

MILESTONES – COLLEGE DELEGATE QUICK REFERENCE GUIDE

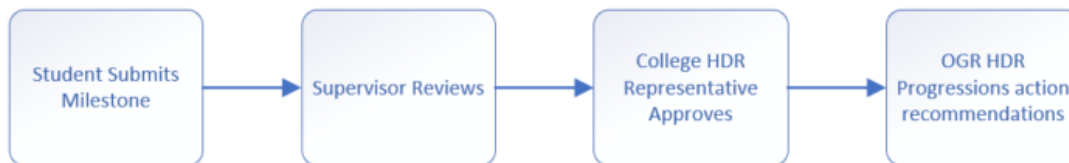
OVERVIEW

This guide explains how to use the student milestone timeline, review student milestones and answers some common questions.

APPLIES TO

HDR Coordinators and HDR Academic Advisors (College Delegates)

MILESTONE WORKFLOW



COMMON QUESTIONS

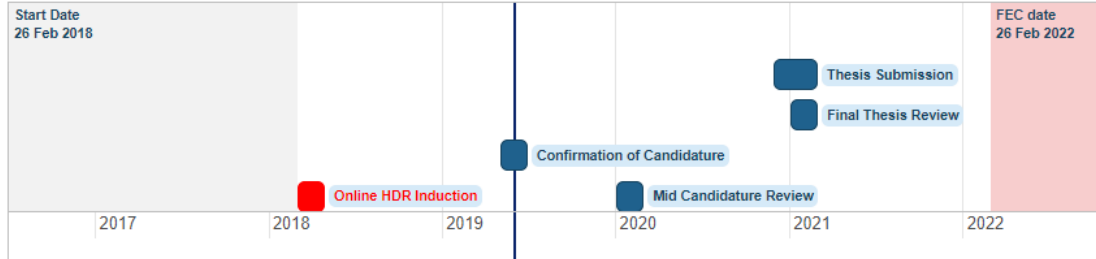
1. What is a milestone timeline?

The timeline shows all a student's milestones required for their candidature. It allows the student to proactively plan and manage their time during their candidature by being aware of upcoming milestones that they need to complete as part of their successful progression in the degree.

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾

Timeline

Please note: This timeline for HDR students is initially a pilot for PhD students who commenced from 2017 onwards. If your timeline is currently blank, it will be populated in the next release due in July 2019.



Please contact the Office of Graduate Research, 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.
- 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.

Deadline	Due Date	Completion Date	Status
Online HDR Induction	26 Apr 2018 (Should start by 1 Mar 2018)		■ Not Started (Overdue)
Confirmation of Candidature	26 Jun 2019 (Should start by 1 May 2019)		■ Not Started
Mid Candidature Review	26 Feb 2020 (Should start by 1 Jan 2020)		■ Not Started
Final Thesis Review	26 Feb 2021 (Should start by 1 Jan 2021)		■ Not Started
Thesis Submission	26 Feb 2021 (Should start by 26 Nov 2020)		■ Not Started

Showing 1 to 5 of 5 entries

If you hover over a Milestone, it indicates the timeframe for completion. Completed Milestones are indicated in green, and overdue Milestones are indicated in red.

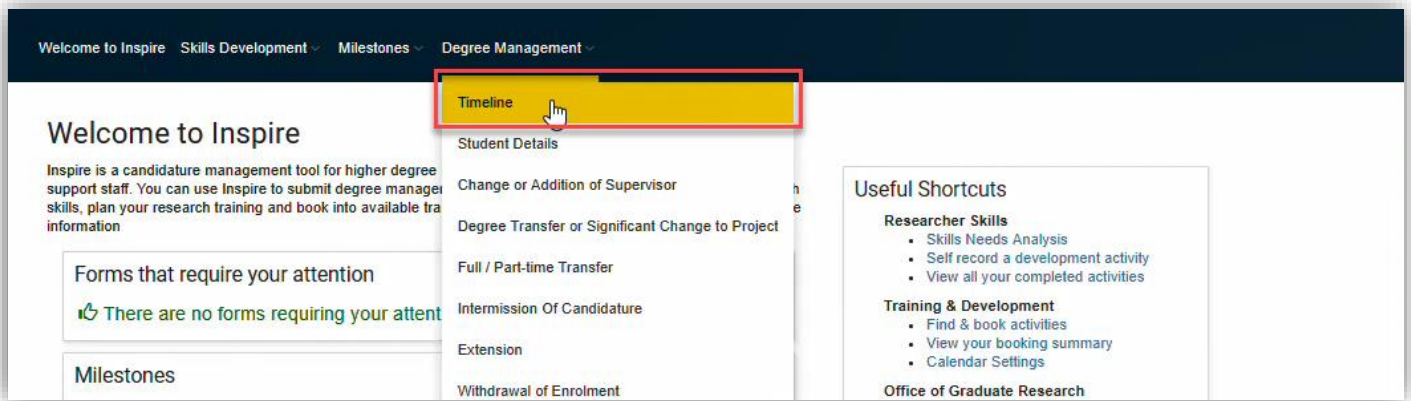
Students can access information specific to one of their Milestones by selecting the Milestone name directly on the timeline, or by choosing it from the table below the timeline.

