

THESIS CORRECTIONS - EFORM SUPPORT GUIDE

Version 1

5 October 2018

Introduction

Guide Introduction

The purpose of this document is to provide detailed support information on the Higher Degree Research (HDR) Thesis Correction 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 guide 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 the contents list. Note that some pages are only visible in certain stages of the process. The form will also adapt to reflect options selected by the user and hide and show pages and sections based on how relevant they are to the user. Details on the emails and output documentation can be found in a separate document.

Form Introduction

The Delegated Authority and the Associate Dean reviewed the examiner reports for the submitted thesis. The Associate Dean has determined revisions or corrections need to be made to the Candidate's thesis. They have 12 months to submit a revised thesis for review. If they do not submit a corrected or revised version of their thesis they will not be awarded their PhD/MPhil. This form will remain available in their milestones in ISIS until:

- they submit a revised thesis OR
- notify the HDR Examinations Office they do not intend to submit a revised thesis OR
- 12 months have passed.

They can apply to the Delegated Authority for an extension up to an additional 12 months if required. Contact the HDR Examinations Office for advice.

Note: If they do not submit a corrected or revised version of their thesis they will not be granted their award.

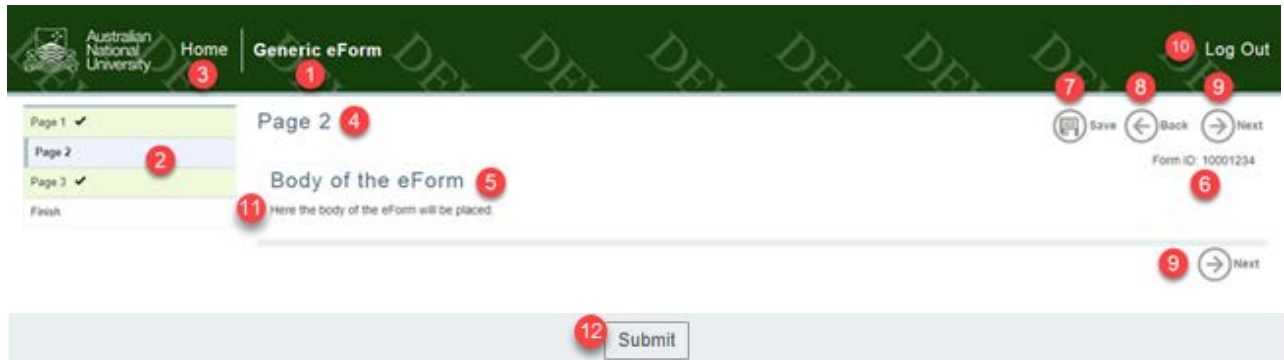
They may decide they no longer want to continue studying at ANU and want to withdraw from their program. More information is on the Withdraw from a research program webpage. This form will return to the HDR Examinations Office and the Associate Dean's decision will be updated in the Student Administration System. They can also discuss the process of withdrawing from their program with their College/School HDR Administrator.

Contents

Introduction	2
Guide Introduction.....	2
Form Introduction.....	2
Contents.....	3
General eForm Components.....	4
General Page Structure	4
Question Types	4
1 HDR Milestones eForm Structure	7
2 eForm Access	8
2.1 Support Links.....	8
3 eForm Approvals Workflow	9
4 eForm Pages.....	10
4.1 Introduction Page.....	10
4.2 Candidature Details.....	13
4.3 Thesis Details	20
4.4 Thesis Upload and Distribution.....	26
4.5 Thesis Corrections.....	30
4.6 Copyright and Confidentiality	32
4.7 Researcher Identifiers	35
4.8 Processing	37
4.9 Summary	43
Appendix A: eForm Pages Style Guide	45
{4.X} Page Name.....	45

General eForm Components

General Page Structure



Label	Name	Description
1	eForm Title	Displays the title of the eForm.
2	Navigation Menu	Links to pages within the eForm. These can be used to navigate around the form by 'jumping' to selected pages.
3	Home	Returns to the eForms system home.
4	Page Title	Displays the title of the current page.
5	Form Body	The information and actions for each page are displayed in this section.
6	Form ID	A unique identifier used to identify the form within Insight reporting, ERMS and within the eForm system database. Visible on the introduction page.
7	Save	Allows the form progress to be saved (with comments) to be completed at a later date.
8	Back Arrow	Step back one page in the form.
9	Next Arrow	Step forward one page in the form.
10	Log Out	Logs out of the eForms system.
11	Text	Basic text providing information about the form or question.
12	Submit	Submits the form to the next state or finalises the form.

Question Types

Form ID: 10001234

A Multiple Choice question

11 Answer 1
 Answer 2

Drop Down List

12

Document Upload

13

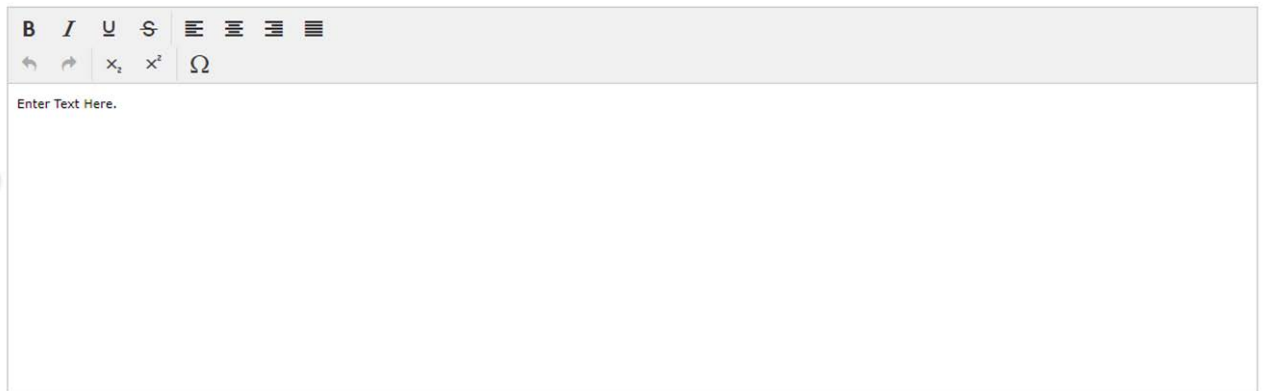
Date entry field

14

Text entry field

15

Rich Text Entry



DSpace Download Module



Checkbox

Confirmation Text

Tab group

Tab 1 Tab 2

Tab 1 Text

Label	Question Type	Description
11	Multiple choice	A list of 1 or more buttons that can be selected based on pre-programmed conditions. Some of these questions take the form of radio buttons where only one answer may be selected. Others take the form of checkbox lists where any number of options may be selected.
12	Drop-down List	A searchable entry list with pre-programmed answers. The arrow on the right-hand side of the bar will reveal all of the answers.
13	Document Upload	A button that, once selected, will bring up File Explorer on the user's PC.
14	Date Entry Field	A text field specifically for a date, the button on the right-hand side of the field will bring up a calendar from which a correctly formatted date can be selected. Conditions can be placed on the type of dates that can be accepted.

15	Text Entry Field	A field for accepting a typed response, this can have conditions placed on the accepted answers. This can be either a single line or multiple line entry field.
16	Rich Text Entry	A field for accepting text responses, this has built-in formatting functionality.
17	DSpace Download Module	A list of downloadable files pulled from the DSpace Thesis Repository.
18	Checkbox	A single button to confirm an action or agreement.
19	Tab Group	Group of text or questions separated into labelled tabs.

1 HDR Milestones eForm Structure

The Thesis Corrections eForm is part of the larger HDR Milestones eForm. The following highlighted pages appear in the Thesis Corrections Milestone.

+	hidden
+	### System Page ###
+	Introduction
+	Student Details
+	Candidature Details
+	Milestone Details
+	Thesis Format
+	Thesis Details
+	Thesis Upload and Distribution
+	Thesis Corrections
+	Copyright and Confidentiality
+	Publication
+	Researcher Identifiers
+	Examiner Suggestion
+	Thesis Access Restrictions
+	Nomination of Examiners
+	Summary of Examiners
+	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
+	Processing
+	Review Feedback
+	Summary
+	### System Finish Page ###
+	Finish

2 eForm Access

The Candidate 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
Research Career Milestone with pending date - Pending	Research Career Milestone with pending date - Pending	08/10/2017	In Progress		Pending Approval
Research Career Milestone with pending date - Pending	Research Career Milestone	12/01/2017	In Progress		Pending Approval
Research Career Milestone with pending date - Pending	Annual Report and Plan	29/09/2016	Not Completed		Begin eForm
Research Career Milestone with pending date - Pending	Research Career Milestone	30/08/2016	Completed	27/08/2016	Complete

On clicking the *Begin eForm* link, the Candidate 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.

Candidates will have a Thesis Correction Milestone created after they agree to re-submit their thesis with corrections. When they believe they are ready to re-submit their thesis, they may complete the form.

