

Notification of Intent to Submit - eForm Guide for Students

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Introduction

The Notification of Intent to Submit your Thesis eForm is now available as one of your HDR Milestones. The eForm allows you to:

- Formally indicate your intent to submit your thesis and begin the examination process.
- Confirm your Supervisory Panel details are correct.
- Apply to change your Thesis Format. Note that this is your last chance to change it before submission.
- Update your Thesis details, such as your: Intended Submission Date, Working Thesis Title and Thesis Abstract
- Suggest examiners who you believe should, or should not examine your Thesis.
- Apply for Delayed Public Access, or Full Confidentiality of your Thesis.

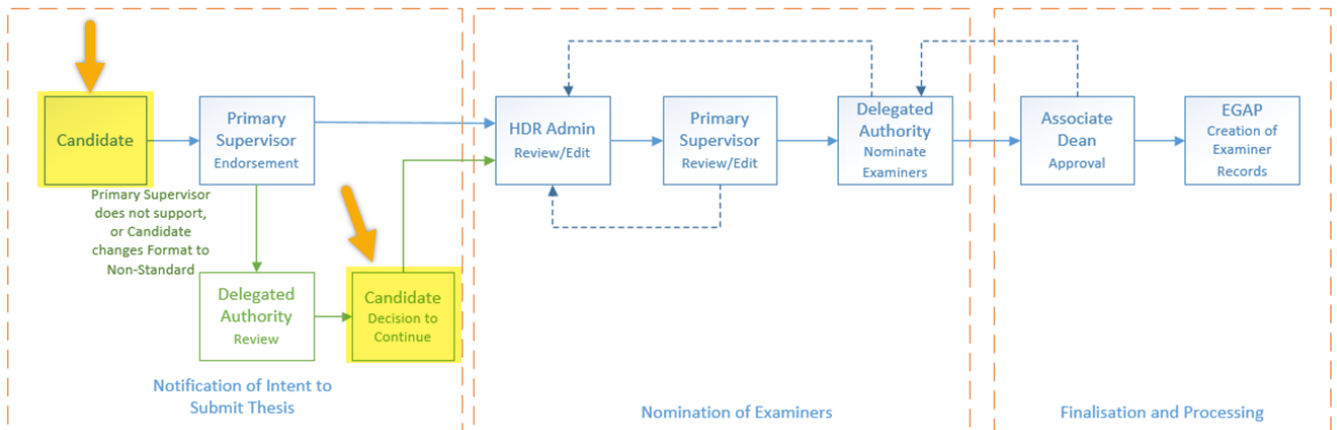
How to access the Milestone eForms

- Your Notification of Intent to Submit Milestone will be available alongside your other HDR Milestones in your research report section in ISIS. Click 'Begin eForm' when you are ready to begin your Notification of Intent to Submit.
- If the eForm has been returned to you for further action, you will receive an email with a direct link to the eForm. You can also access the eForm by logging into eforms.anu.edu.au. The eForm will appear in the 'Forms Assigned to Me' section

Flow of eForm

There are two eForm stages which you may be required to complete. The first stage is the form initiation where you will complete your notification of intent to submit. Depending on the decisions made by your Primary Supervisor and the Delegated Authority, you may have to complete a second stage of the form to indicate your response to the decisions. This stage is only required if your Primary Supervisor does not support your submission, or the Delegated Authority has rejected your request to change your thesis format.

Milestone eForms User Reference Guide



Changing your Thesis Format

As part of your Notification of Intent to Submit your Thesis you may also request to Change your Working Thesis Format. This is the last chance you will get to change your Thesis Format before submission. You can change your Working Thesis Format prior to the submission of your Notification of Intent to Submit using the Manage My Degree eForm. Additionally to the reasons for requesting to change your Thesis Format, you may be required to provide the following details:

- If you choose Thesis by Alternative Format or Thesis by Creative works, you will have to outline the percentage contribution of each component of your work to the total submission.
- If you choose Thesis by compilation, you will have to provide details on the Publications and Papers to be included in your Thesis.

Updating your Thesis Details

As part of your Notification of Intent to Submit you are required to update or confirm your thesis details. Thesis details include:




- Your Intended Submission Date – this must be between your minimum and maximum submission dates.
- Your Working Thesis Title – you can choose to keep your current title or update it.
- A Table of Contents for your Thesis – this is optional, you may upload a word document with your Thesis table of contents for your examiners.
- Your Thesis Abstract – you must upload an Abstract for your Thesis. This must be between 100 and 500 words (650 – 3400 characters)

Applying for Thesis Action Restriction

If your Thesis contains material you are expecting to publish, third party copyright material, or other sensitive or confidential material, you may apply for Delayed Public Access or full Confidentiality for your Thesis. You will be asked to indicate:

- Whether you require the examiners to sign Non-Disclosure Agreements.
- Which chapters or appendices of your thesis you would like restricted.
- The duration of the restriction
- A statement outlining the reasons for restriction

Tips for using the eForms

- There are two ways to navigate through the eForm. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You can also use the navigation bar on the left of the form.  
- Compulsory fields are indicated by a red asterisk: *.
- To save the form click the save icon in the top right corner. You will be able to access your saved un-submitted eForms by logging into eforms.anu.edu.au 
- To upload documents to the eForm, click the 'Upload New' button where prompted.

Support

If you need assistance please contact your College/School HDR Administrator or go to the [Student eForm Support Webpage](#).