HDR MILESTONES EFORM SUPPORT GUIDE

Version 5

14 March 2018

Introduction

The purpose of this document is to provide detailed support information on the HDR Milestones 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. The guide also provides information on the emails escalations sent during the eForm process and information on the documentation and storage of files during the process.

Contents

First Annual Research Report and Annual Research Report and Plan Pages

Thesis Proposal Review, Research Integrity Test, Supplementary Review, and Oral Presentation Pages

1　HDR Milestones eForm Structure

- ⊞ 📗 hidden
- ⊞ 📗 ### System Page ###
- ⊞ 📗 Introduction
- ⊞ 📗 Student Details
- ⊞ 📗 Enrolment Details
- ⊞ 📗 Milestone Details
- ⊞ 📗 Academic Activity
- ⊞ 📗 Milestone Documentation
- ⊞ 📗 Research Planning and Progress
- ⊞ 📗 Awards and Achievements
- ⊞ 📗 Support and Employment Details
- ⊞ 📗 Research Integrity Test
- ⊞ 📗 Supervisory Panel
- ⊞ 📗 Progress Assessment
- ⊞ 📗 Assessment of Oral Presentation
- ⊞ 📗 Ethics Approval
- ⊞ 📗 Supervisory Arrangements
- ⊞ 📗 Review and Approval
- ⊞ 📗 Submit
- ⊞ 📗 ### System Finish Page ###
- ⊞ 🏁 Finish

2　eForm Access

The Student 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
		08/10/2017	In Progress		Pending Approval
		12/01/2017	In Progress		Pending Approval
	Annual Report and Plan	29/09/2016	Not Completed		Begin eForm
		30/08/2016	Completed	27/06/2016	Complete

On clicking the Begin eForm link, the Student 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.

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   Standard Milestones Workflow
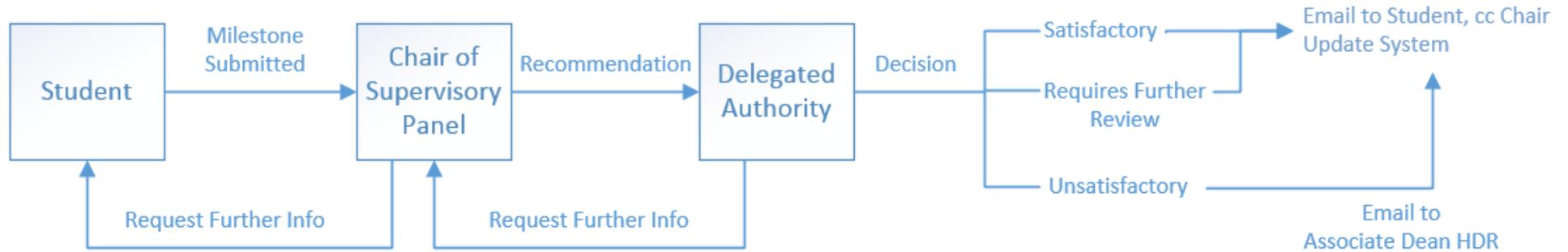
3.2   RIT Milestone Workflow
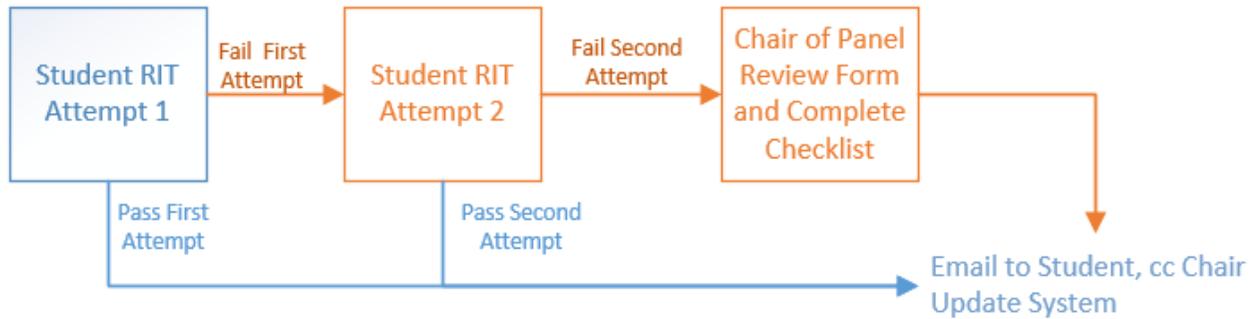
4 General eForm Components

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:

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:	Annual Report and Plan, First Annual Research Plan, Oral Presentation, Research Integrity Test, Supplementary Review, Thesis Proposal Review
Visible to: Action:	Student, Chair of Panel, Delegated Authority N/A
Purpose:	Provides an introduction and summary on the Milestone and form functionality.
Loads:	Within this page the form collects data from the following web services based on parameters based to the form from ISIS: • *CS Occupation Service* (for Student and Delegated Authority) • *Personal Contact Details* (for Student) • *Current Academic Program* (inc. Program, Program Owner, Supervisor Details) • *Academic Program Details* (for Current Academic Program) • *Research Candidature* • *Enrolments* (+ *Class Details* for each line of the enrolment record) • *Research Milestones* • *Student Scholarships* • *Residency* • *Visa Details* • *Forms Approval* (for ADEA and HMDA for the Student's current academic program/plan)

5.1.1 Student, Chair of Panel and Delegated Authority View

5.1.2 Function Table

Display	1. Form ID – eg 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, eg. cancelling a form.
	2. Form Details identifying the Student and the Milestone being completed
	3. Introduction:
	a. <u>New form</u>: information will be displayed regarding the Annual Research Report and Plan and the Milestone reporting process.
	b. <u>Form returned to a previous state</u>: If the form has been returned to the student or Chair of Panel for further information by an approver, the comments entered by the approver will be displayed here.

	4. <u>If the student hasn't completed Research Integrity Training Milestone:</u> A warning appears indicating the student cannot continue until they complete the test.
	5. <u>If Research Integrity Training:</u> A checkbox is available for the student to acknowledge that they have completed the RIT online course and are prepared to undertake the test

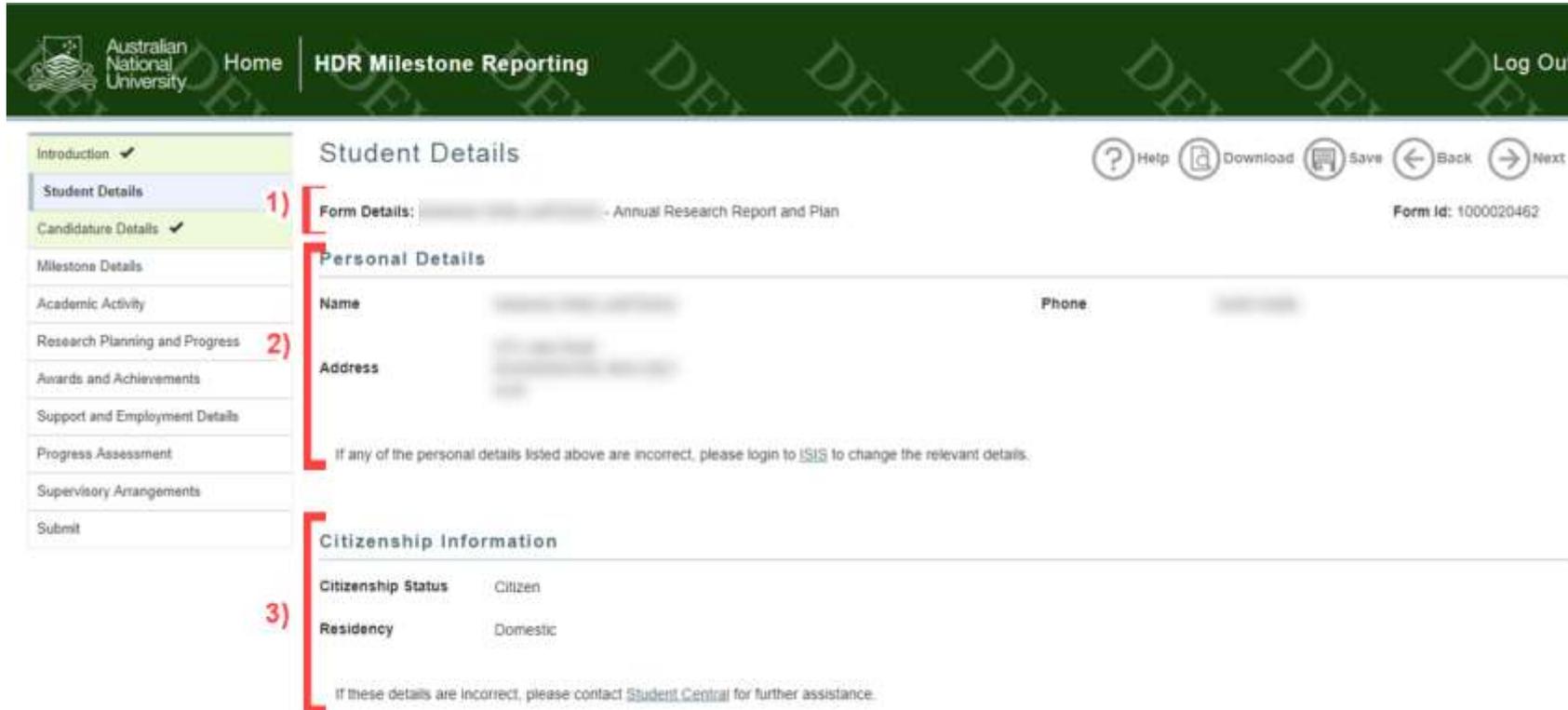## 5.1.3   Errors / Validators

a)	There are no Supervisors recorded on your Supervisory Panel. Please contact Student Administration in order to proceed with this form. <u>Trigger:</u> Displayed if *Current Academic Program* returns no Supervisors for the Student. <u>Potential Solutions:</u> Ensure that there are supervisors recorded against the student's current academic program in SAS and that the Student has a Chair of Panel registered in SAS. Escalate to next tier in the support chain if this information appears correct in SAS. <u>Warning Text:</u> *"There are no Supervisors recorded on your Supervisory Panel. Please contact Student Administration in order to proceed with this form."*
b)	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. <u>Trigger:</u> Displayed if the milestone type passed to the eForm from ISIS is not recognised as a valid type by the eForm. <u>Potential Solutions:</u> Request that the student 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. <u>Warning Text:</u> *"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."*
c)	You do not have the appropriate educational affiliation with the ANU to complete this form. Please contact your Local Student Administrator for further information. <u>Trigger:</u> Displayed if the details passed to the eForm from ISIS indicate an Academic Career that is not equal to "RSCH". <u>Potential Solutions:</u> Form is only compatible with HDR research milestones. Ensure the current academic program for the student is registered as "RSCH" and escalate to next tier in the support chain if required. <u>Warning Text:</u> *"You do not have the appropriate educational affiliation with the ANU to complete this form. Please contact your Local Student Administrator for further information."*
d)	There are no Associate Dean registered for this Program/Plan. Please contact College Administration in order to continue. <u>Trigger:</u> Displayed if there are no details passed to the eForm regarding the *Associate Dean* role in the SAS Forms Approval table. <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 *Associate Dean*. 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. Warning Text: *"There are no Associate Dean registered for this Program/Plan. Please contact College Administration in order to continue."*
e)	 There are no Delegated Authority details registered for this Program/Plan. Please contact College Administration in order to continue. Trigger: Displayed if there are no detailed passed to the eForm regarding the *Delegated Authority – HDR* role in the SAS Forms Approval table. Potential Solutions: 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 *Delegated Authority – HDR*. 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. Warning Text: *"There are no Delegated Authority details registered for this Program/Plan. Please contact College Administration in order to continue."*
f)	 This is a required field Trigger: Mandatory user-selection/user-data entry field not completed. Potential Solutions: Confirm that user has checked the RIT acknowledgement checkbox. Warning Text: *"This is a required field"*

5.2 Student Details Page

Forms:	Annual Report and Plan, First Annual Research Plan, Oral Presentation, Research Integrity Test, Supplementary Review, Thesis Proposal Review
Visible to: Action:	Student, Chair of Panel, Delegated Authority N/A
Purpose:	Provides further details on the student including contact details, citizenship information, enrolment details and supervisory panel members for reference.