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



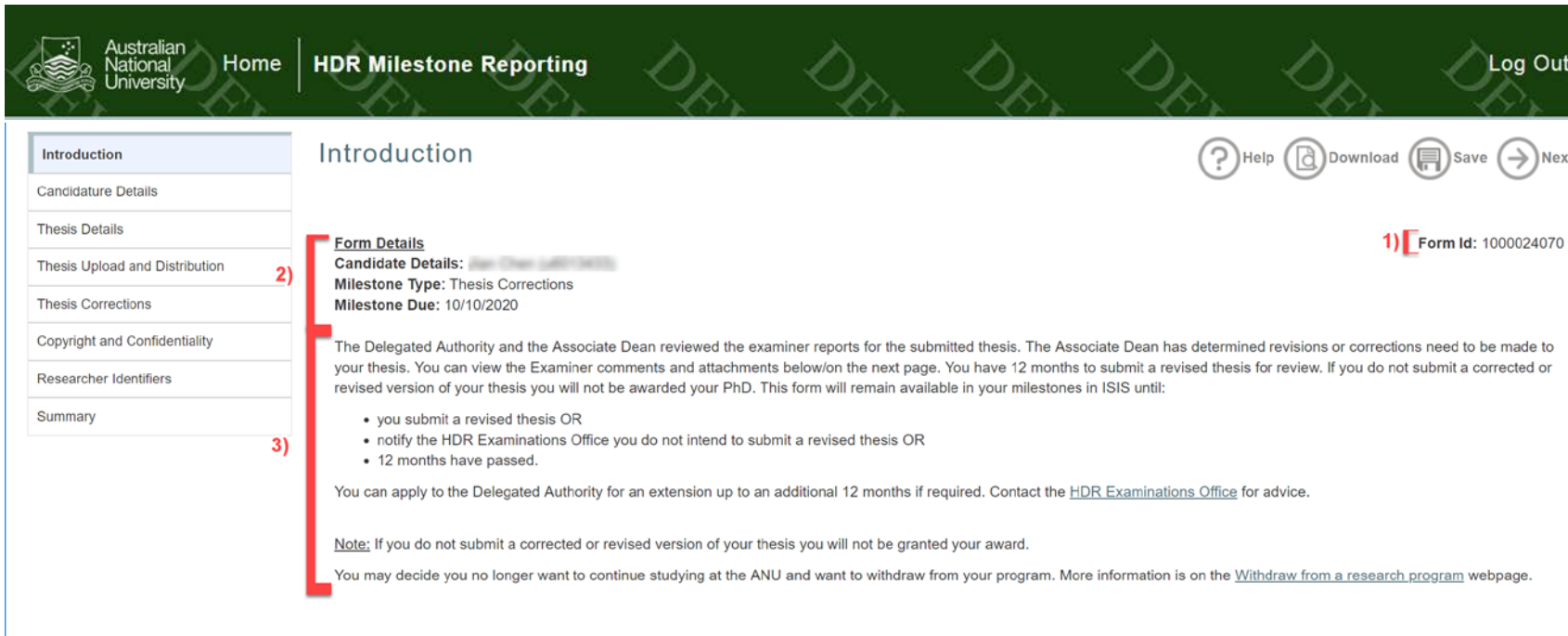
4 eForm Pages

4.1 Introduction Page

4.1.1 Overview

Forms:	HDR Milestone Reporting: Thesis Correction.
Visible To:	All.
Actors:	N/A.
Purpose:	To provide an introduction to the form and an overview of the process.
Triggered by:	Form initiation.
Loads:	<p>Within this page the form collects data from the following web services:</p> <ul style="list-style-type: none"> • <i>CS Occupation Service</i> (for Student and Delegated Authority) • <i>Personal Contact Details</i> (for Student) • <i>Current Academic Program</i> (Inc. Program, Program Owner, Supervisor Details) • <i>Academic Program Details</i> (for Current Academic Program) • <i>Research Candidature</i> • <i>Thesis Management</i> • <i>Enrolments</i> (+ <i>Class Details</i> for each line of the enrolment record) • <i>Research Milestones</i> • <i>Student Scholarships</i> • <i>Residency</i> • <i>Visa Details</i> • <i>Service Indicators</i> • <i>Forms Approval</i> (for ADEA and HMDA for the Student's current academic program/plan)

4.1.2 All View Screenshots



4.1.2.1 All View Table

Annotation	Question Type	Description	Conditions
1.	Form ID	Form ID – e.g. 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, e.g. cancelling a form.	
2.	Text	Form Details includes: <ul style="list-style-type: none"> • Candidate Details (Name and UID) • Milestone Type • Milestone Due Date 	
3.	Dynamic Text	Information on the re-submission process. This information is eForm state specific.	

4.1.3 Errors/Validators


a)	<p>You have passed the maximum submission date for your thesis. You must apply to the Delegated Authority for an extension.</p> <p><u>Trigger:</u> The maximum submission date for the program has passed.</p> <p><u>Potential Solutions:</u> Advise the Candidate to apply for an extension to their HDR program using the Manage My Degree (MMD) eForm, as they will not be able to proceed until they obtain an extension.</p> <p><u>Warning Text:</u> <i>"You have passed the maximum submission date for your thesis. You must apply to the Delegated Authority for an extension."</i></p>
b)	<p>You do not have approval to submit earlier than your approved Minimum Submission Date for your program: 16/08/2018. Please speak to your College/School HDR Administrator.</p> <p><u>Trigger:</u> The minimum submission date for the program has not been reached.</p> <p><u>Potential Solutions:</u> Confirm the minimum submission date and ensure it has passed. Advise the Candidate to contact their College/School HDR Administrator to adjust the date or if they believe this information is incorrect.</p> <p><u>Warning Text:</u> <i>"You do not have approval to submit earlier than your approved Minimum Submission Date for your program: 12/09/2018. Please speak to your College/School HDR Administrator."</i></p>

4.2 Candidature Details

4.2.1 Overview

Forms:	HDR Milestone Reporting: Thesis Correction.
Visible To:	All
Actors:	N/A
Purpose:	To display information on the Candidate's candidature and Supervisory Panel
Triggered by:	Form Initiation.
Loads:	<p>Within this page the form collects data from the following web services:</p> <ul style="list-style-type: none"> • <i>CS Research Comments Transcript Details</i> • <i>Personal Details (for Supervisors)</i>

4.2.2 Candidate View Screenshots


Home | **HDR Milestone Reporting** | [Log Out](#)

- Introduction ✓
- Candidature Details**
- Thesis Details
- Thesis Upload and Distribution
- Thesis Corrections
- Copyright and Confidentiality
- Researcher Identifiers
- Summary

Candidature Details

Help Download Save Back Next

Form Details: [Redacted] Form Id: 1000024110

Program Details

Program	[Redacted]	Status	Active in Program
Enrolment Type	Research	Academic Load	Full-Time
College / School	[Redacted]	Program Commenced	28/03/2017
	[Redacted]	Maximum Submission Date	27/06/2021
	[Redacted]		
Scholarship Information	[Redacted]		

If these details are incorrect, please contact [Student Central](#) for further assistance.

1)

2)

Supervisory Panel

Name	Role
[Redacted]	Associate Supervisor
[Redacted]	Associate Supervisor
[Redacted]	Primary Supervisor and Chair
[Redacted]	Adviser

If your supervisory panel details are incorrect, please contact your School or College HDR Administrator for further assistance.

4.2.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
1.	Text	<p>Program Details. These include:</p> <ul style="list-style-type: none"> • Program • Enrolment Type • College/School • Scholarship Information • Status • Academic Load • Program Commencement Date • Maximum Submission Date • Extended Program End Date <u>where applicable</u> (Not Shown) 	
2.	Text	<p>Supervisory Panel. Includes the panel members':</p> <ul style="list-style-type: none"> • Name • Role 	

4.2.3 Delegated Authority, Associate Dean, EGAP View Screenshots

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

- Introduction ✓
- Candidature Details**
- Processing

Candidature Details

 Help
  Download
  Save
  Back
  Next

Form Details: [Redacted]

Form Id: 1000024120

Program Details

Program	[Redacted]	Status	Active in Program
Enrolment Type	Research	Academic Load	Full-Time
College / School	[Redacted]	Program Commenced	28/03/2017
	[Redacted]	Maximum Submission Date	27/06/2021

Scholarship Information

[Redacted]

1)

2)

Thesis Details

Thesis Format Thesis by Standard Format

Thesis Title [Redacted]

Thesis Abstract [Redacted]

3)

Supervisory Panel

Name	Role
[Redacted]	Associate Supervisor
[Redacted]	Associate Supervisor
[Redacted]	Primary Supervisor and Chair
[Redacted]	Adviser

4)

Unofficial Transcript Comments

The details recorded in [Redacted] unofficial transcript comments are displayed in the table below for your information. If the table is empty, no details have been recorded.

Date	Description	Comments
19/08/2015	Student Program	[Redacted]
9/01/2012	Student Program	[Redacted]

5)

Service Indicators

[Redacted]

4.2.3.1 Delegated Authority, Associate Dean, EGAP View Table

Annotation	Question Type	Description	Conditions
1.	Text	Program Details. These include: <ul style="list-style-type: none"> • Program • Enrolment Type • College/School • Scholarship Information • Status • Academic Load • Program Commencement Date • Maximum Submission Date • Extended Program End Date, <u>where applicable</u> (Not Shown) 	
2.	Text	Thesis Details. These include: <ul style="list-style-type: none"> • Thesis Format • Thesis Title • Thesis Abstract 	
3.	Text	Supervisory Panel. Includes the panel members': <ul style="list-style-type: none"> • Name • Role 	
4.	Text	Unofficial Transcript Comments includes: <ul style="list-style-type: none"> • Date • Description • Comments 	
5.	Text	Service Indicators.	