6 weeks prior to a student's Milestone due date, Inspire sends a reminder notification to the student and their supervisors.

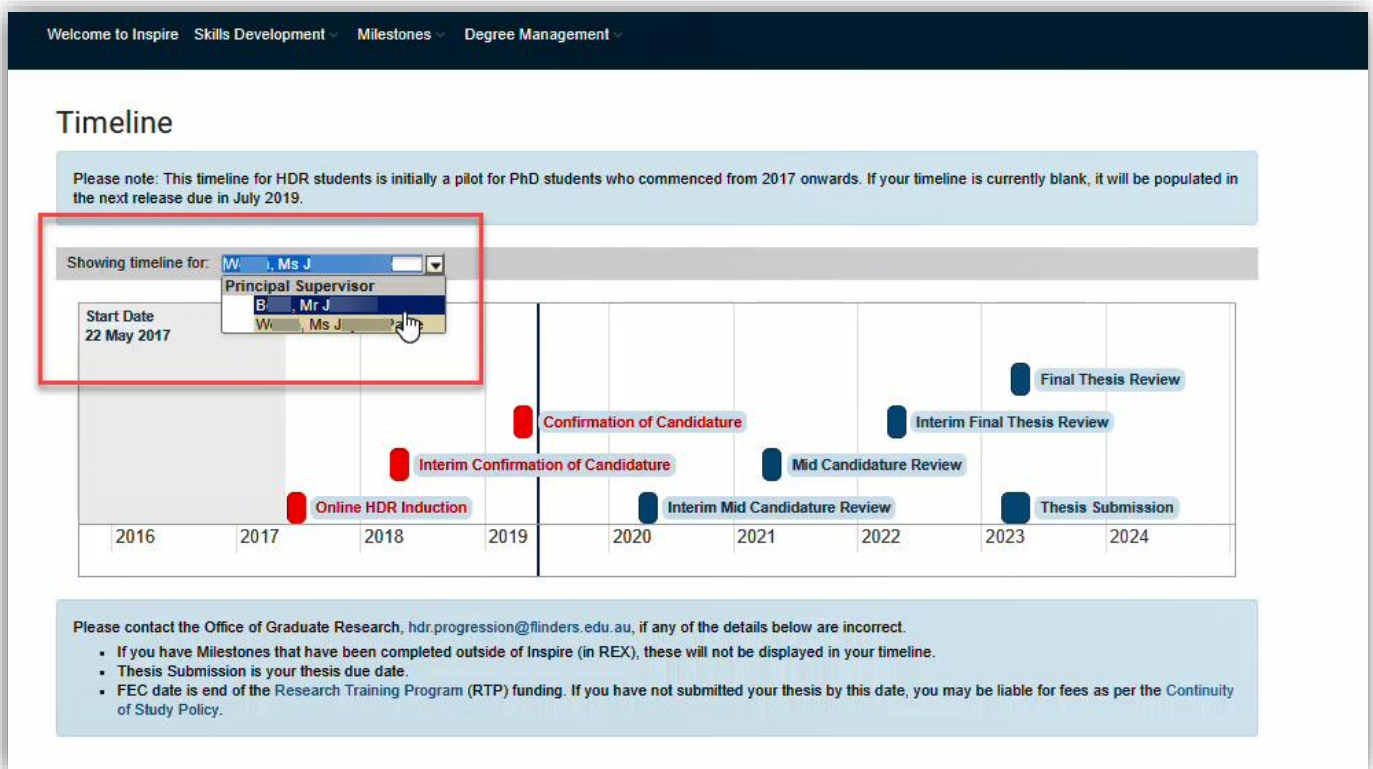
If a student submits a degree management form to change from full-time to part-time or vice versa, or to request an intermission or extension, all future deadlines for Milestones including the expected thesis submission date adjust automatically, after the degree management form is approved.

