



Australian  
National  
University

# **THESIS SUBMISSION - EFORM EMAILS AND OUTPUT DOCUMENTS**

Version 1

5 October 2018



## Introduction

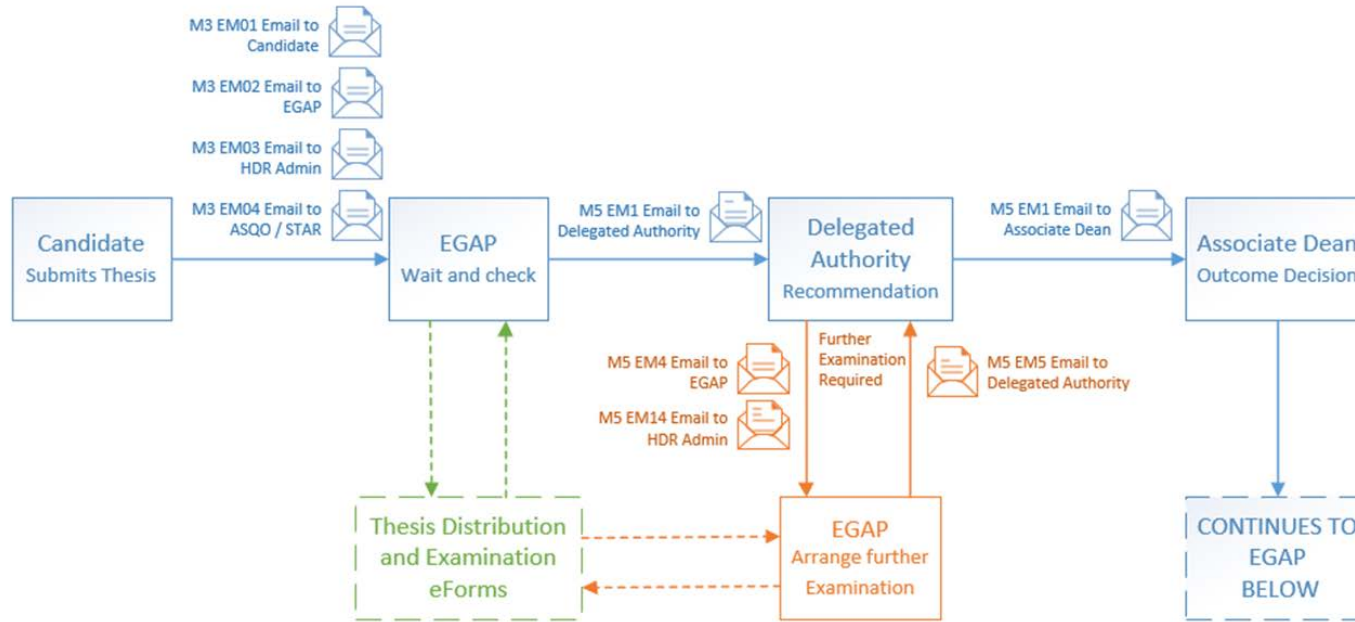
The purpose of this document is to provide detailed support information on the HDR Milestones – Thesis Submission eForm for administrators and support staff. The guide outlines the emails generated during the process and the conditions which trigger them, as well as the output documents which are created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