5.2.1 Student, Chair of Panel and Delegated Authority View

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

ORCiD Information

4) 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.
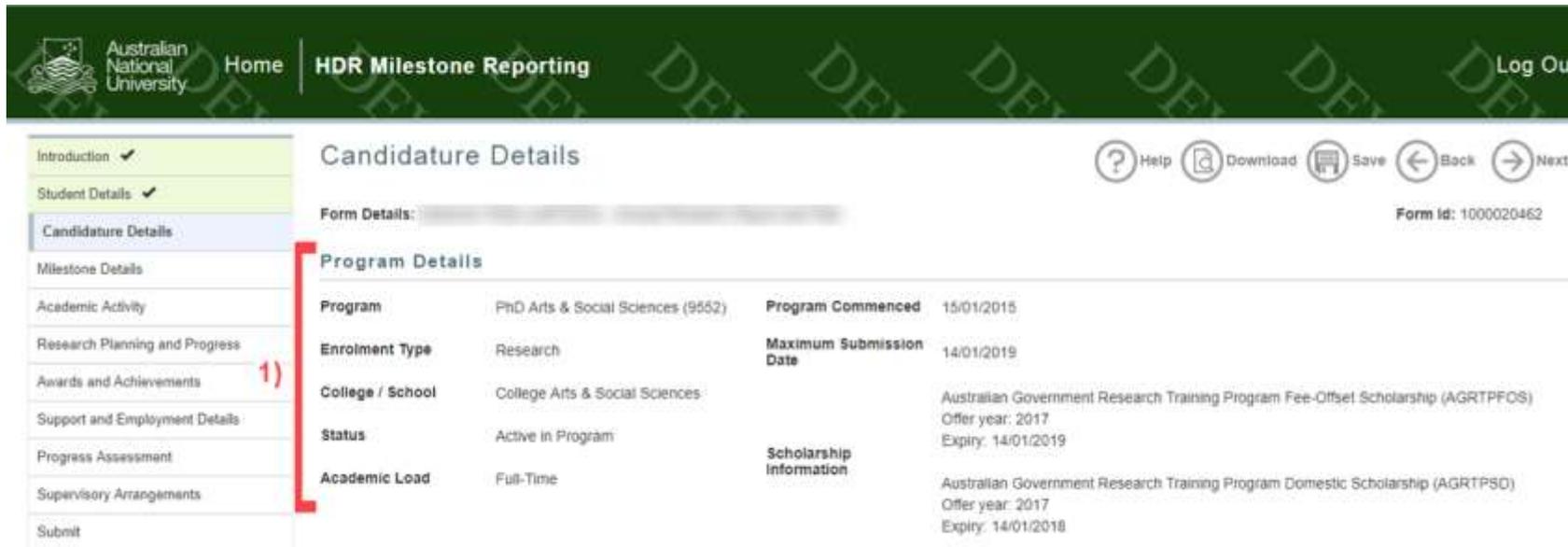
Next

5.2.2 Function Table

Display	1. Form Details – This appears on every subsequent page. It displays the student's: • name, • Univerity ID, and • which milestone the form relates to. 2. Student Details – displays the student's: • Name, • Phone, and • Address. 3. Citizenship Information – displays the student's: • Citizenship Status, • Residency, and • Visa Status. 4. ORCiD Information – displays a notification about registering an ORCiD <u>Student Stage Only.</u>

5.3 Candidature Details Page

Forms:	Annual Report and Plan, Oral Presentation, Supplementary Review, Thesis Proposal Review
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student, Chair of Panel
Purpose:	On this page the student can discuss their thesis submission date and indicate any required changes as well as view details about their candidature. If there are any requested changes, the Chair of Panel can indicate whether they agree with these changes.

5.3.1 Student View

Supervisory Panel

Name	Role
	Associate Supervisor
	Associate Supervisor
	Primary Supervisor and Chair

If your supervisory panel details are incorrect, please contact Student Central for further assistance.

Submission Date Details

Your maximum submission date is 14/01/2019. Do you expect to submit your thesis by this date? *

○ Yes
● No

Please detail why you will be unable to submit your thesis by your maximum submission date: *

Please provide an indication of when you anticipate you will submit your thesis: *

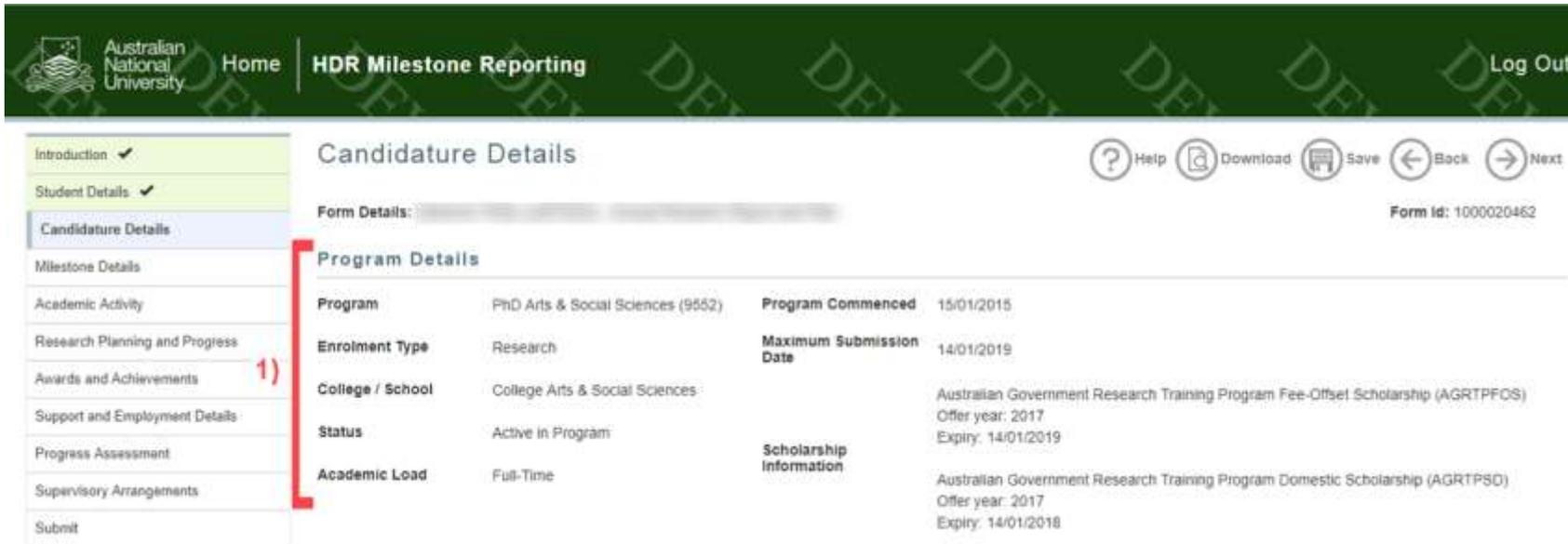### 5.3.1.1   Function Table

Display Student	1. Candidature Details – displays the student's:
	   a. Program name and number,
	   b. Enrolment Type,
	   c. College / School,
	   d. Program Status,
	   e. Academic Load,

	f. Program Commencement date, g. Maximum Submission Date, h. Scholarship Information (if applicable). 2. Supervisory Panel Members are displayed with their role. 3. The maximum submission date is shown here. A radio button allows the student to indicate whether they expect to finish their thesis on time 4. <u>If No is selected</u>: a text input area is provided where the student must detail why they will be unable to submit. 5. <u>If No is selected</u>: a date selector for the student to nominate a revised submission date is provided.

5.3.2   Chair of Panel View

Supervisory Panel

2)

Name	Role
	Associate Supervisor
	Associate Supervisor
	Primary Supervisor and Chair

If your supervisory panel details are incorrect, please contact Student Central for further assistance.

Submission Date Details

3)

_____ maximum submission date is 14/01/2019. The candidate has indicated that they should be able to submit their thesis by **2/12/2019**.

_____ provided the following reasoning for postponing their maximum submission date:

HERE IS WHY I WON'T FINISH.

Do you agree the candidate will be able to submit by the proposed date? *

○ Yes
● No

Please provide reasons: *

4)

PLEASE NOTE: You should discuss this with _____ at the earliest opportunity.

5.3.2.1 Function Table

Display Chair of Panel	1. Candidature Details – displays the student's details as in the student stage
	2. Supervisory Panel Members are displayed with their role.
	3. The submission date details provided by the student are summarised for the Chair of Panel
	4. A Yes/No checkbox is to indicate whether the Chair of Panel agrees with the new submission date.
	a) If Yes is selected: the Chair of Panel is reminded that the student must submit a request for extension.
	b) If No is selected: a text area is provided for the Chair of Panel to outline why they disagree with the new submission date.
	5. A table which contains the student's unofficial transcript comments is provided for reference.

5.3.3   Delegated Authority View

If your supervisory panel details are incorrect, please contact Student Central for further assistance.

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

5.3.3.1 Function Table

Display Delegated Authority	1. Candidature Details – displays the student's details as in the student stage
	2. Supervisory Panel Members are displayed with their role.
	3. The submission date details provided by the student are summarised for the Delegated Authority.
	4. A statement from the Chair of Panel indicates whether they agree with any change of submission date.
	5. A table which contains the student's unofficial transcript comments is provided for reference.

5.3.4 Errors / Validators

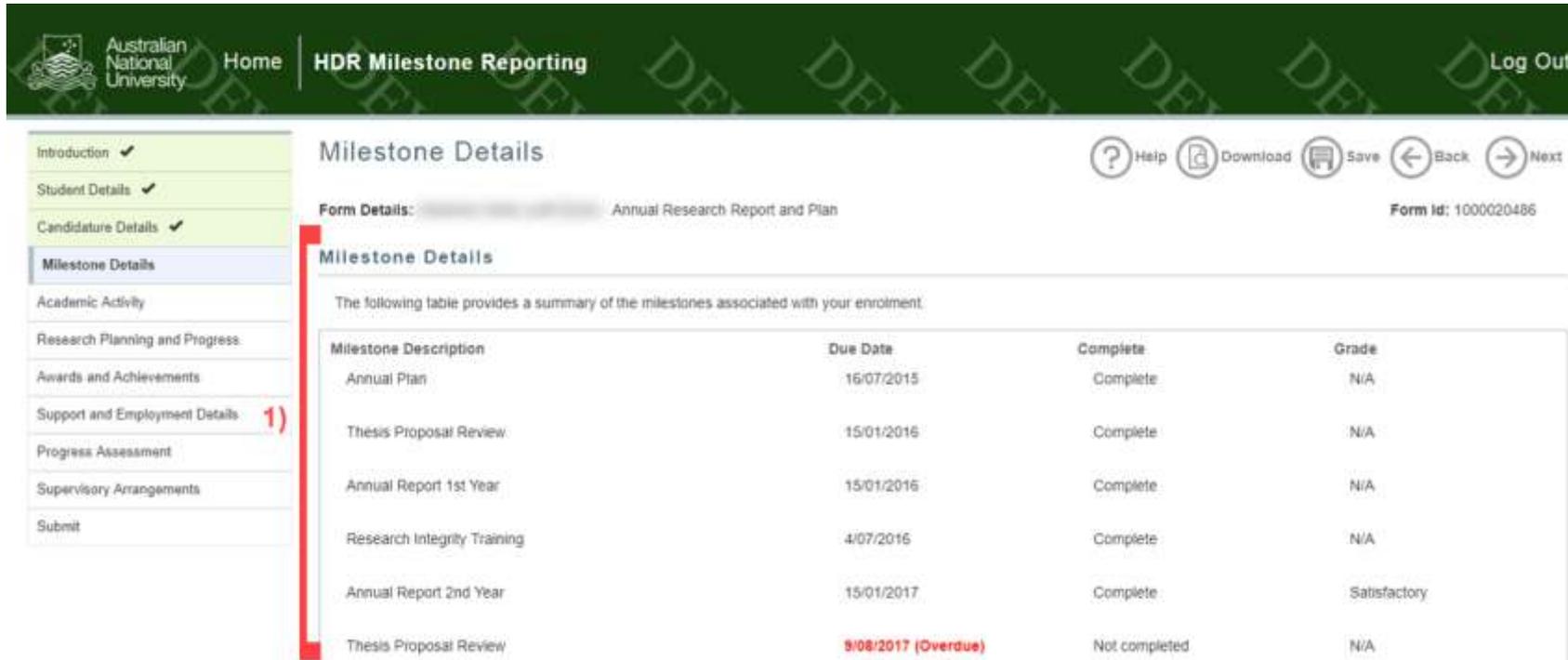| a)	
	There is no recorded maximum submission date for this enrolment. In order to proceed the enrolment record must be updated. Please save this form and continue when this information has been updated in the Student Administration System.
	Trigger: Displayed if there is no maximum submission date returned by SAS for the Student (Research Candidature - RSH_MAX_SUBMIT_DT).
	Potential Solutions: Ensure that the student has a maximum research submission date recorded in SAS and escalate to the next tier in the support chain if required.

