THESIS CORRECTION EFORM EMAILS AND OUTPUT DOCUMENTS

Version 1

5 October 2018

Introduction

The purpose of this document is to provide detailed support information on the HDR Milestones – Thesis Correction eForm for administrators and support staff. The guide outlines the emails generated during the process and the conditions which trigger them, as well as the output documents which are created during the process. This may be referred to for trouble-shooting and end-user support.

Contents

1 Email Workflow

1.1 Email Workflow Diagrams
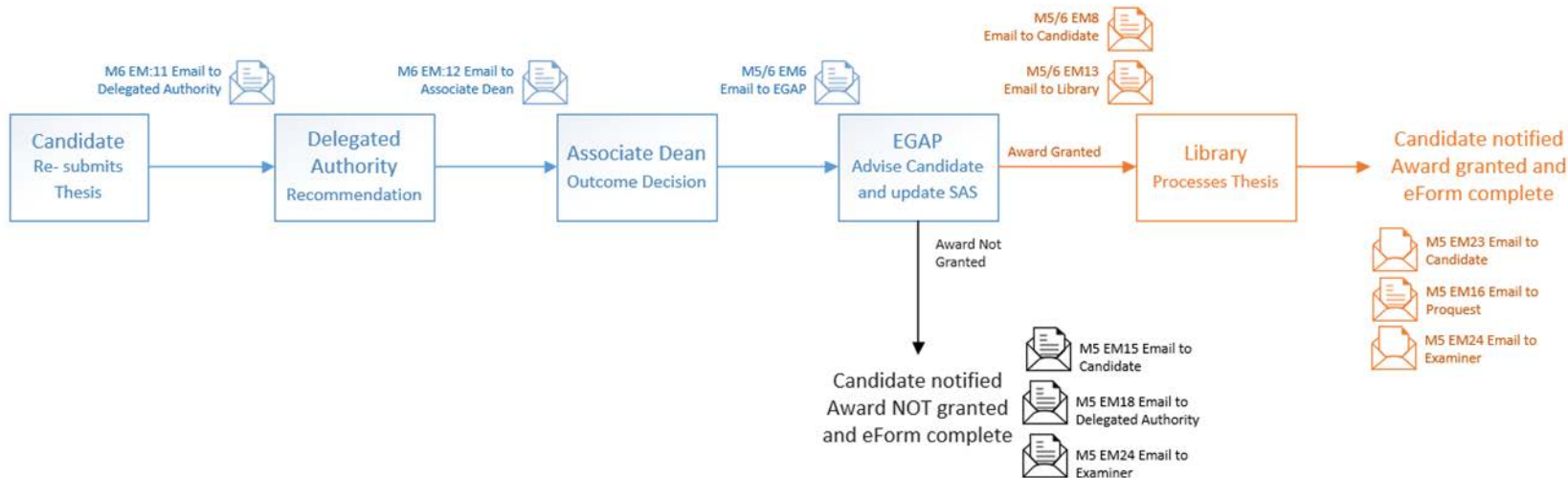
1.2 Email Details

1.2.1 Candidate escalation emails

ID - Name	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M6 ES08	12 months after Thesis Submission completion date	Escalation	For action: Reminder – Submit revised or corrected thesis	Candidate	eforms	●
M6 ES13	24 months after Thesis Submission completion date	Escalation	For action: Corrected thesis not submitted	Candidate	eforms	●
M6 ES14	24 months after Thesis Submission completion date	Notification	For information: Corrected thesis not submitted	CC Primary Supervisor, Delegated Authority	eforms	●

1.2.2   Candidate to Delegated Authority

ID - Name	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M6EM11: Login and action to DA	Sent when Candidate Re-submits their Thesis	For Action	For action: Corrected thesis is ready for review for *Candidate Name (UID)*	Delegated Authority	Candidate	• TS Milestone summary
M6:ES10	5 days after transition and then every week for 4 weeks	Escalation	For action: Reminder – Corrected thesis is ready for review for *Candidate Name (UID)*	Delegated Authority	eforms	•