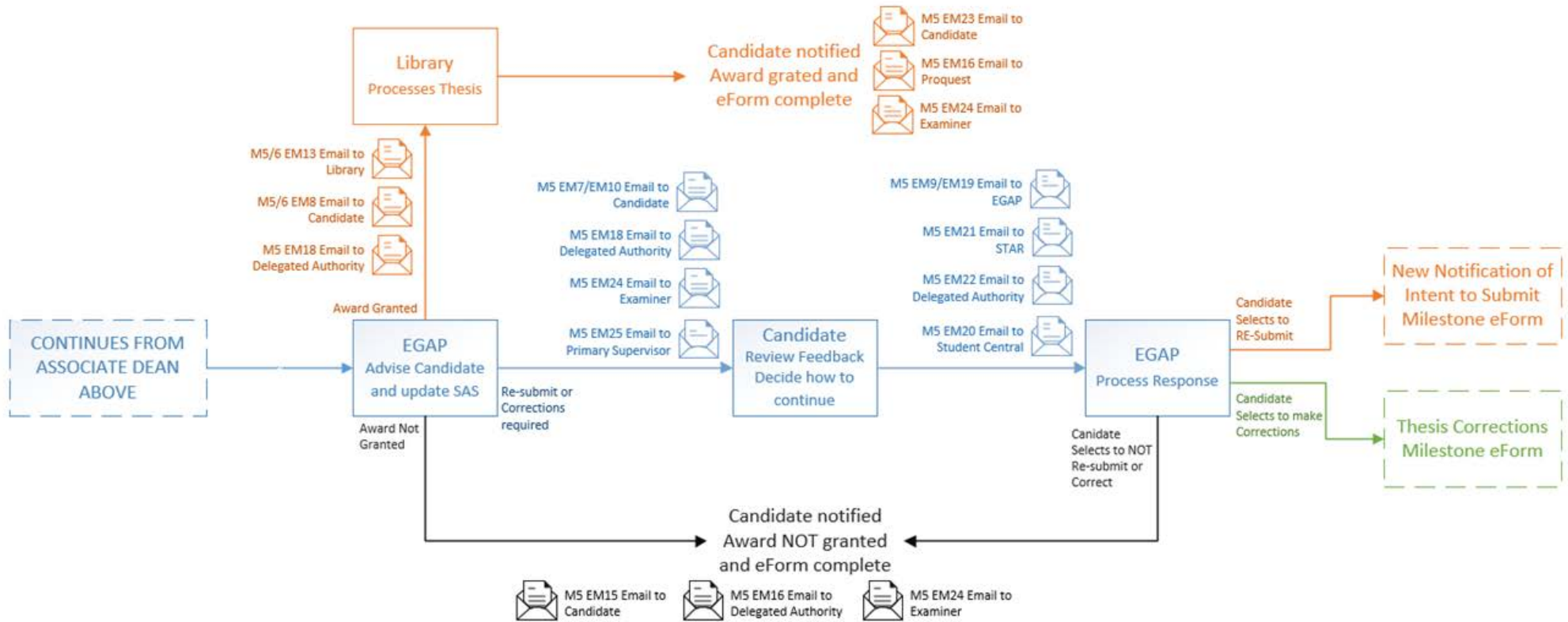
## Contents

Introduction .....	2
Contents.....	2
1 Email Workflow.....	3
1.1 Email Workflow Diagrams.....	3
1.2 Email Details.....	5
2 Output Documents and File Storage.....	12

# 1 Email Workflow

## 1.1 Email Workflow Diagrams





## 1.2 Email Details

### 1.2.1 Candidate to EGAP – Wait and Check

ID - Name	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M3:EM02 Login and Action to EGAP	Sent when Candidate Submits their Thesis	For Action	For action: Thesis submission received <i>Candidate Name (UID)</i>	EGAP	eForms – form initiation state	<ul style="list-style-type: none"> <li>TS Milestone summary</li> </ul>
M3:EM01 Notification of submission to Candidate	Sent when Candidate Submits their Thesis	Notification	For information: Thesis Submission has been received for <i>Candidate Name (UID)</i>	Candidate	eForms – form initiation state	<ul style="list-style-type: none"> <li>TS Milestone summary</li> </ul>
M3:EM03 Notification of submission to HDR Admin	Sent when Candidate Submits their Thesis	Notification	For information: Thesis Submission has been received for <i>Candidate Name (UID)</i>	HDR Admin CC: Primary supervisor, DA	eForms – form initiation state	<ul style="list-style-type: none"> <li>TS Milestone summary</li> </ul>
M3:EM04 Notification of submission to STAR ,HR	Sent when Candidate Submits their Thesis	Notification	For information: Thesis Submission has been received for <i>Candidate Name (UID)</i>	ASQO, STAR, Sponsors	eForms – form initiation state	<ul style="list-style-type: none"> <li>TS Milestone summary</li> </ul>

### 1.2.2 EGAP – Wait and Check to Delegated Authority – Recommendation

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M5 EM1 Login and action to DA after EGAP submits state 1	Sent when Examinations are complete and EGAP submits the eForm	For Action	For action: Examination reports are ready for review for <i>Candidate Name (UID)</i>	Delegated Authority	eForms – EGAP – Wait and Check state	
ES 5. S6 Login and Action to DA 5 working days weeklyx4	5 days after transition and then every week for 4 weeks	Escalation	For action: Reminder – Additional examination report/s are ready for review for <i>Candidate Name (UID)</i>	Delegated Authority	eforms	

