

THESIS SUBMISSION - 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 Submission 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

HDR Candidates use this eForm to submit their thesis for examination. In this form they will:

- Finalise their thesis title and abstract
- Enter their personal information as a researcher
- Declare that they have complied with any third-party material restrictions on copyright and intellectual property
- Upload their thesis and any appendices for examination

Please note if Candidates receive a scholarship for fees or a stipend, this will cease following the submission of their thesis for examination.

If Candidates submit their thesis for examination while an application for Thesis Access Restriction is pending, the Candidate must contact the [HDR Examinations Office](#) immediately for further instruction if they need to discuss the outcome of that application.

By submitting this eForm, the Candidate's thesis and any supporting material will be uploaded to a secure repository for examination. Any written components of the thesis/exegesis must be uploaded as a non-secure PDF (required for full text searching). Please advise Candidates to ensure all files are not secured by a password. If Candidates have applied for Thesis Access Restrictions to apply to specific chapters or appendices, please advise them to upload these as separate files from the primary thesis/exegesis.

A thesis examination can have one of four recommendations. That the Candidate:

- Be granted the research award
- Be granted the research award subject to making specified corrections or revisions required, to the satisfaction of the Delegated Authority, in the copy of the thesis intended for deposit within the University Library
- Not be granted the research award but be permitted to submit a revised thesis for re-examination following rewriting of the whole or specified sections of the thesis, as suggested by the Examiners
- Be failed

ANU policies and procedures on submission can be found on the [Submitting a thesis](#) webpage.

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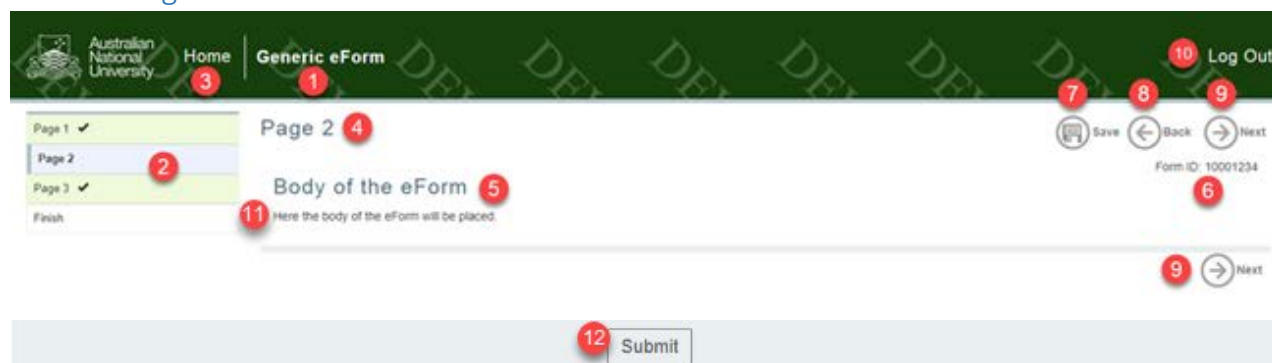
Processing Page Contents

As the Processing page appears in many states of the eForm and the view varies different depending on who is actioning the form at the time, an additional contents page will aid navigation to these pages.

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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

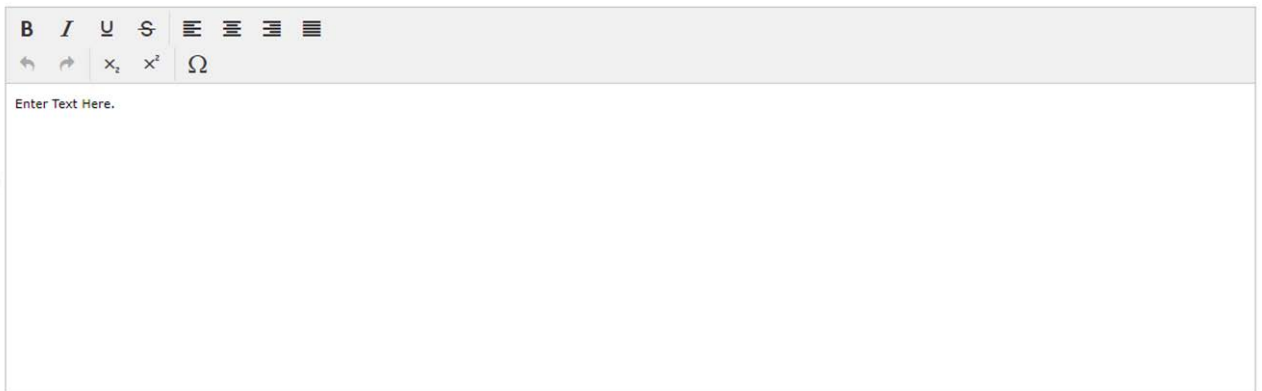
Date entry field

14

Text entry field

15

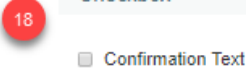
Rich Text Entry



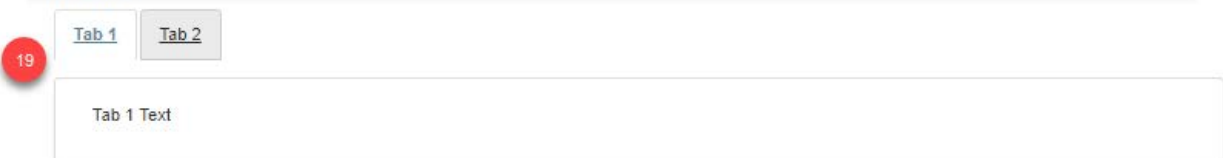
DSpace Download Module



Checkbox



Tab group

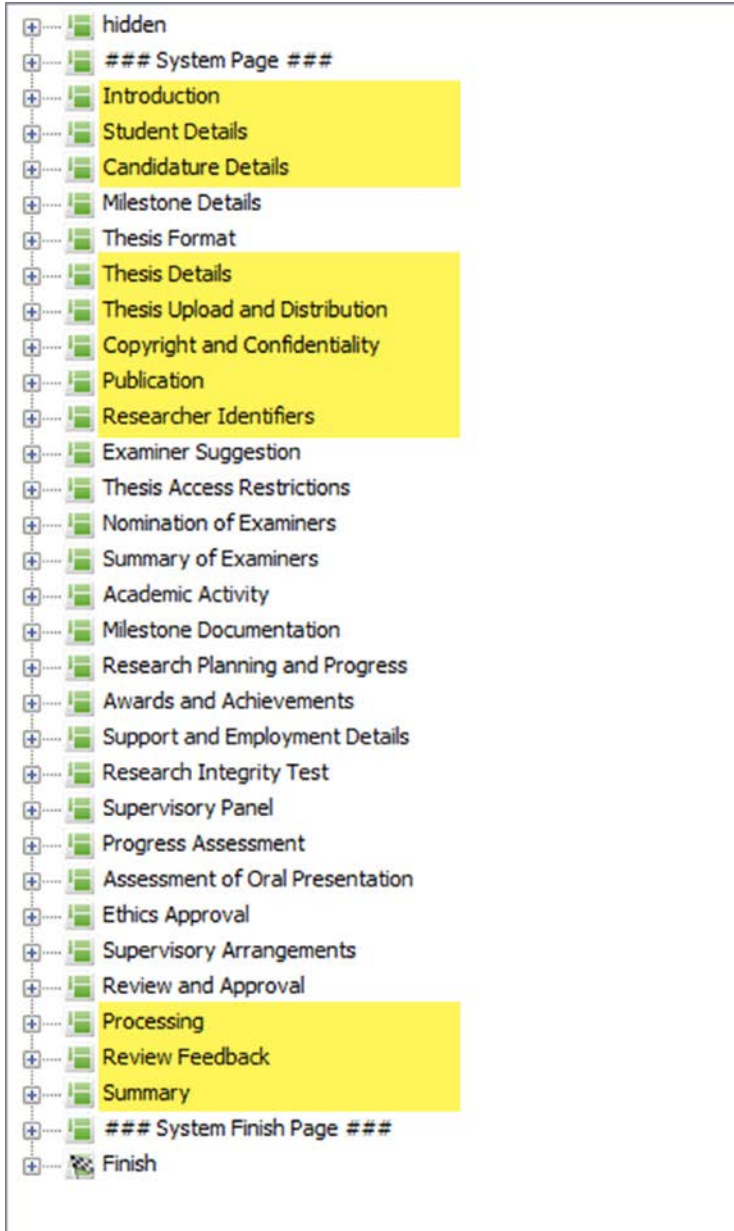


Label	Question Type	Description
11	Multiple choice	A list of 1 or more buttons that can be selected based on pre-programmed conditions. Some of these questions take the form of radio buttons where only one answer may be selected. Others take the form of checkbox lists where any number of options may 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 Submission eform is part of the larger HDR Milestones eForm. The following highlighted pages appear in the Thesis Submission Milestone.



+	hidden
+	### System Page ###
+	Introduction
+	Student Details
+	Candidature Details
+	Milestone Details
+	Thesis Format
+	Thesis Details
+	Thesis Upload and Distribution
+	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.

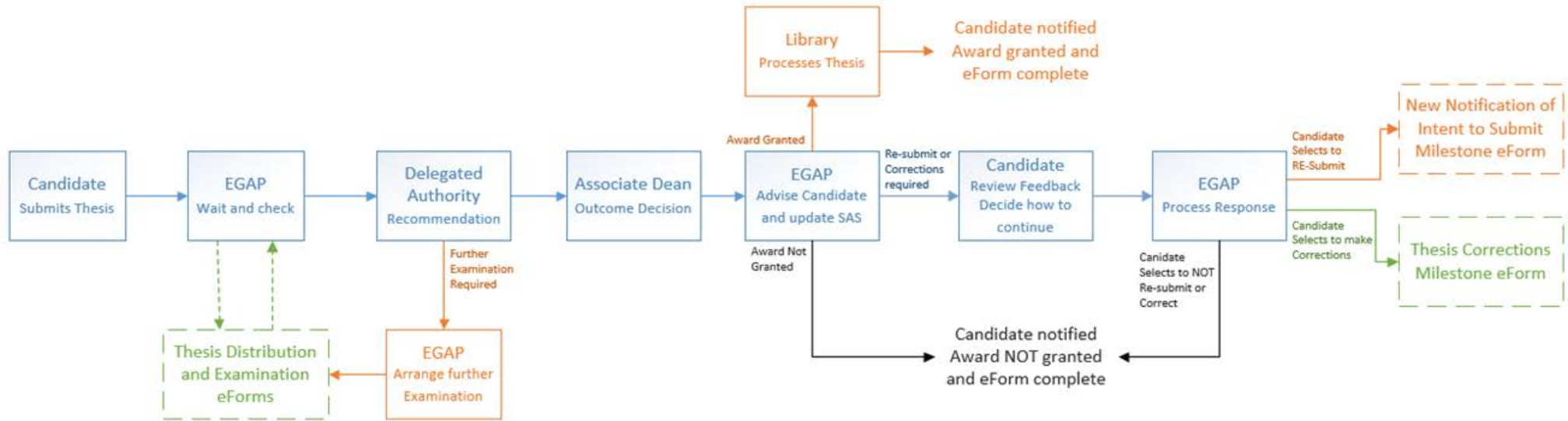
The form should begin on the Introduction page as displayed below.

