

## MILESTONES – SUPERVISOR QUICK REFERENCE GUIDE

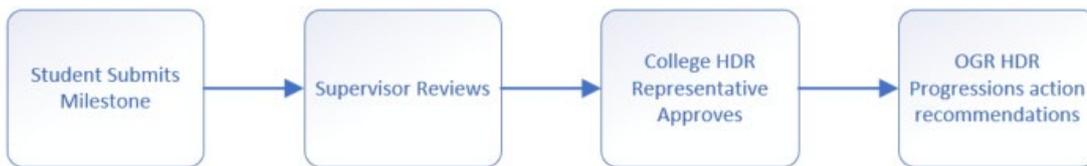
### OVERVIEW

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

### APPLIES TO

HDR Supervisors

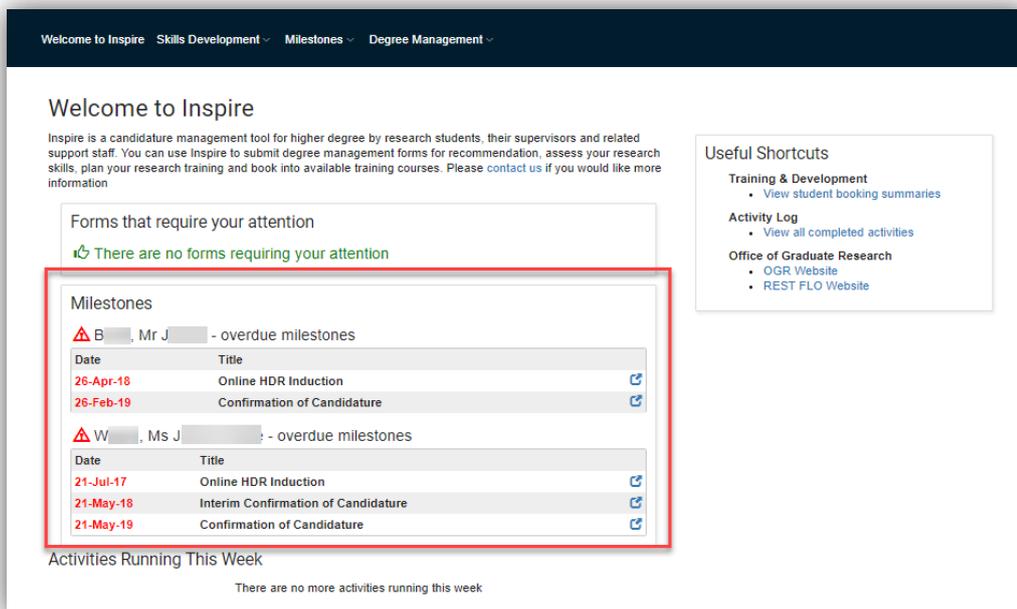
### MILESTONE WORKFLOW



### COMMON QUESTIONS

#### 1. Why are milestones showing on my dashboard?

If a student you supervise has an overdue milestone or a milestone that is due within the next 8 weeks, you will get a prompt on your landing page in a **Milestones** table. The purpose of this is to allow you to assist the HDR student to plan for this upcoming milestone and ensure they are on track.



Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾

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.

Forms that require your attention

🟢 There are no forms requiring your attention

**Milestones**

⚠️ B [redacted], Mr J [redacted] - overdue milestones	
Date	Title
26-Apr-18	Online HDR Induction <a href="#">🔗</a>
26-Feb-19	Confirmation of Candidature <a href="#">🔗</a>

⚠️ W [redacted], Ms J [redacted] - overdue milestones	
Date	Title
21-Jul-17	Online HDR Induction <a href="#">🔗</a>
21-May-18	Interim Confirmation of Candidature <a href="#">🔗</a>
21-May-19	Confirmation of Candidature <a href="#">🔗</a>

Activities Running This Week

There are no more activities running this week

**Useful Shortcuts**

- Training & Development**
  - [View student booking summaries](#)
- Activity Log**
  - [View all completed activities](#)
- Office of Graduate Research**
  - [OGR Website](#)
  - [REST FLO Website](#)

You and your student will also receive an email to advise you that you have an upcoming milestone 8 weeks prior to the due date. A reminder will also be sent out 4 weeks prior to its due date. When a milestone becomes overdue it will turn red on the dashboard, and you will get a weekly reminder for your student to action the overdue milestone. Your student will receive a reminder 4 weeks after the due date.