2. How do I access a student's Milestone timeline?

Select **timeline** from the **Degree Management** tab.



And then select the correct student from the drop down.



Inspire navigates to your selected student's milestone timeline.

3. As a HDR Academic Advisor (College Delegate), how will I know if I have a Milestone to action?

An HDR Academic Advisor (College Delegate) receives an email from Inspire when a student in their College has submitted a Milestone that requires your attention. When opened, the email contains a URL that takes you directly to the form requiring attention.

Email message that displays in your Outlook Inbox.

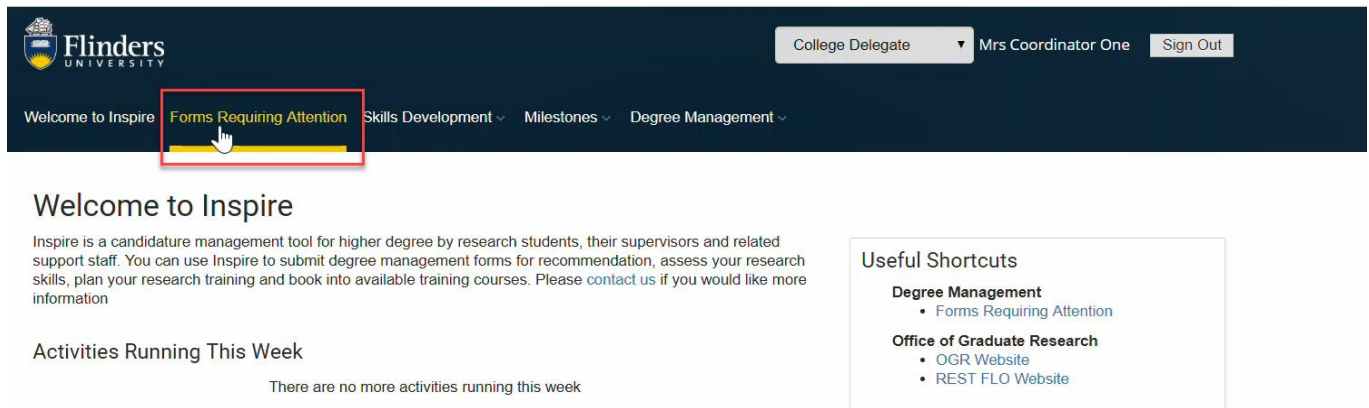
donotreply... Action Required: Final Thesis Review submitted by I
Inspire

URL that appears as part of your notification email message.

Please visit <https://inspire.flinders.edu.au/flinders/#he.flinders/milestones/finalThesisReview/finalThesisReview> to view details and provide your recommendation.

4. As an HDR Academic Advisor (College Delegate), how do I action forms requiring attention?

When you log into Inspire, select the **Forms Requiring Attention** tab.



