Notification of Intent to Submit - eForm Guide for HDR Administrators

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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:

- Provide details on your preferred examiners for appointment to the examination panel; and
- Indicate any concerns you have about examiners with regards to sanctioned countries, conflicts of interest, or previous collaboration, and provide justification for them to be included on the panel.
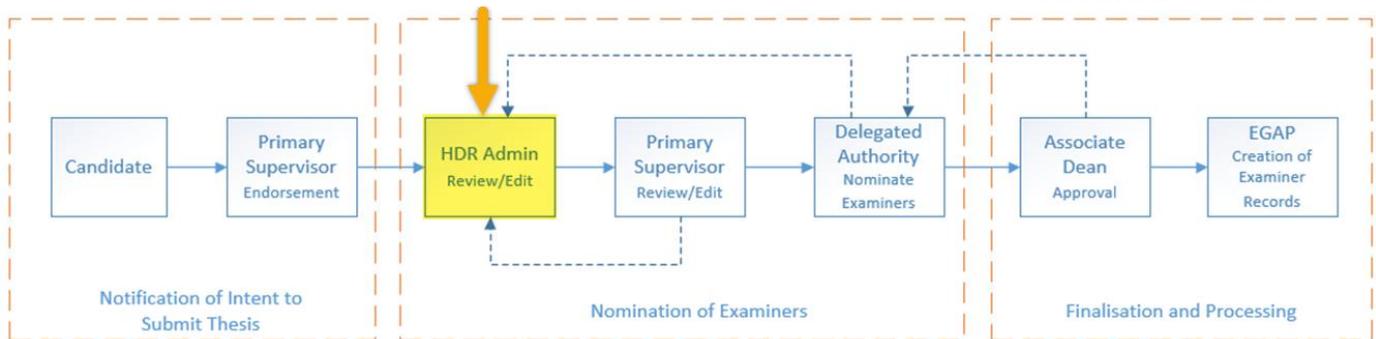
Note: You are not required to complete any fields in this stage of the eForm. If it is solely the Primary Supervisor's role to enter examiner details, you may skip to the end of the eForm and click submit to send the eForm to them.

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.
- 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 HDR Administrator, you have the opportunity to view the eForm at the beginning of the Nomination of Examiners stages of the eForm, as highlighted in the workflow map below. You will receive this eForm if the Primary Supervisor supports the Candidates Intent to submit, or if the Candidate has elected to continue their submission without the support of their Primary Supervisor.

The Primary Supervisor or Delegated Authority may choose to return the eForm to you for amendments. You will receive an email indicating that action is required which contains comments from the Primary Supervisor or Delegated Authority explaining why the eForm has been returned. If the Primary Supervisor does not support the Candidates intent to submit, they will be excluded for this process and you will share responsibility of entering examiner details with the Delegated Authority.

Nominating Examiners

Depending on how your College nominates examiners, either you, or the Primary Supervisor will be responsible for contacting proposed examiners and filling out their details in the Nomination of Examiners page in the eForm. On this page you will be able to:

- Review suggestions of examiners provided by the Candidate;
- Indicate the number of examiners you believe is required for the examination panel; and
- Enter the details of up to five proposed examiners.

Each proposed examiner has their own set of collapsible tabs within the eForm. Click on each tab to expand it. Once a tab has been complete, a tick-icon on the right hand side of the tab is visible.

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.

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