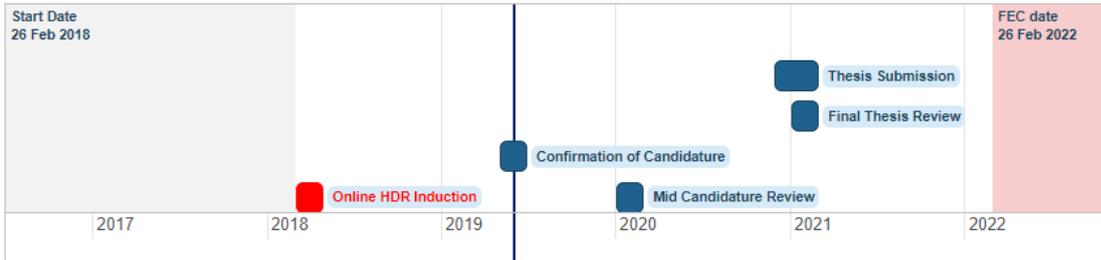
## 2. What is a milestone timeline?

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 you and 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](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.
- 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 the Milestone documentation either by clicking the link on the timeline or via the table below the timeline.

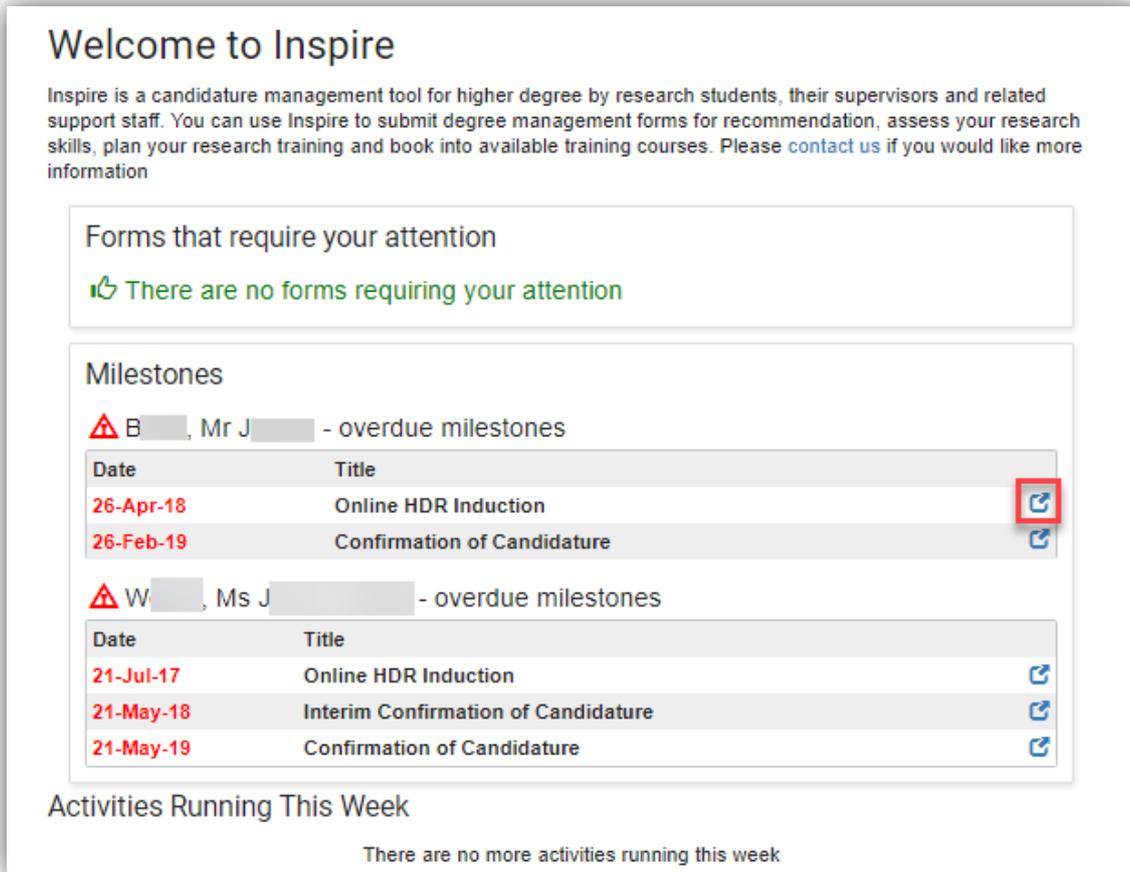
4 weeks prior to a student's Milestone due date, a reminder notification is sent to students and supervisors.