**1.2.3 Delegated Authority – Recommendation to Associate Dean – Outcome Decision**

<b>ID</b>	<b>Trigger</b>	<b>Purpose</b>	<b>Email Subject</b>	<b>Sent To</b>	<b>Sent From</b>	<b>Attachments</b>
M5 EM2. Login and action to AD after DA submits state 2 or 6	Sent when Delegated Authority Submits their recommendation without further examination or after further examination is complete	For Action	For action: Delegated Authority's recommendation for <i>Candidate Name (UID)</i> is ready for a decision	Associate Dean	eForms – DA – Recommendation state	
ES 2. S3 Login and Action to AD after 5 workding days weeklyx4	5 days after transition, then every week for 4 weeks	Escalation	For action: Reminder – Delegated Authority's recommendation for <i>Candidate Name (UID)</i> is ready for a decision	Associate Dean	eForms	

**1.2.4 Delegated Authority – Recommendation to EGAP – Arrange Further Examination**

<b>ID</b>	<b>Trigger</b>	<b>Purpose</b>	<b>Email Subject</b>	<b>Sent To</b>	<b>Sent From</b>	<b>Attachments</b>
M5 EM4. Login and action to EGAP after DA submits S2	Sent when Delegated Authority requests further examination	For Action	For action: Further examination of thesis is required for <i>Candidate Name (UID)</i>	EGAP	eForms – DA – Recommendation state	
M5 EM14. For information to HDR administrator	Sent when Delegated Authority requests further examination	For Action	For information: Further examination of thesis is required for <i>Candidate Name (UID)</i>	HDR Admin	eForms – DA – Recommendation state	
ES 4. S5 Login and Action to EGAP 5 workding days weeklyx4	5 days after transition, then every week for 4 weeks	Escalation	For action: Reminder – Further examination of thesis is required for <i>Candidate Name (UID)</i>	EGAP	eForms	

1.2.5 EGAP – Arrange Further Examination to Delegated Authority Recommendation

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M5 EM5. Login and action to DA after EGAP submits S5	Sent when EGAP returns to Delegated Authority after further examinations.	For Action	For action: Additional examination report/s are ready for review for <i>Candidate Name (UID)</i>	Delegated Authority	eForms – EGAP – Arrange Further Examination state	

1.2.6 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 <i>Candidate Name (UID)</i>	EGAP CC: Delegated Authority	eForms – Associate Dean – Outcome Decision	
ES 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 <i>Candidate Name (UID)</i>	EGAP	eForms	

1.2.7 EGAP – Advise Candidate to Library – Process Thesis

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 <i>Candidate Name (UID)</i>	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 <i>Candidate Name (UID)</i>	Candidate	eForms – EGAP – Advise Candidate state	<ul style="list-style-type: none"> <li>• Candidate version of examiner reports</li> <li>• Letter – Associate Dean Decision</li> </ul>
M5 EM18. For information to DA cc'ed PS and HDR	Sent when EGAP submits Advise Candidate state	Notification	For information: Thesis decision for <i>Candidate Name (UID)</i>	Delegated Authority, CC Primary Supervisor, HDR Admin	eForms – EGAP – Advise Candidate state	
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 <i>Candidate Name (UID)</i>	Library	eForms	



1.2.8 EGAP – Advise Candidate to Candidate – Review Feedback

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M5 EM7. Login and action to Candidate after EGAP decision resubmit	Sent when EGAP submits Advise Candidate state and resubmission is requested	For Action	For action: Associate Dean has made a decision for <i>Candidate Name (UID)</i>	Candidate	eForms – EGAP – Advise Candidate state	<ul style="list-style-type: none"> <li>• Candidate version of examiner reports</li> <li>• Letter – Associate Dean Decision</li> </ul>
M5 EM10. Login and action to Candidate after EGAP decision correction	Sent when EGAP submits Advise Candidate state and corrections are requested	For Action	For action: Corrections to thesis required for <i>Candidate Name (UID)</i>	Candidate	eForms – EGAP – Advise Candidate state	<ul style="list-style-type: none"> <li>• Candidate version of examiner reports</li> <li>• Letter – Associate Dean Decision</li> </ul>
M5 EM18. For information to DA cc'ed PS and HDR	Sent when EGAP submits Advise Candidate state and corrections are requested	Notification	For information: Thesis decision for <i>Candidate Name (UID)</i>	Delegated Authority CC Primary supervisor, HDR Admin	eForms – EGAP – Advise Candidate state	
M5 EM24. For information to Examiner CC EGAP	Sent when EGAP submits Advise Candidate state and resubmission is requested	Notification	For information: Thesis availability on ANU Open Research repository for <i>Candidate Name (UID)</i>	Examiner,	eForms – EGAP – Advise Candidate state	
M5 EM25. For information tp PS after EGAP submits S7	Sent when EGAP submits Advise Candidate state	Notification	For information: <i>Candidate Name (UID)</i> thesis examination reports	Primary Supervisor	eForms – EGAP – Advise Candidate state	<ul style="list-style-type: none"> <li>• Candidate version of examiner reports</li> </ul>
ES 9. S8 Login and Action to Candidate 3 months x 9	3 months after notification, then every month for 4 months	Escalation	For action: Reminder – Corrections to thesis required for <i>Candidate Name (UID)</i>	Candidate	eForms	

