

Intention to Submit – 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.

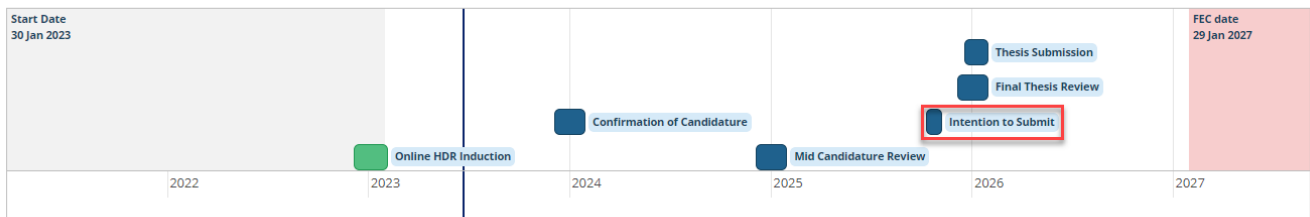
Intention to Submit – Student Quick Reference Guide



Flinders University Sign Out

Welcome to Inspire Skills Development Milestones Degree Management Examination

Timeline



Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of the Research Training Program (RTP) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the Continuity of Study Policy.
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

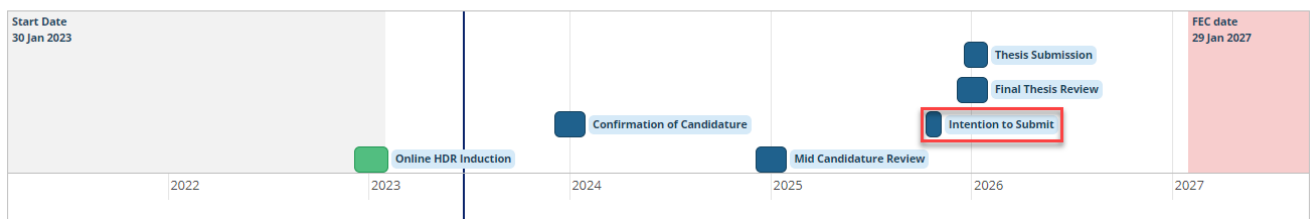
2. How do I access the Intention to Submit form?

You can access the form by clicking on the milestone in your timeline.

Flinders University Sign Out

Welcome to Inspire Skills Development Milestones Degree Management Examination

Timeline



Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of the Research Training Program (RTP) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the Continuity of Study Policy.
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

Alternatively, you can navigate to the form by clicking on the **Examination** tab in the top menu and selecting **Intention to Submit**.

Intention to Submit – Student Quick Reference Guide



Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

Intention to Submit

Nomination of Examiners

Thesis Submission

Results

Thesis Amendments

Welcome to INSPIRE

Inspire is a candidature management tool for higher degree by research students, their supervisors, external examiners, and support staff.

HDR Students can use Inspire to submit degree management forms, manage their Milestones, plan, manage their thesis submission and examination.

HDR Supervisors can monitor the progress of their students through Milestones, manage candidature with the HDR Supervisor Development Program compliance and book into available training courses, engage with supervisors.

External Examiners can download a thesis for examination and upload their final report.

Please [contact us](#) if you would like more information.

Forms that require your attention

🔄 There are no forms requiring your attention

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.

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

Intention to Submit

Thesis Submission is a two-step process, consisting of your Intention to Submit and the final submission of your thesis for examination.

The intention to submit should be completed at least three months prior to your expected submission date. This will prompt your Principal Supervisor to nominate examiners. Once your Principal Supervisor has submitted nomination of examiner forms, you will see the status on the Nomination of Examiner page.

Please allow sufficient time to prepare for submission. Detailed requirements for the submission of your thesis are available at: [Preparing for Thesis Submission](#).

To submit your final thesis for examination, go to Thesis Submission from the Examination tab in Inspire.

IMPORTANT NOTE: If your circumstances change and you need to amend your Intention to Submit date, please discuss your new submission date with your supervisor. If your new submission date is after your Expected Work Submission (EWS) date please lodge an extension in Inspire, if you have not already done so. Intention to Submit forms can not be deleted but you can lodge a new intention to submit form at any time and this will notify your supervisor of the change to your expected submission date.

▶ See the workflow used in this process

Add Intention to Submit

Search:

Form	Due Date	Status
There are currently no forms		

Showing 0 to 0 of 0 entries

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

Intention to Submit – Student Quick Reference Guide



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 screenshot shows the top navigation bar of the Inspire website. The 'Examination' menu item is expanded, showing a list of options: 'Intention to Submit', 'Nomination of Examiners', 'Thesis Submission', 'Results', and 'Thesis Amendments'. The 'Nomination of Examiners' option is highlighted with a red border. Below the navigation bar, the 'Welcome to INSPIRE' section is visible, containing introductory text and links for students, supervisors, and external examiners.

The current status of your examiner nominations will be shown on this page.

The screenshot shows the 'Nomination of Examiners' landing page. The page title is 'Nomination of Examiners'. Below the title, there is a light blue box containing text: 'Your supervisor will nominate at least two external and independent examiners to conduct your examination. Examiners are confidential, however you can track the status of the nomination process here. At least two successful examiner nominations are required for the thesis to be sent out for examination. You have an opportunity to list examiners that you do NOT wish to examine your thesis on your intention to submit form.' Below this box, there is a link: 'See the workflow used in this process'. At the bottom of the page, under the heading 'Current Status', the text 'Examiners approved' is displayed and highlighted with a red border.

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.

Intention to Submit – Student Quick Reference Guide



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.

Intention to Submit

Help

History:

Note: If you are submitting your thesis after your Funding Expected Completion (FEC) date you may be liable for fees until your thesis submission has been approved as per the [Continuity of Study Policy](#). Your FEC date can be found on your timeline or student details.

Students are not permitted to nominate or know the examiners of their thesis. However, a student has a right to inform their supervisor of any persons they *DO NOT* want to examine their thesis.

Refer to clause 3.3 of the [HDR Examination Procedures](#).

If applicable, please list any examiners, disciplines or groups that you do not wish to examine your thesis. For example, an individual, political alignment or research methodology that may not be empathetic with your research.

Need more help?

For more information about the examination processes refer to the [Examination and Completion](#) website and Team: hdr.exams@flinders.edu.au.