	Warning Text: *"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. "*
b)	**This is a required field** Trigger: Mandatory user-selection/user-data 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. Escalate to the next tier in the support chain if required. Warning Text: *"This is a required field"*
c)	**Your anticipated completion date must be in the future.** Trigger: Student has entered an anticipated research completion date in the past. Applies to: Anticipated Completion Date field Potential Solutions: Advise student to enter date that is in the future. Warning Text: *"Your anticipated completion date must be in the future."*
d)	**If your anticipated date is before your current maximum submission date, choose 'Yes' above. Otherwise, enter a date after your current maximum submission date.** Trigger: Student has entered an anticipated research completion date that is <u>before</u> the maximum research submission date on file. Applies to: Anticipated Completion Date field Potential Solutions: Advise student to either enter a final submission date that is greater than the one on file, or alternatively change their selection to indicate that they will submit by the maximum submission date currently on file. Warning Text: *"If your anticipated date is before your current maximum submission date, choose 'Yes' above. Otherwise, enter a date after your current maximum submission date."*

5.4   Milestone Details Page

Forms:	Annual Report and Plan, First Annual Research Plan, Oral Presentation, Research Integrity Test, Supplementary Review, Thesis Proposal Review
Visible to:	Student, Chair of Panel, Delegated Authority
Action:	N/A
Purpose:	Provides an overview of the Student's Milestone progress including completed and in-progress Milestones

5.4.1   Student, Chair of Panel and Delegated Authority View

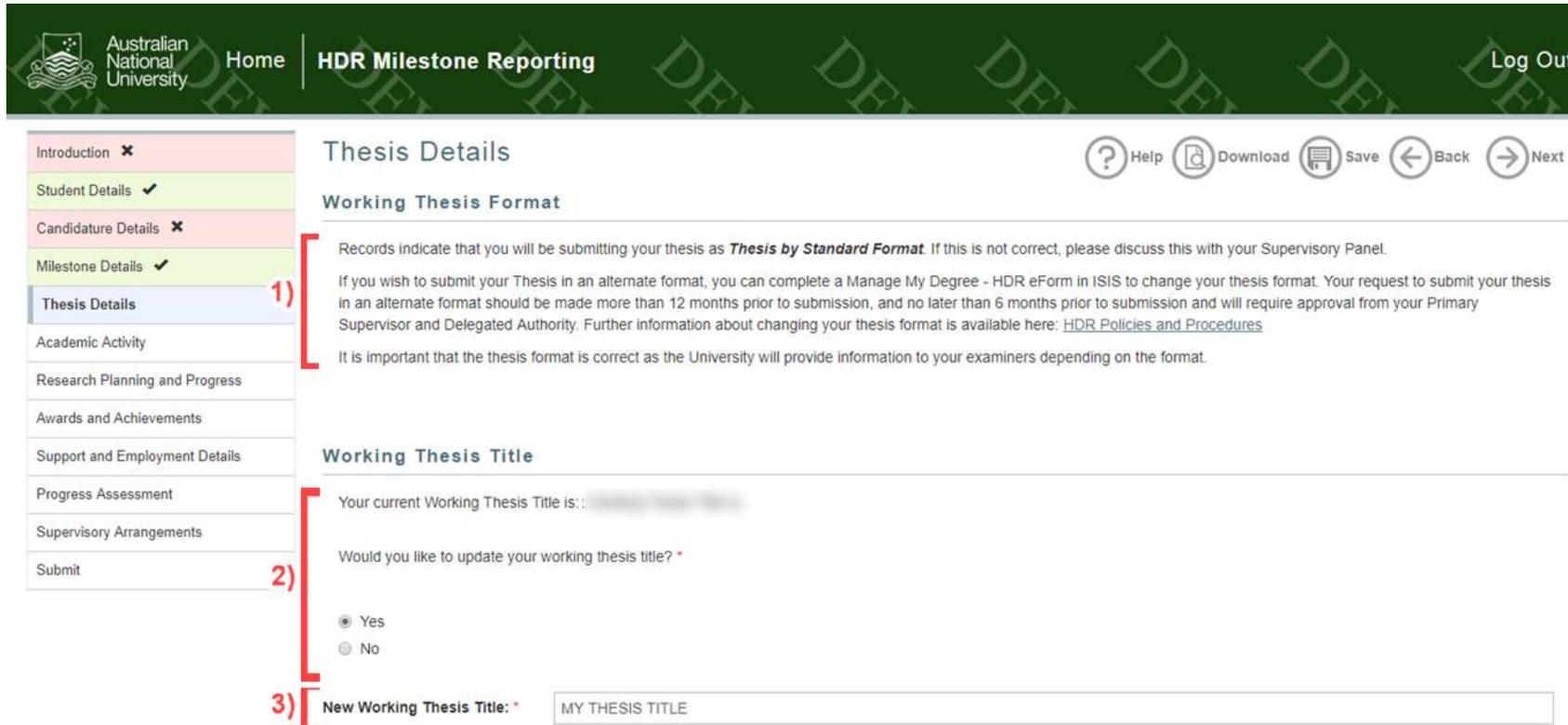## 5.4.2   Function Table

Display	1. Milestone Details table provides a summary of the student's Milestones as indicated in ISIS
	a) Milestone Description – Type of Milestone, e.g. Annual Report and Plan, Thesis Proposal Review, etc.
	b) Due Date – Milestone due date, shows up red if overdue.
	c) Complete – Shows if the Milesone is complete, incomplete or in progress.
	d) Grade – Shows the rating of the milestone as provided by the delegated authority. Includes: Satisfactory, Requiring Further Review, or Unsatisfactory.
	• If any of the details listed above are incorrect, the student should contact Student Administration for further assistance.

5.5   Thesis Details Page

Forms:	Annual Report and Plan, First Annual Research Plan,
Visible to:	Student
Action:	Student
Purpose:	Allows the student to review their Thesis details and change their working thesis title if required

5.5.1   Student View

5.5.1.1   Function Table

Display Student	1. Details on the Working Thesis Format and how this format may be changed
	2. Details on the Working Thesis Title and a radio button to determine whether it should be changed
	3. <u>If Yes was selected:</u> A text area to provide a new working thesis title is available.
	4. Thesis Access Restriction section – provides details on applying for thesis access restriction for the student's Thesis.

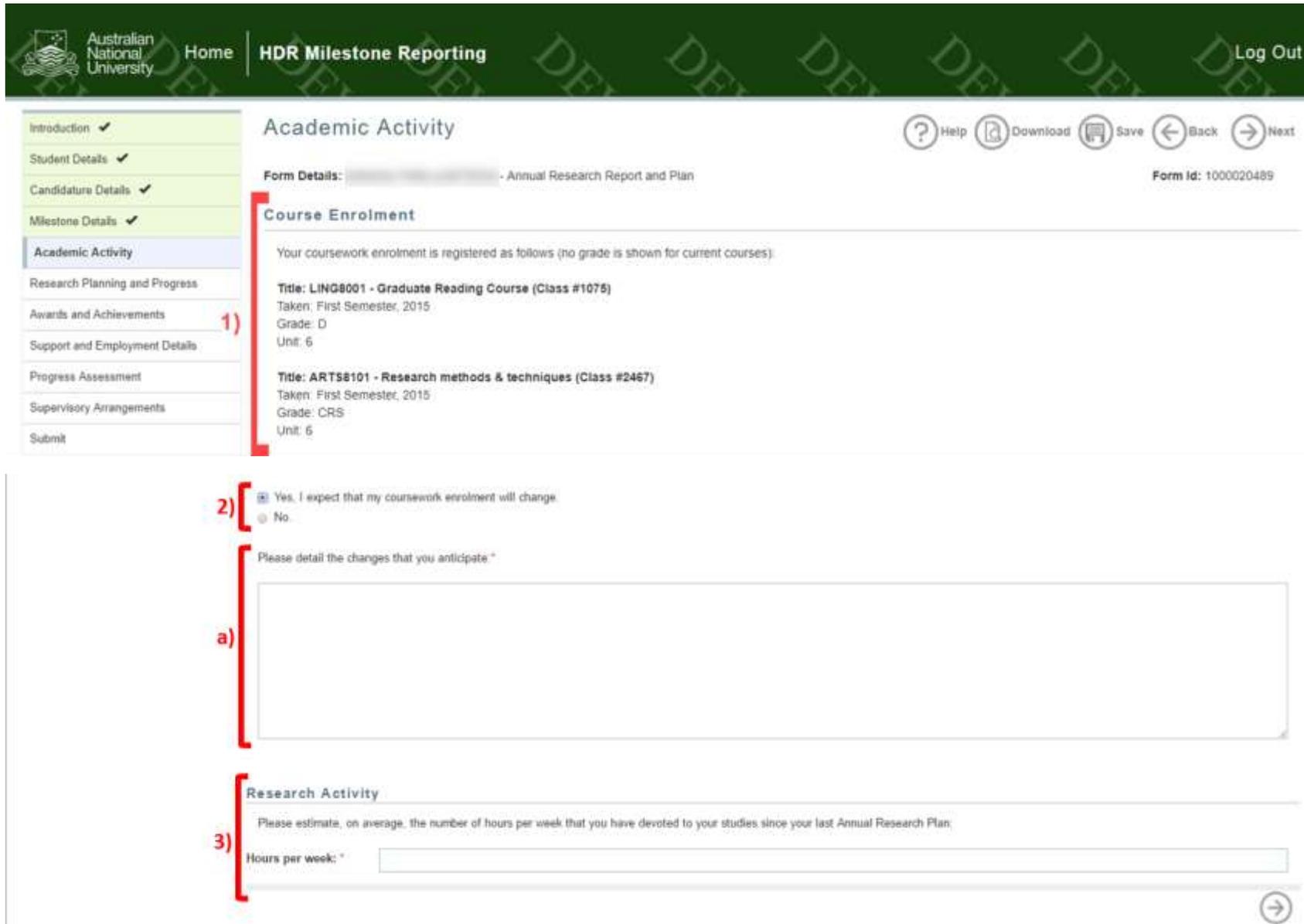## 5.5.2   Errors / Validators

a)	
	<u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.
	<u>Applies to:</u> All user entry/selection fields on page.
	<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.
	<u>Warning Text:</u> *"This is a required field"*

5.6   Academic Activity Page

Forms:	Annual Report and Plan, First Annual Research Plan
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student
Purpose	Provides an overview of the student's coursework enrolments and average hours a week spent on research activities. The student may indicate whether their coursework enrolment is likely to change over the following year.

5.6.1 Student View

5.6.1.1 Function Table

Display Student	1. A list of the students coursework enrolments over their program is shown including the title, semester taken, grade and units
	2. A Yes/No checkbox indicates whether the student expects their enrolment to change over the next 12 months.
	a) If Yes is selected: a text input area is provided where the student must detail the anticipated changes.
	3. A text box is provided where the student indicates the average number of hours per week they have spent on their studies.

5.6.2 Chair of Panel and Delegated Authority View

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

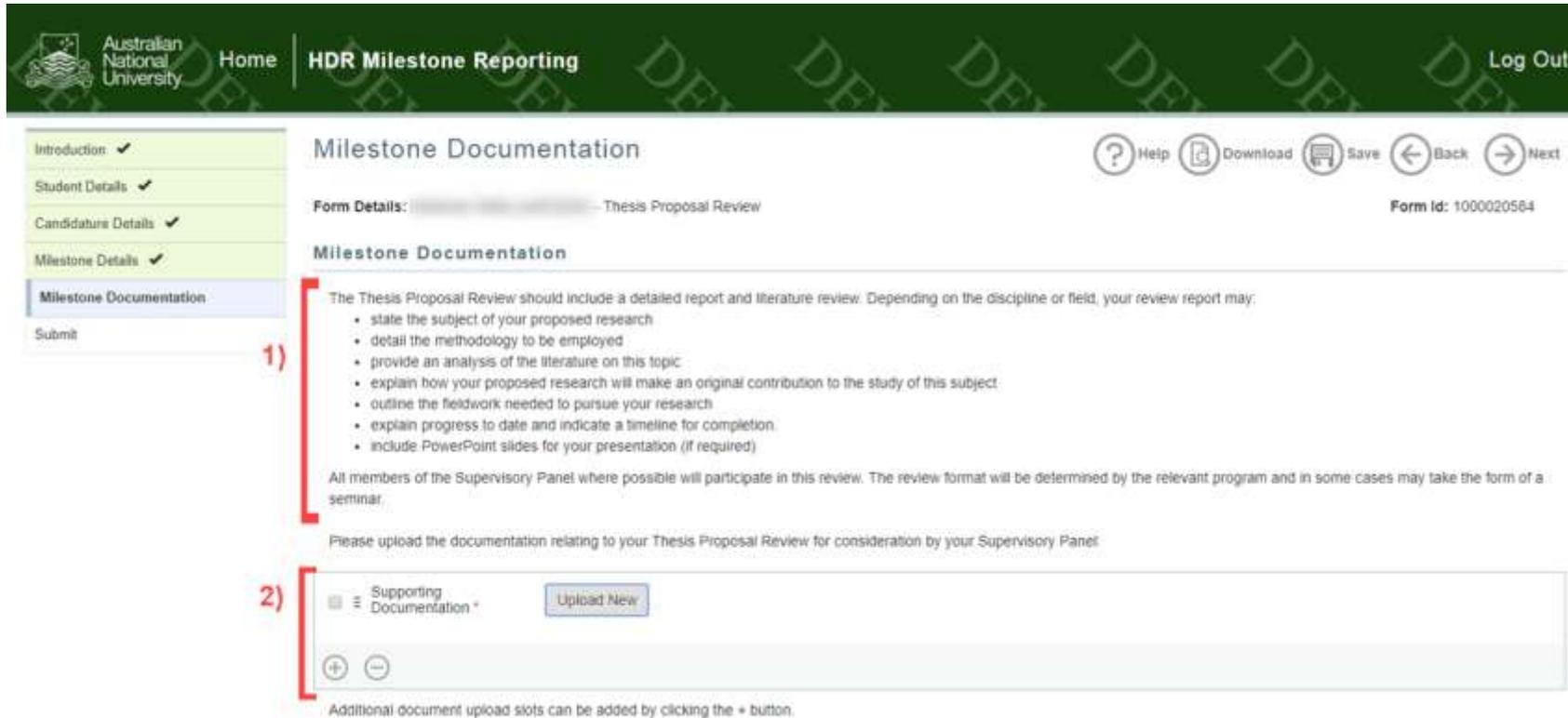| Display Chair of Panel and Delegated Authority	1. A list of the students coursework enrolments over their program is shown including the title, semester taken, grade and units 2. If the student has indicated their enrolment will change, these details are provided. 3. The student's average weekly research activity is provided.