4.2.4 Errors/Validators

a)	<p>Contact your School or College HDR Administrator immediately to update your supervisory panel details accordingly. You can save this eForm using the icon in the top right corner. Once saved, close this eForm. When your panel has been updated you can reopen this eForm from ISIS and continue with your Notification of Intent to Submit milestone.</p> <p>Trigger: The details concerning the Primary Supervisor and Chair of Panel have been identified as incorrect.</p> <p>Potential Solutions: Advised the Candidate to contact the School or College HDR Administrator to update the necessary information. The form cannot proceed until the Supervisory Panel details are correct.</p> <p>Warning Text: "Contact your School or College HDR Administrator immediately to update your Supervisory Panel details accordingly. You can save this eForm using the icon in the top right corner. Once saved, close this eForm. When your panel has been updated you can reopen this eForm from ISIS and continue with your Notification of Intent to Submit milestone."</p>
----	---

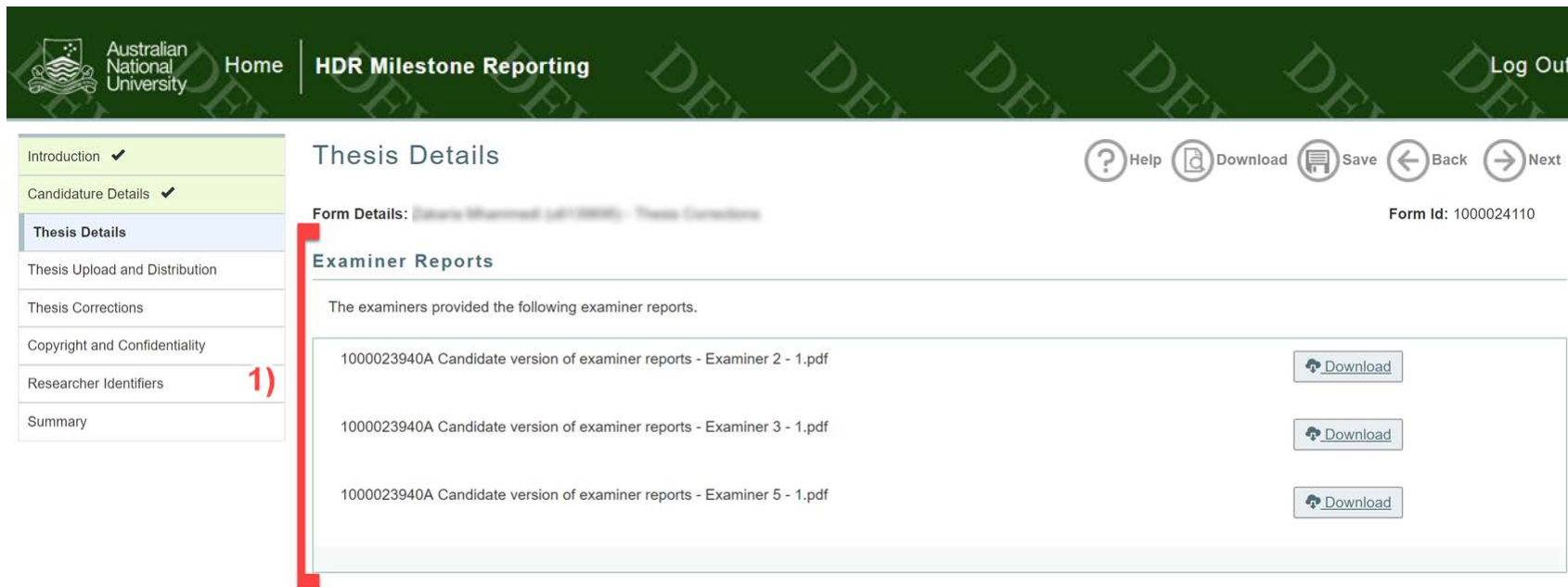
b)	<p>You have more than one Primary Supervisor. Please contact your HDR Administrator to resolve this. You should only have one Primary Supervisor on your Supervisory Panel.</p> <p><u>Trigger:</u> Records list the Candidate as having more than one Primary Supervisor. <u>Potential Solutions:</u> Advise the Candidate to contact their HDR Administrator advising them of this problem and indicating their correct Primary Supervisor. <u>Warning Text:</u> <i>"You have more than one Primary Supervisor. Please contact your HDR Administrator to resolve this. You should only have one Primary Supervisor on your Supervisory Panel."</i></p>
c)	<p>You have no Primary Supervisor. Please contact your HDR Administrator to resolve this. You need one Primary Supervisor on your Supervisory Panel to proceed with this milestone.</p> <p><u>Trigger:</u> No Primary Supervisor is recorded in the Student Administration System. <u>Potential Solutions:</u> Advise the Candidate to contact the HDR Examinations office advising them of the problem and their Primary Supervisor. <u>Warning Text:</u> <i>"You have no Primary Supervisor. Please contact your HDR Administrator to resolve this. You need one Primary Supervisor on your Supervisory Panel to proceed with this milestone."</i></p>
d)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields. <u>Warning Text:</u> <i>"This is a required field."</i></p>

4.3 Thesis Details

4.3.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	Candidate, Library.
Actors:	Candidate, Library.
Purpose:	To allow for any final changes to the thesis title, abstract and/or language by the Candidate. For the Library to download/upload/reorganise the thesis documents in the DSpace repository.
Triggered by:	Form Initiation.
Loads:	<ul style="list-style-type: none"> • DSpace – Thesis Metadata • This page contains an integration to DSpace which allows uploading, downloading and deleting documents within DSpace

4.3.2 Candidate View Screenshots



The screenshot displays the 'Thesis Details' page in the HDR Milestone Reporting system. The top navigation bar includes the Australian National University logo, 'Home', 'HDR Milestone Reporting', and 'Log Out'. A left-hand navigation menu lists various sections, with 'Thesis Details' highlighted. The main content area shows 'Thesis Details' with a 'Form Details' section and an 'Examiner Reports' section. The 'Examiner Reports' section contains three entries, each with a 'Download' button:

- 1000023940A Candidate version of examiner reports - Examiner 2 - 1.pdf
- 1000023940A Candidate version of examiner reports - Examiner 3 - 1.pdf
- 1000023940A Candidate version of examiner reports - Examiner 5 - 1.pdf

2)

Thesis Format

Your thesis format is **Thesis by Standard Format**

3)

Thesis Title

Your current thesis title is [REDACTED]

Continue with this thesis title? *

- Yes, I would like to continue with the current thesis title.
 No, I would like to update the thesis title.

Your new title must be no more than 254 characters and must be in English. Character restrictions apply, please click the information bubble below for further details.

4)

New Thesis Title * ⓘ

Thesis Abstract

5)

Your current thesis abstract is:

Continue with this thesis abstract? *

- Yes, I would like to continue with the current thesis abstract.
 No, I would like to update the thesis abstract.

Please enter the abstract for your thesis (you can type directly or paste text into this box). It must be 650-4000 characters and will be provided to examiners. Your abstract must be in English and cannot include sub-script or super-script characters, or any weighted fonts such as bold, italicised or underlined text.

Character restrictions apply, please click the information bubble below for further details of acceptable characters. *

6)

Thesis abstract * ⓘ

Type here...

Language

Your thesis must be written in English unless you have been granted an exemption from the Deputy Vice-Chancellor.

7)

Is your thesis and all associated publications written in Australian English? *

- Yes
- No

8)

Select the language that applies *

- English (UK)
- English (US)
- Spanish
- French
- Italian
- Japanese
- Chinese
- Turkish
- Other

4.3.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
1.	Text	A list of the reports provided by the examiners	
2.	Text	Thesis format. This can no longer be changed by the Candidate.	
3.	Radio button	Continue with Thesis Title radio button. Provides the Candidate with an opportunity to finalise their thesis title.	
4.	Text Entry Field	New Thesis Title entry field pre-populated with the current thesis title.	Update Thesis Title is selected.
5.	Radio button	Continue with thesis abstract radio button. Provides the Candidate with an opportunity to finalise their abstract.	
6.	Text Entry Field	Thesis Abstract text area. Note that the Candidate must have between 650 and 3,400 characters. A character counter below the text area is provided to help the Candidate determine how far above or below the character limit they are.	Update Abstract is selected.
7.	Radio button	Non-English language radio button. For the Candidate to indicate whether any part of the thesis or associated publications is not written in Australian English.	
8.	Radio button list	A list of the common languages used as metadata for the DSpace uploads. This includes: <ul style="list-style-type: none"> • English (UK) • English (US) • Spanish • French 	If no is selected in section 6 above.

		<ul style="list-style-type: none"> • Italian • Japanese • Chinese • Turkish • Other 	
--	--	--	--

4.3.3 Library View Screenshots



Introduction ✓
Thesis Details
Publication
Processing 1)

Thesis Details

 Help
  Download
  Save
  Back
  Next


Form Details: [REDACTED]

Form Id: 1000021175

Decide on access type for each document the Candidate has uploaded. If required, download a document, divide it into separate files, and re-upload here. Remember to press Commit before pressing the final submit button in this eForm.

2)

File name	Size	
[REDACTED]	476.31 KIB	 a)
[REDACTED]	202.12 KIB	 b)
Thesis Material d) [REDACTED] e)	.pdf 2.93 MiB	 c)

+ -  Commit Changes  Discard Changes

f) g) h)

3)

Final Thesis Format Thesis by Alternative Format

Thesis Access Restriction

[Type:](#) Full Confidentiality
[Time requested:](#) 33 month(s)
[Reason:](#) Ethical Considerations
[Sections to be restricted:](#) BB.Section B

The thesis is now accessible at the following URL address. This will be emailed to the Candidate.
 Link to thesis: [REDACTED]

4) **DSpace Metadata**

Thesis metadata is either pulled from the Student Administration System or directly entered by the Candidate when uploading the thesis. Review and correct the Affiliation metadata as required.