Welcome to Inspire

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

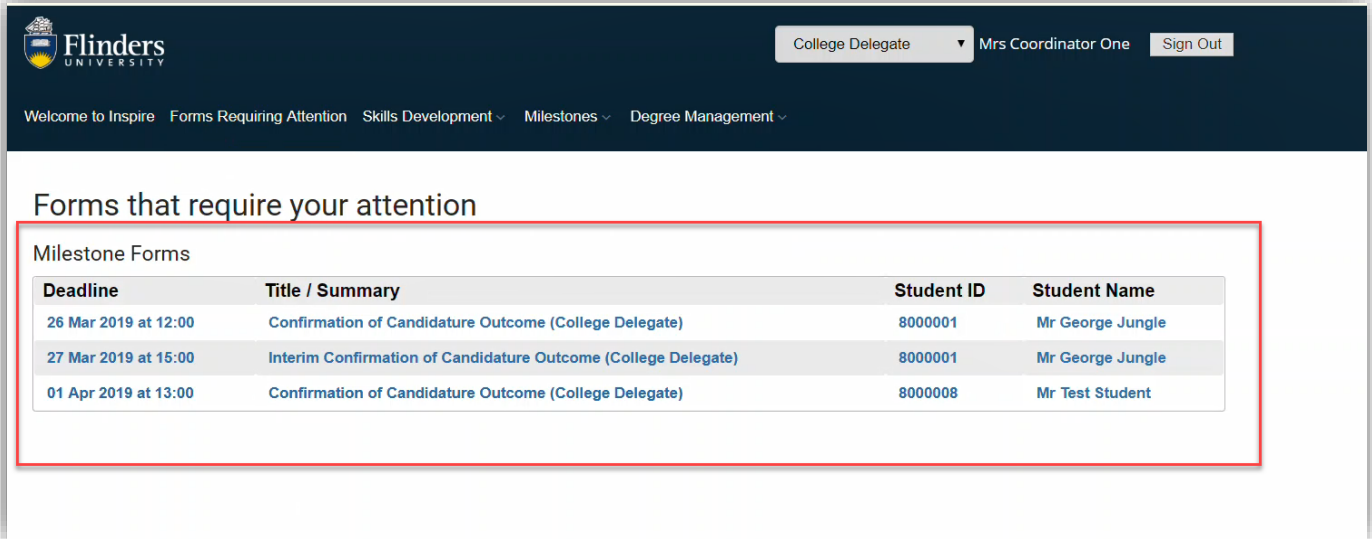
Activities Running This Week

There are no more activities running this week

Useful Shortcuts

- Degree Management**
 - Forms Requiring Attention
- Office of Graduate Research**
 - OGR Website
 - REST FLO Website

You can see all forms that require attention including which student they relate to. To action a form, select its **Title/Summary**.



Flinders UNIVERSITY College Delegate Mrs Coordinator One Sign Out

Welcome to Inspire Forms Requiring Attention Skills Development Milestones Degree Management

