DEGREE MANAGEMENT – ADMIN QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to manage student applications to vary their degree such as:

- Applying for an intermission of candidature
- Applying for an extension of candidature
- Changing or adding a Supervisor
- Transfer from full-time to part-time or vice versa
- Changing enrolment location
- Transferring degree or applying for a significant change to your research project
- Withdrawing your enrolment

This guide also includes information regarding how to view a student's completed skills and training activities they have undertaken.

APPLIES TO

HDR Coordinators, Student Finance, International Compliance and Office of Graduate Research staff

COMMON QUESTIONS

1. Where are the forms requiring your attention?

Students start the Application process for a variation to their enrolment which also starts the workflow for the form. If there is a form requiring your action it will appear on the relevant dashboard in Inspire under the 'Forms Requiring Attention' tab.
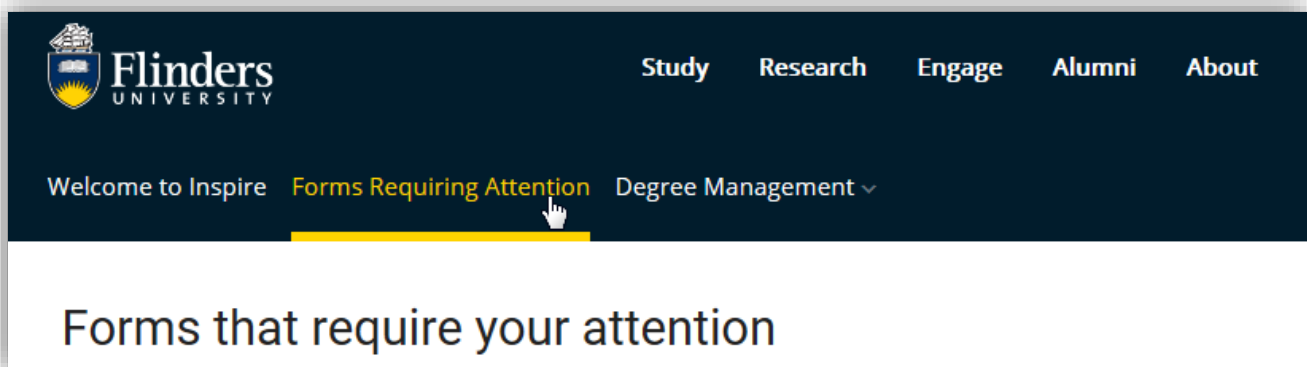
Clicking on any part of the blue hyperlink text in the list will take you to the form you need to review. Forms will pop up in a window under the same browser tab.

2. How do I review forms for attention?

Each form generally shows you the previous information that has already been approved before your attention is required. These prior approvals appear in a slightly shaded section and cannot be updated by you. They are read only for your information.

The area you are required to respond is in white and you can edit or update it.

Each form may be different, so please read all preceding information and respond appropriately. Once forms have been signed and submitted there is no way of going back, they are sent to the next step in the workflow process. Caution is advised at this stage of the workflow. If you require more information or are in doubt **do not sign and submit the form**, hold the form and seek further assistance or information via email, telephone or in person.

3.   What steps are in the workflow for each form?

The workflow for each process can be found at the top of each form's home page once a form has been selected. Select the 'See the workflow used in this process' link to see all the steps in the forms workflow.

Intermission of Candidature
🔲 See the workflow used in this process

Type	Completed & Signed By
Request	HDR Student
Recommendation	Principal Supervisor
International Compliance Evaluation (for international students)	International Compliance Evaluation Team
Finance Evaluation (for sponsored students or students receiving scholarship)	Student Finance Evaluation Team
Approval by OGR	Office for Graduate Research (OGR)
Approval by College HDR Coordinator (if OGR delegates)	College HDR Coordinator