5.6.3   Errors / Validators

a)	**There are only 168 hours within standard week.** Trigger: Student has entered a value that exceeds the number of hours available within a seven day period (i.e. 24*7 = 168). Applies to: Hours per week data entry field Potential Solutions: Remind the student that this is the number of hours that they will study over a week. Advise the student to enter a value less than or equal to 168 hours. Warning Text: *"There are only 168 hours within standard week."*
b)	**Negative values cannot be entered into this field.** Trigger: Student has entered a negative value into the *Hours per week* field. Applies to: Hours per week data entry field Potential Solutions: Advise the student to delete the content of the field and enter a positive numeric value. Warning Text: *"Negative values cannot be entered into this field."*
c)	**Values must be entered in whole numbers (e.g. 35).** Trigger: Student has entered a value that involves a decimal, or alternatively has entered forbidden characters. Applies to: Hours per week data entry field Potential Solutions: Advise the student to delete the content of the field and enter a positive numeric value without any punctuation/special characters. Warning Text: *"Values must be entered in whole numbers (e.g. 35)."*
d)	**This is a required field** Trigger: Mandatory user-selection/user-data 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. Escalate to the next tier in the support chain if required.

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

5.7   Milestone Documentation Page

Forms:	Oral Presentation, Supplementary Review, Thesis Proposal Review
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student
Purpose:	For the student to upload documentation relating to their Oral Presentation, Thesis Proposal Review and Supplementary Review Milestones

5.7.1   Student View

Display Student	1. A brief outline of the documentation which is expected from the student for the Milestone 2. The student uploads a document by clicking the Upload New button and choosing their file to upload using the popup window. Additional documents can be added using the + button. To delete a document the student must select the document using the checkbox and click the – button.

5.7.2   Chair of Panel and Delegated Authority View
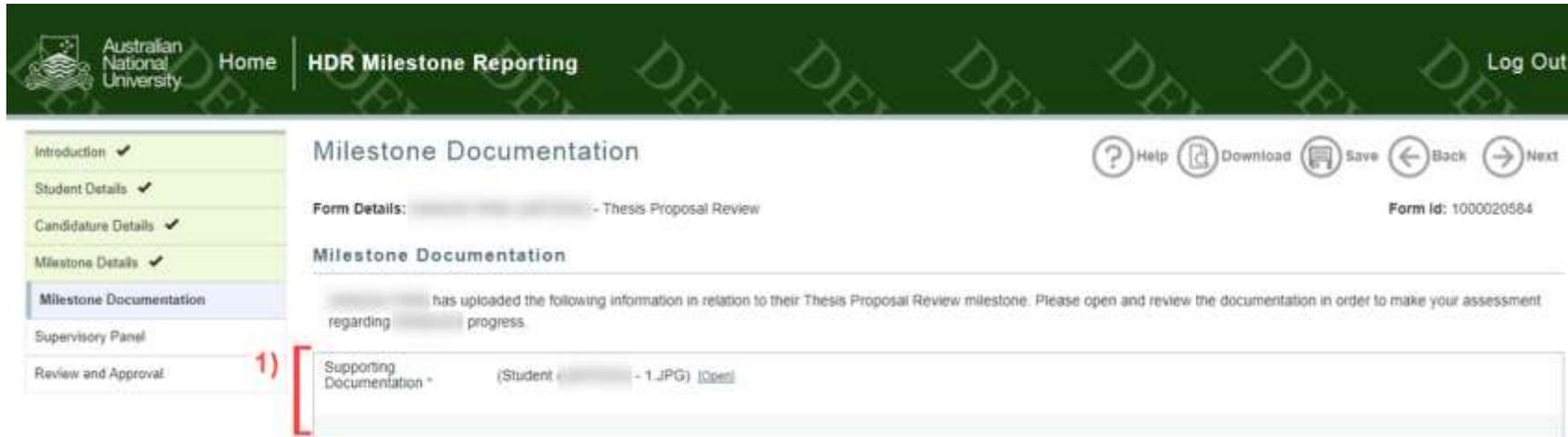
Display Chair of Panel and Delegated Authority	1. A list of the documentation uploaded by the student is displayed. The approver can download the documents by clicking [Open]

5.7.3   Errors / Validators

a)	 Trigger: Mandatory upload of documentation not completed.

Applies to: All document upload fields on page.

Potential Solutions: 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"*

5.8   Research Planning and Progress Page

Forms:	Annual Report and Plan, First Annual Research Plan
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student
Purpose	This page has two functions. It is for the student to record their progress since their last Annual Report and Plan by detailing completed research goals. It is also for the student to outline their research plan over the next 12 months by detailing new goals and updating their progress on ongoing goals. The student may choose to input their goals directly into the form or upload their research report and plan using a College template.

5.8.1   Student View

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

Australian National University

NATURAM PRIMUM COGNOSCERE RERUM

2)

Goal #1

Description
Provide a brief description of goal:*

a)   b)   c)   **(a & b & c)**

Goal status* ⓘ   ○ New   ● In Progress   ○ Complete   Anticipated Completion Date: *   [   ] 📅

Activity Report **(b & c)**
Detail the activities you have undertaken to complete this goal:*

Activity Plan **(a & b)**
Detail your plan towards completion of this goal over the next 12 months. Your progress will be assessed/reviewed during your next annual research report and plan:*

3) ⊕ ⊖

5.8.1.1 Function Table

Display Student	1. Two checkboxes are provided which activate either the direct input section or the document upload section. The student must select at least one of these methods to provide their plan. The student may choose to use both methods to detail their goals and provide supporting documentation.
	2. Using the direct input method: each goal is detailed separately. The student must provide a description of the goal and select whether it is new, in progress, or complete. For the First Annual Research Plan: Only new goals can be added.
	a) If New: The Activity Plan text area and Anticipated Completion Date selector are active.
	b) If In Progress: The Activity Report text area, Activity Plan text area and Anticipated Completion Date selector are active.
	c) If Complete: The Activity Report text area and Completion Date selector are active.
	3. Additional goals can be added using the + button. To delete a goal the student must select the goal using the checkbox and click the – button.
	4. Uploading a document: The student may upload a document by clicking the Upload New button and choosing their file to upload using the popup window.
	5. Additional documents can be added using the + button. To delete a document the student must select the document using the checkbox and click the – button.

5.8.2 Chair of Panel and Delegated Authority View

5.8.2.1 Function Table

Display Chair of Panel and Delegated Authority	1. If the student used the direct input method to provide their goal details, each goal is displayed with the Description, Status, Anticipated or Actual Completion Date, Activity Plan, and/or Activity Report where applicable.
	2. If the student has uploaded supporting documentation, this may be downloaded by clicking the [Open] button.

5.8.3 Errors / Validators

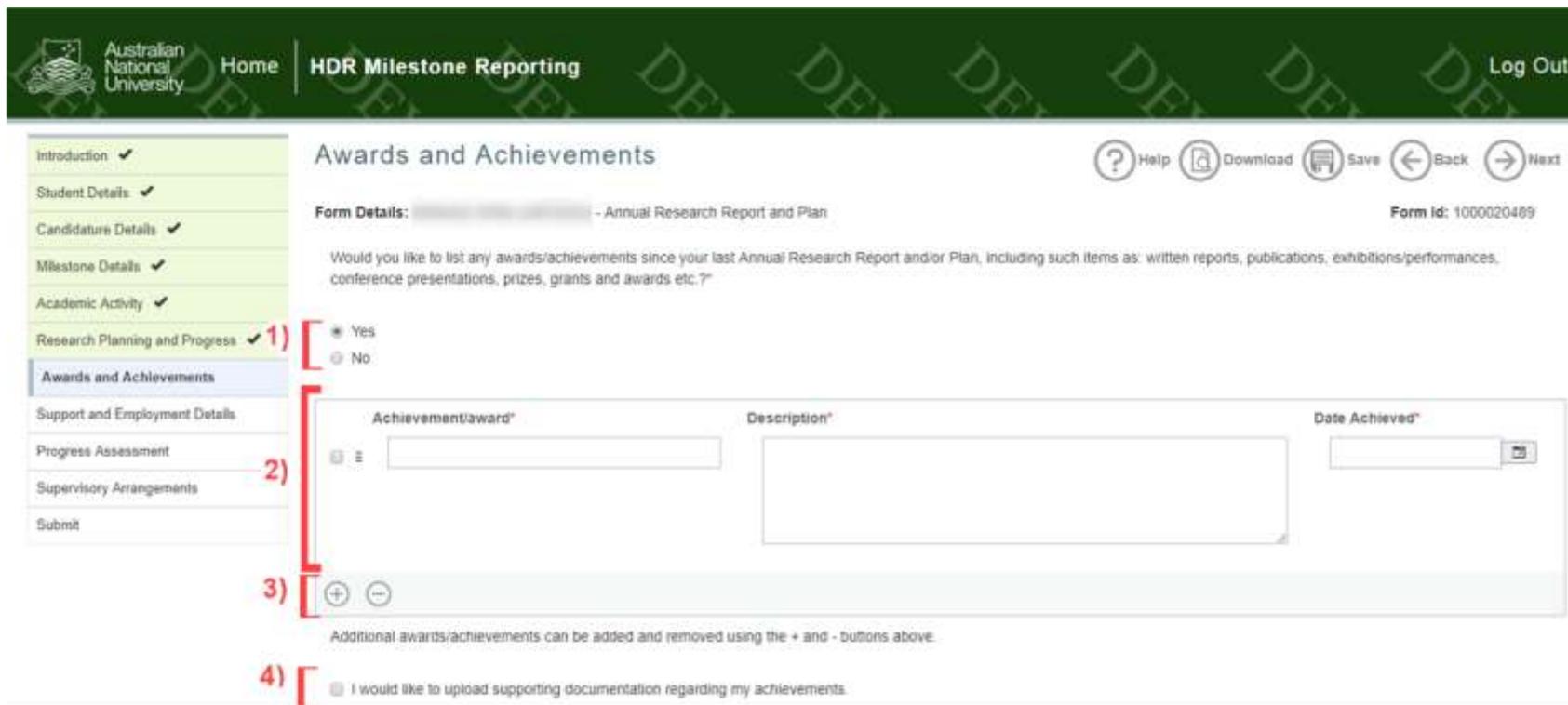| a)	Anticipated completion date must be in the future.

	Trigger: Student has identified that this research goal hasn't been completed, however has entered a date in the past. Applies to: Anticipated Completion Date field Potential Solutions: Confirm that the student has <u>not</u> completed this milestone and if so advise them to enter a date in the future. If the student has completed the milestone, advise them to change their *Goal Status* selection to 'Complete' and leave the date as entered. Warning Text: *"Anticipated completion date must be in the future."*
b)	**Completion date for this goal must be in the past.** Trigger: Student has identified that this research goal has already been completed, however has entered a date in the future. Applies to: Completion Date field Potential Solutions: Confirm that the student <u>has</u> completed this milestone and if so advise them to enter a date in the past. If the student has <u>not</u> completed the milestone, advise them to change their *Goal Status* selection to either 'New' or 'In Progress' and leave the date as entered. Warning Text: *"Completion date for this goal must be in the past."*
c)	**This is a required field** 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"*

5.9   Awards and Achievements Page

Forms:	Annual Report and Plan
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student
Purpose	For the student to provide details on their awards and achievements over the last 12 months. This may include reports, publications, exhibitions, presentations, prizes, etc.

5.9.1   Student View

5.9.1.1   Function Table

Display Student	1. A Yes/No checkbox is to indicate whether there are any Awards and Achievements to add. 2. If Yes is selected : A section is provided where the student can record: the name of the Achievement/Award, a Description, and the Date Achieved. 3. Additional Awards/Achievements can be added using the + button. To delete an Award/Achiecement, the student must select the Award/Achievement using the checkbox and click the – button. 4. A checkbox is provided which allows the student to upload any supporting documents.