Candidates will have a Thesis Submission Milestone created after their Primary Supervisor has reviewed their Notification of Intent to Submit a Thesis Milestone. When they believe they are ready to 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



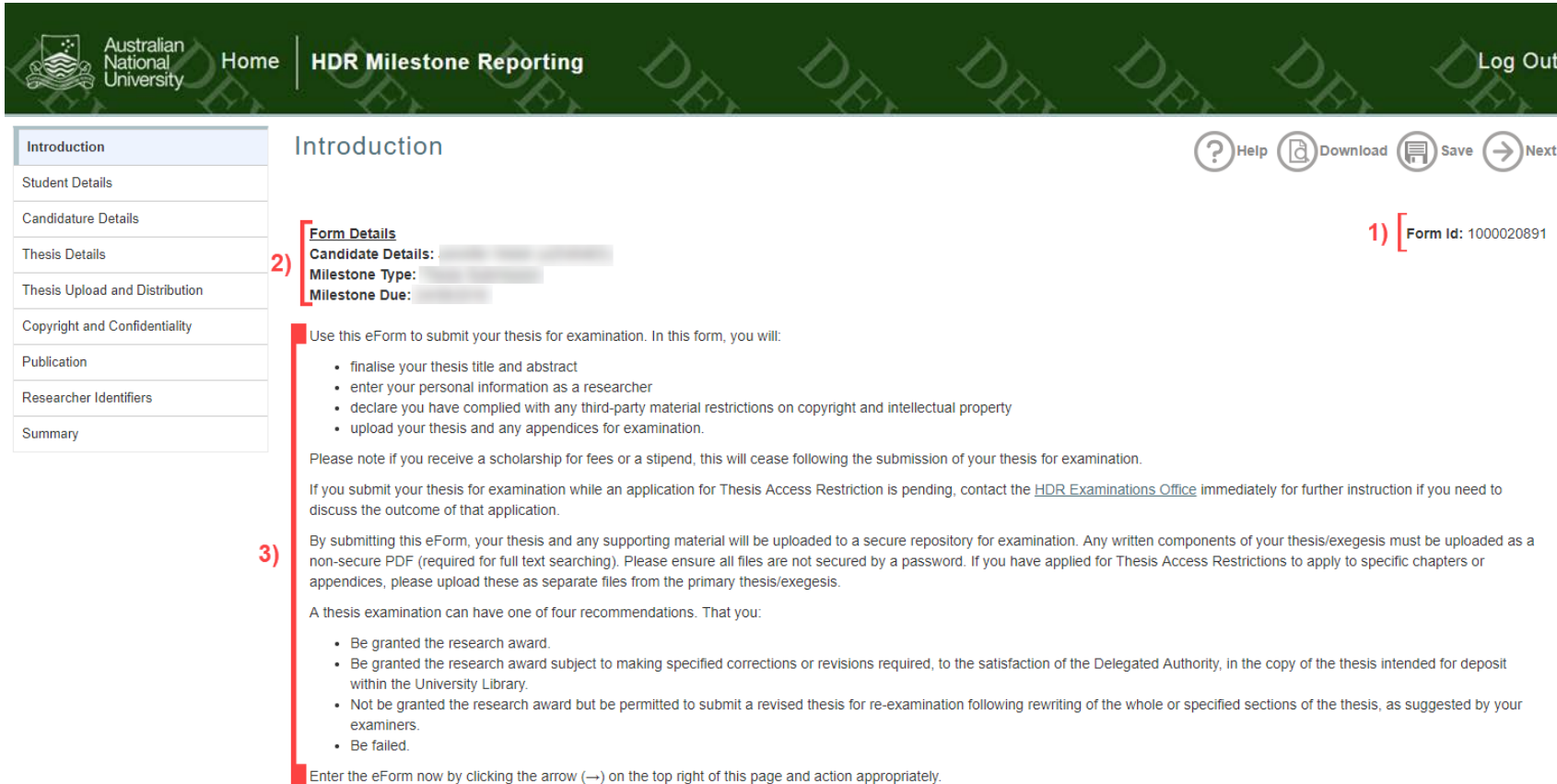
4 eForm Pages

4.1 Introduction Page

4.1.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
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



1) [Form Id: 1000020891

2) [Form Details
Candidate Details: [REDACTED]
Milestone Type: [REDACTED]
Milestone Due: [REDACTED]

3) [Use this eForm to submit your thesis for examination. In this form, you will:

- finalise your thesis title and abstract
- enter your personal information as a researcher
- declare you have complied with any third-party material restrictions on copyright and intellectual property
- upload your thesis and any appendices for examination.

Please note if you receive a scholarship for fees or a stipend, this will cease following the submission of your thesis for examination.

If you submit your thesis for examination while an application for Thesis Access Restriction is pending, contact the [HDR Examinations Office](#) immediately for further instruction if you need to discuss the outcome of that application.

By submitting this eForm, your thesis and any supporting material will be uploaded to a secure repository for examination. Any written components of your thesis/exegesis must be uploaded as a non-secure PDF (required for full text searching). Please ensure all files are not secured by a password. If you have applied for Thesis Access Restrictions to apply to specific chapters or appendices, please upload these as separate files from the primary thesis/exegesis.

A thesis examination can have one of four recommendations. That you:

- Be granted the research award.
- Be granted the research award subject to making specified corrections or revisions required, to the satisfaction of the Delegated Authority, in the copy of the thesis intended for deposit within the University Library.
- Not be granted the research award but be permitted to submit a revised thesis for re-examination following rewriting of the whole or specified sections of the thesis, as suggested by your examiners.
- Be failed.

Enter the eForm now by clicking the arrow (→) on the top right of this page and action appropriately.

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 	

		<ul style="list-style-type: none"> • Milestone Due Date 	
3.	Dynamic Text	Information on the submission process and examination of the thesis. This information is eForm state specific. This may include recommendations and decisions made by the Delegated Authority and Associate Dean on the outcome of the examination in later stages of the eForm.	

4.1.3 Errors/Validators

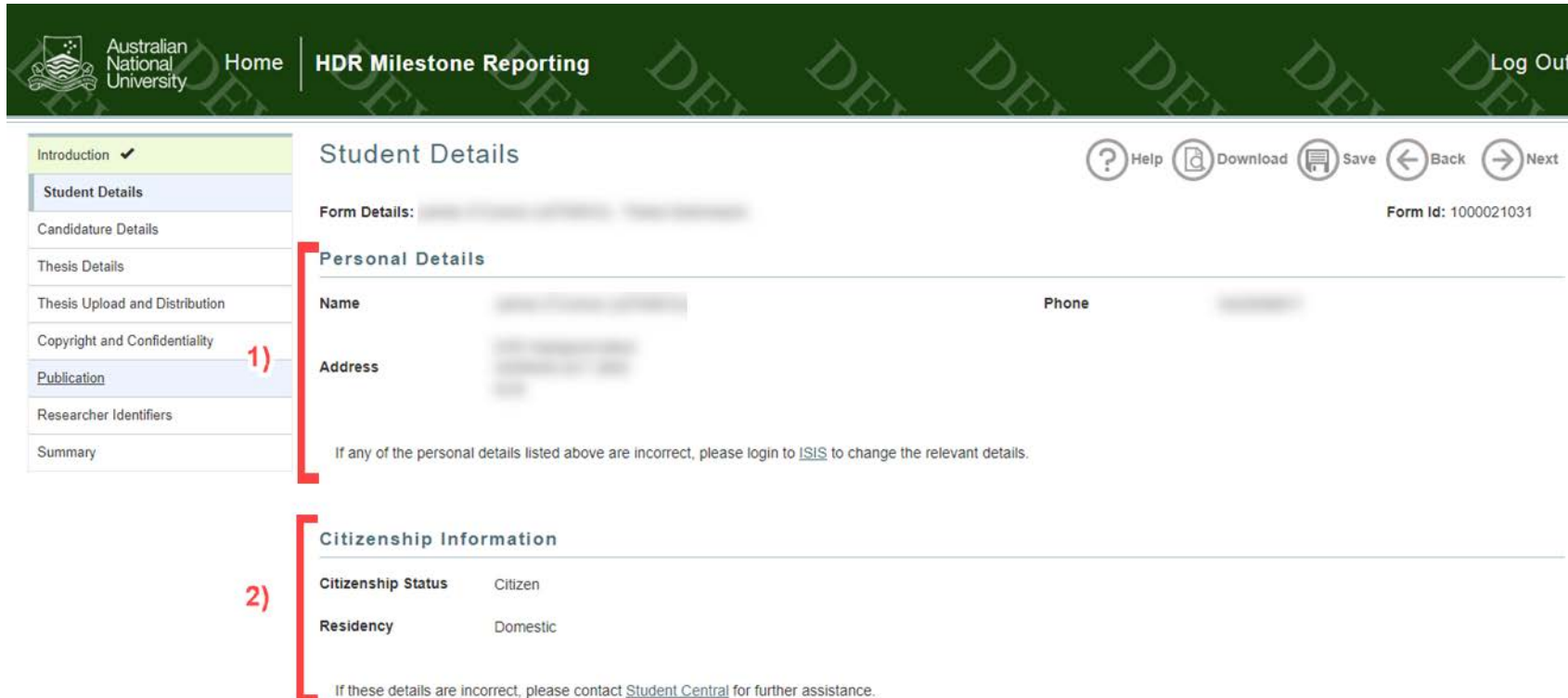
a)	<p>You have passed the maximum submission date for your thesis. You must apply to the Delegated Authority for an extension.</p> <p><u>Trigger:</u> The maximum submission date for the program has passed. <u>Potential Solutions:</u> Advised the Candidate to apply for an extension to their HDR program using the Manage My Degree (MMD) eForm, as they will not be able to proceed until they obtain an extension. <u>Warning Text:</u> "You have passed the maximum submission date for your thesis. You must apply to the Delegated Authority for an extension".</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. <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. <u>Warning Text:</u> "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".</p>

4.2 Student Details

4.2.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	Candidate, EGAP, Delegated Authority.
Actors:	N/A.
Purpose:	To confirm that the Candidate's recorded personal details and citizenship information are correct.
Triggered by:	Form Initiation.
Loads:	

4.2.2 Candidate, EGAP, Delegated Authority View Screenshots



The screenshot shows the 'Student Details' page in the HDR Milestone Reporting system. The page has a green header with the Australian National University logo, 'Home', 'HDR Milestone Reporting', and 'Log Out'. A navigation menu on the left lists: Introduction (checked), Student Details (highlighted), Candidature Details, Thesis Details, Thesis Upload and Distribution, Copyright and Confidentiality, Publication (marked with a red '1)'), Researcher Identifiers, and Summary. The main content area is titled 'Student Details' and includes a 'Form Id: 1000021031'. It features a 'Personal Details' section with fields for Name, Address, and Phone, and a 'Citizenship Information' section with fields for Citizenship Status (Citizen) and Residency (Domestic). Red brackets and numbers 1) and 2) highlight the 'Publication' menu item and the 'Citizenship Information' section, respectively. A note at the bottom of the 'Personal Details' section states: 'If any of the personal details listed above are incorrect, please login to [ISIS](#) to change the relevant details.'

Service Indicators

3)

4.2.2.1 Candidate, EGAP, Delegated Authority View Table

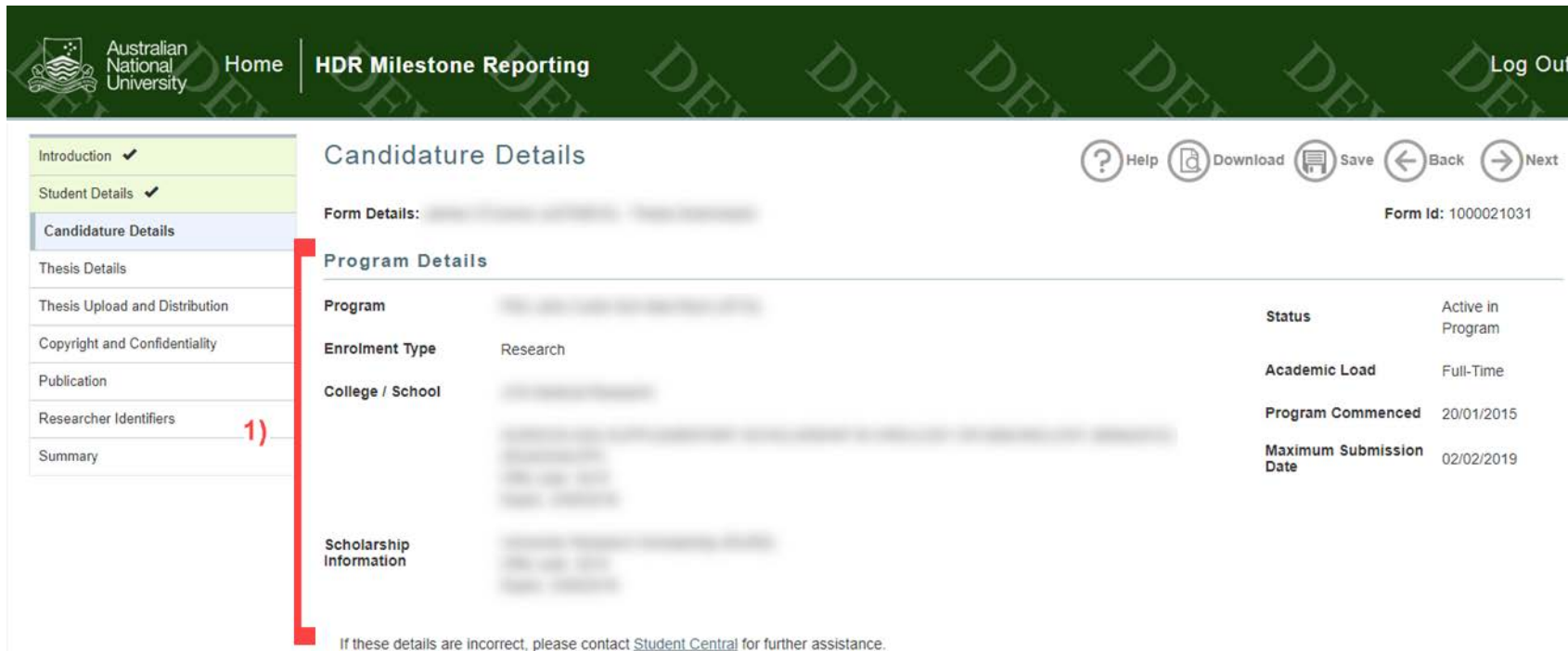
Annotation	Question Type	Description	Conditions
1.	Text	Personal Details. These include: <ul style="list-style-type: none"> • Name • Address • Phone 	
2.	Text	Citizenship Information. These include: <ul style="list-style-type: none"> • Citizenship Status • Residency 	
3.	Text	Service Indicators.	Candidate state only.