Affiliation metadata *

4.3.3.1 Student View Table

Annotation	Question Type	Description	Conditions
1.	Text	Thesis upload text explaining how to upload a thesis to the DSpace module, as well as how to split the files to isolate restricted materials.	
2.	DSpace upload module	<p>The DSpace upload module is where the thesis and other related materials are uploaded. When uploading or deleting files, the changes are first made in the DSpace module and then committed to the repository. The components of the DSpace module are as follows:</p> <ul style="list-style-type: none"> a) A previously uploaded file currently in the DSpace Repository is represented by a blue cloud. b) Files marked for deletion are represented by a red cross. These files will not be deleted until the changes are committed. c) Files which are being uploaded are represented by a green arrow and cloud. These files are added to the repository once the changes are committed. d) When uploading a file this dropdown list determines whether the file is Thesis Material or Supporting Material. Thesis material must be in PDF format. e) When uploading a file the file name may be changed in the text area. f) The plus and minus buttons add or delete files. To upload a new file click the plus button and select it from the file explorer. This file will not be added to the repository until the changes are committed. To delete a file, click the checkbox next to its name and click the minus button. g) Click “Commit Changes” to add the uploaded files to the repository or remove any files marked for deletion. h) Click the “Discard changes” button to remove any changes since the last commit. 	
3.	Text	<p>Text indicating the final format of the thesis as well as details on any Thesis Access Restrictions, where applicable.</p> <p>A link to the thesis in DSpace which can be accessed by the Candidate.</p>	
4.	Text entry field	A text entry field for editing the DSpace Affiliation metadata. This is pre-populated with affiliation data stored in SAS.	

4.3.4 Errors/Validators

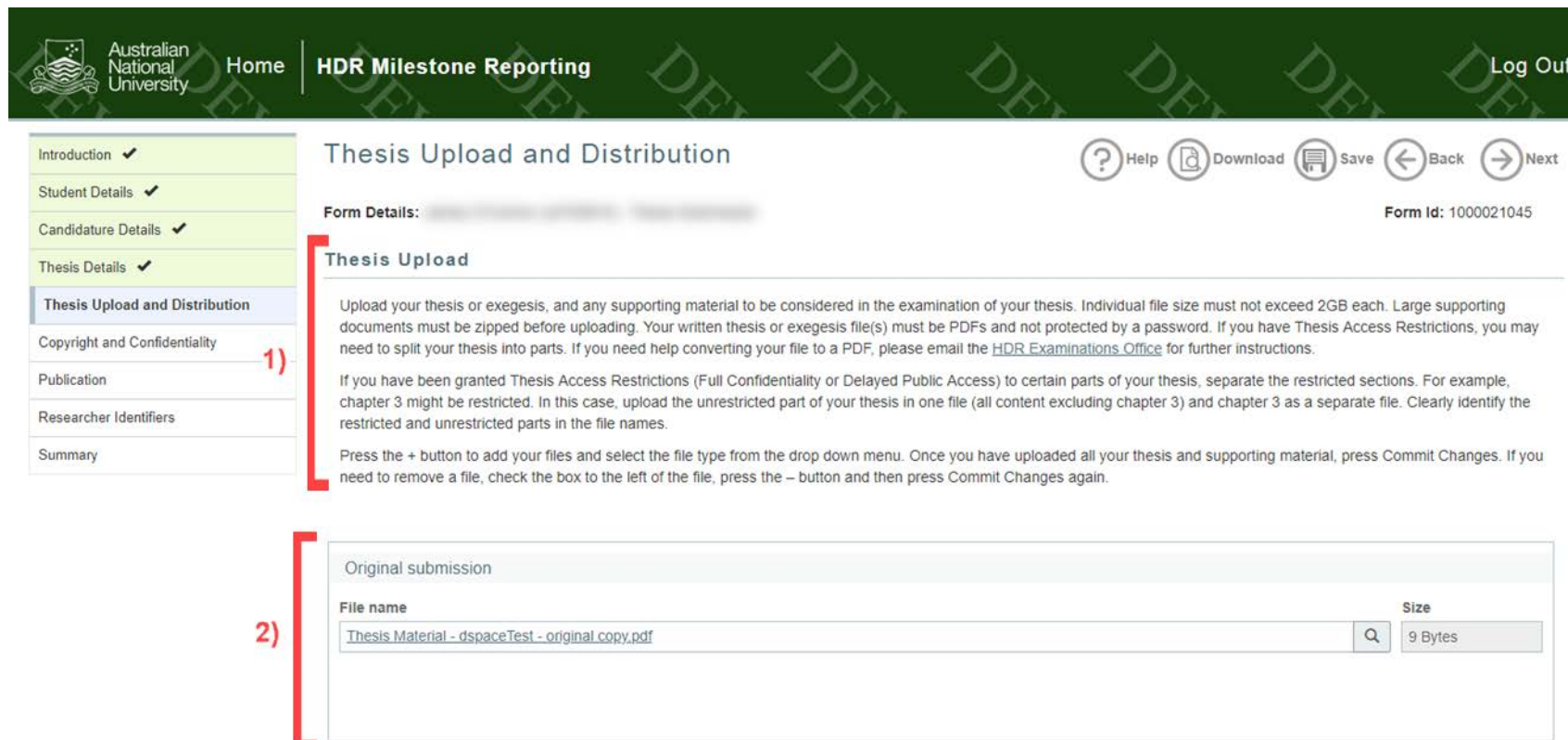
a)	<p>Your new title is the same as your current title. Please change your new title.</p> <p><u>Trigger:</u> The new thesis title entered is the same as the current thesis title. <u>Potential Solutions:</u> Select “Yes, I would like to continue with the current thesis title,” or alter the new thesis title in the displayed text field. <u>Warning Text:</u> “Your new title is the same as your current title. Please change your new title.”</p>
b)	<p>You have entered characters that are not compatible with the Student Administration System. Please click on the information bubble for a full list of allowed characters.</p> <p><u>Trigger:</u> Incompatible characters have been entered into the text field. <u>Potential Solutions:</u> Change the text in the text field to only include the allowed characters listed in the information bubble. <u>Warning Text:</u> “You have entered characters that are not compatible with the Student Administration System. Please click on the information bubble for a full list of allowed characters.”</p>
c)	<p>Please enter at least 650 characters before proceeding.</p> <p><u>Trigger:</u> Less than 650 characters have been entered into the text field. <u>Potential Solutions:</u> Ensure that the thesis abstract is a minimum of 650 characters. To check the current number of characters click outside the text field and refer to the character text just below. <u>Warning Text:</u> “Please enter at least 650 characters before proceeding.”</p>
d)	<p>Please enter no more than 4,000 characters before proceeding.</p> <p><u>Trigger:</u> More than 4,000 characters have been entered into the text field. <u>Potential Solutions:</u> Ensure that the thesis abstract is a maximum of 4,000 characters. To check the current number of characters click outside the text field and refer to the character text just below. <u>Warning Text:</u> “Please enter no more than 4,000 characters before proceeding.”</p>
e)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields. <u>Warning Text:</u> “This is a required field.”</p>
f)	<p>Thesis material must be in .pdf format. Please amend your thesis material upload.</p> <p><u>Trigger:</u> A file specified as being “Thesis Material” is in a format other than PDF. <u>Potential Solutions:</u> Check all files labelled as being “Thesis Material” are in the PDF format. “Supporting Material” type files do NOT have to be in PDF format. <u>Warning Text:</u> “Thesis material must be in .pdf format. Please amend your thesis material upload.”</p>

4.4 Thesis Upload and Distribution

4.4.1 Overview

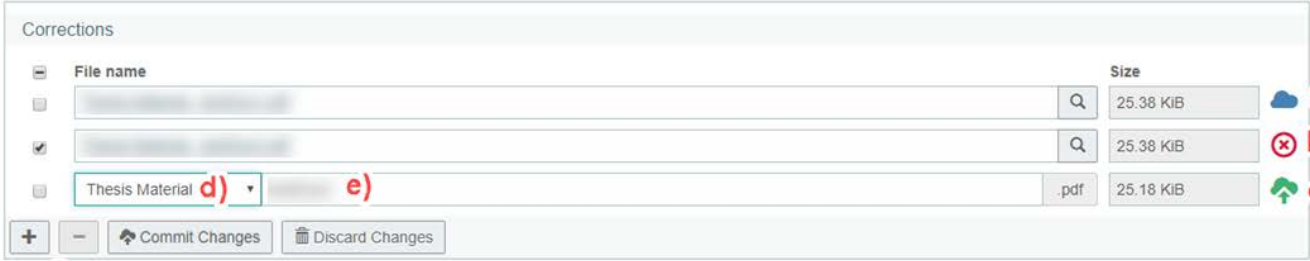
Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	Candidate.
Actors:	Candidate.
Purpose:	To allow the Candidate to upload their thesis, and describe non-uploadable content.
Triggered by:	Form Initiation.
Integrations:	This page contains an integration to DSpace which allows uploading, downloading and deleting documents within DSpace.

4.4.2 Candidate View Screenshots



The screenshot shows the 'HDR Milestone Reporting' interface. On the left is a navigation menu with items: Introduction ✓, Student Details ✓, Candidature Details ✓, Thesis Details ✓, **Thesis Upload and Distribution** (highlighted with a red bracket and '1)'), Copyright and Confidentiality, Publication, Researcher Identifiers, and Summary. The main content area is titled 'Thesis Upload and Distribution' and includes a 'Form Details' section with a blurred ID and 'Form Id: 1000021045'. Below this is the 'Thesis Upload' section with instructions on file size and format. At the bottom, a table shows an 'Original submission' with a file named 'Thesis Material - dspaceTest - original copy.pdf' of size '9 Bytes', highlighted with a red bracket and '2)'.

