**Notification of Intent to submit**

Student Checklist

**Before** beginning the Notification of Intent to submit eForm (NOI Milestone), to commence the process to submit your thesis, make sure you have completed the following checklist items.

The NOI Milestone should be completed 2-3 months before you intend to submit your thesis for examination.

* Discuss your intended submission date with your Primary Supervisor, and confirm it is before you maximum submission date.
* Discuss your thesis format with your Primary Supervisor. *(The NOI milestone eForm will allow you to apply to change your thesis format, after this you will no longer be able to make changes to your thesis format. You can change your thesis format using an MMD-HDR eForm at anytime before submitting your NOI).*
* Discuss any confidential material contained in your thesis with your Primary Supervisor, and decide whether you will need to apply for Thesis Access Restriction. If you intend to apply for Thesis Access Restriction, prepare a statement to support your request with your Primary Supervisor and Chair of Panel.
* Prepare your finalised thesis title, abstract and table of contents. *(Once you have submitted your NOI you will be able to change you thesis title and abstract using an MMD-HDR eForm).*
* Complete your Research Integrity Training milestone.
* Ensure that your other milestones, especially your Oral Presentation are up to date.
* Check the conditions of the award specific to your scholarship and note that payments of any fees and/or stipends will cease on submission of your thesis for examination
* Update your contact details on ISIS.
* Register for an ORCiD by logging in and registering through the University’s Research Information Management System (RIMS)

## **For more information visit:**

**Submitting a Thesis:** <http://www.anu.edu.au/students/program-administration/assessments-exams/submitting-a-thesis>

## **Related links:**

**Research Integrity Training:** <https://services.anu.edu.au/training/research-integrity-training>

**RIMS:** <https://services.anu.edu.au/files/guidance/RIMS%20Orcid%20Login%20Guide.pdf>

**ANU ISIS:** <https://isis.anu.edu.au/>