4.3 Candidature Details

4.3.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	Candidate, EGAP, DA, AD.
Actors:	Candidate.
Purpose:	To confirm that the Candidate’s recorded Candidature Details and Supervisory Panel are correct.
Triggered by:	Form Initiation.
Loads:	<ul style="list-style-type: none"> CS Service – Research comments

4.3.2 Candidate View Screenshots



The screenshot displays the 'Candidature Details' page in the HDR Milestone Reporting system. The page header includes the Australian National University logo, 'Home', 'HDR Milestone Reporting', and 'Log Out'. The left navigation menu lists various sections, with 'Candidature Details' highlighted. The main content area shows 'Form Details' and 'Program Details'. The 'Program Details' section includes a table with the following information:

Program	[Blurred]	Status	Active in Program
Enrolment Type	Research	Academic Load	Full-Time
College / School	[Blurred]	Program Commenced	20/01/2015
Scholarship Information	[Blurred]	Maximum Submission Date	02/02/2019

A red bracket highlights the 'Candidature Details' menu item and the 'Scholarship Information' section. A red '1)' is next to 'Researcher Identifiers' in the navigation menu. At the bottom of the page, it states: 'If these details are incorrect, please contact [Student Central](#) for further assistance.'

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.

3)

Confirmation of Panel

Confirm that your Primary Supervisor is AsPr [Redacted] and your Chair of Panel is AsPr [Redacted]

Are these details correct? *

Yes

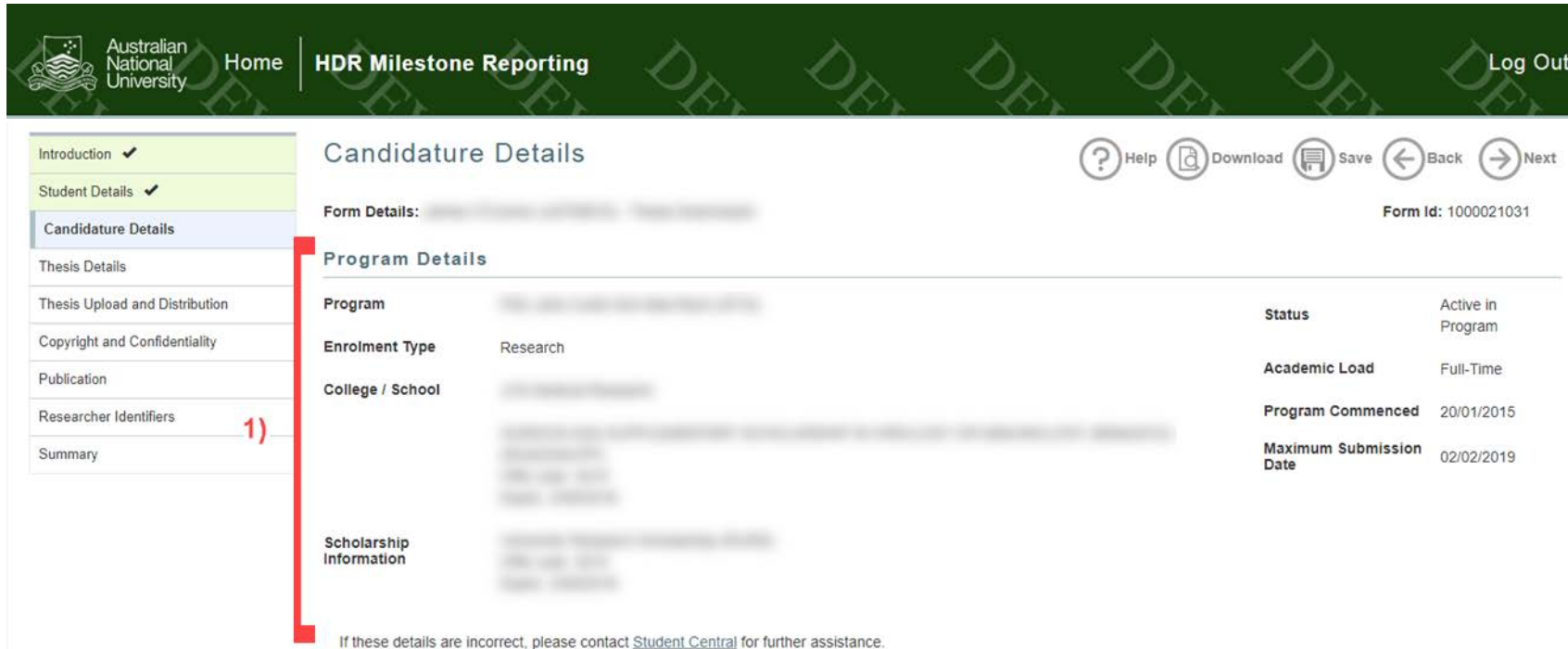
No/Unsure

4.3.2.1 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	Supervisory Panel. Includes the panel members': <ul style="list-style-type: none"> • Name • Role 	
3.	Radio Button	Confirmation of Supervisory Panel. <u>Note: if No/Unsure is selected, the form cannot continue until the Supervisory Panel details are correct.</u>	

4.3.3 EGAP, DA, AD View Screenshots



Candidature Details

Form Details: [Redacted] Form Id: 1000021031

Program Details

Program	[Redacted]	Status	Active in Program
Enrolment Type	Research	Academic Load	Full-Time
College / School	[Redacted]	Program Commenced	20/01/2015
Scholarship Information	[Redacted]	Maximum Submission Date	02/02/2019

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

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]

4.3.3.1 EGAP, DA, AD 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.	

4.3.4 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>
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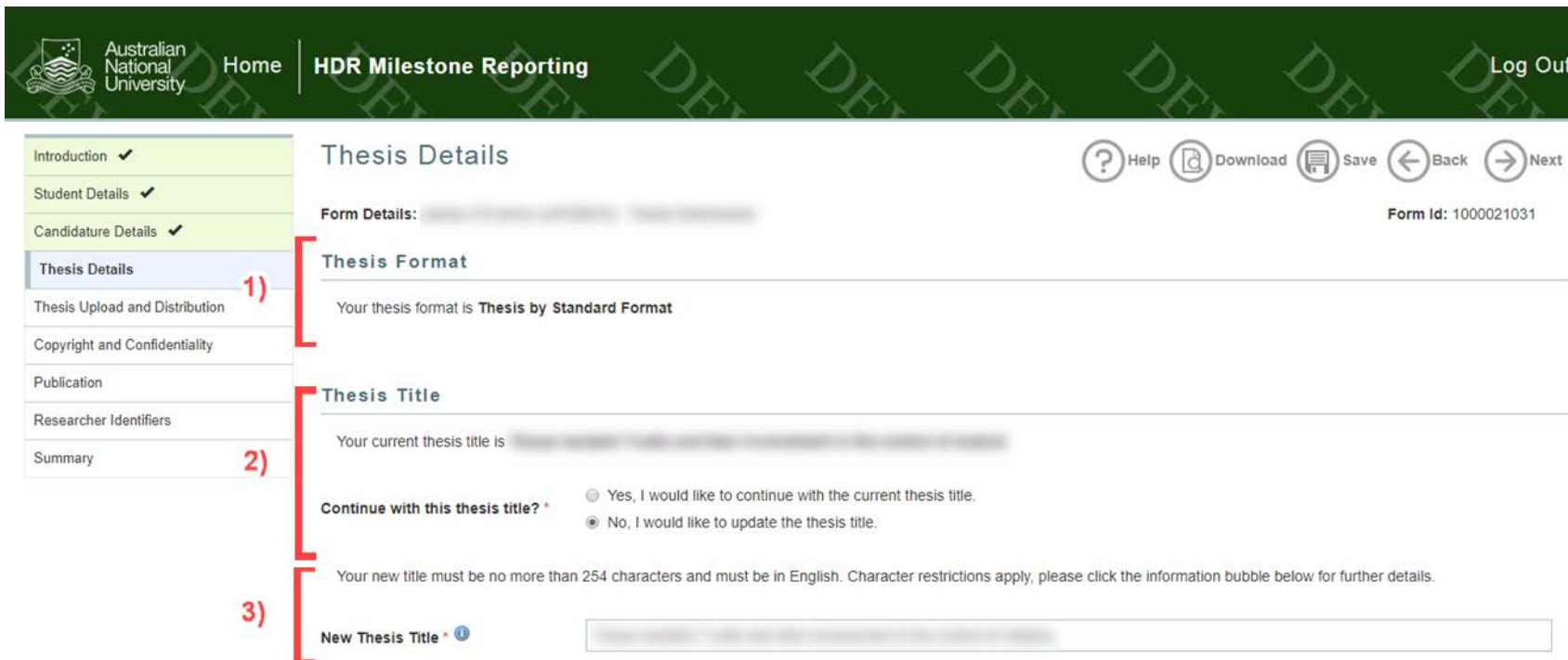
b)	<p>You have more than one Primary Supervisor. Please contact your HDR Administrator to resolve this. You should only have one Primary Supervisor on your Supervisory Panel.</p> <p><u>Trigger:</u> Records list the Candidate as having more than one Primary Supervisor. <u>Potential Solutions:</u> Advise 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 and their Primary Supervisor advising them of the problem. <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 the user has completed all fields. <u>Warning Text:</u> <i>"This is a required field".</i></p>

4.4 Thesis Details

4.4.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	Candidate, Library.
Actors:	Candidate.
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

4.4.2 Candidate View Screenshots



The screenshot displays the 'HDR Milestone Reporting' interface. The top navigation bar includes the Australian National University logo, 'Home', 'HDR Milestone Reporting', and 'Log Out'. A sidebar on the left lists navigation options: Introduction ✓, Student Details ✓, Candidature Details ✓, **Thesis Details** (highlighted with a red bracket and '1)'), Thesis Upload and Distribution, Copyright and Confidentiality, Publication, Researcher Identifiers, and Summary (highlighted with a red bracket and '2)'). The main content area is titled 'Thesis Details' and includes utility icons for Help, Download, Save, Back, and Next. The 'Form Details' section shows a blurred ID and 'Form Id: 1000021031'. The 'Thesis Format' section states 'Your thesis format is Thesis by Standard Format'. The 'Thesis Title' section shows 'Your current thesis title is' followed by a blurred title. Below this is a question: 'Continue with this thesis title?' with two radio button options: 'Yes, I would like to continue with the current thesis title.' and 'No, I would like to update the thesis title.' (selected). A note states: '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.' At the bottom, the 'New Thesis Title' field is highlighted with a red bracket and '3)', showing a text input box with a blurred title and an information icon.

Thesis Abstract

4)

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.

5)

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. *

Type here...

Thesis abstract *



Need to count the characters in your abstract above? - [Click here](#)
Characters: 0

6) **Language**

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

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

Yes

No

7) **Select the language that applies ***

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

4.4.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
1.	Text	Thesis format for information. This can no longer be changed by the Candidate. The final chance to change a thesis format is during the Notification of Intent to Submit Milestone.	
2.	Radio button	Continue with Thesis Title radio button. Provides the Candidate with an opportunity to finalise their thesis title.	
3.	Text Entry Field	New Thesis Title entry field pre-populated with the current thesis title.	Update Thesis Title is selected.
4.	Radio button	Continue with thesis abstract radio button. Provides the Candidate with an opportunity to finalise their abstract.	
5.	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.
6.	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.	
7.	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) 	If no is selected in section 6 above.

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

4.4.3 Library View Screenshots



- Introduction ✓
- Thesis Details**
- Publication
- Processing

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.

1)
2)

File name	Size	Access
[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 Standard Format

The thesis is now accessible at the following URL address. This will be emailed to the Candidate.
Link to thesis: <https://dspace4-test.anu.edu.au/handle/123456789/99350>

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 *

4.4.3.1 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. 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	Text indicating the final format of the thesis. A link to the thesis in DSpace which can be accessed by the Candidate.	
4.	Text entry field	A text entry field for editing the DSpace Affiliation metadata. This is pre-populated with affiliation data stored in SAS.	