Forms that require your attention

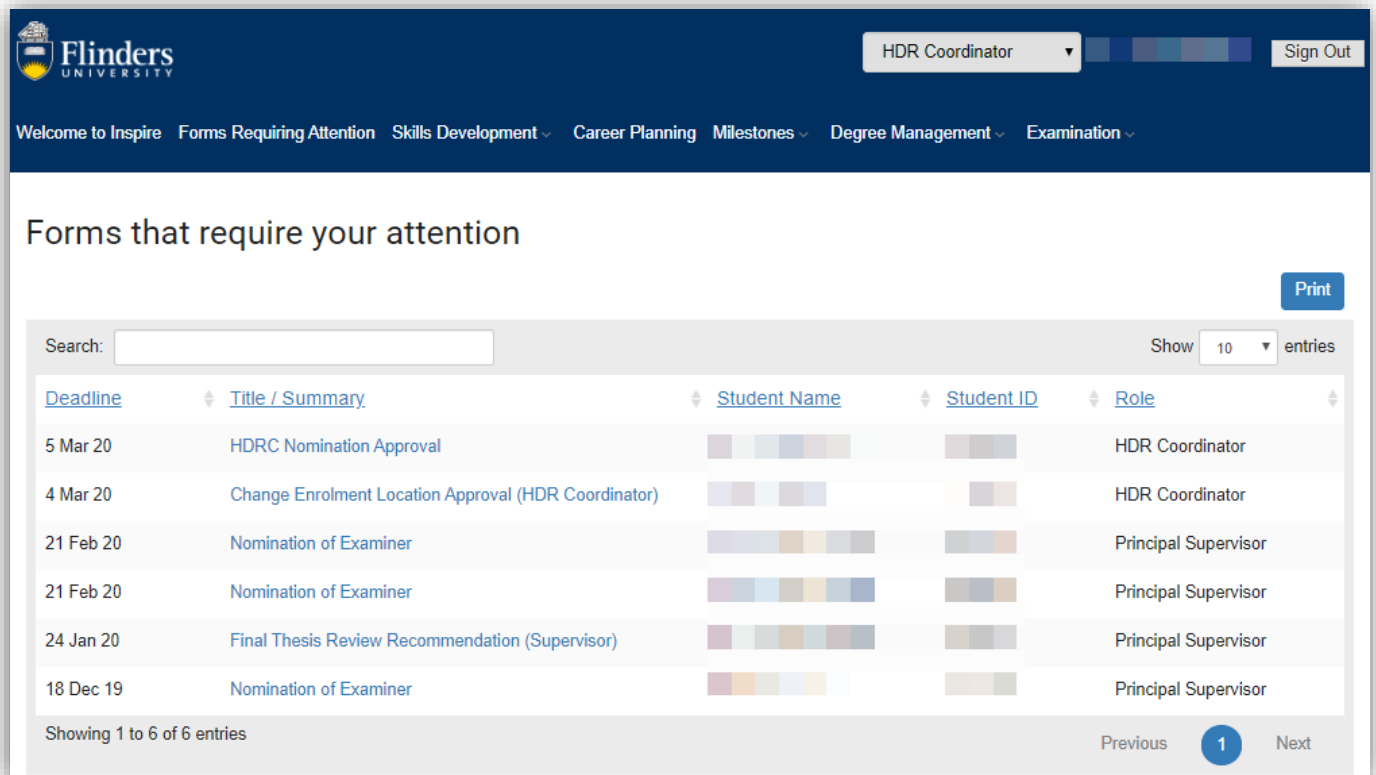
Milestone Forms

Deadline	Title / Summary	Student ID	Student Name
26 Mar 2019 at 12:00	Confirmation of Candidature Outcome (College Delegate)	8000001	Mr George Jungle
27 Mar 2019 at 15:00	Interim Confirmation of Candidature Outcome (College Delegate)	8000001	Mr George Jungle
01 Apr 2019 at 13:00	Confirmation of Candidature Outcome (College Delegate)	8000008	Mr Test Student

5. What do I need to do if I am a Supervisor as well as an HDR Coordinator or an HDR Academic Advisor (College Delegate)?

If you have more than one role, for example you are both a Principal Supervisor and an Associate Supervisor, or you are both a HDR Coordinator or an HDR Academic Advisor (College Delegate) as well as being a Supervisor, then **Forms Requiring Attention** shows you all the forms that you need to take action on. The [Role](#) column at the end of the table identifies which roles the form has been assigned to.

You can access and action the forms from the **Forms Requiring Attention** page without having to change your role from the role picker. You can search for particular forms/students in the search window, or arrange your forms by role by selecting the blue underlined text.



Flinders UNIVERSITY HDR Coordinator Sign Out

Welcome to Inspire Forms Requiring Attention Skills Development Career Planning Milestones Degree Management Examination

Forms that require your attention

[Print](#)

Search: Show 10 entries

<u>Deadline</u>	<u>Title / Summary</u>	<u>Student Name</u>	<u>Student ID</u>	<u>Role</u>
5 Mar 20	HDRC Nomination Approval			HDR Coordinator
4 Mar 20	Change Enrolment Location Approval (HDR Coordinator)			HDR Coordinator
21 Feb 20	Nomination of Examiner			Principal Supervisor
21 Feb 20	Nomination of Examiner			Principal Supervisor
24 Jan 20	Final Thesis Review Recommendation (Supervisor)			Principal Supervisor
18 Dec 19	Nomination of Examiner			Principal Supervisor

Showing 1 to 6 of 6 entries Previous **1** Next

6. What documents does a student need for their Milestone?

Please note: Document names need to be succinct, that is, not too long, and must not contain any special characters such as apostrophes.

For students to complete their milestone(s) they need the following mandatory materials:

- Copy of relevant Ethics Approval (if applicable)
- Draft Research Proposal (Interim Pre-Confirmation of Candidature Milestone Only)
- Research Proposal (Confirmation of Candidature Only)
- Draft Chapters (Mid-Candidature and Interim Reviews)
- Draft Full Thesis (Final Thesis Review & Interim Post Final Thesis Review)
- Turnitin Report (Access HDR Turnitin box via the REST FLO site – self enrol via the <https://flo.flinders.edu.au/course/view.php?id=49767>).
Please note: the Turnitin Report needs to be submitted, not the receipt.
- Evidence of Oral Presentation (Not required for Interim Milestones)
Please note: Students need to complete their presentation before they sign off on their Milestone – once a student has signed off they cannot revisit and edit their milestones in Inspire, and supervisors do not have the ability to upload documents.
- Written feedback for Oral Presentation (if required by your College – not required for Interim Milestones)
- Completion Plan – students use their own plan or the OGR template **Completion Plan (DOCX 12KB)** or **Gantt chart (XLSX 787KB)**

For College specific requirements please refer to the [OGR website](#).

