



HDR Milestones eForm Guide – Academic Staff

Introduction

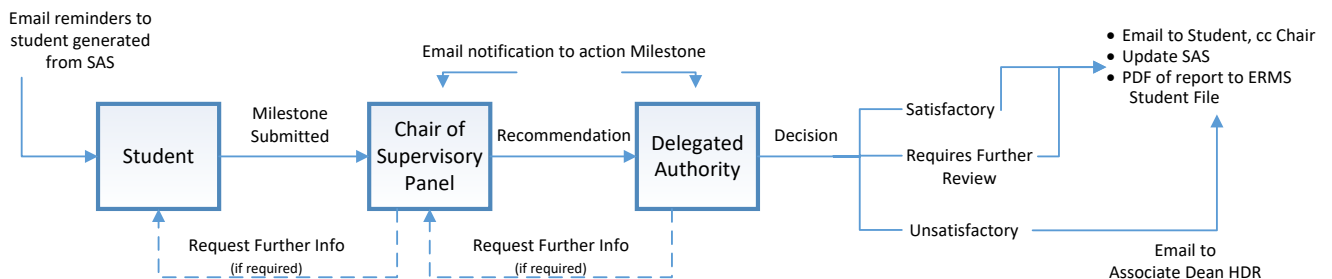
HDR Milestones are now available as eForms which contain form logic, automatic workflow, full integration with University enterprise systems, and facilitate reporting. The eForms contain minimal changes to the questions and format of the paper forms, other than to reflect the new [Research Awards Rule \(RAR\) 2015, and the framework of policies, procedures and guidelines which support this Rule.](#)

Types of Milestone eForms



- First Annual Research Plan
- Research Integrity Training
- Thesis Proposal Review
- Notification of Intent to Submit
- Annual Research Report and Plan
- Oral Presentation
- Supplementary Review *
- Thesis Submission / Corrections

*Supplementary Review will be used when the outcome of 'Further review required' is determined. It can also be used for other College/School specific milestones e.g. mid-term review.

Flow of eForm



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 form. 
- Compulsory fields are indicated by a red asterisk: *.
- To save the form click the save icon in the top right corner. You will be able to access your saved non-submitted eForms by logging into eforms.anu.edu.au 
- The student will receive a copy of the approved Milestone report including all text entered by the Chair and DA
- To upload documents to the eForm, click the 'Upload New' button where prompted.



How to access the milestone eForms

- When action is required on a form, 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 (see below).
- You can also access the form by logging into eforms.anu.edu.au. The form will appear in the 'Forms Assigned to Me' section.

Email reminders and escalations

a) To the Student prior to submission

(emails are generated from the Student System and cannot be cc'd to the Chair)

| Email type | Who it goes to | When it's sent (calendar days) | Subject Line |
|---|----------------|-----------------------------------|--|
| Please complete your milestone | Student | 28 days before due date | For Action: Milestone due for submission |
| Please complete your milestone | Student | 14 days before due date | For Action: Reminder Milestone due for submission |
| Your Milestone is now overdue. Completion of this milestone is compulsory for continuing your candidature. | Student | 3 days and 24 days AFTER due date | For Action: Overdue Milestone |
| Your Milestone is now overdue. Non completion of this Milestone may provide grounds for terminating your enrolment in accordance with RAR 2015 s148 (1) | Student | 42 days AFTER due date | For Action: Overdue Milestone – urgent action required |
| Hereafter, administrators will follow up outstanding Milestones utilising reporting facility | | | |

b) To the Chair of Panel and Delegated Authority

| Email type - Escalations | Who it goes to | When it's sent (calendar days) | Subject Line |
|--|-------------------------|--------------------------------|---|
| Review and approve reminder | Chair of Panel | Not actioned within 21 days | For action: Reminder (milestone name) – (student name and ID) – (program ID and name) |
| Review and approve reminder | Chair of Panel cc DA | Not actioned within 35 days | For action: Overdue for review (milestone name) – (student name and ID) – (program ID and name) |
| Review and approve reminder | DA | Not actioned within 14 days | For action: Reminder (milestone name) – (student name and ID) – (program ID and name) |
| Review and approve reminder | DA cc AD HDR | Not actioned within 28 days | For action: Overdue for review (milestone name) – (student name and ID) – (program ID and name) |
| Hereafter, administrators will follow up outstanding Milestones utilising reporting facility | | | |

Support

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



Australian
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University

**Milestone eForms
Quick Reference Guide**