4.4.4 Errors/Validators

a)	Your new title is the same as your current title. Please change your new title.
----	---

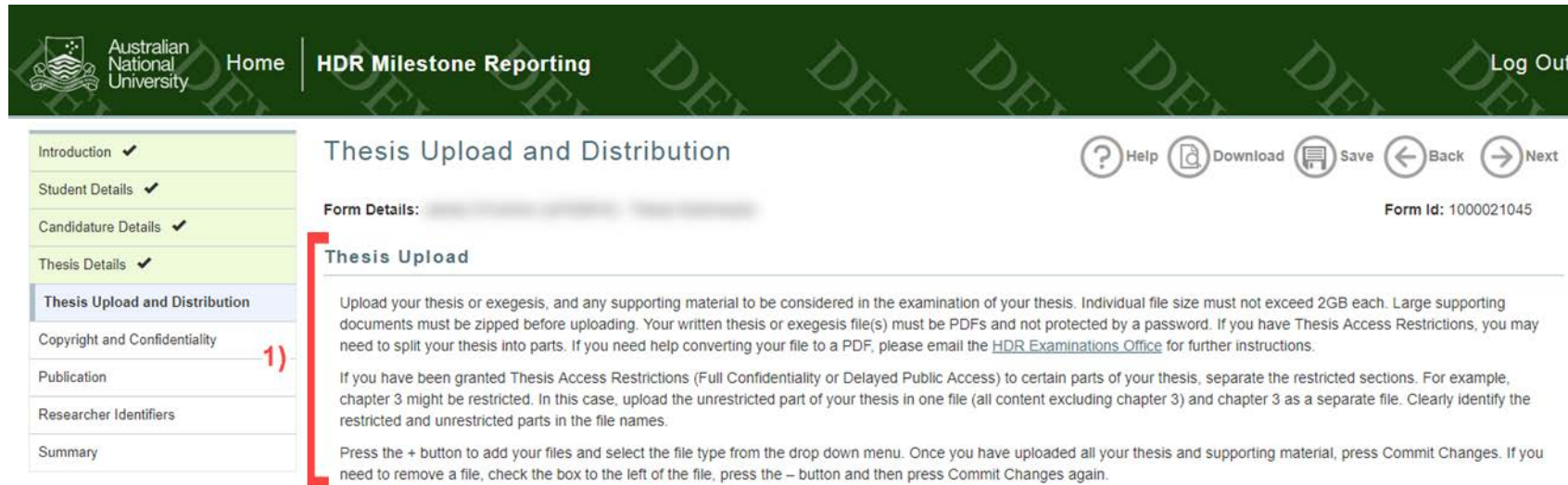
	<p>Trigger: The new thesis title entered is the same as the current thesis title.</p> <p>Potential Solutions: Select “Yes, I would like to continue with the current thesis title,” or alter the new thesis title in the displayed text field.</p> <p>Warning Text: “Your new title is the same as your current 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>Trigger: Incompatible characters have been entered into the text field.</p> <p>Potential Solutions: Change the text in the text field to only include the allowed characters listed in the information bubble.</p> <p>Warning Text: “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>Trigger: Less than 650 characters have been entered into the text field.</p> <p>Potential Solutions: 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.</p> <p>Warning Text: “Please enter at least 650 characters before proceeding”.</p>
d)	<p>Please enter no more than 4,000 characters before proceeding.</p> <p>Trigger: More than 4,000 characters have been entered into the text field.</p> <p>Potential Solutions: 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.</p> <p>Warning Text: “Please enter no more than 4,000 characters before proceeding”.</p>
e)	<p>This is a required field</p> <p>Trigger: Mandatory user-selection/user-data entry field not completed.</p> <p>Potential Solutions: Confirm that the user has completed all fields.</p> <p>Warning Text: “This is a required field”.</p>

4.5 Thesis Upload and Distribution

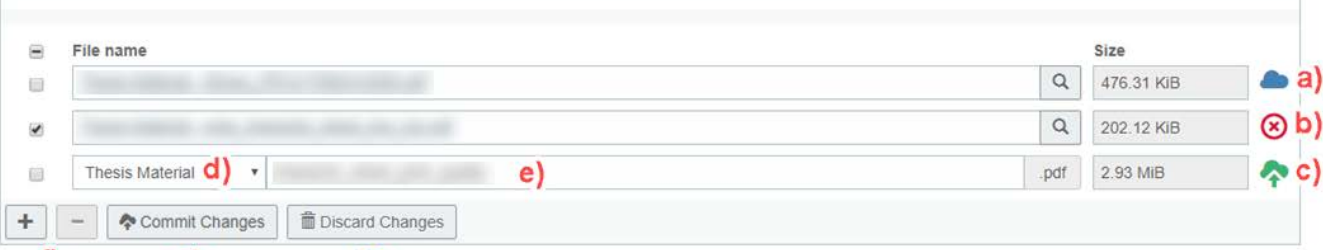
4.5.1 Overview

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.

4.5.2 Candidate View Screenshots



The screenshot shows the Australian National University HDR Milestone Reporting interface. The top navigation bar includes the university logo, 'Home', 'HDR Milestone Reporting', and 'Log Out'. A left-hand menu lists various sections: Introduction, Student Details, Candidature Details, Thesis Details, Thesis Upload and Distribution (highlighted with a red bracket and a '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 a 'Form Id: 1000021045'. Below this is the 'Thesis Upload' section, which contains instructions for uploading the thesis and supporting materials, including file size limits and requirements for restricted content. Navigation icons for Help, Download, Save, Back, and Next are visible at the top right of the content area.

2) 

The screenshot shows a table with columns for File name, Size, and icons. The first row has a blue cloud icon (a), the second has a red cross icon (b), and the third has a green upload icon (c). Below the table are buttons for '+', '-', 'Commit Changes' (g), and 'Discard Changes' (h). A dropdown menu (d) is also visible.

3) **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) Describe any components of your thesis (e.g. physical exhibition, physical artefacts) which cannot be uploaded in this process. Contact the [HDR Examinations Office](#) to arrange a time to deliver these extra components. You can also provide additional relevant information regarding the examination of your thesis here.

Type here...

4.5.2.1 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.	DSpace upload module	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: 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.	

		<p>c) Files which are being uploaded are represented by a green arrow and cloud. This files are added to the repository once the changes are committed.</p> <p>d) When uploading a file this dropdown list determines whether the file is Thesis Material or Supporting Material.</p> <p>e) When uploading a file, the file name may be changed in the text area.</p> <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>	
3.	Radio button	Distribution radio button to determine whether the Candidate would like their thesis to be distributed worldwide through ProQuest/UMI.	
4.	Text Entry Field	Additional components text field to document any components of the thesis which cannot be uploaded, such as physical artefacts.	

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.</p>

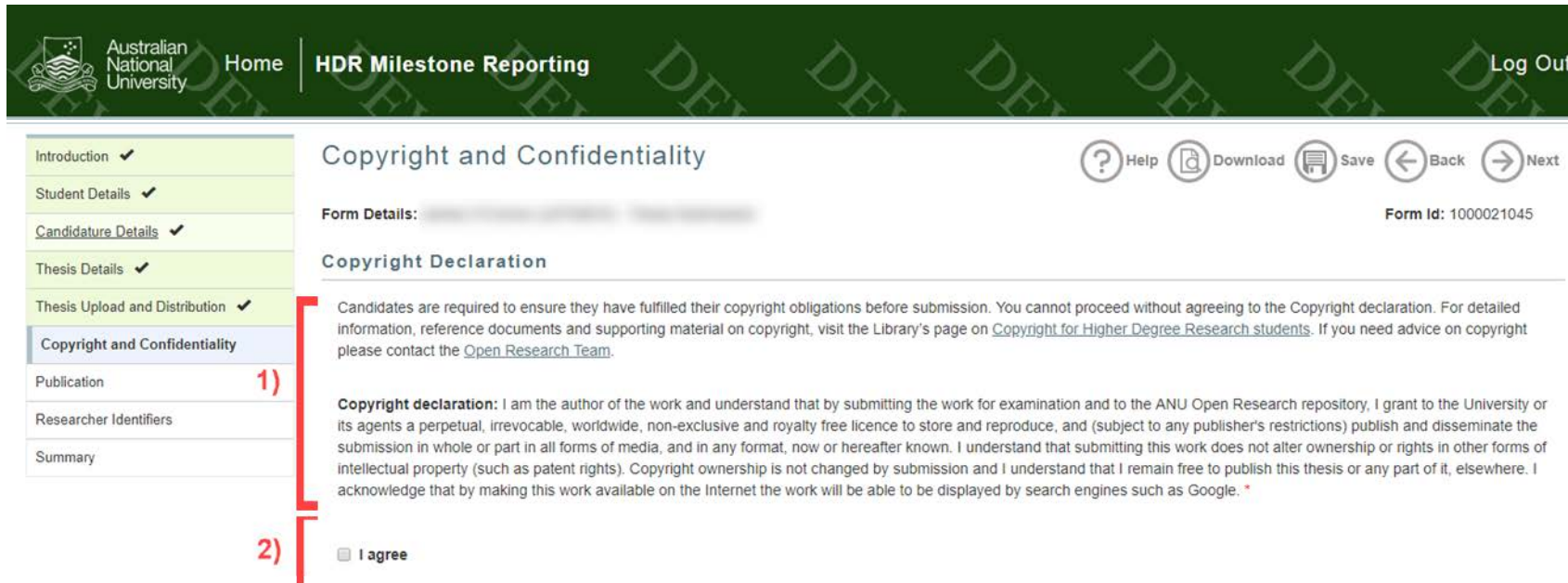
	<p><u>Potential Solutions:</u> Ensure that at least one file of the “Thesis Material” type is uploaded and the changes committed. Correctly uploaded files will display a blue cloud (☁) next to the “Size” text box.</p> <p><u>Warning Text:</u> <i>“Please ensure you have uploaded at least one file that is “Thesis Material” type”.</i></p>
e)	<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> <i>“This is a required field”.</i></p>

4.6 Copyright and Confidentiality

4.6.1 Overview

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

4.6.2 Candidate 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 is titled 'Copyright Declaration' and contains the following text: 'Candidates are required to ensure they have fulfilled their copyright obligations before submission. You cannot proceed without agreeing to the Copyright declaration. For detailed information, reference documents and supporting material on copyright, visit the Library's page on [Copyright for Higher Degree Research students](#). If you need advice on copyright please contact the [Open Research Team](#).' Below this is a 'Copyright declaration' paragraph: 'I am the author of the work and understand that by submitting the work for examination and to 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. *'. At the bottom, there is a checkbox labeled 'I agree' with a red bracket and '2)' next to it.

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

4.6.2.1 Candidate 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.	

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 the Candidate requires 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 the user has completed all fields.</p>

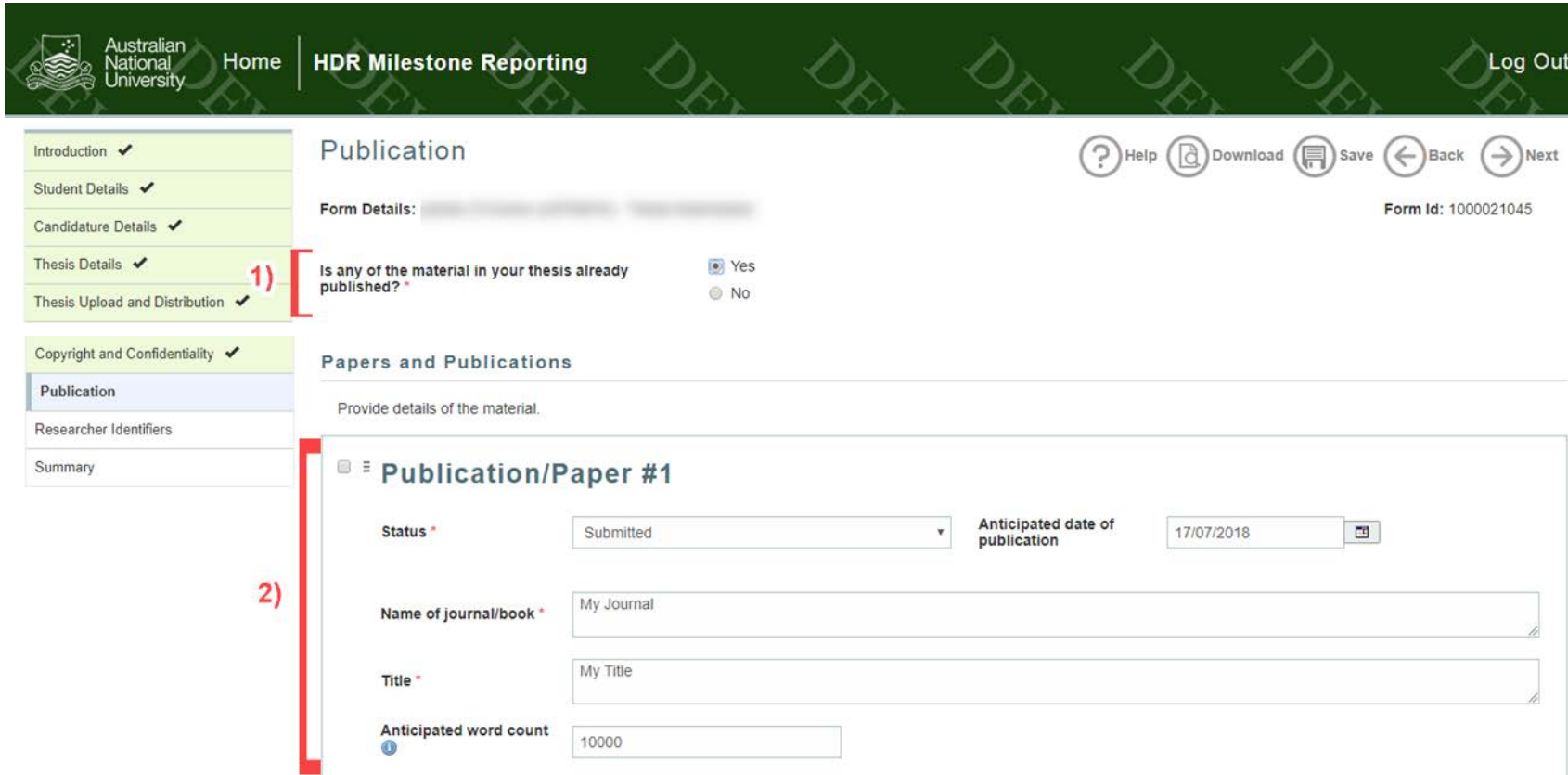
Warning Text: *"This is a required field".*

4.7 Publication

4.7.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	Candidate, Library.
Actors:	Candidate.
Purpose:	For the Candidate to provide details on already published material in their thesis. For the Library to review the provided publication details.
Triggered by:	Candidate: Form Initiation. Library: If thesis material has already been published.
Loads:	

4.7.2 Candidate View Screenshots



Publication

Home | **HDR Milestone Reporting** | Log Out

Introduction ✓
Student Details ✓
Candidature Details ✓
Thesis Details ✓ **1)**
Thesis Upload and Distribution ✓

Copyright and Confidentiality ✓
Publication
Researcher Identifiers
Summary **2)**

Form Details: [REDACTED] Form Id: 1000021045

Help Download Save Back Next

Papers and Publications

Provide details of the material.