3)



f) g) h)

4)

Distribution

Would you like to release your thesis for worldwide distribution to ProQuest/UMI (via ANU Open Research Repository)? * Please read the [ProQuest Publishing Agreement](#)

Yes
 No

4.4.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
1.	Text	Thesis upload text explaining how to upload a thesis to the DSpace module, as well as how to split the files to isolate restricted materials.	
2.	Document Download	A DSpace link to download the previously submitted Thesis or supporting documents	
3.	DSpace upload module	<p>The DSpace upload module is where the thesis and other related materials are uploaded. When uploading or deleting files, the changes are first made in the DSpace module and then committed to the repository. The components of the DSpace module are as follows:</p> <ul style="list-style-type: none"> a) A previously uploaded file currently in the DSpace Repository is represented by a blue cloud. b) Files marked for deletion are represented by a red cross. These files will not be deleted until the changes are committed. c) Files which are being uploaded are represented by a green arrow and cloud. These files are added to the repository once the changes are committed. d) When uploading a file this dropdown list determines whether the file is Thesis Material or Supporting Material. e) When uploading a file, the file name may be changed in the text area. 	

		<p>f) The plus and minus buttons add or delete files. To upload a new file click the plus button and select it from the file explorer. This file will not be added to the repository until the changes are committed. To delete a file, click the checkbox next to its name and click the minus button.</p> <p>g) Click “Commit Changes” to add the uploaded files to the repository or remove any files marked for deletion.</p> <p>h) Click the “Discard changes” button to remove any changes since the last commit.</p>	
4.	Radio button	Distribution radio button to determine whether the Candidate would like their thesis to be distributed worldwide through ProQuest/UMI.	

4.4.3 Errors/Validators

a)	<p>No uploads detected. Please add your document(s) and press "Commit Changes" to finish uploading them.</p> <p><u>Trigger:</u> No files have been correctly uploaded into the document upload section. <u>Potential Solutions:</u> Ensure files are uploaded correctly and the “Commit Changes” button has been pressed. Correctly uploaded files will display a blue cloud (☁) next to the “Size” text box. <u>Warning Text:</u> “No uploads detected. Please add your document(s) and press "Commit Changes" to finish uploading them.”</p>
b)	<p>Thesis material must be in .pdf format. Please amend your thesis material upload.</p> <p><u>Trigger:</u> A file specified as being “Thesis Material” is in a format other than PDF. <u>Potential Solutions:</u> Check all files labelled as being “Thesis Material” are in the PDF format. “Supporting Material” type files do NOT have to be in PDF format. <u>Warning Text:</u> “Thesis material must be in .pdf format. Please amend your thesis material upload.”</p>
c)	<p>Please specify a type</p> <p><u>Trigger:</u> The type of an uploaded file has not been selected using the drop down box. <u>Potential Solutions:</u> Use the drop down box to specify the file type. <u>Warning Text:</u> “Please specify a type.”</p>
d)	<p>Please ensure you have uploaded at least one file that is "Thesis Material" type.</p> <p><u>Trigger:</u> There are no correctly uploaded files of the “Thesis Material” type. <u>Potential Solutions:</u> Ensure that at least one file of the “Thesis Material” type is uploaded and the changes committed. Correctly uploaded files will display a blue cloud (☁) next to the “Size” text box. <u>Warning Text:</u> “Please ensure you have uploaded at least one file that is "Thesis Material" type.”</p>
e)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields.</p>

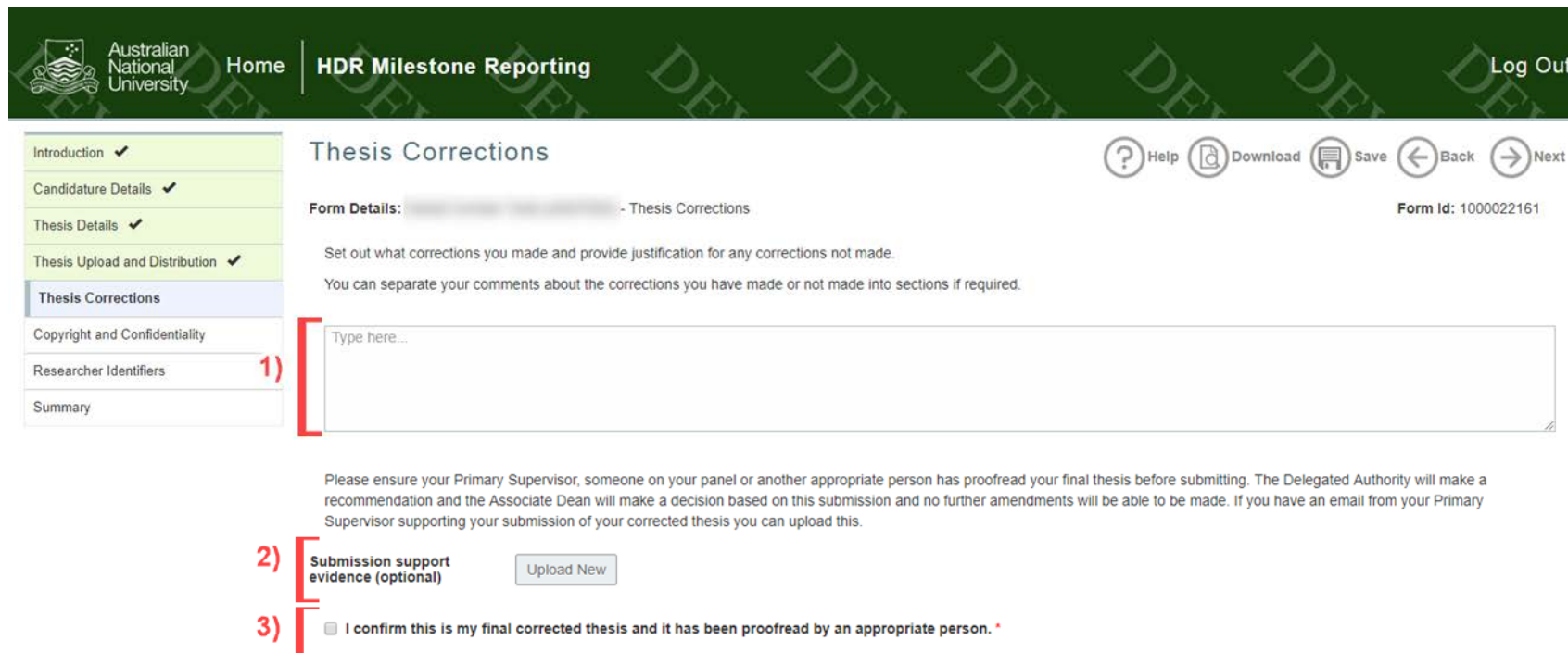
Warning Text: *"This is a required field."*

4.5 Thesis Corrections

4.5.1 Overview

Forms:	HDR Milestone Reporting: Thesis Corrections.
Visible To:	Candidate.
Actors:	Candidate.
Purpose:	To allow the Candidate to detail the corrections they have made to their thesis.
Triggered by:	Form Initiation.
Integrations:	

4.5.2 Candidate View Screenshots



The screenshot shows the 'Thesis Corrections' form in the HDR Milestone Reporting system. The navigation bar includes 'Home', 'HDR Milestone Reporting', and 'Log Out'. A sidebar on the left lists various sections, with 'Thesis Corrections' highlighted. The main content area contains the form title, navigation icons (Help, Download, Save, Back, Next), and form details. A large text input field is present, with a red bracket and '1)' indicating its location. Below the input field, there is a paragraph of instructions and a 'Submission support evidence (optional)' section with an 'Upload New' button, marked with a red bracket and '2)'. At the bottom, there is a confirmation checkbox with a red bracket and '3)'.

1) Type here...

Please ensure your Primary Supervisor, someone on your panel or another appropriate person has proofread your final thesis before submitting. The Delegated Authority will make a recommendation and the Associate Dean will make a decision based on this submission and no further amendments will be able to be made. If you have an email from your Primary Supervisor supporting your submission of your corrected thesis you can upload this.

2) Submission support evidence (optional)

3) I confirm this is my final corrected thesis and it has been proofread by an appropriate person. *

4.5.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
------------	---------------	-------------	------------

1.	Text entry field	A mandatory text area to provide details on the corrections made to the thesis	
2.	Document Upload	Optional document upload for support evidence, such as emails	
3.	Checkbox	Checkbox to confirm the thesis included is the final corrected thesis, proofread by an appropriate person	