If students submit a degree management form to change from FT to PT or vice versa, or an intermission or extension request, once the degree management form is approved, all future deadlines for Milestones including the expected thesis submission date adjust automatically.

### 3. Accessing a student's Milestone timeline

You can access a student's Milestone timeline in two ways.

The first way is to click on the little blue icon that is next to your milestone reminders on your landing page.



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Forms that require your attention

👍 There are no forms requiring your attention

**Milestones**

⚠️ B [redacted], Mr J [redacted] - overdue milestones

Date	Title	
26-Apr-18	Online HDR Induction	
26-Feb-19	Confirmation of Candidature	

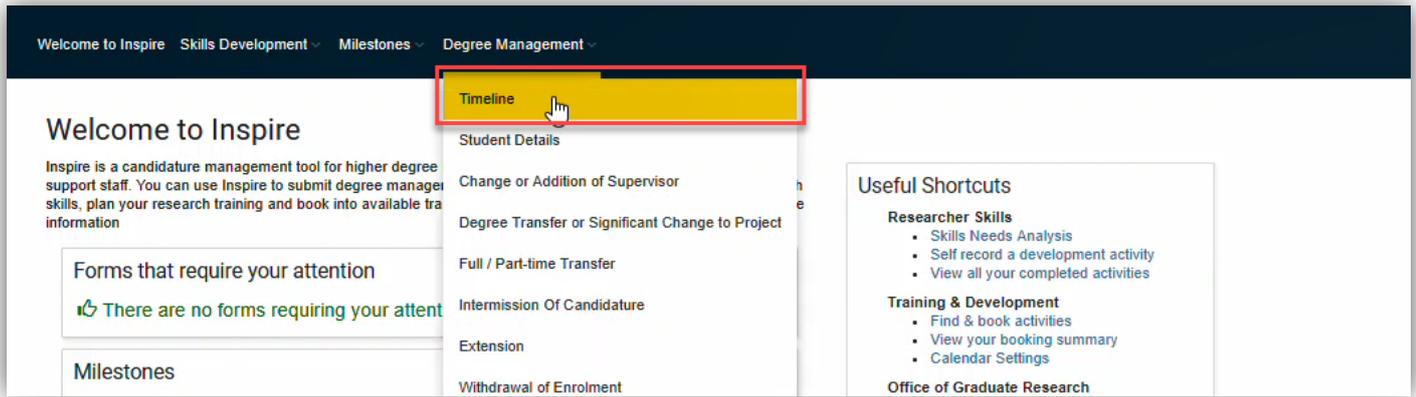
⚠️ W [redacted], Ms J [redacted] - overdue milestones

Date	Title	
21-Jul-17	Online HDR Induction	
21-May-18	Interim Confirmation of Candidature	
21-May-19	Confirmation of Candidature	