Publication/Paper #1

Status * Submitted Anticipated date of publication 17/07/2018

Name of journal/book * My Journal

Title * My Title

Anticipated word count 10000

3) **Authorship status *** Sole-author Co-author

Nature and extent of your contribution to the publication / paper *

I wrote things

4) **Author details**

List the authors of the publication/paper in correct order. You can rearrange the order of authors you've entered by clicking and dragging the '≡' icon.

Author #1 * **Email**

+ -

You may add additional authors by clicking the + button above. You may remove authors by checking the tick-box next to the author you wish to remove and clicking the - button.

5) **Which section(s) of your thesis are associated with this publication? ***

Section A through D

Digital Object Identifier (DOI), if available

1234

Additional comments

Type here...

+ -

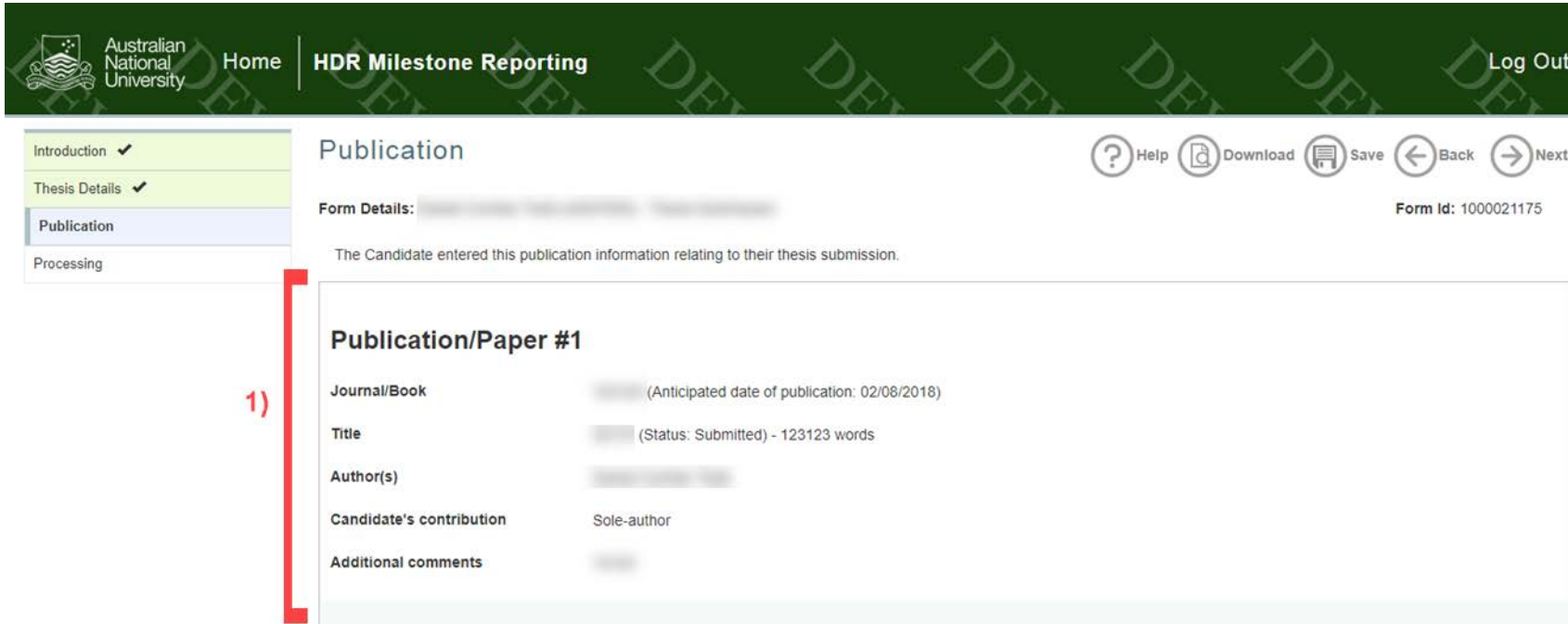
You may add additional publications/papers by clicking the + button above. You may remove publications/papers by checking the tick-box next to the publication/paper you wish to remove and clicking the - button.

4.7.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
1.	Radio button	Radio button asking the Candidate if any material in their thesis is already published.	
2.	Repeating section (extends through	The Candidate must provide details on the Publications/Papers which are included in their thesis. This section includes:	Thesis material already published.

	to 5) with dropdown list and text areas	<p>a) Status dropdown list options include:</p> <ul style="list-style-type: none"> • Submitted • Under revision • Accepted • Published <p>b) (Anticipated) date of publication date input field</p> <p>c) Name of journal/book text area</p> <p>d) Title text area</p> <p>e) (Anticipated) word count input field</p>	
3.	Radio button	Authorship status checkbox to determine whether the Candidate is a sole-author or co-author on their publication. <u>If the Candidate is a co-author</u> a text area is available for them to detail their contribution.	Thesis material already published.
4.	Repeating section with text input areas	<p>A repeating section for the Candidate to provide details on each author is available. This includes:</p> <p>a) Author name</p> <p>b) Email</p> <p>To add additional authors click the plus button. To remove an author click the checkbox next to it and click the minus button.</p>	Thesis material already published and Candidate is a co-author.
5.	Text fields	<p>Text fields to provide details on:</p> <p>a) Which sections of the thesis are associated with the publication</p> <p>b) Digital Object Identifier, if available</p> <p>c) Additional Comments</p>	

4.7.3 Library View Screenshots



The screenshot shows the 'HDR Milestone Reporting' interface. On the left, a navigation menu includes 'Introduction', 'Thesis Details', 'Publication', and 'Processing'. The 'Publication' section is active. The main content area is titled 'Publication' and includes a 'Form Details' section with a 'Form Id: 1000021175'. Below this, a message states: 'The Candidate entered this publication information relating to their thesis submission.' A red bracket labeled '1)' highlights the 'Publication/Paper #1' section, which contains the following fields:

- Journal/Book**: [Redacted] (Anticipated date of publication: 02/08/2018)
- Title**: [Redacted] (Status: Submitted) - 123123 words
- Author(s)**: [Redacted]
- Candidate's contribution**: Sole-author
- Additional comments**: [Redacted]

4.7.3.1 Library View Table

Annotation	Question Type	Description	Conditions
1.	Text repeating section	<p>For each publication:</p> <ul style="list-style-type: none"> Journal/Book name, (anticipated) date of publication Title, Status and word count Author(s) Digital Object Identifier (where applicable, not shown) Candidate's Contribution Additional Comments 	Thesis material already published.

4.7.4 Errors/Validators

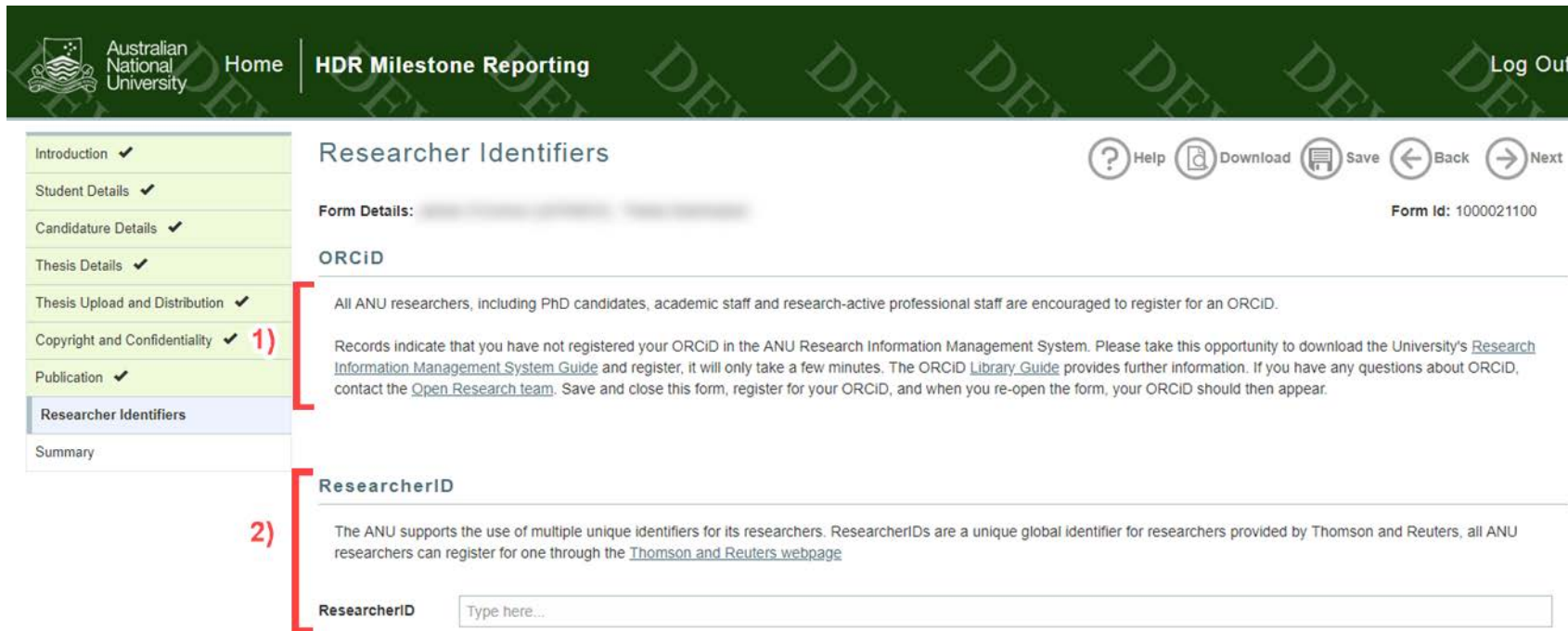
a)	<p>The date selected must be today or in the past.</p> <p><u>Trigger:</u> The date selected is in the future. <u>Potential Solutions:</u> Ensure the date selected is less than or equal to today's date. <u>Warning Text:</u> <i>"The date selected must be today or in the past".</i></p>
b)	<p>The date selected must be today or in the future.</p> <p><u>Trigger:</u> The date selected is in the past. <u>Potential Solutions:</u> Ensure the date selected is equal to or greater than today's date. <u>Warning Text:</u> <i>"The date selected must be today or in the future."</i></p>
c)	<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> <i>"This is a required field".</i></p>

4.8 Researcher Identifiers

4.8.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
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

4.8.2 Candidate View Screenshots



The screenshot shows the 'Researcher Identifiers' section of the HDR Milestone Reporting form. The left sidebar contains a navigation menu with items like 'Introduction', 'Student Details', 'Candidature Details', 'Thesis Details', 'Thesis Upload and Distribution', 'Copyright and Confidentiality', 'Publication', 'Researcher Identifiers', and 'Summary'. The 'Researcher Identifiers' item is highlighted. The main content area is titled 'Researcher Identifiers' and includes a 'Form Details' section with a 'Form Id: 1000021100'. Below this is the 'ORCID' section, which contains text explaining that all ANU researchers are encouraged to register for an ORCID. A red bracket highlights this text, with a '1)' next to it. Below the ORCID section is the 'ResearcherID' section, which contains text explaining that the ANU supports the use of multiple unique identifiers for its researchers. A red bracket highlights this text, with a '2)' next to it. At the bottom of the ResearcherID section is a text input field labeled 'ResearcherID' with the placeholder text 'Type here...'.