4.5.3 Errors/Validators

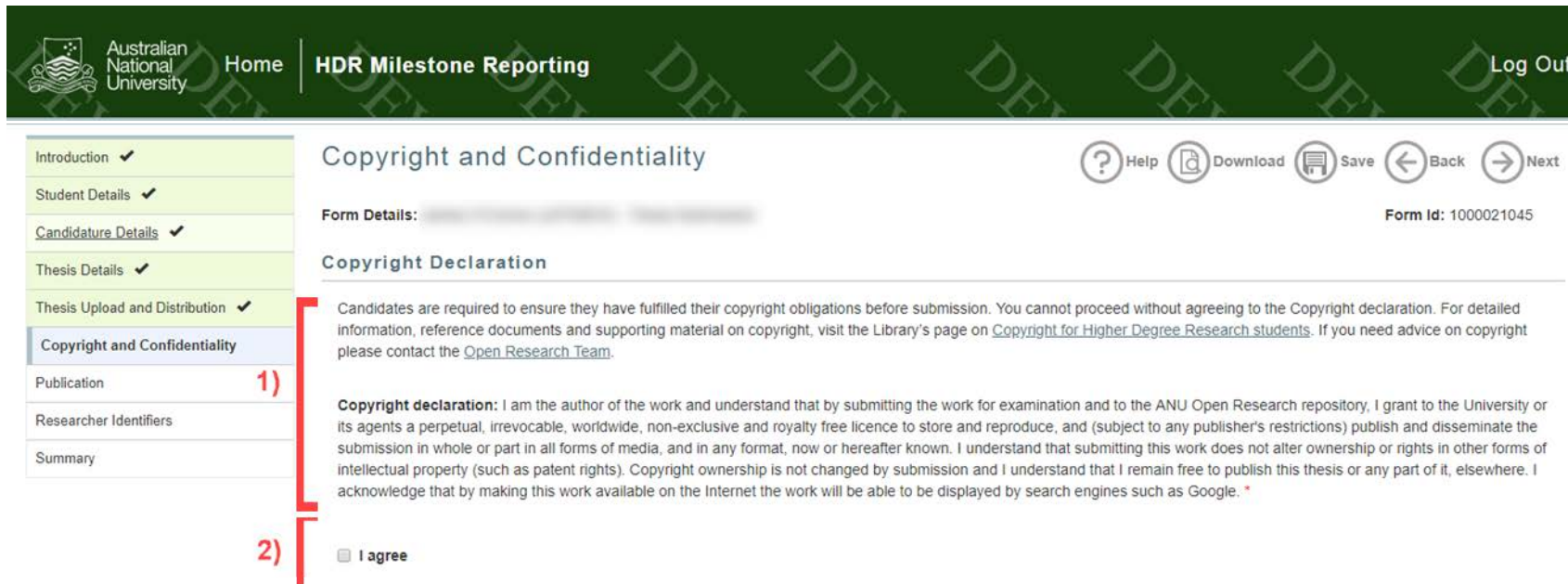
a)	<p>No uploads detected. Please add your document(s) and press "Commit Changes" to finish uploading them.</p> <p><u>Trigger:</u> No files have been correctly uploaded into the document upload section. <u>Potential Solutions:</u> Ensure files are uploaded correctly and the "Commit Changes" button has been pressed. Correctly uploaded files will display a blue cloud (☁️) next to the "Size" text box. <u>Warning Text:</u> "No uploads detected. Please add your document(s) and press "Commit Changes" to finish uploading them."</p>
b)	<p>Thesis material must be in .pdf format. Please amend your thesis material upload.</p> <p><u>Trigger:</u> A file specified as being "Thesis Material" is in a format other than PDF. <u>Potential Solutions:</u> Check all files labelled as being "Thesis Material" are in the PDF format. "Supporting Material" type files do NOT have to be in PDF format. <u>Warning Text:</u> "Thesis material must be in .pdf format. Please amend your thesis material upload."</p>
c)	<p>Please specify a type</p> <p><u>Trigger:</u> The type of an uploaded file has not been selected using the drop down box. <u>Potential Solutions:</u> Use the drop down box to specify the file type. <u>Warning Text:</u> "Please specify a type."</p>
d)	<p>Please ensure you have uploaded at least one file that is "Thesis Material" type.</p> <p><u>Trigger:</u> There are no correctly uploaded files of the "Thesis Material" type. <u>Potential Solutions:</u> Ensure that at least one file of the "Thesis Material" type is uploaded and the changes committed. Correctly uploaded files will display a blue cloud (☁️) next to the "Size" text box. <u>Warning Text:</u> "Please ensure you have uploaded at least one file that is "Thesis Material" type."</p>
e)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields. <u>Warning Text:</u> "This is a required field."</p>

4.6 Copyright and Confidentiality

4.6.1 Overview

Forms:	HDR Milestone Reporting: Thesis Correction.
Visible To:	Candidate.
Actors:	Candidate.
Purpose:	For the Candidate to agree to copyright and IP declarations.
Triggered by:	Form Initiation.
Loads:	

4.6.2 Student View Screenshots



The screenshot shows the user interface for the 'Copyright and Confidentiality' form. At the top, there is a navigation bar with the ANU logo, 'Home', 'HDR Milestone Reporting', and 'Log Out'. Below this is a sidebar menu with options: Introduction ✓, Student Details ✓, Candidature Details ✓, Thesis Details ✓, Thesis Upload and Distribution ✓, **Copyright and Confidentiality** (highlighted with a red bracket and '1)'), Publication, Researcher Identifiers, and Summary. The main content area is titled 'Copyright and Confidentiality' and includes navigation icons for Help, Download, Save, Back, and Next. It shows 'Form Details' and 'Form Id: 1000021045'. The section 'Copyright Declaration' contains a paragraph explaining the requirements for candidates and a 'Copyright declaration' text block. Below this is a checkbox labeled 'I agree' (highlighted with a red bracket and '2').

Intellectual Property and Confidential Material

3) It is your responsibility to ensure any confidential material in your thesis has been accounted for under your application for Thesis Access Restriction in your NOI. The University policies on copyright, confidential material and intellectual property require that you resolve these issues before you submit your thesis for examination. Detailed information, reference documents and supporting material on copyright can be found at the Library's page on [Copyright for Higher Degree Research students](#).

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.

4) Do you confirm all of the above? * Yes No

Thesis Access Restriction

5) You have been approved for Thesis Access Restriction of type **Delayed Public Access** for 12 month(s) for these sections:

1. [Redacted]
2. [Redacted]

Have these sections changed, or have you reordered your thesis? * Yes, the sections have changed No, the sections are the same

6) Enter the new sections for the Delegated Authority to review.

Chapter/appendix: *	Chapter/appendix title: *
A	Chapter 1

4.6.2.1 Student View Table

Annotation	Question Type	Description	Conditions
1.	Text	Copyright declaration.	
2.	Checkbox	Candidates must agree to the Copyright Declaration by clicking the checkbox.	
3.	Text	Intellectual Property and Confidential Material information.	
4.	Radio button	Confirmation of Intellectual Property and Confidential Material declarations.	

5.	Radio button	Radio button to determine whether or not the sections marked for Thesis Access Restrictions have changed	If Candidate has approval for Thesis Access Restrictions.
6.	Repeating section Text entry fields	<p>This repeating section is for the Candidate to indicate which sections of their thesis are confidential. This section includes:</p> <ul style="list-style-type: none"> • Chapter/appendix ID textbox • Chapter/appendix title textbox <p>Additional sections may be added using the plus button. To remove a section, click the checkbox and then the minus button.</p>	If sections for Thesis Access Restrictions have changed

4.6.3 Errors/Validators

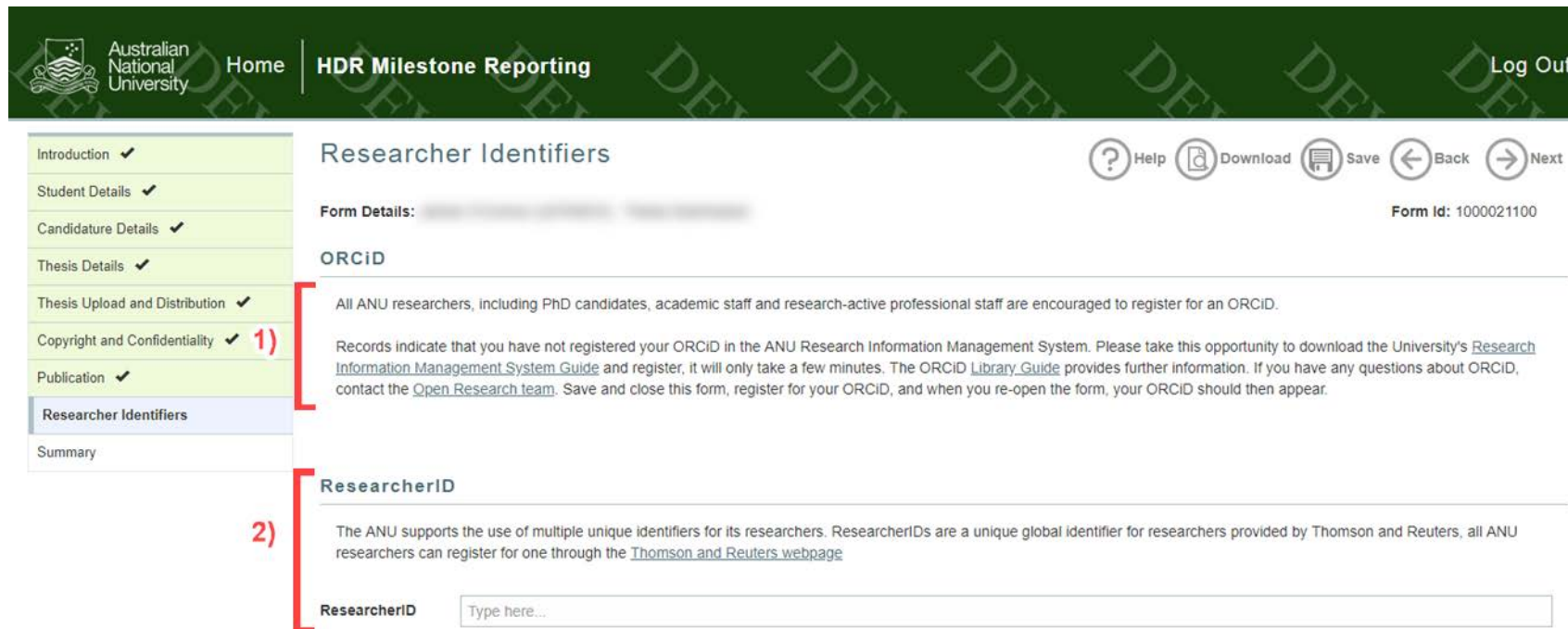
a)	<p>You must resolve your copyright obligations before you will be allowed to submit for examination.</p> <p><u>Trigger:</u> The Candidate indicates that their thesis does not currently meet the necessary copyright obligations.</p> <p><u>Potential Solutions:</u> Advise the Candidate to resolve all copyright obligations: contact all parties with a claim to intellectual property and obtain their agreement to depositing the thesis in ANU Digital Theses Collection and online; remove any confidential information from their thesis; obtain permission from the authorised party to make the confidential information public. Contact the Open Research Team on repository.admin@anu.edu.au if they require further advice about copyright. Detailed information on guidelines and policies can be found on the Library's Copyright for Higher Degree Research webpage.</p> <p><u>Warning Text:</u> "You must resolve your copyright obligations before you will be allowed to submit for examination".</p>
b)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has completed all fields.</p> <p><u>Warning Text:</u> "This is a required field".</p>

4.7 Researcher Identifiers

4.7.1 Overview

Forms:	HDR Milestone Reporting: Thesis Corrections.
Visible To:	Candidate.
Actors:	Candidate.
Purpose:	For the Candidate to provide details on any researcher IDs they have.
Triggered by:	Form Initiation.
Loads:	<ul style="list-style-type: none"> Rest ORCID - ORCID

4.7.2 Candidate View Screenshots



Researcher Identifiers

Form Details: XXXXXXXXXX Form Id: 1000021100

ORCID

All ANU researchers, including PhD candidates, academic staff and research-active professional staff are encouraged to register for an ORCID.

