

## INTENTION TO SUBMIT – HDR STUDENT QUICK REFERENCE GUIDE

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### 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:

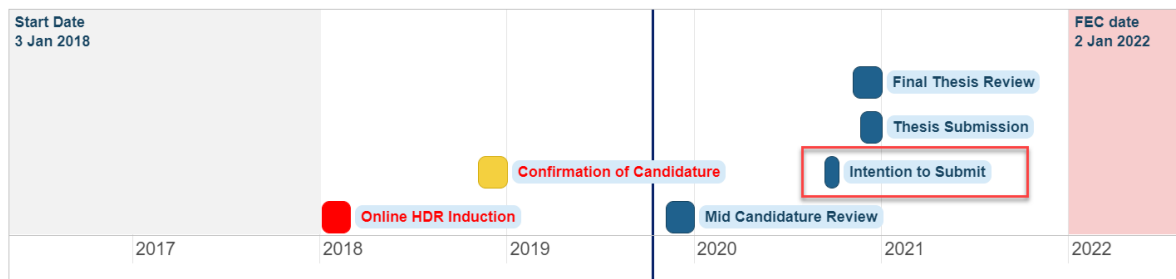
- Prompt your supervisor to nominate examiners prior to you submitting your thesis
- Allow you to state if there are any examiners you do not wish to examine your thesis.
- Open a conversation with your supervisor about a completion plan.

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.



Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

## Timeline



Please contact the Office of Graduate Research, [hdr.progression@flinders.edu.au](mailto:hdr.progression@flinders.edu.au), if any of the details below are incorrect.

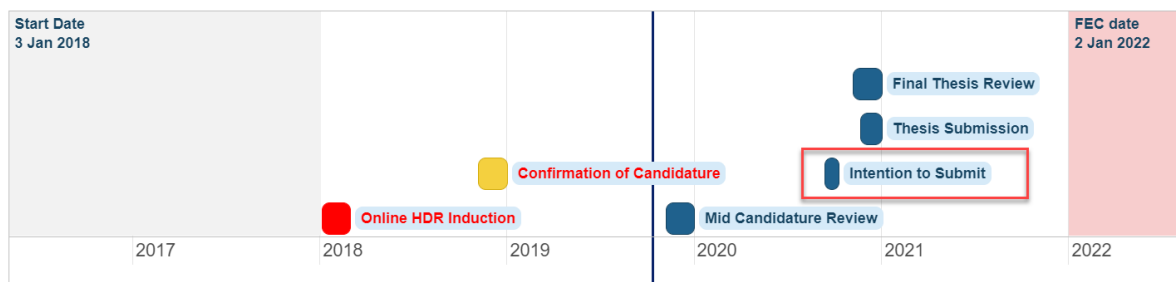
- If you have Milestones that have been completed outside of Inspire (in REX), these will not be displayed in your timeline.
- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of 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](#).

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

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

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



Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors and support staff. You can use Inspire to submit degree management forms for recommendation, assess your skills, plan your research training, book into available training courses, complete an intention to submit your thesis, nominate examiners. Please [contact us](#) if you would like more information.

Forms that require your attention

There are no forms requiring your attention

Examination Forms that require your attention

There are no forms requiring your attention

Thesis Submission

Researcher Skills

- Skills Needs Analysis
- Self record a development activity
- View all your completed activities

Training & Development

- Find & book activities
- View your booking summary
- Calendar Settings

Office of Graduate Research

- OGR Website
- HDR Degree Management
- REST FLO Website

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 Career Planning 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: <https://students.flinders.edu.au/my-course/hdr/examinations>.

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

☒ See the workflow used in this process

Add Intention to Submit

Title	Date	Status
Sorry, this table is empty.		

### 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**.

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Forms that require your attention

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Milestones

Intention to Submit

**Nomination of Examiners**

Thesis Submission

**Researcher Skills**

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

Welcome to Inspire Skills Development Career Planning Milestones Degree Management Examination

**Nomination of Examiners**

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.

[See the workflow used in this process](#)

**Current Status**

**Examiners approved**

## 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.

Intention to Submit

[Help](#) [Save](#) [Close](#)

History: Latest

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.

Student intention to submit