4.8.2.1 Candidate View Table

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

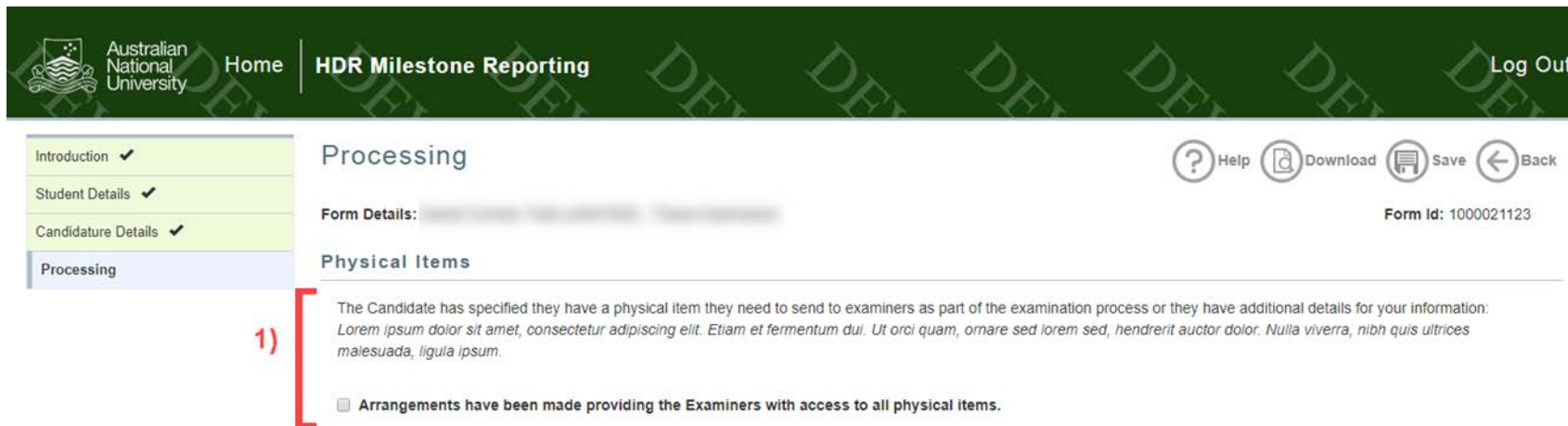
1.	Dynamic text	A reminder about ORCID registration as well as whether or not records indicate the Candidate has already registered an ORCID.	
2.	Text entry field	Researcher ID text entry field.	

4.9 Processing

4.9.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	EGAP, DA, AD.
Actors:	EGAP, DA, AD.
Purpose:	For EGAP to review the Examiner status, and upload Examiner reports. For the DA to review the reports and provide a summary and recommendation.
Triggered by:	Transition to EGAP – wait and check state.
Loads:	CS Service: <ul style="list-style-type: none"> • Research Management • Personal Details (Examiners) • Personal Contact Details (Examiners) • ERMS Examiner reports

4.9.2 EGAP – Wait and Check View Screenshots



The screenshot shows the 'HDR Milestone Reporting' interface. The top navigation bar includes the Australian National University logo, 'Home', 'HDR Milestone Reporting', and 'Log Out'. A sidebar on the left lists navigation options: 'Introduction ✓', 'Student Details ✓', 'Candidature Details ✓', and 'Processing' (highlighted). The main content area is titled 'Processing' and includes a 'Form Details' section with a blurred ID and a 'Form Id: 1000021123'. Below this is a 'Physical Items' section with a red bracket and a '1)' annotation pointing to a text block: 'The Candidate has specified they have a physical item they need to send to examiners as part of the examination process or they have additional details for your information: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit auctor dolor. Nulla viverra, nibh quis ultrices malesuada, ligula ipsum.' At the bottom of this section is a checkbox: 'Arrangements have been made providing the Examiners with access to all physical items.' To the right of the main content are icons for 'Help', 'Download', 'Save', and 'Back'.

Examiners

2) [

Name	Status	Examiner Recommendation	Examiner report
[Redacted]	COMP	The Candidate be granted the research award	1000024069A Examination Report for DA AD.pdf Download
Name	Status	Examiner Recommendation	Examiner report
[Redacted]	COMP	The Candidate be granted the research award subject to corrections or revisions	1000023709A Examination Report for DA AD.pdf Download

Next steps


3) [By submitting this eForm you confirm all details have been checked and all examiners have been sent the thesis using the examination eForm.
Submit the eForm while you wait for the examiner reports to come back.

4) [[Submit \(1\)](#)]

4.9.2.1 EGAP – Wait and Check View Table

Annotation	Question Type	Description	Conditions
1.	Text	A checkbox to ensure Examiners have had access to physical items for examination.	If physical items have been included by Candidate.
2.	Text, Document download	List of Examiners and their examination progress including: <ul style="list-style-type: none"> Name and UID Status Examiner Recommendation Examiner report to download 	
3.	Text	Text providing details on the next steps of the eForm.	
4.	Submit button	Submit button progresses the form to the next state.	

4.9.3 EGAP – Arrange further examination View Screenshots


Home | **HDR Milestone Reporting** | Log Out

Introduction ✓

Candidature Details ✓

Processing

Processing

Form Details: ██████████ - Thesis Submission Form Id: 1000024030

Examiners

Name	Examiner Recommendation	Examiner report
██████████	The Candidate be granted the research award	1000024069A Examination Report for DA AD.pdf Download
██████████	The Candidate be granted the research award subject to corrections or revisions	1000023709A Examination Report for DA AD.pdf Download

? Help

Download

Save

← Back

Review

The Delegated Authority uploaded details for an additional examiner and approval from the Associate Dean. Use the [Thesis Distribution and Examination eForm](#) to send the thesis to this additional examiner once you have set them up in SAS. After it has returned, add the examiner recommendation to the evaluator panel in SAS. Then submit this eForm.

Additional examiner details uploaded by the Delegated Authority

Associate Dean's approval uploaded by the Delegated Authority

- Additional examiner details.pdf [Download](#)
- Associate Dean approval.pdf [Download](#)

1)

2)

3)

Next steps

By submitting this eForm you are confirming you have coordinated further examination of the thesis for the Candidate. The eForm will now go to the Delegated Authority to make a recommendation to the Associate Dean.

Submit the examination reports and/or assessor report to the Delegated Authority for recommendation.

4)

Submit examination reports

4.9.3.1 EGAP – Arrange further examination View Table





Annotation	Question Type	Description	Conditions
1.	Text, Document download	For each Examiner there is a section providing details and actions on: <ul style="list-style-type: none"> • Examiner Name • Examiner Recommendation • Examiner reports previously uploaded and download button 	
2.	Text and document download	Information on the additional examination as requested by the DA. A document providing details on a proposed Examiner is available for download. The Associate Dean’s approval of the new examiner uploaded by the DA is available to download.	
3.	Text	Text providing details on the next steps of the eForm.	
4.	Submit button	Submit button progresses the form to the DA.	

4.9.4 DA View Screenshots

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

- Introduction ✓
- Student Details ✓
- Candidature Details ✓
- Processing**

Processing

 Help
  Download
  Save
  Back



Form Details: ██████████ - Thesis Submission

Form Id: 1000024030

Examiners

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

1)

Name	Examiner Recommendation	Examiner report	Redaction required?
██████████	The Candidate be granted the research award	1000024069A Examination Report for DA AD.pdf  Download	<input type="radio"/> Yes <input type="radio"/> No
██████████	The Candidate be granted the research award subject to corrections or revisions	1000023709A Examination Report for DA AD.pdf  Download	<input type="radio"/> Yes <input checked="" type="radio"/> No

2)

Redaction required

Outline the redaction required for each report. The HDR Examinations office will see your comments.

Redaction comments *

Type here...

3)

Recommendations do not agree

There is divergence between the examiners' recommendations

You must provide a detailed justification of your recommendation in line with the ANU Guideline: Higher degree by research – examiners' reports recommendations, available on the [Submitting a thesis](#) webpage. This might include forming a committee or consulting the Primary Supervisor for advice on the reports before making your recommendation. You can also recommend another examiner to examine the thesis or that the Candidate participate in an oral examination. Save and close the eForm now. After you have completed consulting with a committee or the Primary Supervisor, return to the eForm and enter your summary. This summary will be sent to the Associate Dean and saved to ERMS.

Summary *

Type here...

Summary

Upload New

4)


Recommendation

Based on the examiner reports and any additional consultation conducted, I make the following recommendation for Candidate Amrih Widodo: *

- The Candidate be granted the research award
- The Candidate be granted the research award subject to corrections or revisions
- The Candidate be re-examined by resubmission of their thesis.
- The Candidate undertake additional examination (an additional examiner is appointed or an oral/written exam is conducted)
- The Candidate not be granted the research award (fail)

5)

Additional Examination

Select an option * 

- I recommend the appointment of an additional examiner.
- I recommend the Candidate participate in an oral examination.

The Associate Dean must approve additional examination. The HDR Examinations Office will arrange for an additional examiner or an oral examination for the thesis with the College/School HDR administrator in your area.

Discuss the decision and get approval from the Associate Dean to arrange an additional examiner before continuing. You will also need to upload the additional examiner's details using the additional examiner form on the [Nomination of Examiners webpage](#).

Please upload additional examiner details *

Upload New

Please upload Associate Dean's approval *

Upload New

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 *

7) **Additional Examination**

You are recommending the Candidate be failed when not all of the examiners made this recommendation. In this circumstance, the Candidate must be given the option of a further examination. Please:

1. Decide the format of this further examination, either an oral examination or a further examiner.
2. Save and exit the eForm.
3. Discuss your decision and get approval from the Associate Dean.
4. Contact the Candidate personally outside of the eForm and explain your decision. The Candidate can decline further examination and therefore fail.
5. Return to the eForm and enter the decision.

If the Candidate accepts, get approval from the Associate Dean and upload the details. The HDR Examinations office will arrange the further examination and upload the further examination report(s) to the eForm. You will be able to make a recommendation to the Associate Dean.

Contact the HDR Examination Office if you have questions about this process.

Candidate accepted further examination in the form of an additional examiner.
 Candidate accepted further examination in the form of an oral exam.
 Candidate declined further examination.

8) **Please upload additional examiner details ***

Please upload Associate Dean's approval *

The HDR Examinations Office will arrange for a further examiner or an oral examination for the thesis with the College/School HDR administrator in your area.

9) **Changes required ***

Outline the changes the Candidate must make to their thesis. The Associate Dean will be able to edit your comments. The comments will be sent to the Candidate.

10) Next steps

By submitting this eForm you are confirming you have reviewed the examiner reports.

This eForm will be sent to the Associate Dean for decision unless you have requested further examination. If you are requesting further examination, the HDR Examinations Office will arrange it for you, and will return the eForm to you once the examination is complete.

Submit the recommendation for action.

11) [Submit to HDR Examinations Office to arrange further examination (5)]


4.9.4.1 DA View Table

Annotation	Question Type	Description	Conditions
1.	Text, Document downloads, radio button	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 Radio button to determine if Redaction is required 	
2.	Text entry field	To provide redaction comments.	If redaction is selected for any examiner reports.
3.	Text entry field, document upload	If Examiners have provided conflicting recommendations, a text field and document upload is available to provide a summary of any consultation which has occurred.	Examiner recommendations do not agree.
4.	Radio button list	Provide a recommendation of the outcome of the examination. Options include: <ul style="list-style-type: none"> Be granted the research award Be granted the research award subject to corrections or revisions Submit a revised thesis for re-examination Undertake additional examination (an additional examiner is appointed or an oral/written exam is conducted). <u>Only available if additional examination has not already been made</u> Not be granted the research award (fail) 	
5.	Radio button, Document uploads	A radio button to indicate whether an additional Examiner will be appointed or the Candidate will undertake an oral/written examination. If an Examiner will be appointed, a document upload is available to provide their details. An additional document upload is available to upload the Associate Dean's approval.	If additional examination is selected.
6.	Text entry field	A text area to provide a statement outlining the reasons for failure.	If Candidate is failed.

Support Guide

7.	Text, radio button	Information on what occurs when the DA recommends a fail when not all Examiners have provided the same recommendation. A radio button to select the Candidate's decision on how to proceed. Options include: <ul style="list-style-type: none"> • Candidate accepted further examination in the form of an additional examiner • Candidate accepted further examination in the form of an oral exam • Candidate declined further examination 	If Candidate is failed and not all Examiners recommended a fail.
8.	Document upload, repeating section.	A document upload to provide details on the additional Examiner. Clicking the plus button adds additional upload slots. To delete a document click the checkbox and hit the minus button.	If Candidate is failed, not all Examiners recommended a fail and an additional Examiner will be appointed.
9.	Text entry field	To provide details of changes the candidate must make to their thesis	If Candidate required to make corrections
10.	Text	Text providing details on the next steps of the eForm.	
11.	Submit button	Submit button progresses the form to the next state. If additional examination is required, the form is sent to the Examinations office. Otherwise the form is sent to the AD for review.	

4.9.5 AD View Screenshots


Log Out

- Introduction ✓
- Candidature Details ✓
- Processing

Processing

Form Details: ██████████ Thesis Submission Form Id: 1000024030

Examiners

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

Name	Examiner Recommendation	Examiner report
██████████	The Candidate be granted the research award	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 1000024069A Examination Report for DA AD.pdf Download </div>
██████████	The Candidate be granted the research award subject to corrections or revisions	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 1000023709A Examination Report for DA AD.pdf Download </div>

? Help

📄 Download

💾 Save

⬅ Back

1)

Delegated Authority - Recommendation after further examination

2)

The Delegated Authority recommended the Candidate: **The Candidate be granted the research award subject to corrections or revisions**

There is divergence between the examiners' recommendations.

The Delegated Authority has provided a detailed justification of their recommendation in line with the ANU Guideline: Higher degree by research – examiners' reports recommendations.