7. As an HDR Academic Advisor (College Delegate), how do I recommend a milestone outcome?

Scroll to the section below the Student Details to find required Milestone Outcome questions and comments. Mandatory fields are marked with a small red asterisk. Please ensure all mandatory responses are answered before attempting to sign the form.

Milestone Outcome

If concerns were raised within this milestone by either party, have you addressed these concerns? *

Yes No No concerns raised

8. How are forms submitted and sent to the next person?

Once all mandatory fields have been filled in, you need to **sign** and **submit** your responses to send the form to the next stage of processing. If any mandatory fields have been missed you will not be able to sign the form; review your responses if needed.



Signature Participant(s)

[Redacted] [HDR College Delegate]

✓ Signed - 28 Nov 18

Signatures

You have signed this form.
This form can be modified until you choose Submit above.

Submitting and sending the form is done by selecting the blue **Submit** button in the top right-hand corner of the form. You are prompted to confirm that you want to **Send** the form in the workflow.

Final Thesis Review


[Help](#)

History: Latest 



Are you ready to send this form?

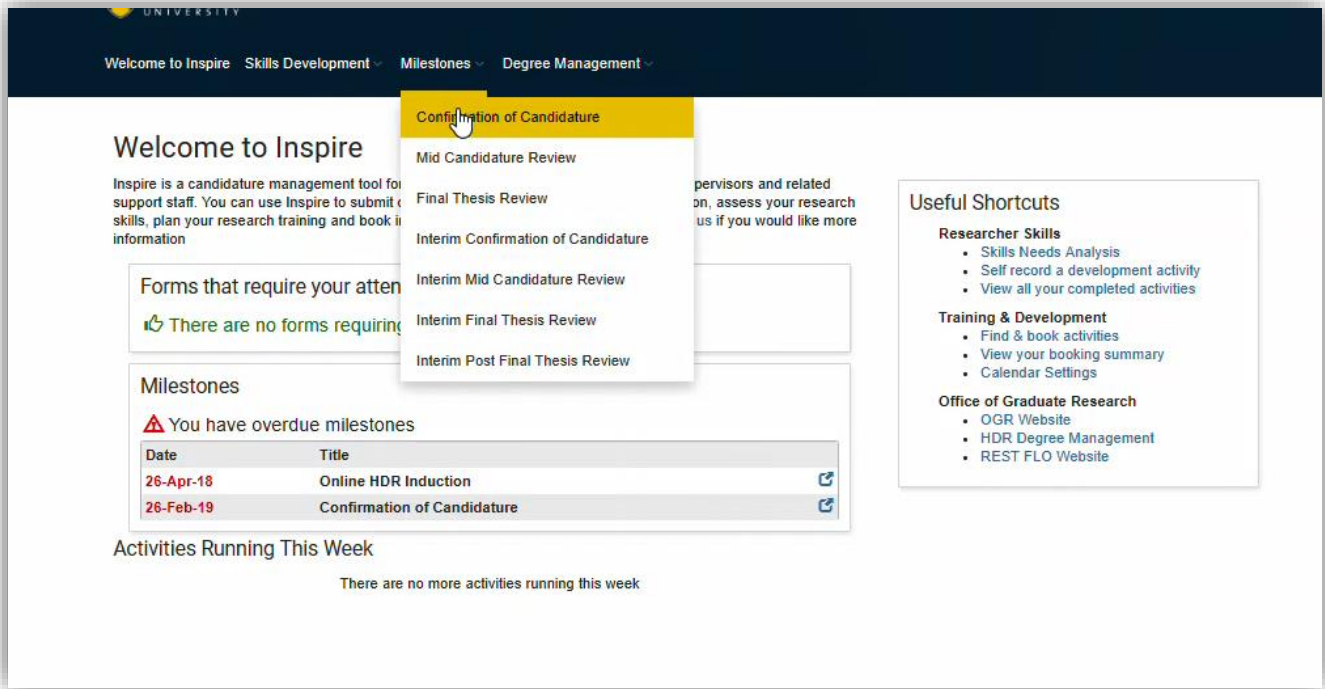
When you send this form it will be officially submitted and the form will no longer be editable.