1.2.9 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 <i>Candidate Name (UID)</i>	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 <i>Candidate Name (UID)</i>	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 <i>Candidate Name (UID)</i>	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 <i>Candidate Name (UID)</i>	Examiner	eForms	<ul style="list-style-type: none"> <li>Examiner Letter</li> </ul>

1.2.10 Candidate – Review Feedback to EGAP – Process Response

ID	Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
M5 EM9. Login and action to EGAP cc DA	Sent when the Candidate Submits their decision to not make corrections.	For Action	For action: Revised or corrected thesis not submitted for <i>Candidate Name (UID)</i>	EGAP CC: Delegated Authority	eForms – Candidate – Review Feedback state	
M5 EM19. For action to EGAP after Candidate's S8	Sent when the Candidate Submits their decision.	For Action	For action: <i>Candidate Name (UID)</i> has chosen how to continue in their thesis	EGAP	eForms – Candidate – Review Feedback state	
M5 EM21. For info to STAR	Sent when the Candidate Submits their decision.	Notification	For information: Thesis decision for <i>Candidate Name (UID)</i>	STAR	eForms – Candidate – Review Feedback state	
M5 EM22. For information to DA cc'ed PS and HDR Admin	Sent when the Candidate Submits their decision to make corrections.	Notification	For information: Thesis resubmission for <i>Candidate Name (UID)</i>	Delegated Authority, CC: HDR Admin, Primary Supervisor	eForms – Candidate – Review Feedback state	
M5 EM20. For information to Student Central	Sent when the Candidate Submits their decision to resubmit. If they are an international student	Notification	For information: International student <i>Candidate Name (UID)</i> will be resubmitting their thesis	Student Central	eForms – Candidate – Review Feedback state	



## 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	}}
FORM ID	}}

### Candidate details

<b>Name</b>	}}
<b>UID</b>	}}
<b>Residency</b>	}}
<b>Citizenship Status</b>	}}
<b>Visa Status</b>	}}

### Candidature details

<b>Academic Load</b>	}}
<b>External Candidate</b>	}}
<b>Maximum Submission Date</b>	}}
<b>Program Start Date</b>	}}
<b>Minimum Submission Date</b>	}}
<b>Primary Supervisor</b>	}}
<b>Academic Career</b>	}}
<b>Academic Program</b>	}}
<b>Extended Program End Date</b>	}}

### Milestone details

<b>Milestone</b>	<b>Date</b>	<b>Completed</b>	<b>Grade</b>
MStoneName}}	}}	}}	}}



## Thesis Copyright and Intellectual Property Details

<b>Copyright Statement</b>	<p><b>Copyright declaration:</b> <i>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></p> <p><b>I agree</b></p>
<b>Third Party Copyright agreement</b>	<p><b>Intellectual property rights:</b> <i>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.</i></p> <p><b>Confidential Material:</b> <i>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.</i></p> <p>Do you confirm all of the above? <b>Yes</b></p>

## Thesis Content Details

<b>Final thesis title</b>	{{FinalThesisTitle}}
<b>Working thesis title change?</b>	{{WorkingTitleChangeFlag}}
<b>Previous working thesis title</b>	{{PreviousWorkingTitle}}



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

## Details of Previous Publications Included in Thesis

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

## Researcher IDs

<b>Open Researcher and Contributor ID (ORCID)</b>	<i>{{Candidate_ORCID}}</i>
<b>Thomson and Reuters ResearcherID</b>	<i>{{Candidate_ResearcherID}}</i>

## Worldwide distribution

<b>Release to ProQuest?</b>	<i>{{ProQuest}}</i>
-----------------------------	---------------------



## Thesis Submission Details

<b>Thesis File Name</b>	{{TSThesisFileName}}
<b>Details of any thesis components that could not be uploaded and any additional information flagged for attention</b>	{{TSComponentsNotUploaded}}
<b>Thesis Submission Declaration</b>	<p>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 <a href="https://policies.anu.edu.au/ppl/document/ANUP_012815">https://policies.anu.edu.au/ppl/document/ANUP_012815</a> . I confirm that to the best of my knowledge the information provided in this eForm is correct.</p> <p>{{ThesisSubmissionDeclaration}}</p>