Notification of Intent to Submit - eForm Guide for Delegated Authority

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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. The eForm will be added to the queue for your Delegated Authority group and a notification will be sent to your functional email account. The eForm allows you to:

- Review their Notification of Intent to Submit their Thesis if their Primary Supervisor does not support their submission;
- Indicate your endorsement of Changes in their Thesis Format or their request for Thesis Access Restrictions where applicable;
- Review and finalise the nomination of 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.

How to access the eForm

- When action is required on a 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 a Delegated Authority, you may be involved in two stages of the eForm workflow as indicated in the workflow map below. The first stage is only activated if either: the Primary Supervisor does not endorse

their submission, or the Candidate wishes to change their thesis format to a non-standard format. The second stage is during the Nomination of Examiners, where you provide details on your preferred examiners.
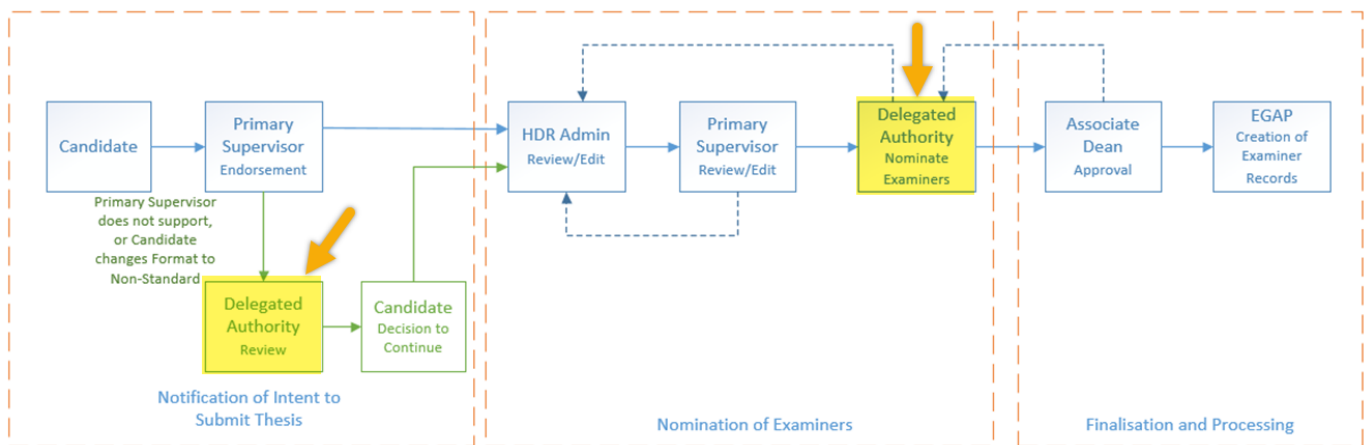
Responding to a Notification of Intent to Submit

If you have received the eForm to Review the Intent to Submit, It means that either the Primary Supervisor does not support the application, or the Candidate wishes to change their Thesis Format to a Non-Standard Format. Depending on the circumstance you may be asked to:

- Review an application to change the Thesis Format and the comments provided by their Primary Supervisor, and indicate whether or not you endorse the Candidate's submission.
- Review the Intent to Submit and the comments provided by the Primary Supervisor as to why they do not support the submission then:
  - Provide the thesis to be reviewed by another academic staff member who is not the Primary Supervisor
  - Meet with the Candidate to discuss their submission and provide written advice to the Candidate with the reasons that the submission is not supported.

Once the review is complete, if the Primary Supervisor did not support the submission, the form will be set to the Candidate to decide upon their next steps.

Nominating Examiners

You will receive the eForm in the Nomination of Examiners stage of the process after the HDR Administrator / Primary supervisor has filled out the details of their preferred examiners. On the Nomination of Examiners page you will be able to:

- Review suggestions of examiners provided by the Candidate;
- Indicate whether you want to complete the nominations and send the eForm to the Associate Dean for approval, or return the eForm to the HDR administrators for amendment;
- You may modify the list of preferred examiners or add new examiners.

Each proposed examiner has their own set of collapsible tabs within the eForm. Click on each tab to expand it. You must review and complete all of these tabs before you can progress the eForm. 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 your local HDR Administrators. You may also view the Staff Support Webpage