INTENTION TO SUBMIT – HDR STUDENT QUICK REFERENCE GUIDE

OVERVIEW
This guide explains how to use the Intent to Submit and Nomination of Examiners forms and answers some common questions.

APPLIES TO
HDR Students

EXAMS – INTENT TO SUBMIT AND NOMINATIONS WORKFLOW

COMMON QUESTIONS

1. What is an ‘Intention to Submit’ and why is it on my timeline?

The Intention to Submit form allows you to notify your supervisor of the date when you intend to submit your thesis. The purpose of the form is to:

- Prompt your supervisor to nominate examiners prior to you submitting your thesis
- Allow you to state if there are any examiners you do not wish to examine your thesis.
- Open a conversation with your supervisor about a completion plan.

It shows on your milestone timeline 12 weeks prior to your Expected Work Submission (EWS) date. It is shown at this point as it can take some time for supervisors to find examiners in your field who are available to examine your thesis.
2. How do I access the Intention to Submit form?
You can access the form by clicking on the milestone in your timeline.

Alternatively, you can navigate to the form by clicking on the Examination tab in the top menu and selecting Intention to Submit.
Either method will take you to the **Intention to Submit** landing page. Here you click on the blue **Add Intention to Submit** button to start the form.

3. **Do I have to fill out an Intention to Submit?**
   No, you do not. You can just submit your thesis when it is ready for submission. But we do strongly recommend you complete an intention to submit form.

   If you do not fill out the form, then you may find your supervisor has not nominated examiners in time and you will have to wait for this process to complete before your thesis can be examined. In addition, you will not be able to flag any examiners you do not want to examine your thesis.

   If you do not use this form, we recommend you have a conversation with your principal supervisor about examination time frames.

4. **How will I know if my supervisor has nominated examiners?**
   You can view whether examiners have been nominated on the **Nomination of Examiners** landing page.

   Click on the **Examination** tab in the top menu and select **Nomination of Examiners**.
The current status of your examiner nominations will be shown on this page.

5. Can I see who my examiners are?
No, it is against Flinders HDR examination policy for students to be notified of who their examiners are.
6. Can I flag which examiners I do not want to have as examiners?
Yes, you can do this in your intention to submit form.