

DEGREE MANAGEMENT – STUDENT QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to apply for variations to your 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

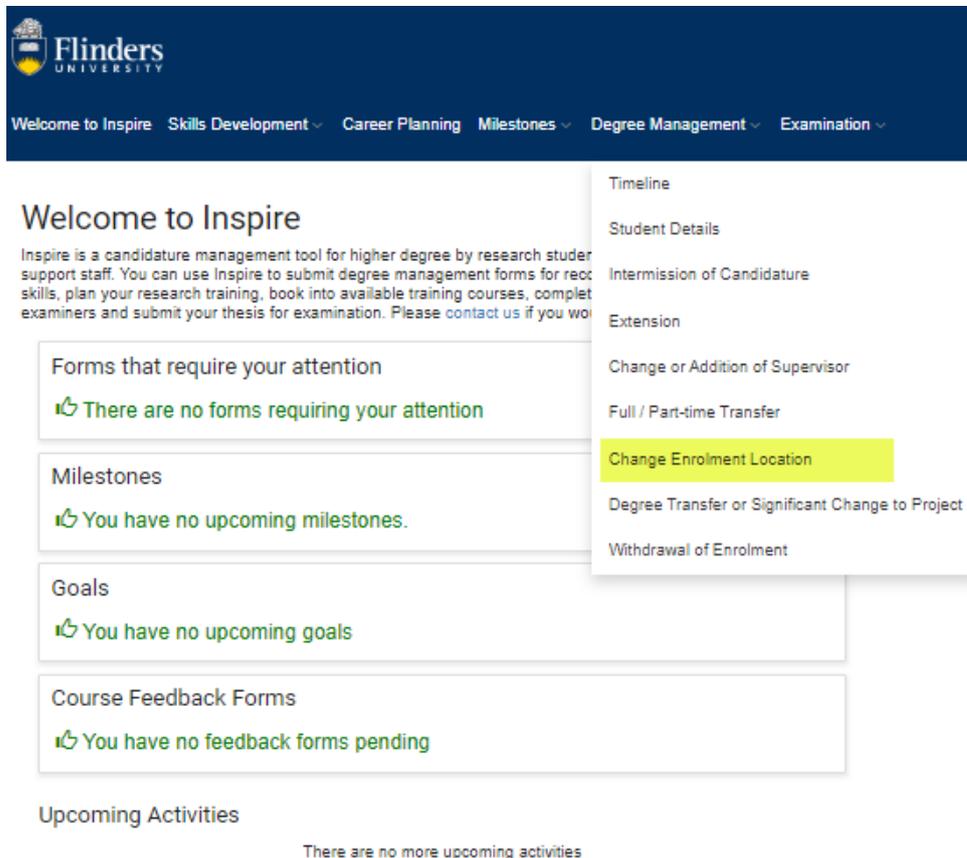
APPLIES TO

HDR Students

COMMON QUESTIONS

1. Where are the Student Enrolment Variation forms?

Select **Degree Management** and a drop-down menu appears. Hovering over each Form Name highlights the title in yellow. Select the form for the correct application you would like to submit.



The screenshot shows the Flinders University Inspire portal. The navigation bar includes: Welcome to Inspire, Skills Development, Career Planning, Milestones, Degree Management, and Examination. The 'Degree Management' dropdown menu is open, listing the following options: Timeline, Student Details, Intermission of Candidature, Extension, Change or Addition of Supervisor, Full / Part-time Transfer, **Change Enrolment Location** (highlighted in yellow), Degree Transfer or Significant Change to Project, and Withdrawal of Enrolment. The main content area shows 'Welcome to Inspire' with a description of the tool and four status boxes: 'Forms that require your attention' (no forms), 'Milestones' (no upcoming milestones), 'Goals' (no upcoming goals), and 'Course Feedback Forms' (no feedback forms pending). At the bottom, it says 'Upcoming Activities' with 'There are no more upcoming activities'.

2. How do I submit an application?

Open the form by selecting the blue labelled button. The form appears in a separate pop up window in the same browser tab.

Change Enrolment Location

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

Apply to Change Enrolment Location



Please note: Once you click the 'Apply' button, the form is created, and stays on your record, unless you either delete it or submit it. The 'Discard' button only Discards changes, not the form.

To delete the form, you must select '**Delete**' next to the selected form. Once a form is submitted you are no longer able to delete the form.

Fill in the form, including all mandatory fields marked with a red asterisk. You also need to upload any required mandatory documentation* and electronically sign the form.

Please note: document names need to be succinct and not contain any special characters such as apostrophes.

Once signed the form must be submitted by using the 'Submit' button in the top right-hand corner of the form.

Signature Participant(s)

Student, Karen [HDR]

✓ Signed – 02 Apr 19

Signatures

You have signed this form.

This form can be modified until you choose Submit above.

Sign



Help

Submit

Discard

You will then be asked to confirm your submission before sending.

Are you ready to send this form?

When you send this form it will be officially submitted and the form **will no longer be editable.**

Upon submission, you will be sent an email notification that your form has been submitted and is now awaiting approval in the process.

Please note: if the form says the Application is “**In Progress**” then you have not submitted your part. The status will switch to “**Form Submitted**” when it has gone to your supervisor.

3. What happens to my form once submitted?

Each student type has a different workflow depending upon your circumstances.

All forms go to the Principal Supervisor first for a recommendation. Supervisors are sent an email of their ‘forms requiring attention’ every Tuesday. If your request is urgent, once you have successfully submitted it, please contact your supervisor and ask them to log into Inspire.

If you are an International student, your form is sent to the International Compliance Office for verification that the form is permitted to proceed without further information or variation to conditions of the form.

If you are a Scholarship or Sponsored student, your form is sent to the Student Finance Office for verification that any variations to your enrolment will not have an impact upon your Scholarship or Sponsorship agreements.

All Student forms pass through the Office of Graduate Research for approval or review. If required, forms may be sent to the HDR Coordinator of the associated College for a decision.

Email notifications for Administrative roles are sent each Tuesday and Thursday. Forms requiring action can be found on the user’s Inspire Dashboard at any time.

4. Can I view the progress of my application?

Yes, you can log into your Inspire account and view the progress of your application at any time.

A student Dashboard shows each step in the workflow in date chronological order. It displays the status as ‘Form Submitted’ or ‘In Progress’ with the Deadline of when the form is required to be actioned if not submitted.

Extension

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

Apply for Extension

Form	Title	Deadline	Status	
Extension Application	Application for Extension	26 Sep 2018 at 05:00	Form submitted	Print
Extension Recommendation	Application for Extension	03 Oct 2018 at 17:00	Form submitted	Print
Extension Approval-OGR	Approval for Extension	03 Oct 2018 at 17:00	Form submitted	Print
Extension Finance	Notification for Extension	03 Oct 2018 at 17:00	Form submitted	Print

[+] Show old forms

5. Can I view comments on the progress of my application?

Yes, you can see each comment added to your application. Below is an example of the final OGR approval and comment. This system creates total transparency.

Do you approve this request? *

Yes
 No
 Send to College

Comments *

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6. Will I be notified of the outcome of my applications?

Yes, final outcome email notifications will be sent to you, your supervisor and other staff involved in the process.