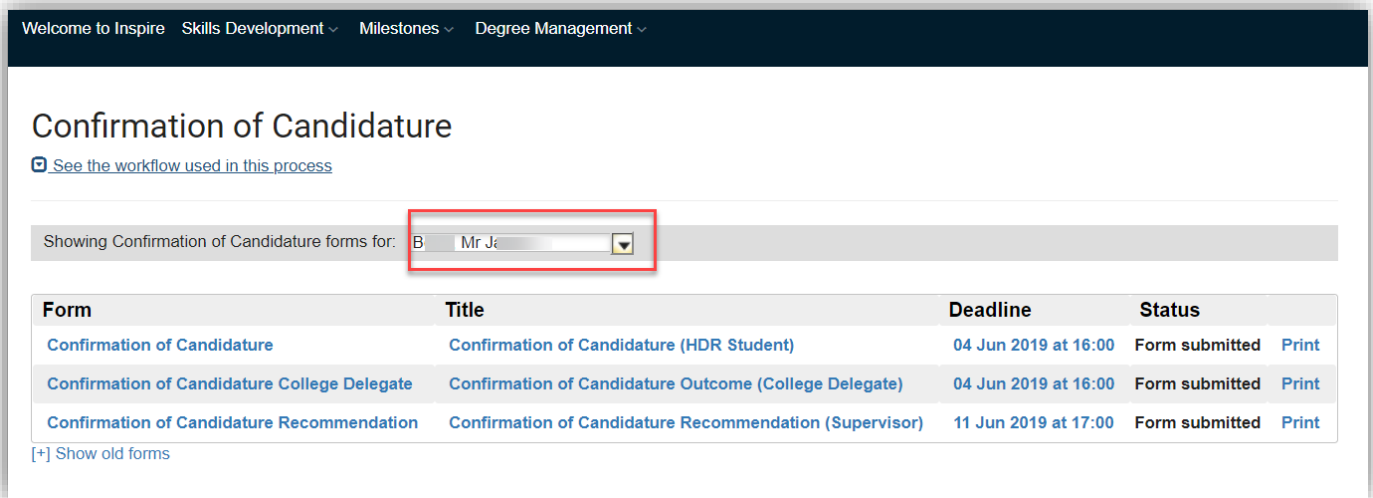
The form is sent to the next stage of the workflow process.

9. How can I access a student's previous milestones?

Select **Milestones** and a drop-down menu will appear. Hovering over each Milestone Name, the title highlights in yellow. Select the Milestone you want to view.



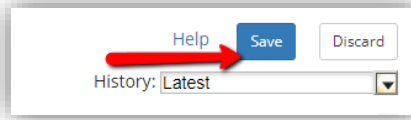
The Milestone record is shown. If you supervise more than one student you need to select the student of interest in the top drop-down menu.



10. Can I save a form to return to for later decision-making?

All Forms in Inspire can be saved to work on at a later date, so long as they have not been **Submitted** and **Sent** to the next stage in the workflow process.

To save the Form, do not sign it. Instead, select the blue **Save** button located in the top right-hand corner of the form.



11. Where can I find saved forms?

Saved Forms stay active and keep appearing in the 'Forms requiring your attention' grid on the Welcome page of Inspire.