Records indicate that you have not registered your ORCID in the ANU Research Information Management System. Please take this opportunity to download the University's [Research Information Management System Guide](#) and register, it will only take a few minutes. The [ORCID Library Guide](#) provides further information. If you have any questions about ORCID, contact the [Open Research team](#). Save and close this form, register for your ORCID, and when you re-open the form, your ORCID should then appear.

ResearcherID

The ANU supports the use of multiple unique identifiers for its researchers. ResearcherIDs are a unique global identifier for researchers provided by Thomson and Reuters, all ANU researchers can register for one through the [Thomson and Reuters webpage](#)

ResearcherID

4.7.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
------------	---------------	-------------	------------

1.	Dynamic text	A reminder about ORCID registration as well as whether or not records indicate the Candidate has already registered an ORCID.	
2.	Text entry field	Researcher ID text entry field.	

4.8 Processing

4.8.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	DA, AD, EGAP.
Actors:	DA, AD, EGAP.
Purpose:	For the Delegated Authority to review the reports and provide a summary and recommendation. For the Associate Dean to decide the outcome. For EGAP to re-upload examiner reports and make any changes in SAS
Triggered by:	Transition to Delegated Authority State.
Loads:	CS Service: <ul style="list-style-type: none"> • Research Management • Personal Details (Examiners) • Personal Contact Details (Examiners) • ERMS Examiner reports

4.8.2 Delegated Authority, Associate Dean View Screenshots



1) The thesis is now accessible at the following URL address.
Link to thesis: <https://dspace4-test.anu.edu.au/handle/123456789/99497>

Examiners

The examiners made the following recommendations and provided the attached examination reports.

2)

Name	Examiner Recommendation	Examiner report
[Redacted]	The Candidate be granted the research award	1000022425A Examination Report for DA AD.pdf Download
[Redacted]	The Candidate be granted the research award	1000022432A Examination Report for DA AD.pdf Download
		1000022432A Examiner report upload.pdf Download

A decision may be based on fewer examiner reports than initially solicited, but no fewer than two, if the reports received from examiners are consistent.

Thesis Access Restriction

3)

Candidate [Redacted] has approval for Thesis Access Restriction of type **Full Confidentiality** for **33** month(s) for these sections:

These sections changed during the corrections process. The Candidate outlined the new restricted sections for your review. Update the fields as required. These changes will be pushed to the Student Administration System.

<input type="checkbox"/> Chapter/appendix: *	<input type="text"/>	Chapter/appendix title:	<input type="text"/>
<input type="button" value="+"/> <input type="button" value="-"/>			

4)

The Candidate set out what corrections they made and provided justification for any corrections not made.

[Redacted]

5) **Recommendation**

Are you satisfied Candidate [redacted] has made the specified corrections or revisions? *

Yes. I recommend the Candidate be granted the research award

No. I recommend the Candidate not be granted the research award (fail)

6) **Fail**

Provide a statement of reasons for this decision. This statement will be sent to the Associate Dean and saved to ERMS. This statement will not be sent to the Candidate.

Statement *

Type here...

7) **Next steps**

By submitting this eForm you are confirming you have reviewed the revised or corrected thesis against the examiner reports and recommendations. Your recommendation will be sent to the Associate Dean for decision.

Submit the recommendation for action.

8)

4.8.2.1 Delegated Authority, Associate Dean View Table

Annotation	Question Type	Description	Conditions
1.	Document download	A document download for the corrected Thesis.	
2.	Text, Document downloads	For each Examiner there is a section providing details and actions on: <ul style="list-style-type: none"> Examiner Name Examiner Recommendation Examiner reports which may be downloaded. HDR Procedure to explain that the number of examiner reports might be fewer than initially solicited but not fewer than two.	
3.	Text, Repeating section, Text entry fields	A description of the nature of the Thesis Access Restrictions. If the sections affected by the restriction have changed upon resubmission, the new restricted sections are shown. For each section, an identifier of the Chapter/appendix as well as the title. These fields may be amended.	If Candidate has approval for Thesis Access.

			Restrictions. Delegated Authority State Only.
4.	Text	Comments provided by the candidate about the corrections they made to their Thesis.	Delegated Authority State Only.
5.	Radio button list	Provide a recommendation of the outcome of the examination (DA) or a decision on the outcome (AD) Options include: <ul style="list-style-type: none"> • Be granted the research award • Not be granted the research award (fail) 	
6.	Text entry field	A text area to provide a statement outlining the reasons for failure.	If Candidate is failed.
7.	Submit button	Submit button progresses the form to the Associate Dean for review (DA state) or the HDR Examinations office (AD state).	

4.8.3 EGAP – Advise Candidate and update SAS View Screenshots



Introduction ✓

Candidature Details ✓

Processing

Processing

Form Details: Jian Chen (u6013433) - Thesis Corrections Form Id: 1000024138

[?](#) Help [Download](#) [Save](#) [Back](#)

1) **Instructions**

Refer to EGAP's processing instructions for how to process a "The Candidate not be granted the research award (fail)" and do as instructed.

The Student Administration System has been updated to reflect the outcome of this thesis submission. *

2) **Next steps**

By submitting this eForm you are confirming you have updated the Candidate's record in the student administration system.

- If the decision is the Candidate be granted the research award, the eForm will go to the Library to review any restrictions and release the thesis to ANU Open Research repository.
- If the decision is the Candidate NOT be granted the research award, the eForm will end and the Candidate will be notified of the outcome.

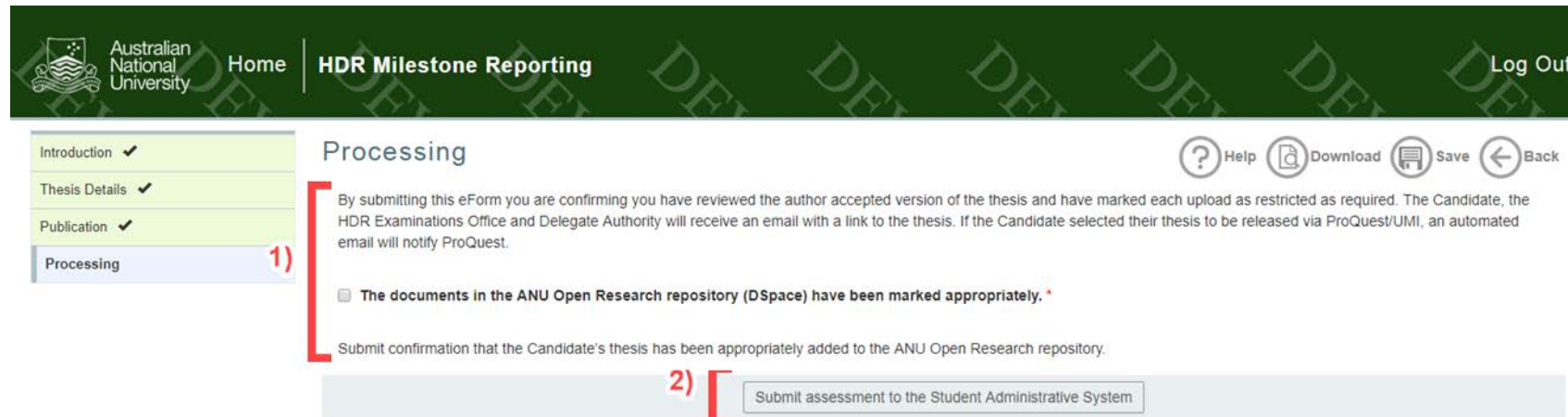
Submit confirmation that the Candidate's record has been updated.

3)

4.8.3.1 EGAP – Advise Candidate and Update SAS View Table

Annotation	Question Type	Description	Conditions
1.	Text, Checkbox	Text referring to process regarding outcome of examination and checkbox confirming that the Student Administration System has been updated with the examination outcome.	
2.	Text	Text outlining the next steps of the process.	
3.	Submit button	Submit button progresses the form based on the examination outcome. If the Candidate has passed, the form is sent to the Library for processing. If the Candidate has failed, the form process is complete and the Candidate will be notified of their failure.	

4.8.4 Library View Screenshots



4.8.4.1 Library View Table

Annotation	Question Type	Description	Conditions
1.	Text, Checkbox	A checkbox declaration that the Library must complete before submitting the form.	
2.	Submit button	Submit button to complete the eForm.	

