

Manage My Degree HDR eForm Guide –Staff

Introduction

Manage My Degree is a multi-function eForm which can be used to; apply for leave or notify return; change program level or intensity, extend program or scholarship; withdraw completely from a program; change working thesis details; or apply for enrolment changes

This eForm can be used to:

- apply for **program and scholarship leave**.
- lodge a notification regarding a **return from leave** and/or scholarship.
- apply for an **extension of program**.
- apply for an **extension of a research scholarship**.
- apply for a change in research program, by either:
 - **changing program level** (PhD to MPhil or MPhil to PhD), or
 - **changing program intensity** (full-time vs part-time).
- apply for enrolment changes like **adding or dropping courses**.
- apply for **program withdrawal**.
- apply to **change working thesis details** including:
 - change Working Thesis Title,
 - change Working Thesis Abstract
 - change Intended Submission Date
 - change Working Thesis Format

Approvers Actions within the form

Depending on the Action taken by the student and their enrolment and program situation, different approvers are required to view the form. Each approver gets the opportunity to either:

- Approve or Endorse the request – the form will continue to the next approver, or be sent to STAR for processing
- Request further information – the form will be sent back to the student with comments from the approver detailing what extra information is required
- Decline the request (College Admin, Chair of Panel, Head of School, Primary Supervisor) – the form continues to the next approver with your comments.
- Decline the request (Delegated Authority, Australia Awards, ASQO) – the form is terminated and the student notified by email.

Additionally to the approval, the approver may be required to provide further information on the following:




- Which coursework courses are effected by a leave request and must be dropped (College Administration).
- Sponsorship of fees and funding information for an International Student's Extension of Program (Head of School).
- Which Scholarships are eligible for extension (Head of School, Delegated Authority, STAR).
- Alterations to the Program Extension period if it is non-standard (Delegated Authority).
- Whether Change of Intensity is classified as Compassionate and Compelling, or Academic. (Delegated Authority).

How to access the Manage My Degree eForms

eForm access:

- If you're the Chair of Panel or Primary Supervisor, you will receive an email with a link to the form. You can also access the form by logging into eforms.anu.edu.au. The form will appear in the 'Forms Assigned to Me' section.
- When action is required on a form, an email will be sent to the functional group email account for the relevant approver group. This email will contain a link to the eForms site. The form will be under 'Forms Assigned to My Group' section.
- Once a user within the group opens the form, the form will be locked to that user and no other group members may access the form. The form may be unlocked by Administration so that it may be reassigned to another user

Tips for using the eForms

- There are two ways to navigate through the form. 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.  
- Compulsory fields are marked with a red asterisk: *. You must provide the required information in order to proceed.
- If a page appears green on the navigation bar, it has been successfully completed. If a page appears red on the navigation bar, there are compulsory fields on that page which have not been filled in.
- To save the form click the save icon in the top right corner. You will be able to access your saved unsubmitted eForms by logging into eforms.anu.edu.au. 
- To upload documents to the form, click the 'Upload New' button where prompted. A pop-up window will open, allowing you to browse for your file to upload. Once the document has finished uploading, the window will close.

Email reminders and escalations

When action is required on a form, an initial email is sent to the required person. Email reminders are sent when no action has been taken to complete the form.

- The student receives email reminders: 2 days and 5 days after a request for further information.
- The functional group email account receives email reminders 2 days, and 4 days after the last action has been taken and every week after for 10 weeks if no action is taken.
- STAR receives a reminder email 5 days after they receive a request and every week if no action is taken

Form progress tracking

Workflow tracking reporting is available through ANU Insight. This provides information on where the form is up to, who it is currently assigned to, and how long it has been since the last action was taken. All users who have access to SAS will automatically have access to the reports. Anyone else who needs to access Insight reports can apply for enquiry access to SAS. For information on how to access Insight, refer to the [Insight Service Webpage](#)

Support

If you need assistance please refer to Student Administration eForms Support (Staff) <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support> for support options."