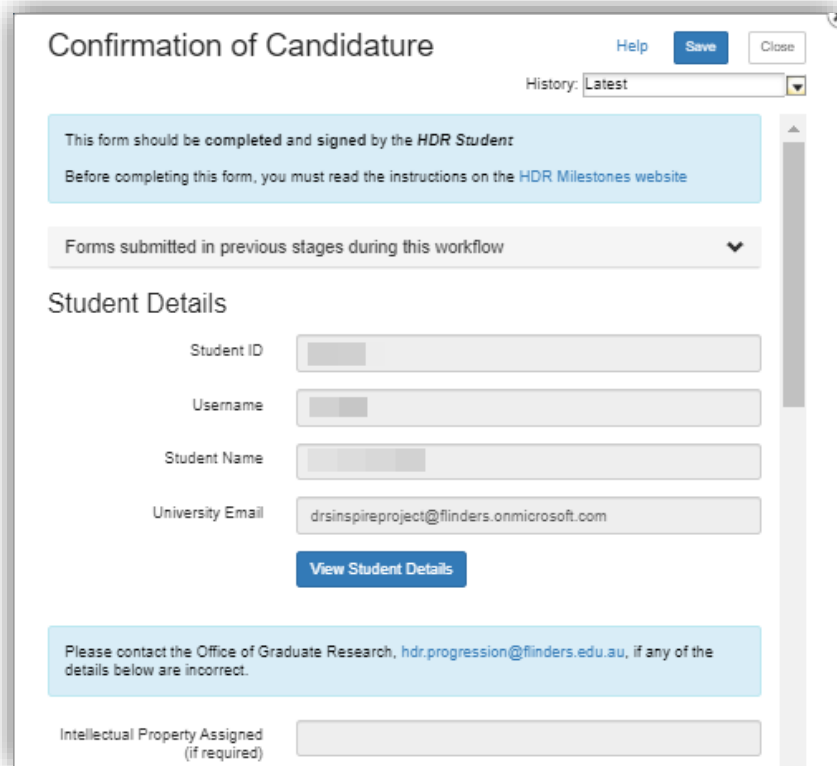
12. Will I receive any notification of the final outcome of the student's application?

All relevant people will receive an email copy of the final application outcome once it is finalised and has been emailed to the student.

13. What if I forget to check my Inspire Welcome Page for forms requiring my attention?

Every Thursday, HDR Coordinators and HDR Academic Advisors (College Delegates) receive an email from Inspire with links to forms that require attention. Select the link to access Inspire and action the form.

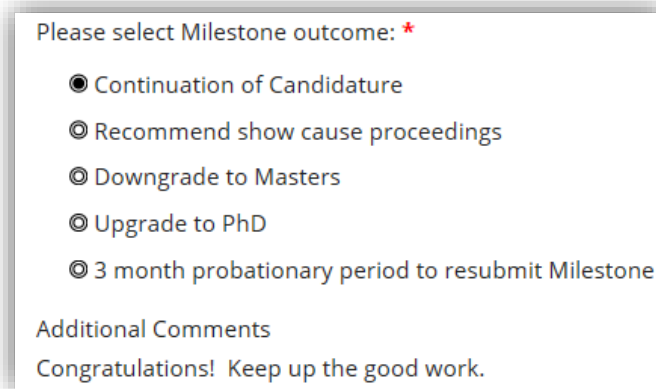
14. What does it mean if the Intellectual Property Assigned field is blank?



If the Intellectual Property Assigned field is blank, this means it has not been completed or is not required. It is OK for it to stay blank.

15. Can a student view comments on the progress of their Milestone?

Yes, a student can see each comment added to their Milestone submission. Below is an example of the HDR Academic Advisor (College Delegate) outcome and additional comment. This system creates total transparency.



Please select Milestone outcome: *

- Continuation of Candidature
- Recommend show cause proceedings
- Downgrade to Masters
- Upgrade to PhD
- 3 month probationary period to resubmit Milestone

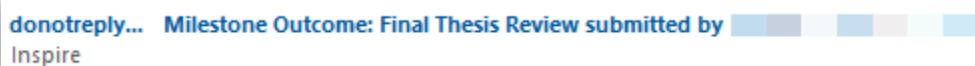
Additional Comments
Congratulations! Keep up the good work.

Please note:

- If the outcome is **'Upgrade to PhD'** or **'Downgrade to Masters'**, students need to submit a 'Degree Transfer or Significant Change to Project' form in Inspire under the 'Degree Management' tab.
- If the outcome is **'3-month probationary period to resubmit Milestone'**, a new due date for the same Milestone is set by the HDR Progression Team, and the student re-does the same Milestone.

16. Is a student notified of their Milestone outcome?

Final outcome email notifications are sent to the student and other users involved in the process.



donotreply... Milestone Outcome: Final Thesis Review submitted by [redacted]
Inspire

17. Can I print a Milestone form?

Yes, the print button is available if you wish to either print the Milestone or print it to a PDF for your own records. It will still be available in Inspire for you to view even once the form is submitted and completed.

18. Can I send a Milestone form back to student to amend and/or add more information?

Yes, all Milestone forms can be sent back to the student to amend and/or add more information. To action this, provide comments for the student to review in the comments box. These will be included in an email to the student.

Please note: the amended Milestone form will progress through the original workflow once the student has added new information.