The Delegated Authority created a committee and/or consulted with the Primary Supervisor and provided this summary:

[Redacted summary text]

0 documents uploaded

The Delegated Authority created **another** committee and/or consulted with the Primary Supervisor **after further examination** was conducted and provided this summary:

[Redacted summary text]

0 documents uploaded

Recommendation

3)

Based on the examiner reports and any additional consultation conducted, I make the following decision for Candidate

- The Candidate be granted the research award
- The Candidate be granted the research award subject to corrections or revisions
- The Candidate is permitted to submit a revised thesis for re-examination
- The Candidate not be granted the research award (fail).

4)

Provide a statement of reasons for this decision. This statement will be saved to ERMS.

Statement *

Type here...

A copy of the failed thesis will be stored on the Electronic Records Management System.

5)

The Delegated Authority outlined the changes the Candidate must make to their thesis. You can edit these comments. The comments will be sent to the Candidate.

Changes required

[Redacted changes required text]

6) Next steps

By submitting this eForm you are confirming you have reviewed the Delegated Authority's recommendation and the examiner reports. This eForm will be sent to the HDR Examinations Office for processing.


Submit the decision for action.

7) [Submit decision]

4.9.5.1 AD View Table

Annotation	Question Type	Description	Conditions
1.	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.	
2.	Text	Information on the DA's recommendation. If the Examiners disagree on the outcome of the examination additional information is given on any consultation that occurs. If further examination was undertaken, information on this is provided.	
3.	Radio button list	Provide a recommendation of the outcome of the examination. Options include: <ul style="list-style-type: none"> Be granted the research award Be granted the research award subject to corrections or revisions Submit a revised thesis for re-examination Not be granted the research award (fail) 	
4.	Text entry field	A text area to provide a statement outlining the reasons for failure.	If Candidate is failed.
5.	Text entry field	A text area to provide comments on what changes the Candidate needs to make to their thesis. If the Delegated Authority has also requested changes, this field is pre-filled with their requests.	If Candidate must make corrections to their thesis or resubmit their thesis for re-examination
6.	Text	Text providing details on the next steps of the eForm.	
7.	Submit button	Submit button progresses the form to the next state. The form is sent to the Examinations Office.	

4.9.6 EGAP – Advise Candidate and update SAS View Screenshots


Log Out

Introduction ✓
 Candidature Details ✓
Processing

Processing

Form Details: ██████████ - Thesis Submission Form Id: 1000024030

Please download and re-upload the Candidate versions of the examiner reports so the Primary Supervisor and Candidate can view them.
If the Delegated Authority has specified an examiner report needs redaction, their comments will be shown below.

Help Download Save Back

1) Examiners

Name	Candidate versions of Examiner report
██████████	1000024069A Anonymous Examination Report for Candidate.pdf Download
	<input type="checkbox"/> Upload report Upload New <div style="display: flex; justify-content: center; gap: 10px;"> + - </div>

2) Redaction required

The Delegated Authority has specified that one or more of the examiner reports requires redaction. Review the Delegated Authority's comments. Download the Candidate versions of the relevant examiner report(s), redact as necessary, and re-upload before continuing.

Delegated Authority's comments

██████████

I have completed all required redaction and have uploaded a report that does not disclose the identity of the examiner to the Candidate. *

3) Instructions

Refer to EGAP's processing instructions for how to process a "The Candidate be granted the research award subject to corrections or revisions" and do as instructed.

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

Next steps

4)

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 be granted the research award subject to corrections or revisions, the eForm will go to the Candidate to submit a revised thesis or select not to submit a revised thesis.
- If the decision is the Candidate be given the opportunity to resubmit for re-examination, the eForm will go to the Candidate to explain their options and will come back to EGAP for processing.
- 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.

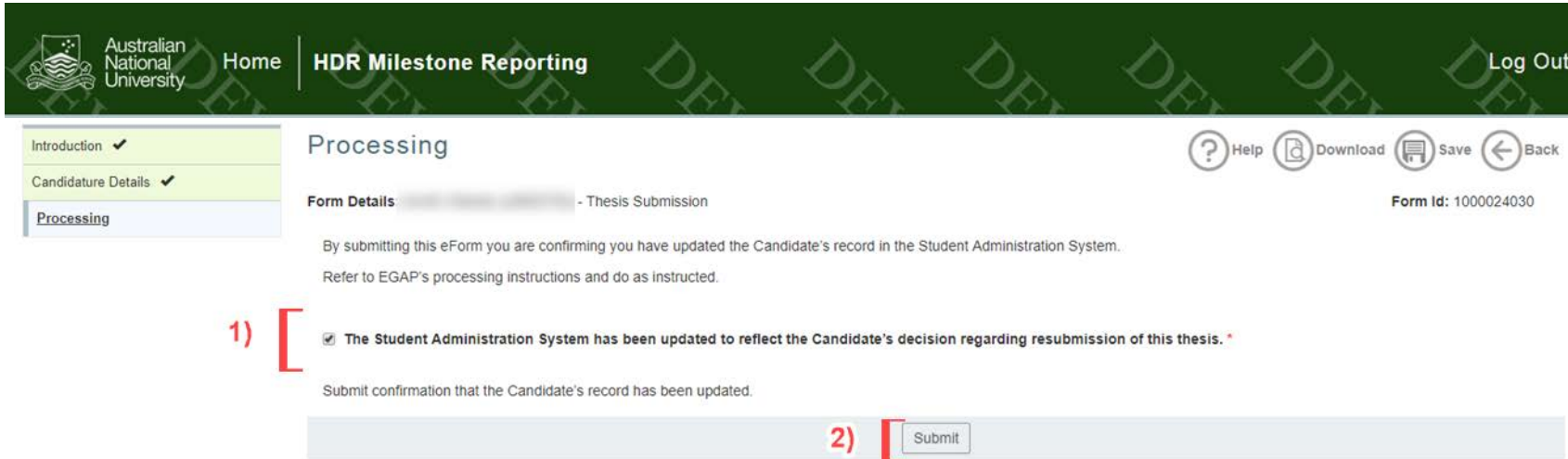
5)

Submit confirmation

4.9.6.1 EGAP – Advise Candidate and Update SAS View Table

Annotation	Question Type	Description	Conditions
1.	Repeating section, Document Download and upload	For each examiner, a section containing their reports is shown including: <ul style="list-style-type: none"> • Examiner name • Candidate versions of examiner reports to download using the download button. These are then to be re-uploaded with any required redaction • Document upload button 	
2.	Text, checkbox	Text providing the delegated Authority's comments regarding required redaction. A checkbox confirming that EGAP has completed all required redactions and re-uploaded the examiner reports.	If the Delegated Authority has indicated that Redaction is required.
3.	Text, checkbox	Text providing the outcome of the examination and how to proceed. A checkbox to be clicked once SAS has been updated to reflect the outcome.	
4.	Text	Text providing details on the next steps of the eForm.	
5.	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 corrections/resubmission is required, the form is sent to the Candidate to decide on the next steps, if the Candidate has failed, the form process is complete and the Candidate will be notified of their failure.	

4.9.7 EGAP – Process Decision View Screenshots



Introduction ✓

Candidature Details ✓

Processing

Processing

Help Download Save Back

Form Id: 1000024030

Form Details: [redacted] - Thesis Submission

By submitting this eForm you are confirming you have updated the Candidate's record in the Student Administration System.
Refer to EGAP's processing instructions and do as instructed.

1) The Student Administration System has been updated to reflect the Candidate's decision regarding resubmission of this thesis. *

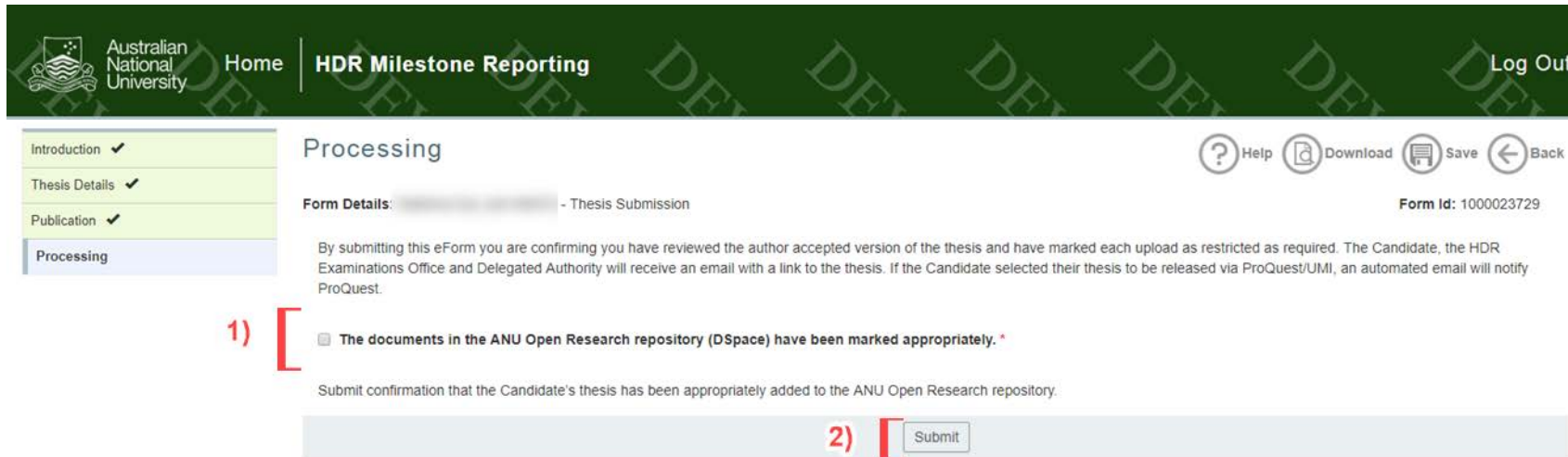
Submit confirmation that the Candidate's record has been updated.

2)

4.9.7.1 EGAP – Process Decision View Table

Annotation	Question Type	Description	Conditions
1.	Dynamic checkbox	A dynamic checkbox for EGAP to confirm they have updated SAS to reflect the Candidate's decision.	
2.	Submit button	Submit button to complete the eForm.	

4.9.8 Library View Screenshots



4.9.8.1 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.	

4.9.9 Errors/Validators

a)	<p>You cannot submit this eForm until at least two examiners have Completed status (other examiners may have Withdrawn). Examiner status must be either Complete or Withdrawn</p> <p><u>Trigger:</u> Less than two Examiners have SENT status in SAS. <u>Potential Solutions:</u> Ensure that the Examiner details in SAS are updated with the SENT status. This should be done in conjunction with the Thesis Distribution and Examination eForm. <u>Warning Text:</u> "You cannot submit this eForm until at least two examiners have Completed status (other examiners may have Withdrawn). Examiner status must be either Complete or Withdrawn".</p>
b)	<p>You cannot submit this eForm until all examiners with a COMP status have a recommendation listed in the Student Administration System</p> <p><u>Trigger:</u> There are still outstanding Examiner reports. <u>Potential Solutions:</u> Ensure that all the Examiner reports have been updated in SAS. Ensure the Examiner completes the Thesis Distribution and Examination eForm, whether they complete their report or withdraw.</p>