5.9.2   Chair of Panel and Delegated Authority View

5.9.2.1   Function Table

Display Chair of Panel and Delegated Authority	1. Each Award/Achievement provided by the student is visible in a table. 2. If the student has uploaded supporting documentation, this may be downloaded by clicking the [Open] button.

5.9.3   Errors / Validators

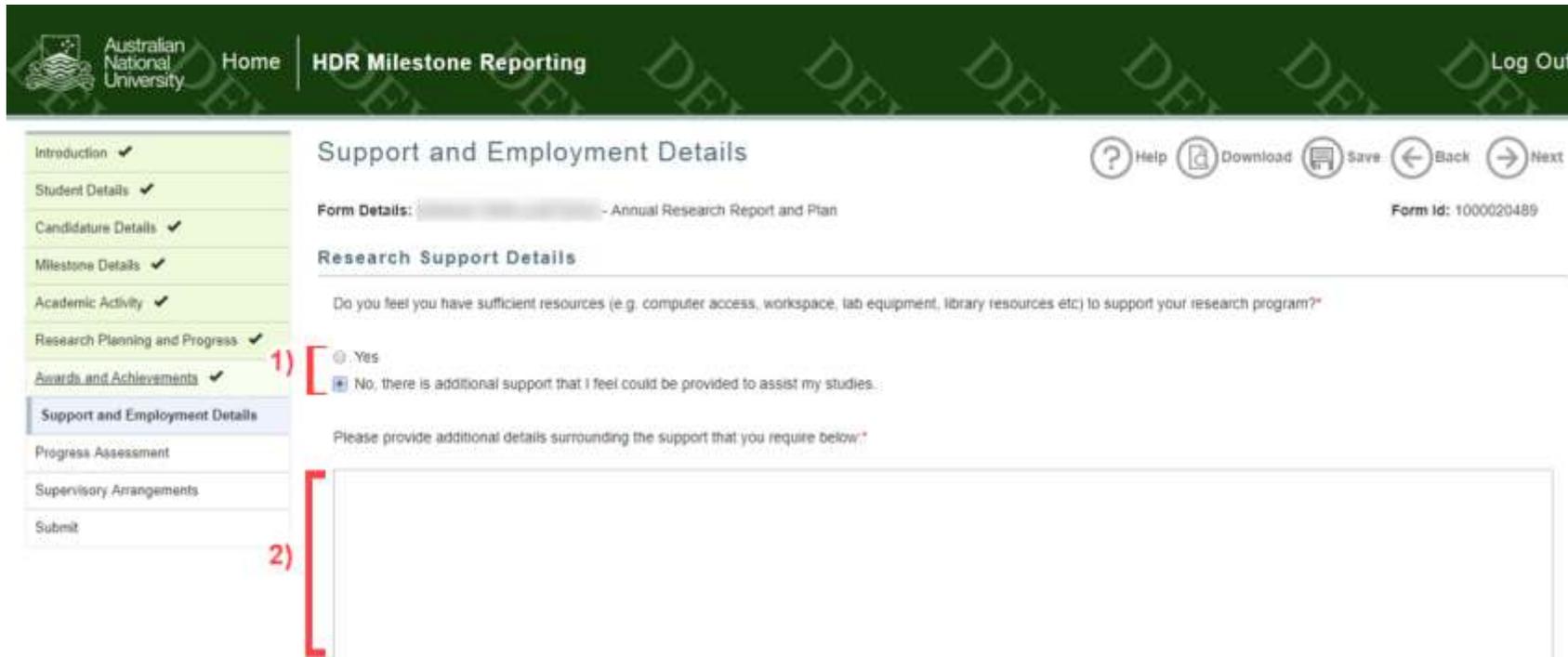|	
a)	This is a required field Trigger: Mandatory user-selection/user-data/upload documentation entry field not completed. Applies to: All user entry/selection fields on page. Potential Solutions: Confirm that user has entered valid details into all required text and date entry fields. Confirm that user 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"*

5.10 Support and Employment Details Page

Forms:	Annual Report and Plan, First Annual Research Plan,
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student
Purpose:	For the student to assess whether they have received sufficient resources in support of their research program and provide details on any payed employment they plan to undertake over the next 12 months.

5.10.1 Student View

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

Employment Details

Do you anticipate that you will be paid for any work over the next 12 months (scholarship payments are not considered paid employment)? This includes work inside and outside of the University. Where tutoring work or similar activities are undertaken, please include preparation and marking time. *

3)
- Yes
- No, I will not have any paid employment.

Please estimate the anticipated hours per week you will spend in paid employment over the next 12 months.

4) Hours per week: * [   ]   Weeks of employment: * [   ]

5.10.1.1 Function Table

Display Student	1. A Yes/No checkbox is to indicate whether the student feels they have had sufficient resources to support their research.
	2. If No is selected: A text input area is provided where the student must detail what support they require.
	3. A Yes/No checkbox is to indicate whether the student will be undertaking any paid employment over the next 12 months.
	4. If Yes is selected: text boxes are provided for the student to detail the expected hours per week they will be working and expected number of weeks they will be employed.

5.10.2 Chair of Panel and Delegated Authority View

5.10.2.1 Function Table

Display Chair of Panel and Delegated Authority	1. The student's feedback on the resources required to support their research is displayed.
	2. If the student has indicated they will be undertaking paid employment, details on their expected hours per week and number of weeks employed are provided.

5.10.3 Errors / Validators

a)	**There are only 168 hours within standard week.**
	Trigger: Student has entered a value that exceeds the number of hours available within a seven day period (i.e. 24*7 = 168).
	Applies to: Hours per week data entry field
	Potential Solutions: Remind the student that this is the number of hours that they will study over a week. Advise the student to enter a value less than or equal to 168 hours.
	Warning Text: *"There are only 168 hours within standard week."*

b)	You have indicated that you will be undertaking paid employment, please indicate the number of hours of work you anticipate you will be undertaking.
	Trigger: Student has indicated through previous selections that they will be undertaking paid employment, however has entered a value less than or equal to zero for anticipated number of hours to be worked.
	Applies to: Hours per week data entry field
	Potential Solutions: Advise the student to delete the content of the field and enter a positive numeric value (greater than zero).
	Warning Text: *"You have indicated that you will be undertaking paid employment, please indicate the number of hours of work you anticipate you will be undertaking."*
c)	Values must be entered in whole numbers (e.g. 35).
	Trigger: Student has entered a value that involves a decimal, or alternatively has entered forbidden characters.
	Applies to: Hours per week data entry field
	Potential Solutions: Advise the student to delete the content of the field and enter a positive numeric value without any punctuation/special characters.
	Warning Text: *"Values must be entered in whole numbers (e.g. 35)."*
d)	There are only 52 weeks within one 12 month period.
	Trigger: Student has entered a value greater than 52 for the Weeks of employment field.
	Applies to: Weeks of employment entry field
	Potential Solutions: Remind the student that this field is the number of weeks within <u>one</u> year. Ensure that the student enters a whole number between 1 and 52 (inclusive).
	Warning Text: *"There are only 52 weeks within one 12 month period."*
e)	This value must be greater than zero as you have indicated that you will undertake paid employment.
	Trigger: Student has entered a value less than or equal to zero.
	Applies to: Weeks of employment entry field
	Potential Solutions: Advise the student to delete the content of the field and enter a positive numeric value (greater than zero).
	Warning Text: *"This value must be greater than zero as you have indicated that you will undertake paid employment."*
f)	Values must be entered in whole numbers (e.g. 12).
	Trigger: Student has entered a value that involves a decimal, or alternatively has entered forbidden characters.
	Applies to: Weeks of employment entry field
	Potential Solutions: Advise the student to delete the content of the field and enter a positive numeric value without any punctuation/special characters.
	Warning Text: *"Values must be entered in whole numbers (e.g. 12)."*

g)

This is a required field

Trigger: Mandatory user-selection/user-data 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. Escalate to the next tier in the support chain if required.

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

5.11 Research Integrity Test Page

Forms:	Research Integrity Test
Visible to: Action:	Student, Chair of Panel (If student has failed the test twice) Student
Purpose:	Provides a set of 20 randomly selected questions consisting of single answer radio button questions and multiple answer checkbox questions to the student as part of the Research Integrity Test. They must get 16/20 questions correct to pass and they have two attempts, each handled by a separate form. If the student fails the test twice, the Chair of panel reviews this page to identify areas where the student requires assistance.

5.11.1 Student View

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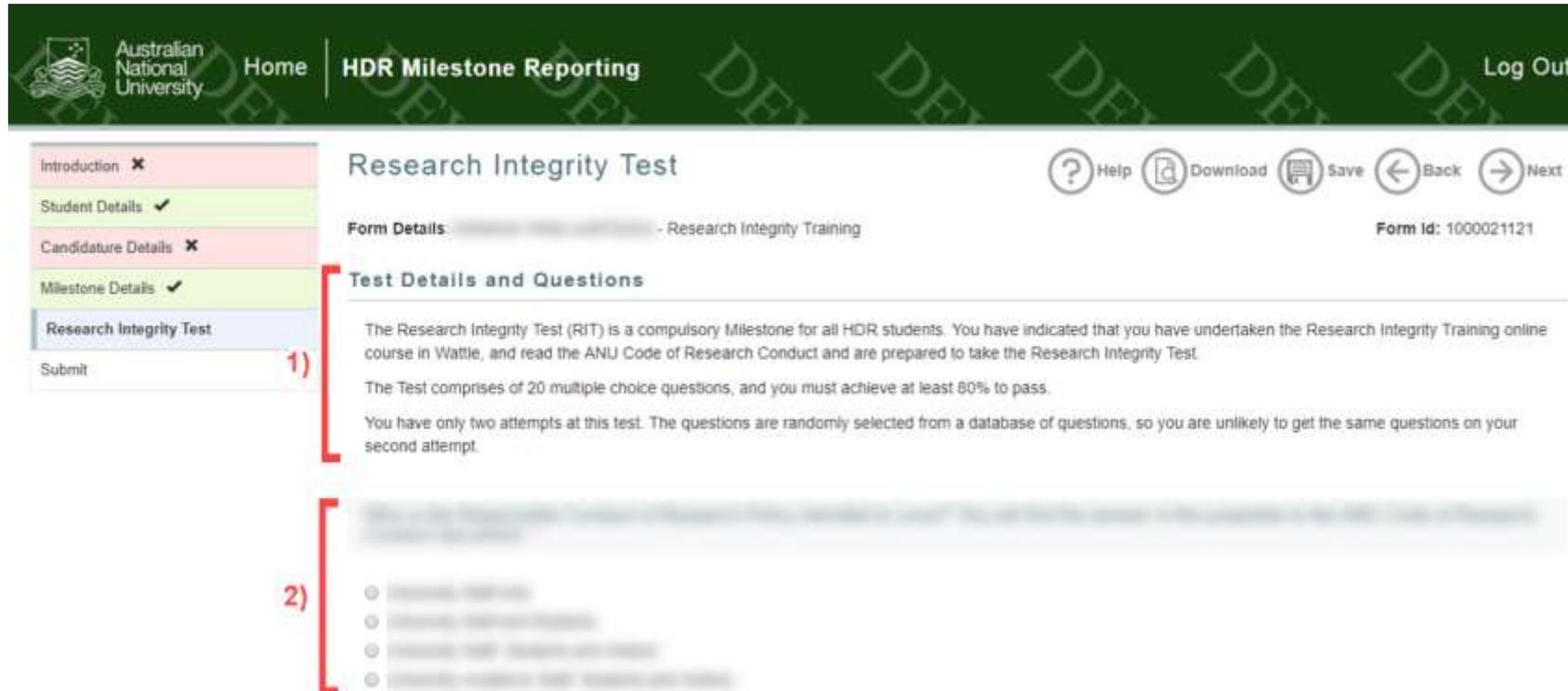
Summary of score

The score received by the student is shown below. A score of 16 out of 20 (80%) or greater is required to pass the Research Integrity Training:

3)

Sum of scores: 6.45 / 20
Final Score (rounded): 6.5 / 20
Percentage correct: **32.500 %**

5.11.1.1 Function Table

Display Student	1. An outline of the rules of the test is displayed.
	2. The multiple choice questions are listed down the page. The mark for each question is not displayed and the outcome of the test is not revealed to the student until the form has been submitted. Some questions are single answer radio button lists, the rest are multpliple answer checkbox lists.
	3. Summary of Score – Indication of Sum of Scores, Final Score and Percentage Correct. **Only Available in Chair of Panel Review State.**

5.11.2 Errors / Validators

a)	This is a required field
	Trigger: Mandatory user-selection/user-data 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. Escalate to the next tier in the support chain if required.
	Warning Text: *"This is a required field"*

5.12 Supervisory Panel Page

Forms:	Annual Report and Plan, First Annual Research Plan, Oral Presentation
Visible to:	Chair of Panel, Delegated Authority
Action:	Chair of Panel
Purpose	For the Chair of Panel to indicate which members of the supervisory panel participated in the discussion with the student regarding their milestone, when the panel met with the student, and any comments regarding the discussion.