1.2.3   Delegated Authority to Associate Dean

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M6EM12: Login and action to AD after DA submits SB	Sent when Delegated Authority submits the eform	For Action	For action: Examination reports are ready for review for *Candidate Name (UID)*	Associate Dean	Delegated Authority	•
M6:ES11	5 days after transition and then every week for 4 weeks	Escalation	For action: Reminder – Examination reports are ready for review for *Candidate Name (UID)*	Associate Dean	eForms	•

1.2.4   Associate Dean – Outcome Decision to EGAP – Advise Candidate

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M5/6 EM6. Login and action to EGAP cc DA	Sent when Associate Dean submits the eForm	For Action	For action: Associate Dean has made a decision for *Candidate Name (UID)*	EGAP CC: Delegated Authority	eForms – Associate Dean – Outcome Decision	•
6. S7 Login and Action to EGAP 5 workding days weeklyx4	5 days after transition, then every week for 4 weeks	Escalation	For action: Reminder – Associate Dean has made a decision for *Candidate Name (UID)*	EGAP	eForms	•

1.2.5   EGAP to Library

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M5/6 EM13. Login and action to library	Sent when EGAP submits Advise Candidate state	For Action	For action: Final thesis ready for ANU Open Research repository for *Candidate Name (UID)*	Library	eForms – EGAP – Advise Candidate state	●
M5/6 EM8. Outcome notification for Candidate after EGAP	Sent when EGAP submits Advise Candidate state	Notification	For information: Associate Dean has granted you the research award *Candidate Name (UID)*	Candidate	eForms – EGAP – Advise Candidate state	● Candidate version of examiner reports ● Letter – Associate Dean Decision
ES 12. S9 Login and Action to Library 5 workding days weeklyx4	5 days after transition, then every week for 4 weeks	Escalation	For action: Reminder – Final thesis ready for DSpace for *Candidate Name (UID)*	Library	eForms	●

https://services.anu.edu.au/files/document-collection/Thesis_Corrections_Approvals_Workflow_V1_0.pdf

1.2.6 EGAP / Library emails advising Candidates of their outcome

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M5 EM15. Outcome Notification to candidate	Sent when Candidate has NOT been granted an Award	Notification	For information: Associate Dean's decision for *Candidate Name (UID)*	Candidate	eForms	●
M5 EM16. For information to Proquest	Sent when Candidate has been granted an Award	Notification	For information: Thesis available on ANU Online Research repository	ProQuest	eForms	●
M5 EM18. For information to DA cc'ed PS and HDR	Sent when Candidate has NOT been granted an Award	Notification	For information: Thesis decision for *Candidate Name (UID)*	Delegated Authority, CC: HDR Admin, Primary Supervisor	eForms	●
M5 EM23. For information to Candidate after S9 cc'ed HDR	Sent when Candidate has been granted an Award	Notification	For information: Thesis available on ANU Open Research repository for *Candidate Name (UID)*	Candidate, CC: HDR Admin	eForms	●
M5 EM24.For information to Examiner CC EGAP	Sent when Candidate has or has not been granted an Award	Notification	For information: Thesis availability on ANU Open Research repository for *Candidate Name (UID)*	Examiner	eForms	● Examiner Letter

2   Output Documents and File Storage

The Output Documents generated by the form, and the Supporting Documents uploaded during the form process are stored in the Electronic Records Management System (ERMS). All documents are stored within the **Student File** on the system. Students cannot access the files directly but can request for a file to be retrieved by their supervisor. For detail on how to access the files, refer to: https://services.anu.edu.au/information-technology/software-systems/electronic-records-management-system. NOTE: The Form ID and the student ID is included in the title of each Milestone Document. For Supporting Documentation the Form ID is appended with an 'A' . These may be used to search for records within the system.

2.1.1   Sample Output Documents

The Output Documents generated by the eForm are built on the same template. Sections are visible or hidden depending on the type of Milestone as well as inputs provided by the users.