4.8.5 Errors/Validators

a)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has completed all fields.</p>
----	--

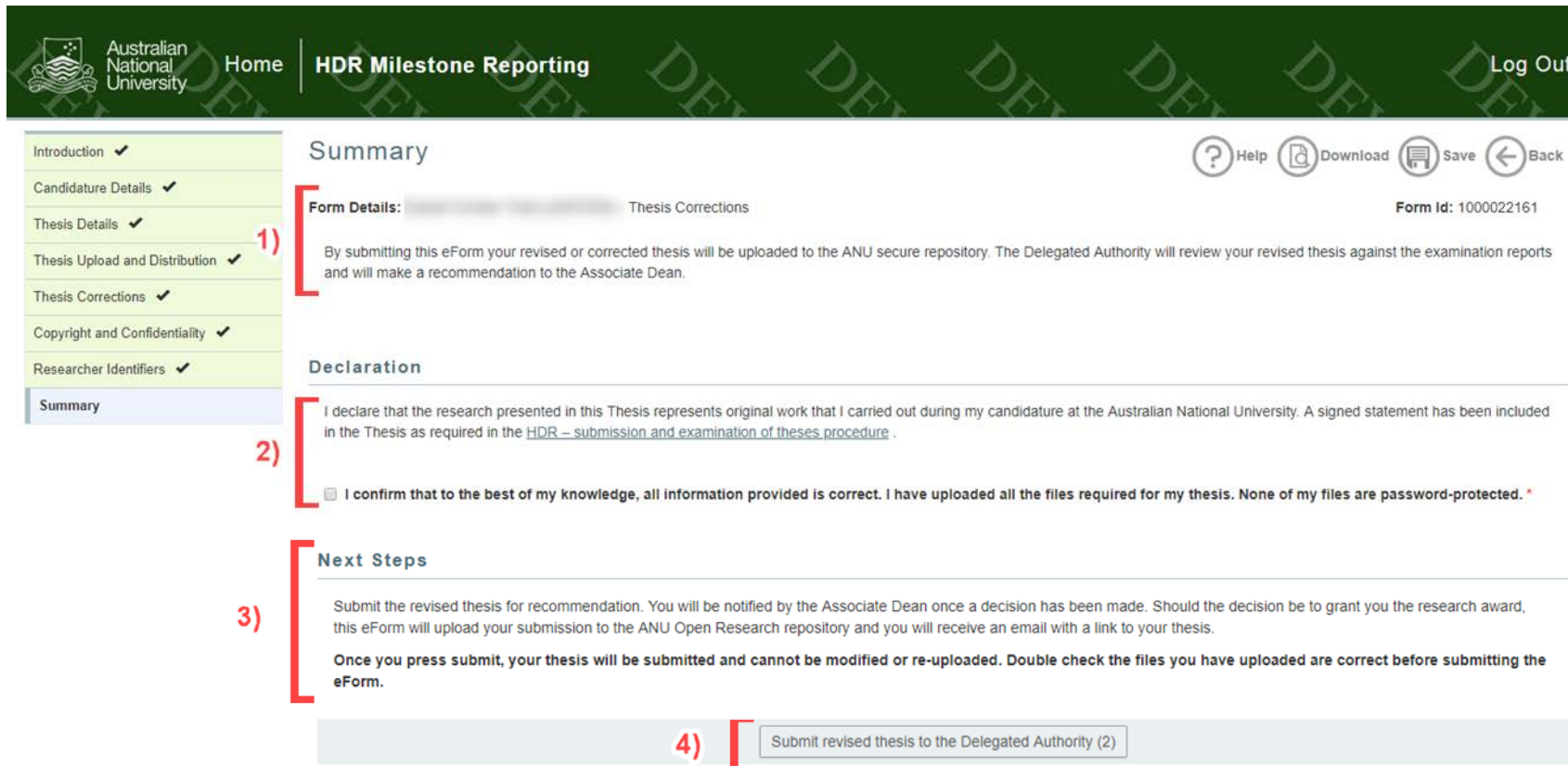
Warning Text: *"This is a required field."*

4.9 Summary

4.9.1 Overview

Forms:	HDR Milestone Reporting: Thesis Corrections.
Visible To:	Candidate.
Actors:	Candidate.
Purpose:	For the Candidate to agree to final declarations and submit their thesis.
Triggered by:	Form initiation.
Loads:	

4.9.2 Candidate View Screenshots



The screenshot displays the 'HDR Milestone Reporting' interface. The navigation menu on the left includes: Introduction ✓, Candidature Details ✓, Thesis Details ✓, Thesis Upload and Distribution ✓, Thesis Corrections ✓, Copyright and Confidentiality ✓, Researcher Identifiers ✓, and Summary (highlighted). The main content area is titled 'Summary' and includes:

- Form Details:** [Redacted] Thesis Corrections. Form Id: 1000022161. Includes icons for Help, Download, Save, and Back.
- Form Details:** [Redacted] Thesis Corrections. Form Id: 1000022161.
- 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 signed statement has been included in the Thesis as required in the [HDR – submission and examination of theses procedure](#).
 - I confirm that to the best of my knowledge, all information provided is correct. I have uploaded all the files required for my thesis. None of my files are password-protected. *
- Next Steps:** Submit the revised thesis for recommendation. You will be notified by the Associate Dean once a decision has been made. Should the decision be to grant you the research award, this eForm will upload your submission to the ANU Open Research repository and you will receive an email with a link to your thesis.

Once you press submit, your thesis will be submitted and cannot be modified or re-uploaded. Double check the files you have uploaded are correct before submitting the eForm.
- Submit Button:** Submit revised thesis to the Delegated Authority (2)

 Red annotations 1-4 highlight:

- Thesis Upload and Distribution in the navigation menu.
- The Declaration section.
- The Next Steps section.
- The Submit Button.

4.9.2.1 Student View Table

Annotation	Question Type	Description	Conditions
1.	Text	Text explaining the next steps.	
2.	Checkbox	A final declaration the Candidate must agree to before submitting their thesis.	
3.	Text	Information on the next steps of the examination process.	
4.	Submit button	Submit the eForm to send it to the Delegated Authority.	

4.9.3 Errors/Validators

a)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that the user has completed all fields. <u>Warning Text:</u> "This is a required field".</p>
----	--

Appendix A: eForm Pages Style Guide

The eForm Pages chapter of this guide will provide a section for each stage of the form. Each section will give an overview of the views and the actions required in that state. At the conclusion of the section will be a description of all possible errors and validators. Within each section will be subsections showing each possible viewing state with an annotated screenshot.

Below is a more detailed explanation of a generic page with two possible viewers, viewer1 and viewer2.

{4.X} Page Name

{4.X.1} Overview

Forms:	Form it is included in.
Visible To:	Stakeholders that can view each stage.
Actors:	Who acts on this stage of the eForm.
Purpose:	The contribution of this page to the overall structure.
Triggered by:	The event that leads to the page.
Loads:	External data sources loaded by the page.

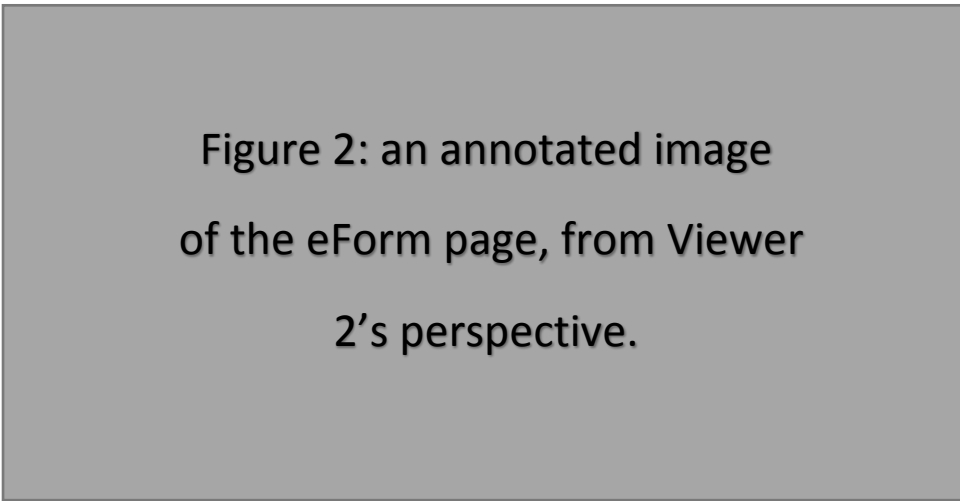
{4.X.1.1} [Viewer1] View

Figure 1: An annotated
image of the eForm page, from viewer
1's perspective.

[{4.x.1.2}\[Viewer1\] View](#)

Annotation	Question Type	Description	Conditions
Listed here will be the annotation value.	A list of the question types as defined in Question Types, above.	The purpose of the description box is to describe the selected form component. The listed important features are often: the type of question (multiple choice, etc.); the type of answer sought; prerequisites for the question; and any significant consequences of the question.	A description of the conditions which cause the question to appear. A blank cell means the question is always visible.


{4.X.1.3} [Viewer2] View



{4.x.1.4}[Viewer2] View

Annotation	Question Type	Description	Conditions
Listed here will be the annotation value.	A list of the question types as defined in Question Types, above.	The purpose of the description box is to describe the selected form component. The listed important features are often: the type of question (multiple choice, etc.); the type of answer sought; prerequisites for the question; and any significant consequences of the question.	A description of the conditions which cause the question to appear. A blank cell means the question is always visible.

{4.X.2} Errors and Validators

Reference	Description
index	 <p><u>Trigger</u>: The cause of the issue. <u>Potential Solutions</u>: How to fix the issue. <u>Warning Text</u>: The message returned to the user.</p>