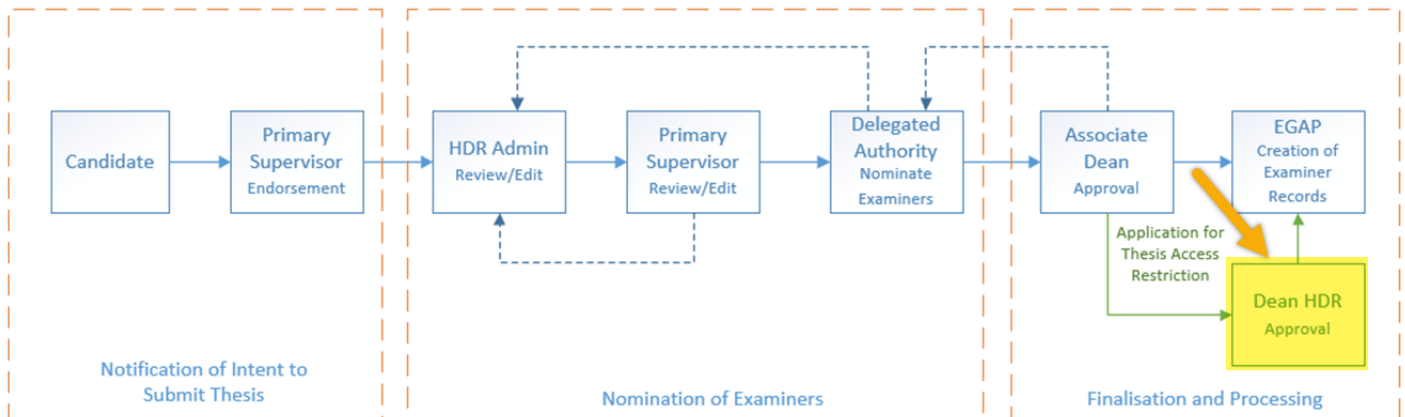
How to access the eForm

- When action is required on an 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. The eForm will appear in the 'Forms Assigned to My Groups' section.

Flow of eForm

As the Dean HDR, you will only receive the eForm in the final stages of the process, if the Candidate has applied for Thesis Access Restrictions.

Milestone eForms User Reference Guide



Approving and amending the Thesis Access Restrictions



When approving the request for Thesis Access Restrictions you have three options to proceed. You may:

- Approve the Application in full, without any changes.
- Approve the application with amendments to the Thesis Restriction.
- Apply the standard 12 months Delayed Public Access to the Thesis.

If you choose to amend the Thesis Restriction you may:

- Change the period of restriction
- Change the request type (Delayed Public Access or Full Confidentiality)
- Charge which parts of the Thesis are restricted.

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 
- To upload documents to the eForm, click the 'Upload New' button where prompted.

Support

If you need assistance please contact the Examinations office (EGAP). You can also view the [Staff Support Webpage](#)