5.12.1 Chair of Panel View
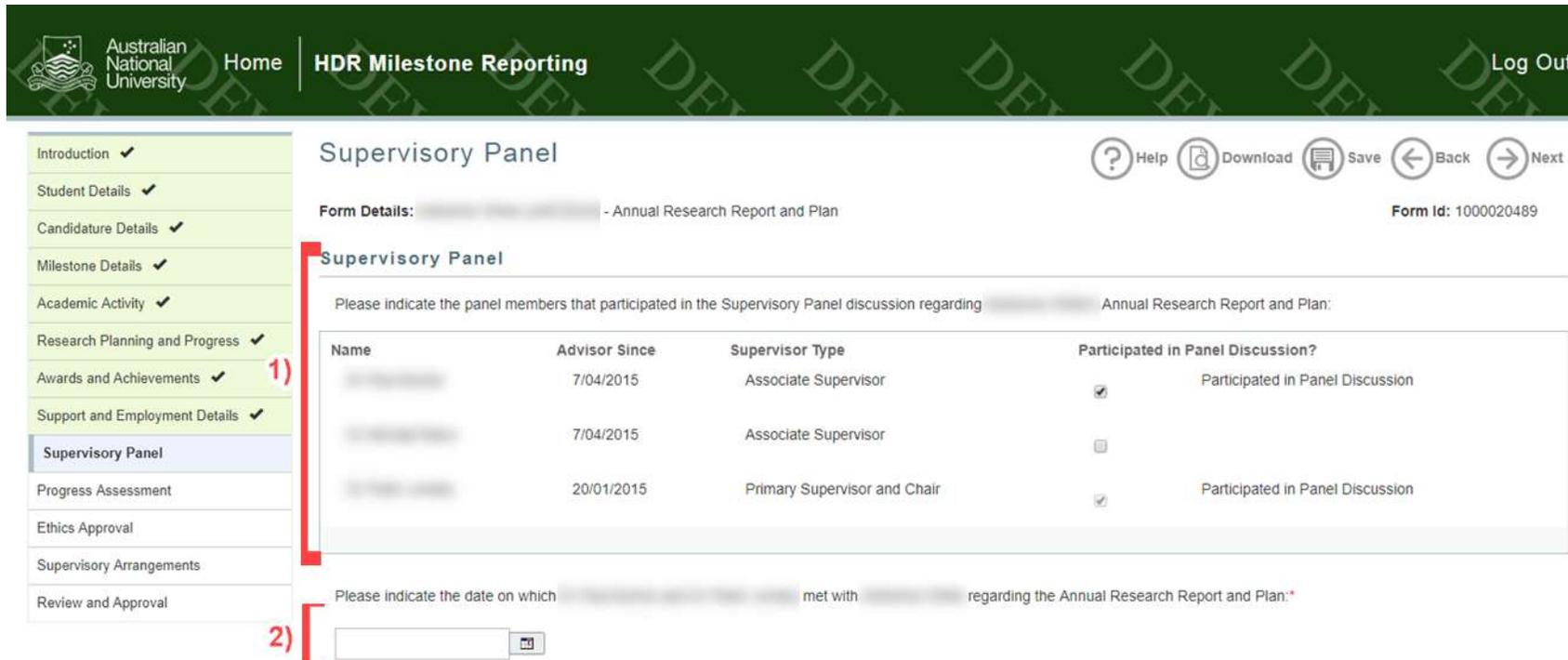
TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C

Please provide comments regarding the Supervisory Panel discussion below:*

3)

5.12.1.1 Function Table

Display Chair of Panel	1. A list of the members of the supervisory panel is displayed with a checkbox beside each member to indicate whether or not they participated in the discussion.
	2. A date selector is provided to indicate when the Panel met with the student.
	3. A text area is provided for the Chair of Panel to provide comments regarding the Supervisory Panel discussion. This text area is not available for Oral Presentation Milestones

5.12.2 Delegated Authority View

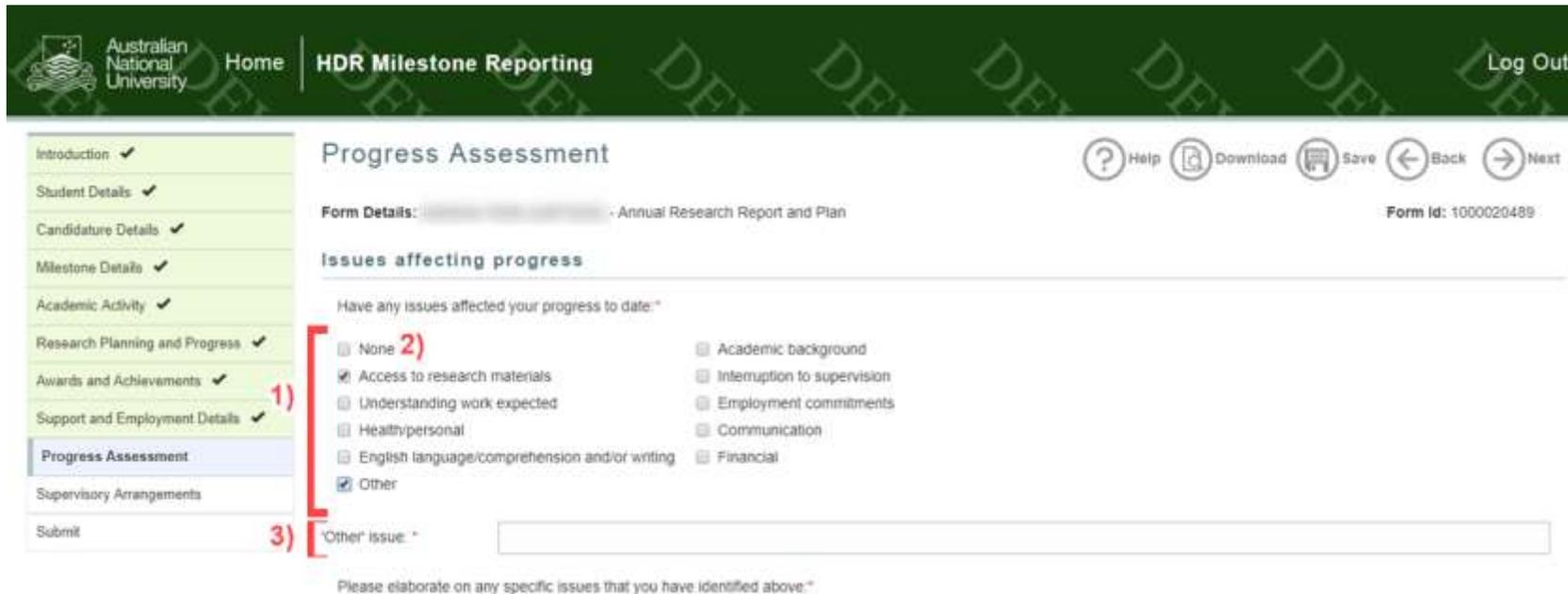| Display Delegated Authority	1. A summary of the members of the Supervisory Panel who participated in the review as well as the comments regarding the discussion is provided.

5.12.3 Errors / Validators

a)	At least one Supervisor must participate in the Supervisory Panel meeting.
	Trigger: Chair of Panel has indicated that no registered Supervisors have participated in the Supervisor Panel discussion.
	Potential Solutions: It is a requirement that at least one registered Supervisor participates in the Supervisorial Panel discussion regarding the assessment of the research milestone. Ensure that the user selects at least one Supervisor from the Supervisor Panel listing. If the Supervisors listed are incorrect and require amendment, ask the user to save the form, then amend the panel member details in SAS. When the user reloads the form from their "Forms Assigned to Me" menu in eForms, the new Supervisor details will be populated within the form. Escalate to the next tier in the support chain if required.
	Warning Text: *"At least one Supervisor must participate in the Supervisory Panel meeting."*
b)	Supervisory Panel meeting must occur before submitting this form.
	Trigger: Chair of Panel has entered a Supervisory Panel meeting date greater than the current date (in the future).
	Potential Solutions: Ensure that the user has entered a date that is either today or in the past.
	Warning Text: *"Supervisory Panel meeting must occur before submitting this form."*
c)	The date entered must be within the last 6 months
	Trigger: The Chair of Panel has entered a Supervisory Panel meeting date more than 6 months in the past.
	Potential Solutions: It is a requirement that the Supervisorial Panel discussion regarding the research milestone in question be completed within the last 6 months. Ensure that the Chair of Panel selects a date within this range and escalate to the next tier in the support chain if required.
	Warning Text: *"The date entered must be within the last 6 months"*
d)	This is a required field
	Trigger: Mandatory user-selection/user-data entry field not completed.
	Applies to: Supervisory Panel discussion date field, Supervisory Panel additional comments for the *Annual Research Report and Plan* milestone type.
	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. Escalate to the next tier in the support chain if required.
	Warning Text: *"This is a required field"*

5.13 Progress Assessment Page

Forms:	Annual Report and Plan, First Annual Research Report
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student, Chair of Panel
Purpose	For the student to outline any issues which have affected their progress. For the Chair of Panel to comment on the student's progress and the issues they have identified. For the Delegated Authority to have an overview of the student's progress as assessed by the Chair of Panel and an indication of the issues which have affected the student's progress.

5.13.1 Student View

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

The details above will be provided to your supervisor and the delegated authority for further consideration.

5.13.1.1 Function Table

Display	1. A checkbox list of common issues is provided where the student may select one or more issues which have affected their progress. The Student may select: one of the listed issues, Other, or None.
Student	2. If None is selected: the student cannot select any other options and no further details are required.
	3. If Other is selected: the student must name the issue and provide details in the text area provided.
	4. If one or more of the listed issues are selected: the student must detail the issues in the text area provided.
	• These issues will be commented on by the Chair of Panel

5.13.2 Chair of Panel View

Issues affecting progress

_____ has identified that they have experienced issues in the following areas:
access to research materials and other (The Moon Exploded)

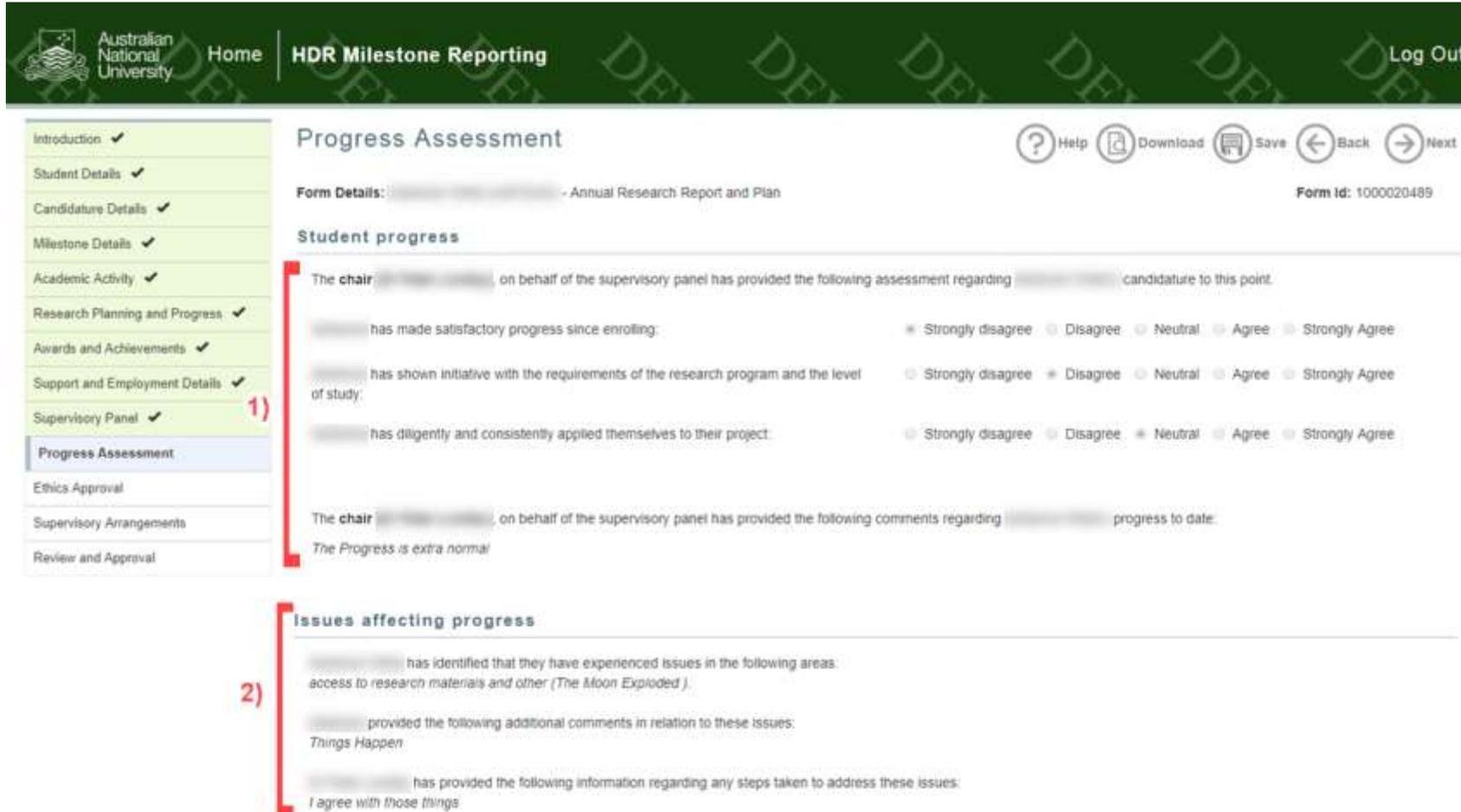_____ provided the following additional comments in relation to these issues:
Things Happen

Please elaborate on specific issues identified above by _____ and indicate what steps (if any) have been taken to address these issues. For instance, steps could include referral to research training, a statistical consulting unit, provision of library guides, referral to the academic skills and learning centre or counselling service etc. If no remediation action has been taken so far, please state this in the box below. *

3)

5.13.2.1 Function Table

Display Chair of Panel	1. A series of questions are provided to the Chair of Panel to which they must indicate whether they: Strongly Disagree, Disagree, Neutral, Agree, or Strongly Agree; using radio buttons.
	2. A text area is provided for any further comments on this assessment
	3. The issues selected by the student which have affected their progress are summarised with the additional comments provided by the student. A text area is provided where the Chair of Panel must provide comments relating to these issues.