Extension
🔲 See the workflow used in this process

Type	Completed & Signed By
Extension Request	HDR Student
Extension Recommendation	Principal Supervisor
International Compliance Evaluation (for international students)	International Compliance Evaluation Team
Finance Evaluation (for sponsored students or students receiving scholarship)	Student Finance Evaluation Team
Approval by OGR	Office of Graduate Research (OGR)
Approval by College HDR Coordinator (if OGR delegates)	College HDR Coordinator

Change or Addition of Supervisor

🔲 See the workflow used in this process

Form	Completed & Signed By
Change / Add Supervisor Request	HDR Student
Supervisor Checks	Office for Graduate Research (OGR)
Supervisor Acceptance	Office for Graduate Research (OGR)
Approval	College HDR Coordinator

Full / Part-time Transfer

🔲 See the workflow used in this process

Form	Completed & Signed By
Full / Part-time Transfer Request	HDR Student
Full / Part-time Transfer Recommendation	Principal Supervisor
International Compliance Evaluation (for international students)	International Compliance Evaluation Team
Finance Evaluation (for sponsored students or students receiving scholarship)	Student Finance Evaluation Team
Approval by OGR	Office for Graduate Research (OGR)
Approval by College HDR Coordinator (if OGR delegates)	College HDR Coordinator

Change Enrolment Location

🔲 See the workflow used in this process

Form	Completed & Signed By
Application to Change Enrolment Location	Student
Recommendation	Principal Supervisor
International Compliance Evaluation (for international students)	International Compliance Evaluation Team
Finance Evaluation (for sponsored students or students receiving scholarship)	Student Finance Evaluation Team
Approval by College HDR Coordinator	College HDR Coordinator
Approval by OGR (if HDR approves)	Office of Graduate Research (OGR)

Degree Transfer or Significant Change to Project

🔲 See the workflow used in this process

Form	Completed & Signed By
Application for Degree Transfer or Significant Change to Project	HDR Student
Recommendation for Degree Transfer or Significant Change to Project	Principal Supervisor
International Compliance Evaluation (for international students)	International Compliance Evaluation Team
Finance Evaluation (for sponsored students or students receiving scholarship)	Student Finance Evaluation Team
Approval by OGR	Office of Graduate Research (OGR)
Approval by College HDR Coordinator (if OGR delegates)	College HDR Coordinator

Withdrawal of Enrolment

🔲 See the workflow used in this process

Form	Completed & Signed By
Withdrawal Request	HDR Student
Withdrawal Recommendation	Principal Supervisor
International Compliance Evaluation (for international students)	International Compliance Evaluation Team
Finance Evaluation (for sponsored students or students receiving scholarship)	Student Finance Evaluation Team
Approval by OGR	Office of Graduate Research (OGR)
Approval by College HDR Coordinator (if OGR delegates)	College HDR Coordinator

4. Who can see form comments?

Forms that require professional staff, OGR staff, International Compliance staff, Student Finance staff or HDR Coordinators to complete 'Comment' sections on forms are completely transparent. Please be aware that these comments are completely visible and viewable by students throughout the process. If more sensitive comments are required, Student Management or Content Manager may be a more appropriate medium to record this type of information.

5. How to sign and submit forms for the next step in the workflow.

Each form may have its own list of questions to address. Please review all information in the form and decide accordingly. Mandatory fields must be completed before signing.

Forms must be **Signed** and **Submitted** to progress the workflow.

6. What emails are sent from Inspire for Variation Forms?

Please note: The OGR, Student Finance and International Compliance will need to access forms within Inspire.

Inspire Email	Description
Successful form submission	This is sent to the HDR student immediately upon submission of the form.
Student form approval or rejection	This is sent to the HDR student at the end of the workflow process, once the form has been signed by all appropriate parties.
Variations notification	Emails are sent each Tuesday and Thursday notifying Supervisors and HDRC's (respectively) of any outstanding forms requiring attention.

7.   What are the final steps in the process?

As Student Management is the authoritative system for maintaining student data, much of the information captured within Inspire needs to be recorded in Student Management.

This is currently the case for all Variations to an HDR student's enrolment. These updates can take up to 48 hours to feed back into Inspire.