



Tips for using the eForms

- There are two ways to navigate through the form. 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 may also skip to a particular page in the form by clicking the page title in the navigation bar on the left of the form. 
- Compulsory fields are marked with a red asterisk: *. You must provide the required information in order to proceed.
- If a page appears green on the navigation bar, it has been successfully completed. If a page appears red on the navigation bar, there are compulsory fields on that page which have not been filled in.
- To save the form click the save icon in the top right corner. Note: you will not be prompted to save upon exit, therefore it is important to click the save button before logging out or closing the window. You will be able to access your saved unsubmitted eForm via ISIS. 
- You may be given the opportunity to provide enter multiple goals in your Annual Plan or upload multiple documents to the form. You may add additional answers or documents by clicking the + button below the question. To remove an answer or document, select it using the checkbox and click the – button. Clicking and dragging the three bars beside the checkbox allows you to rearrange the order of your documents. 
- To upload documents to the form, click the 'Upload New' button where prompted. A pop-up window will open, allowing you to browse for your file to upload. Once the document has finished uploading, the window will close.

What happens after submission of the eForm?

- You will receive a confirmation email to your campus email account with a copy of your submitted Milestone eForm.
- Your submission will be sent to the Chair of your Supervisory Panel.
- You will have a discussion with the Chair, and Supervisory Panel members, about your Milestone.
- The Chair will complete the eForm with comments and a recommendation, and it will be sent to the Delegated Authority.
- The Delegated Authority will review the Milestone and recommendation from the Chair, and will assess the Milestone as either:
 - Satisfactory – the student can continue in the program
 - Requiring Further Review – an additional review of the student's progress is required by a date as determined
 - Unsatisfactory – recommending a transfer to Masters of Philosophy; or termination of the student's enrolment in the program
- You will receive an email confirming the outcome of the Milestone review to your campus email account with a copy of the completed Milestone eForm, with Chair and Delegated Authority comments.
- If you need to make changes to your form after submission, you may ask the Chair of your Supervisory Panel to return the form by selecting the 'Request Further Information' option at the end of their form stage. If the Chair has already submitted the form to the Delegated Authority, the form must be returned to the Chair before being returned to you.