5.13.3 Delegated Authority View

5.13.3.1 Function Table

Display Delegated Authority	1. There is a summary of the progress questions answered by the Chair of Panel followed by any comments suplied by the Chair of Panel. 2. A summary of the issues affecting the progress of the student is shown with comments from both the student and the Chair of Panel.

5.13.4 Errors / Validators

a)	**This is a required field**
	
	Trigger: Mandatory user-selection/user-data entry field not completed.
	Applies to:
	Student/Chair of Panel:
	- Issues affecting progress tick-box (one must be selected),
	    o 'Other' description text box if 'Other' is selected.
	    o "Issue Details" text box if any option excluding "None".
	Chair of Panel
	- Student Progress radio buttons (x3),
	- Issue Remediation details text box if any option (excluding "None") is selected for Issues affecting student progress.
	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. Escalate to the next tier in the support chain if required.
	Warning Text: *"This is a required field"*

5.14 Assessment of Oral Presentation Page

Forms:	Annual Report and Plan
Visible to:	Chair of Panel, Delegated Authority
Action:	Chair of Panel
Purpose	To provide an assessment of the student's Oral Presentation performance

5.14.1 Chair of Panel View

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

5.14.2 Function Table

Display Chair of Panel	1. The Chair of Panel comments on the student's performance using 4 text input areas. The first three refer to particular assessment criteria, the fourth is for additional comments and isn't compulsory. The comment criteria are: a) Please indicate (Student Name)'s level of achievement commensurate with the research project: b) Please detail whether (Student Name) has an independent command of the research material: c) Please comment on (Student Name)'s ability to communicate clearly and concisely and to respond appropriately to constructive comment and criticism: d) Please provide any additional comments:

5.14.3 Delegated Authority View

5.14.4 Function Table

Display Delegated Authority	1. A summary of the comments provided by the Chair of Panel is displayed.

5.14.5 Errors / Validators

a)	**This is a required field** Trigger: Mandatory user-selection/user-data entry field not completed. Applies to:

Chair of Panel:
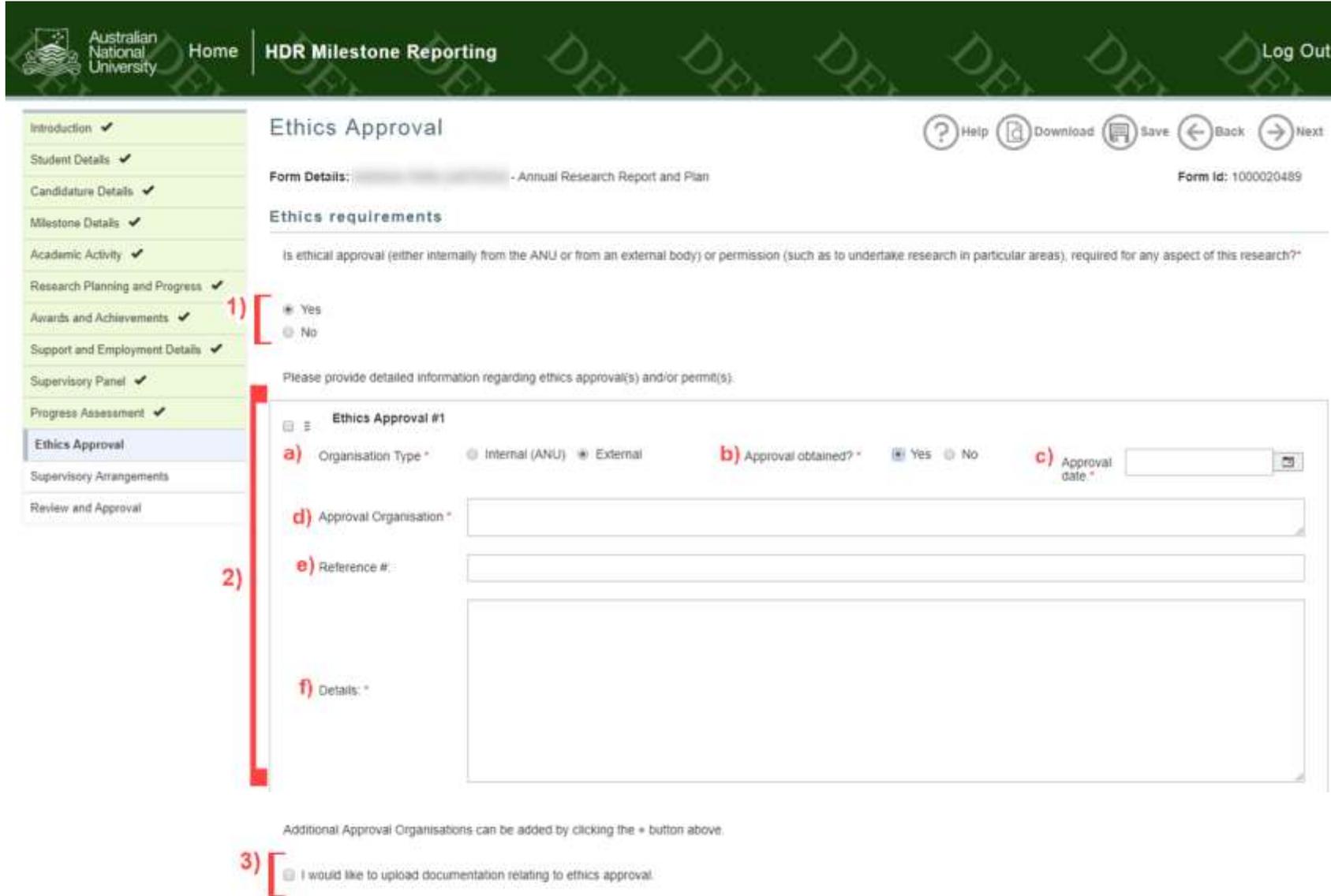-   Oral Presentation assessment text boxes (x3)

Potential Solutions: Confirm that user has entered valid details into all required text entry fields. Escalate to the next tier in the support chain if required.

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

5.15 Ethics Approval Page

Forms:	Annual Report and Plan, First Annual Research Plan
Visible to: Action:	Chair of Panel, Delegated Authority Chair of Panel
Purpose	To provide details of any ethical approval required in order for the research to be conducted.

Australian National University

5.15.1 Chair of Panel View

Australian National University | Home | **HDR Milestone Reporting** | Log Out

Ethics Approval

(?) Help   (📄) Download   (💾) Save   (←) Back   (→) Next

Form Details: _____ - Annual Research Report and Plan   **Form Id:** 1000020489

Ethics requirements

Is ethical approval (either internally from the ANU or from an external body) or permission (such as to undertake research in particular areas), required for any aspect of this research?*

Sidebar navigation:
- Introduction ✔
- Student Details ✔
- Candidature Details ✔
- Milestone Details ✔
- Academic Activity ✔
- Research Planning and Progress ✔
- Awards and Achievements ✔
- Support and Employment Details ✔
- Supervisory Panel ✔
- Progress Assessment ✔
- **Ethics Approval**
- Supervisory Arrangements
- Review and Approval

1)
- ● Yes
- ○ No

Please provide detailed information regarding ethics approval(s) and/or permit(s).

Ethics Approval #1

2)

a) Organisation Type *   ○ Internal (ANU) ● External

b) Approval obtained? *   ● Yes ○ No

c) Approval date * [   ] 📅

d) Approval Organisation * [   ]

e) Reference #: [   ]

f) Details: * [   ]

Additional Approval Organisations can be added by clicking the + button above.

3) ☐ I would like to upload documentation relating to ethics approval.

5.15.1.1 Function Table

Display Chair of Panel	1. A Yes/No checkbox indicates whether ethical approval was required.
	2. If Yes is selected: A section appears with fields to detail the ethical approval sought. Some fields will only show up under certain conditions.
	   a) Organisation type – Internal or External
	   b) Approval obtained
	   c) Approval date – visible if approval is obtained
	   d) Approval Organisation name – visible if approval organisation is external
	   e) Reference # – visible if approval is obtained
	   f) Details
	Additional approvals can be added using the + button. To delete an approval, the Chair of Panel must select the approval using the checkbox and click the – button.
	3. A checkbox is provided which allows the Chair of Panel to upload any supporting documents.

5.15.2 Delegated Authority View

5.15.2.1 Function Table

Display Delegated Authority	1. A list of the ethics approvals identified by the Chair of Panel is provided for reference.

5.15.3 Errors / Validators

a)	Approval date cannot be in the future.
	Trigger: User has indicated that ethics approval has already been granted, however has entered a date in the past.
	Applies to: Approval Date field

	Potential Solutions: Confirm that ethics approval has been granted and if so, advise the user to select a date in the past. If ethics approval is yet to be granted, advise the user to change the selection for the 'Approval Obtained' question to *No*. Warning Text: *"Approval date cannot be in the future."*
b)	This is a required field Trigger: Mandatory user-selection/user-data/upload documentation entry field not completed. Applies to: All user entry/selection fields on page (excluding the Ethics approval reference number text field). 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"*

5.16 Supervisory Arrangements Page

Forms:	Annual Report and Plan, First Annual Research Plan,
Visible to: Action:	Student, Chair of Panel, Delegated Authority Student, Chair of Panel
Purpose	For the student to provide feedback on the support provided by their supervisory panel and indicate how often they met with their primary supervisor. For the Chair of Panel to comment on any changes to the supervisory support based on the student's comments and indicate how often they met with the student. For the Delegated Authority to have an overview of the communication and level of supervision between the Student and their Supervisory Panel.

5.16.1 Student View

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

5.16.1.1 Function Table

Display Student	1. A text input area is provided for the student to provide feedback and suggest improvements or changes to the support they receive from their supervisory panel 2. A set of radio buttons are provided for the student to indicate how frequently they meet with their primary supervisor, either face-to-face, by video or by phone/email. At least one of these methods must be selected. For each method they may select: Daily, Weekly, Fortnightly, Monthly, Greater than one month, or Not Applicable. 3. A checkbox is provided which may be selected if the student has other meeting arrangements with their supervisor. If selected, a text area is provided for the student to detail these arrangements. • The frequency of meetings and meeting type is not visible to the Chair of Panel. The Chair of Panel provides their own indication which can be compared to the student's indication by the Delegated Authority.

5.16.2.1 Function Table

Display Chair of Panel	1. The feedback and suggested improvements provided by the student is displayed.
	2. A text area is provided for the Chair of Panel to respond to these comments and outline any changes to improve the supervisory support provided.
	3. A set of radio buttons are provided for the Chair of Panel to indicate how frequently they meet with the student, either face-to-face, by Video or by phone/email. At least one of these methods must be selected. For each method they may select: Daily, Weekly, Fortnightly, Monthly, Greater than one month, or Not Applicable.
	4. A checkbox is provided which may be selected if the student has other meeting arrangements with their supervisor. If selected, a text area is provided for the Chair of Panel to detail these arrangements.

5.16.3 Delegated Authority View

5.16.3.1 Function Table

Display Delegated Authority	The page is split into two sections.

	1. The first section is by the student and the second section is provided by the Chair of Panel for comparison.
	   a) This Section shows the frequency of meetings between the student and their supervisor from the perspective of the student, as well as the method of communication.
	   b) Feedback from the student with regards to the support provided by their Supervisory Panel is displayed.
	2. The
	   a) This Section shows the frequency of meetings between the student and their supervisor from the perspective of the supervisor, as well as the method of communication.
	   b) The feedback provided by the Chair of Panel in response to the student's feedback is also displayed for reference.