TS Milestone Summary

DATE	{{Date}}
FORM ID	{{eForm_ID}}

Candidate details

Name	{{StudentFullName}}
UID	{{StudentUID}}
Residency	{{Residency}}
Citizenship Status	{{Citizenship}}
Visa Status	{{Visa}}

Candidature details

Academic Load	{{Intensity}}
External Candidate	{{ExternalCandidate}}
Maximum Submission Date	{{MaxSubmissionDate}}
Program Start Date	{{ProgramStartDate}}
Minimum Submission Date	{{MinSD}}
Primary Supervisor	{{PrimarySupervisor}}
Academic Career	{{AcadCareer}}
Academic Program	{{HDRProgramName}}
Extended Program End Date	{{EPED}}

Milestone details

Milestone	Date	Completed	Grade
MStoneName}}	{{MStoneDate}}	{{MStoneCompleted}}	{{MStoneGrade}}

https://services.anu.edu.au/files/document-collection/Thesis_Corrections_Approvals_Workflow_V1_0.pdf

Thesis Copyright and Intellectual Property Details

Copyright Statement	**Copyright declaration:** *I am the author of the work and understand that by submitting the work for examination and the ANU Open Research repository, I grant to the University or its agents a perpetual, irrevocable, worldwide, non-exclusive and royalty free licence to store and reproduce, and (subject to any publisher's restrictions) publish and disseminate the submission in whole or part in all forms of media, and in any format, now or hereafter known. I understand that submitting this work does not alter ownership or rights in other forms of intellectual property (such as patent rights). Copyright ownership is not changed by submission and I understand that I remain free to publish this thesis or any part of it, elsewhere. I acknowledge that by making this work available on the Internet the work will be able to be displayed by search engines such as Google.* **I agree**
Third Party Copyright agreement	**Intellectual property rights:** *I confirm that my thesis does not infringe the intellectual property rights of a third party OR that all parties with a claim to intellectual property contained in any content in my thesis have agreed to the deposit of my thesis in the ANU Digital Theses Collection and dissemination online.* **Confidential Material:** *I confirm that my thesis does not contain confidential information or that I have obtained permission from the authorised party to make the confidential information public.* Do you confirm all of the above? **Yes**

Thesis Content Details

Final thesis title	{{FinalThesisTitle}}
Working thesis title change?	{{WorkingTitleChangeFlag}}
Previous working thesis title	{{PreviousWorkingTitle}}

Final thesis abstract	{{FinalThesisAbstract}}
Working thesis abstract change?	{{WorkingAbstractChangeFlag}}
Previous working thesis abstract	{{PreviousWorkingAbstract}}
Thesis contains languages other than English?	{{LotEFlag}}
Other Languages Used	{{LotEValues}}

Details of Previous Publications Included in Thesis

Publications / Papers	Author details
Title: *{{M3PTitle}}* Name of journal: *{{M3PName}}* Current status: *{{M3PCurrentStats}}* *{{M3DateDynamic}}*: *{{M3PDate}}* *{{M3Word count}}*: *{{M3PWordCount}}* Contribution: *{{M3PContribution}}* Sections associated with publication: *{{SectionRelatingPublication}}* Digital object identifier (DOI): {{DOI}} Additional Comments: *{{M3PAddtionalComment}}*	*{{M3Autherdetails}}*

Researcher IDs

Open Researcher and Contributor ID (ORCiD)	{{Candidate_ORCID}}
Thomson and Reuters ResearcherID	{{Candidate_ResearcherID}}

Worldwide distribution

Release to ProQuest?	{{ProQuest}}

Thesis Submission Details

Thesis File Name	{{TSThesisFileName}}
Details of any thesis components that could not be uploaded and any additional information flagged for attention	{{TSComponentsNotUploaded}}
Thesis Submission Declaration	I declare that the research presented in this Thesis represents original work that I carried out during my candidature at the Australian National University. A Statement of Contribution has been included in the Thesis as required in https://policies.anu.edu.au/ppl/document/ANUP_012815 . I confirm that to the best of my knowledge the information provided in this eForm is correct. {{ThesisSubmissionDeclaration}}