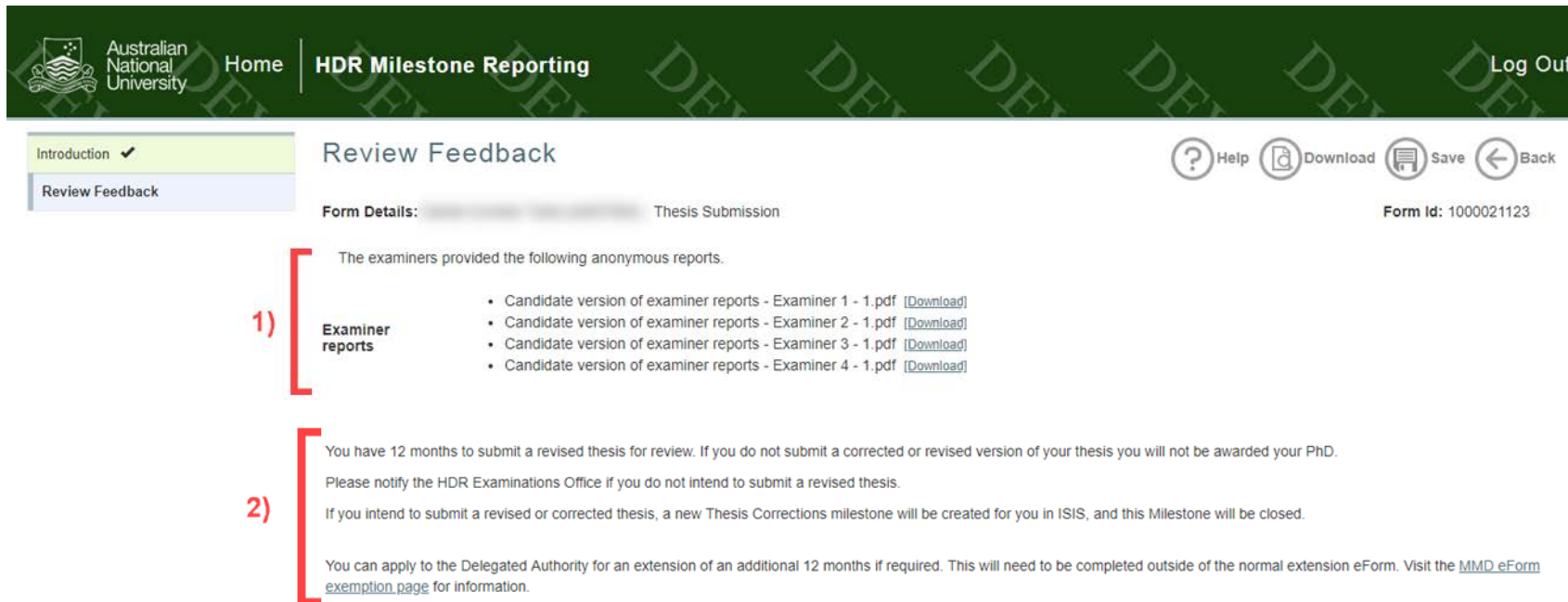
	<p><u>Warning Text:</u> <i>"You cannot submit this eForm until all examiners with a COMP status have a recommendation listed in the Student Administration System".</i></p>
c)	<p>Please do not use "^" or " " characters in this field</p> <p><u>Trigger:</u> The user has entered a forbidden character in the text entry field. <u>Potential Solutions:</u> Ask the user to delete any hat "^" or pipe " " characters from the text field. <u>Warning Text:</u> <i>"Please do not use "^" or " " characters in this field".</i></p>
d)	<p>No ERMS document was found. Please ensure the examiner has completed their report and submitted the eForm</p> <p><u>Trigger:</u> ERMS pull has returned no information about the examiner's report. <u>Potential Solutions:</u> Ensure the examiner has completed the Thesis Distribution and Examination eForm. Double check the documents exist in ERMS. If they exist, there may be an issue with the web services. Escalate to the next level in the support chain. <u>Warning Text:</u> <i>"No ERMS document was found. Please ensure the examiner has completed their report and submitted the eForm".</i></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 the user has completed all fields. <u>Warning Text:</u> <i>"This is a required field".</i></p>

4.10 Review Feedback

4.10.1 Overview

Forms:	HDR Milestone Reporting: Thesis Submission.
Visible To:	Candidate.
Actors:	Candidate.
Purpose:	For the Candidate to review the Examiner reports and confirm their next steps when re-submission or re-examination is required.
Triggered by:	Completion of AD review.
Loads:	

4.10.2 Candidate – Review Feedback View Screenshots



The screenshot shows the 'Review Feedback' page for a 'Thesis Submission' form (Form id: 1000021123). The page is titled 'Review Feedback' and includes navigation options like 'Home', 'Log Out', 'Help', 'Download', 'Save', and 'Back'. A sidebar on the left shows 'Introduction' and 'Review Feedback'. The main content area is divided into two sections highlighted by red brackets:

- 1) Examiner reports**: The examiners provided the following anonymous reports.
 - Candidate version of examiner reports - Examiner 1 - 1.pdf [\[Download\]](#)
 - Candidate version of examiner reports - Examiner 2 - 1.pdf [\[Download\]](#)
 - Candidate version of examiner reports - Examiner 3 - 1.pdf [\[Download\]](#)
 - Candidate version of examiner reports - Examiner 4 - 1.pdf [\[Download\]](#)
- 2)** You have 12 months to submit a revised thesis for review. If you do not submit a corrected or revised version of your thesis you will not be awarded your PhD. Please notify the HDR Examinations Office if you do not intend to submit a revised thesis. If you intend to submit a revised or corrected thesis, a new Thesis Corrections milestone will be created for you in ISIS, and this Milestone will be closed. You can apply to the Delegated Authority for an extension of an additional 12 months if required. This will need to be completed outside of the normal extension eForm. Visit the [MMD eForm exemption page](#) for information.

3) [Do you intend to submit a revised and/or corrected thesis? Yes No]

Next steps

4) [By submitting this eForm you are confirming you have reviewed the Associate Dean's decision and the examiner reports and have decided how you will continue. This eForm will go to the HDR Examinations Office to update your student record and process the decision as required.

I confirm I intend to submit a corrected or revised thesis for examination.

Submit decision to HDR Examinations Office for action.

5) [Submit decision to HDR Examinations Office (10)]

4.10.2.1 Candidate – Review Feedback View Table

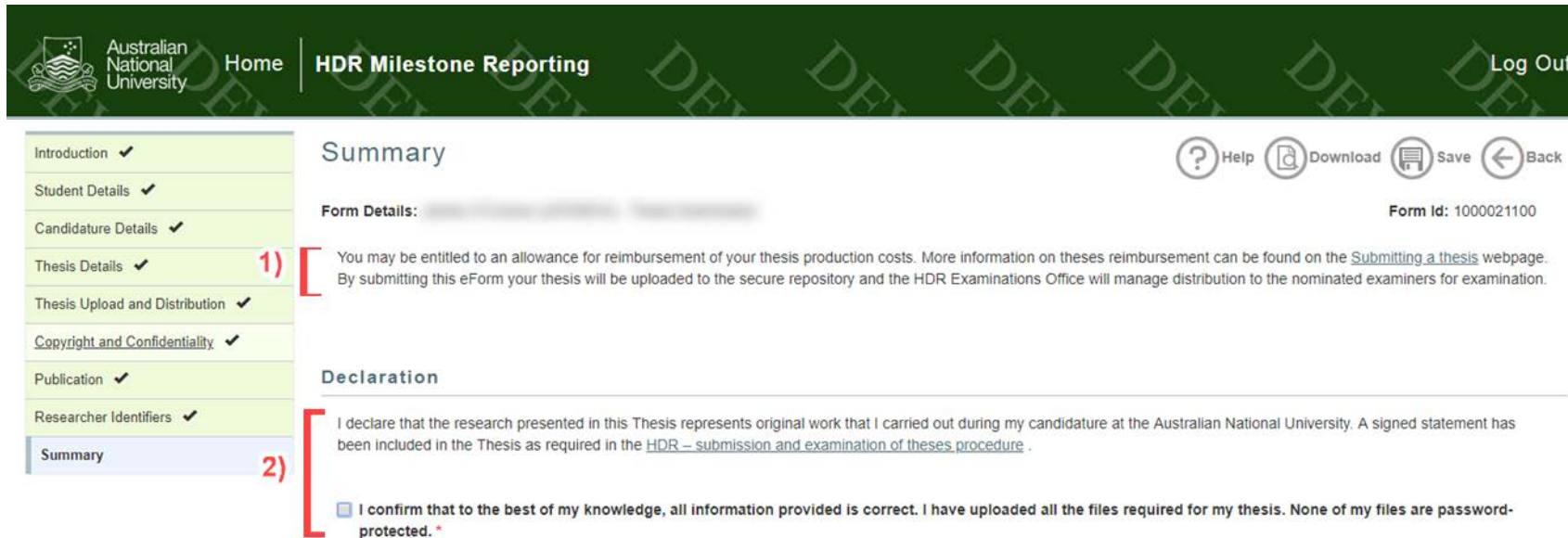
Annotation	Question Type	Description	Conditions
1.	Document download list	A list of Examiner reports for download.	
2.	Dynamic Text	Dynamic text providing information on the outcome of the examination and the next steps if required.	
3.	Radio button	Dynamic question radio button. Depending on the examination outcome, asks the Candidate if: <ul style="list-style-type: none"> • They intend to submit a revised/corrected thesis or not • They intend to re-submit a thesis for examination or not Note that these options are presented based on the outcome and therefore will never be presented simultaneously.	If Candidate is asked to correct thesis or re-submit for examination.
4.	Checkbox	Dynamic question checkbox confirming their decision in section 3 above.	If Candidate is asked to correct thesis or re-submit for examination.
5.	Submit button	Submit button returns the form to the Examination Office to process the decision.	

4.11 Summary

4.11.1 Overview

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

4.11.2 Candidate View Screenshots



The screenshot shows the 'HDR Milestone Reporting' interface. The navigation menu on the left includes: Introduction ✓, Student Details ✓, Candidature Details ✓, Thesis Details ✓ (marked with a red '1)'), Thesis Upload and Distribution ✓, Copyright and Confidentiality ✓, Publication ✓, Researcher Identifiers ✓, and Summary (marked with a red '2').

The main content area is titled 'Summary' and includes the following elements:

- Form Details:** [Blurred text]
- Form Id:** 100021100
- Help, Download, Save, Back** icons.
- 1) [Red bracket]** You may be entitled to an allowance for reimbursement of your thesis production costs. More information on theses reimbursement can be found on the [Submitting a thesis](#) webpage. By submitting this eForm your thesis will be uploaded to the secure repository and the HDR Examinations Office will manage distribution to the nominated examiners for examination.
- Declaration**
- 2) [Red bracket]** 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

3) You have now completed this milestone form. You can review any section by selecting from the side panel. Once your thesis has been submitted, you can track its progress through your milestone/thesis tracker.

Please note if you receive a scholarship for fees or a stipend, this will cease following the submission of your thesis for examination.

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 the eForm and your thesis to the HDR Examinations Office.

4)

4.11.2.1 Candidate View Table

Annotation	Question Type	Description	Conditions
1.	Text	A note on the reimbursement of thesis costs.	
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 examinations office.	

4.11.3 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 the user has completed all fields.</p> <p><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.

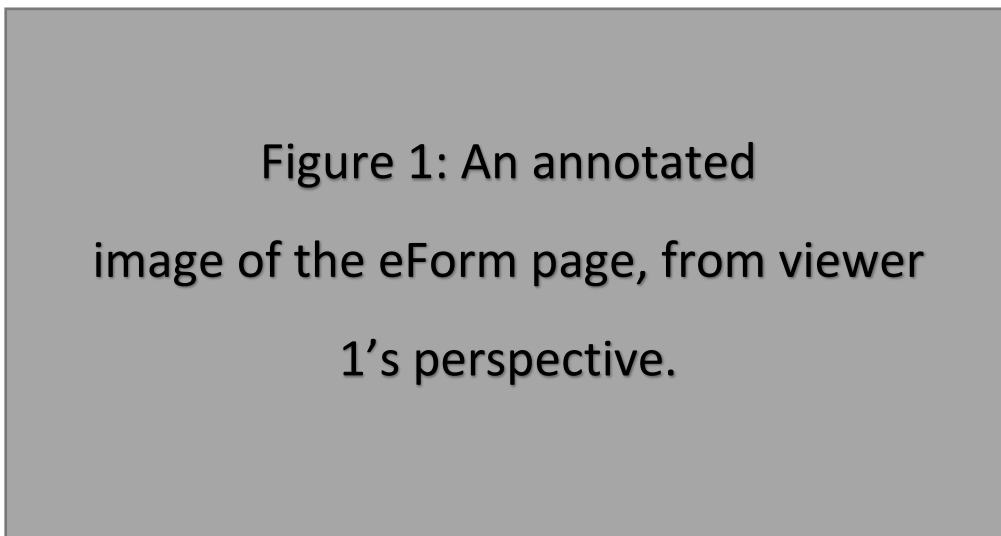
Below is a more detailed explanation of a generic page with two possible viewers, viewer1 and viewer2.

{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 form.
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.

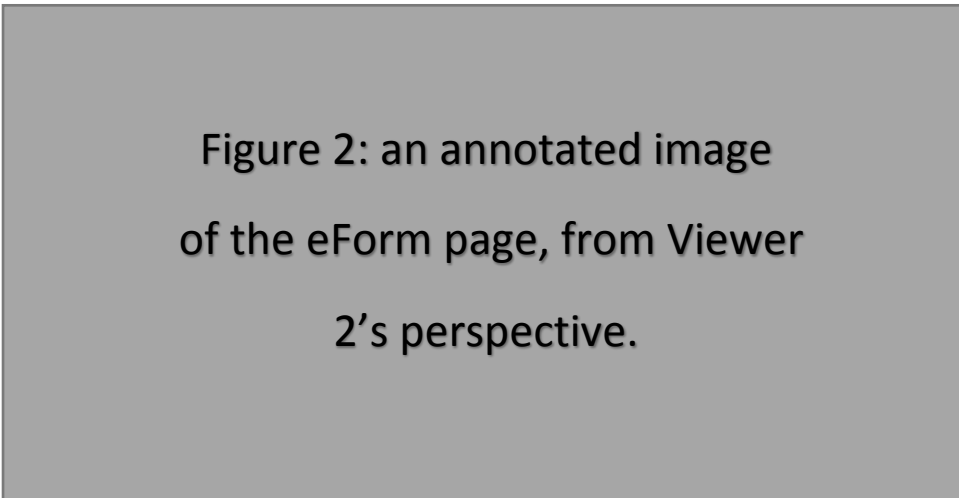
{4.X.1} [Viewer1] View



{4.x.1.1}[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.2 } [Viewer2] View



{4.x.2.1}[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.3} 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>