5.16.4 Errors / Validators

a)	**This is a required field**
	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"*

5.17 Review and Approval Page

Forms:	Annual Report and Plan, First Annual Research Plan, Oral Presentation, Supplementary Review, Thesis Proposal Review
Visible to: Action:	Chair of Panel, Delegated Authority Chair of Panel, Delegated Authority
Purpose	The Chair of Panel can assess the Milestone based on the information provided or send the form back to the student for further information. The Delegated Authority can assess the Milestone, either agreeing with the Chair of Panel's assessment or providing their own assessment. The Delegated Authority may send the form back to the Chair of Panel for more information.

5.17.1 Chair of Panel View

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

5.17.1.1 Function Table

Display Chair of Panel	1. The Chair of Panel indicates whether more information is required, or they have enough information to assess the Milestone. If more information is required, a text field is provided for the Chair to ouline what further information is required from the student.
	2. If the Chair of Panel has enough information to proceed, a series of radio buttons is then used to assess whether the Milestone is: satisfactory, requiring further review, unsatisfactory with a transder to MPhil, or unsatisfactory with a recommended program termination.
	a) If satisfactory is selected: a text area is provided where the Chair of Panel must provide reasons for their decision.
	b) If requiring further review is selected: a text area is provided where the Chair of Panel must provide resons for their decision with an additional text area to provide additional remedial work to be undertaken by the student. This option generates a Supplimentary Review Milestone. The due date of this Milestone must be provided using the date selector provided.
	3. If either of the unsatisfactory assessments are selected: a text area is provided where the Chair of Panel must provide resons for their decision. A checkbox is provided which allows the Chair of Panel to upload any supporting documents.

5.17.2 Delegated Authority View

5.17.2.1 Function Table

Display Delegated Authority	1. A summary of the Chair of Panel's assessment is available for reference.
	2. The Delegated Authority indicates whether more information is required, or they have enough information to assess the Milestone. If more information is required, a text field is provided for the Delegated Authority to ouline what further information is required from the Chair of Panel.
	3. If the Delegated Authority has enough information to proceed, they must then select whether they agree with the Chair of Panel's assessment or they would like to provide their own assessment.
	4. If they disagree with the Chair of Panel's decision, a series of radio buttons is then used to assess whether the Milestone is: satisfactory, requiring further review, unsatisfactory with a transfer to MPhil, or unsatisfactory with a recommended program termination. Refer to the Chair of Panel Display section for the behaviour of the form when each option is selected.

5.17.3 Chair of Panel Research Integrity Test Review

5.17.3.1 Function Table

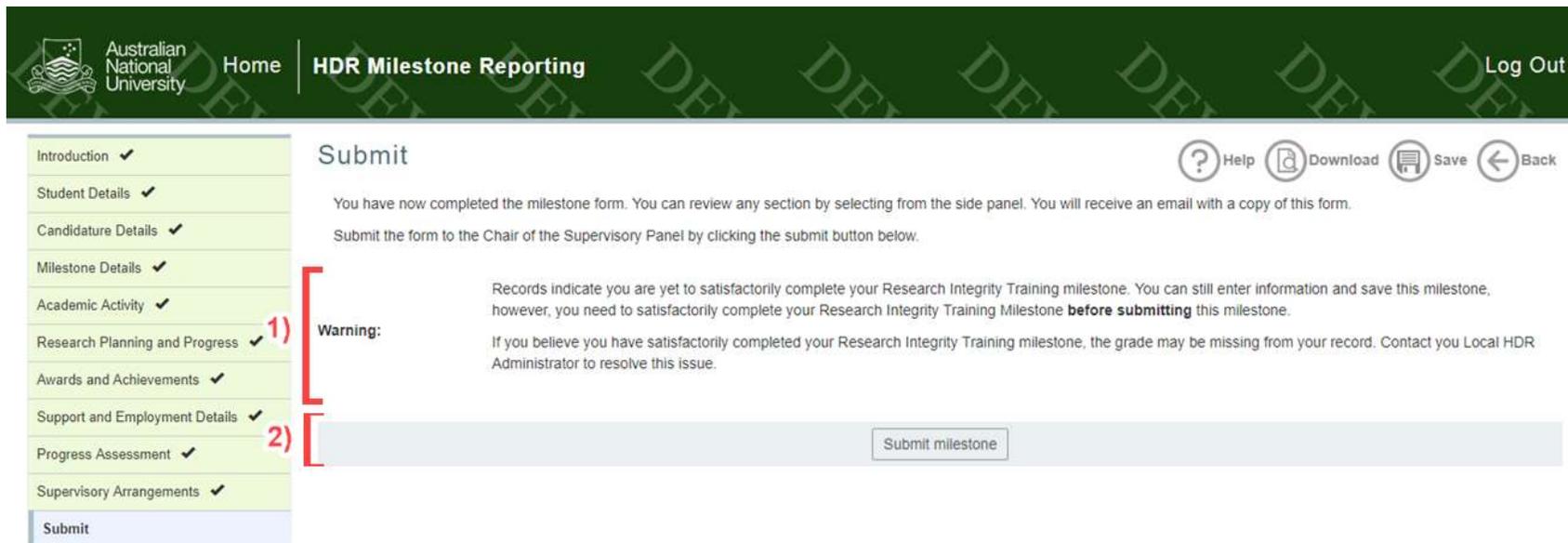| Display Chair of Panel RIT Review	1. Check box to indicate the Chair is satisfied with the candidates understanding of the general principles of research integrity 2. Text area to provide comments which will be included in an email to the Delegated Authority

5.17.4 Errors / Validators

a)	Milestone due date must be greater than today.
	Trigger: User has selected a date for a new Supplementary Review milestone that is in the past.

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

5.18 Submission Page

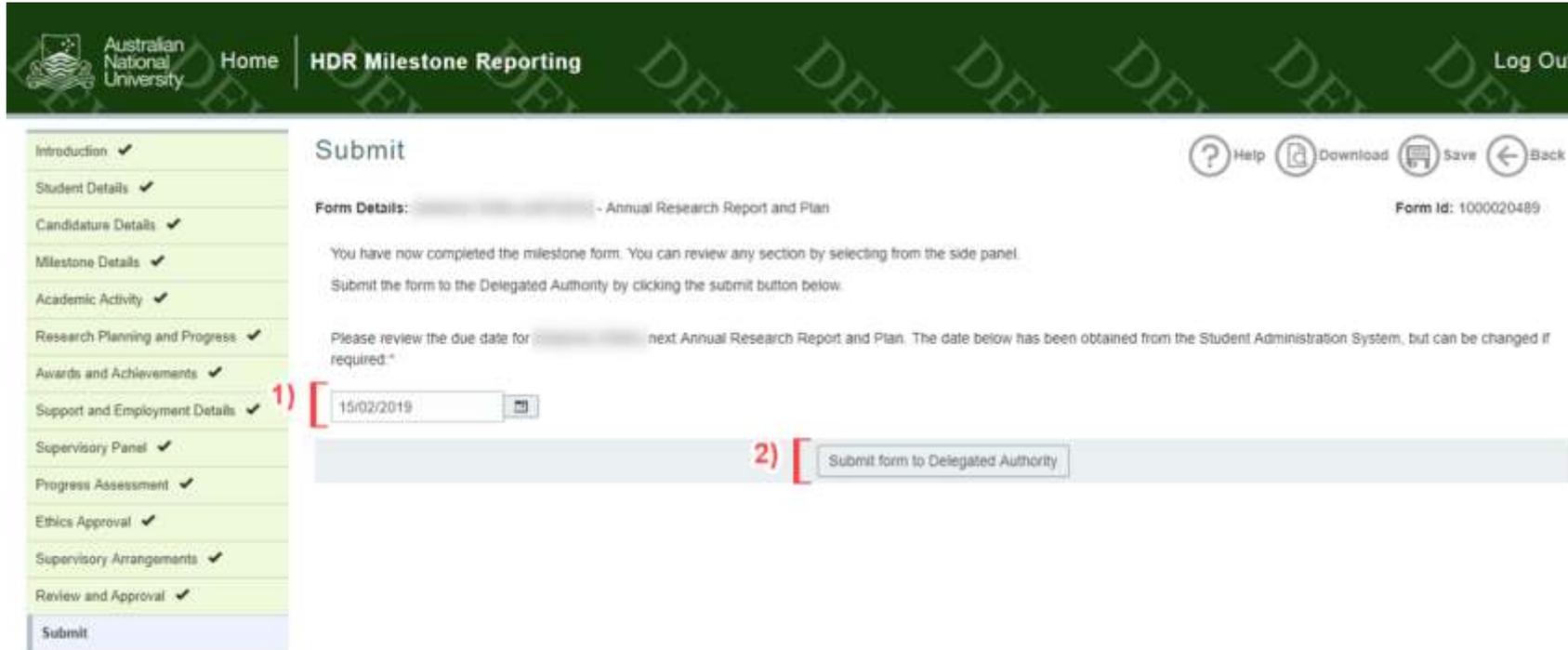| Forms:	Annual Report and Plan, First Annual Research Plan, Oral Presentation, Research Integrity Test, Supplementary Review, Thesis Proposal Review
Visible to:	Student, Chair of Panel, Delegated Authority
Action:	Student, Chair of Panel, Delegated Authority
Purpose	To provide a final page before the student submits the eForm.
	The Chair of Panel can set an alternative date for the student's next Annual Research Report and Plan before submitting

5.18.1 Student View

5.18.1.1 Function Table

Display Student	1. If the student hasn't completed Research Integrity Training Milestone: A warning appears indicating the student cannot continue until they complete the test.
	2. Once the eForm is complete the student can submit it to the Chair of their Supervisory Panel by clicking the submit button.

5.18.2 Chair of Panel View

5.18.2.1 Function Table

Display Chair of Panel	1. The Chair of Panel can review the due date for the student's next Annual Research Report and Plan and change it if required. The default due date is 12 months after the current Annual Research Report and Plan is due.
	2. When the submit button is clicked the form will either be sent back to the student as a request for more information, or it will be sent to the Delegate Authority for review.

5.18.3 Delegated Authority View
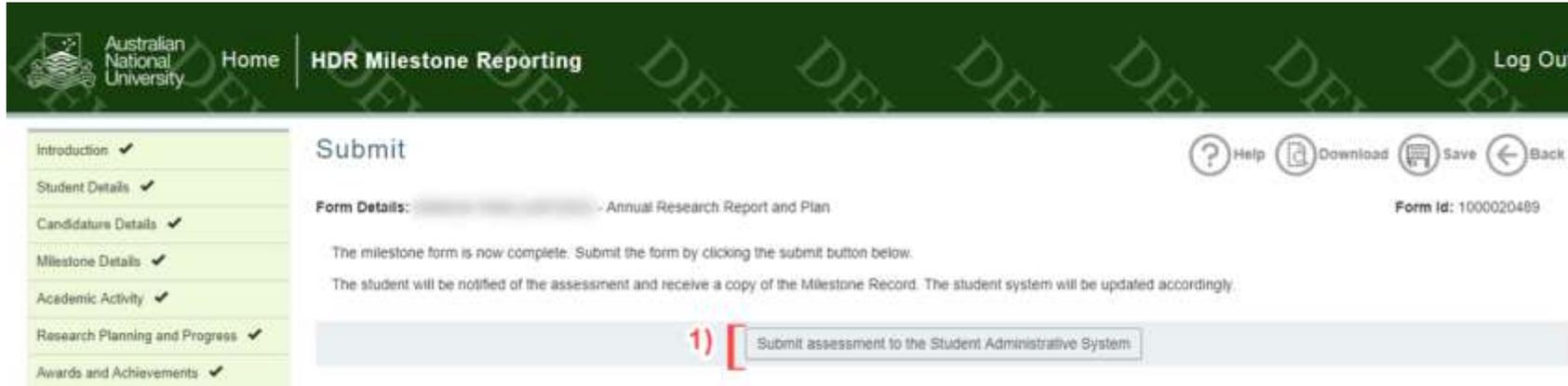
5.18.3.1 Function Table

Display Delegated Authority	1. When the submit button is clicked the form will either be sent back to the Chair of Panel as a request for more information, or it will be submitted to the Student Administrative System and the Milestone completed.

5.18.4 Errors / Validators

a)	**The due date must be in the future.**
	Trigger: User has selected a date for the next Annual Research Report and Plan milestone that is in the past.
	Applies to: Annual Research Report and Plan Due Date field
	Potential Solutions: Select a date for next Annual Research Report and Plan milestone that is in the future.
	Warning Text: *"The due date must be in the future."*
b)	**The due date must be within the next 2 years.**
	Trigger: User has selected a date for the next Annual Research Report and Plan milestone that is more than two years in the future.
	Applies to: Annual Research Report and Plan Due Date field
	Potential Solutions: Annual Research Report and Plan milestones are designed to be used yearly to track and guide the progress of research students 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.
	Warning Text: *"The due date must be within the next 2 years."*