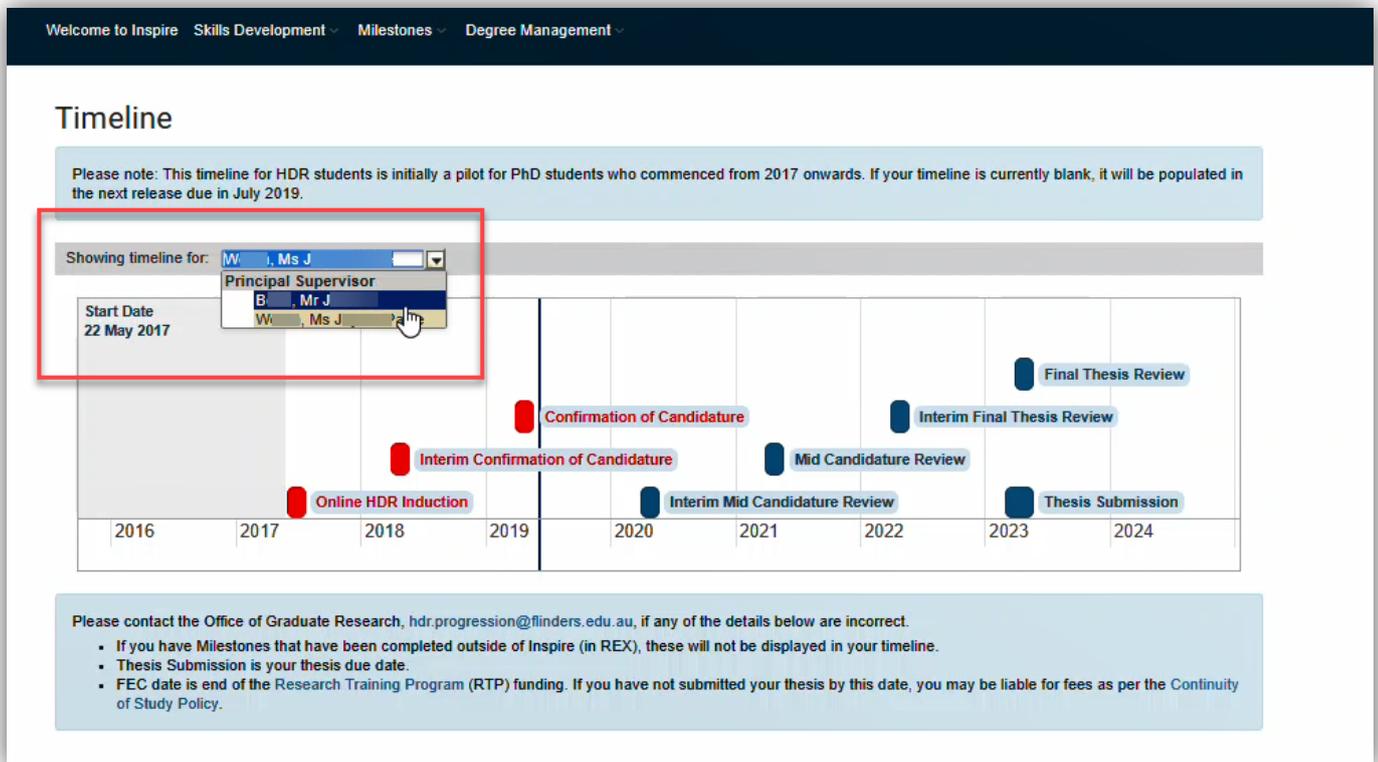
Activities Running This Week

There are no more activities running this week

If your students do not have any upcoming or overdue milestones, you can select **timeline** from the **Degree Management** tab.



And then select the correct student from the drop down



Both will result in you being navigated to the milestone timeline.

#### 4. How as a Supervisor will I know if I have a Milestone to action?

Supervisors will receive an email from Inspire when a student they are supervising has submitted a Milestone that requires their attention. When opened the email will contain a URL that will take you directly to the form requiring attention.

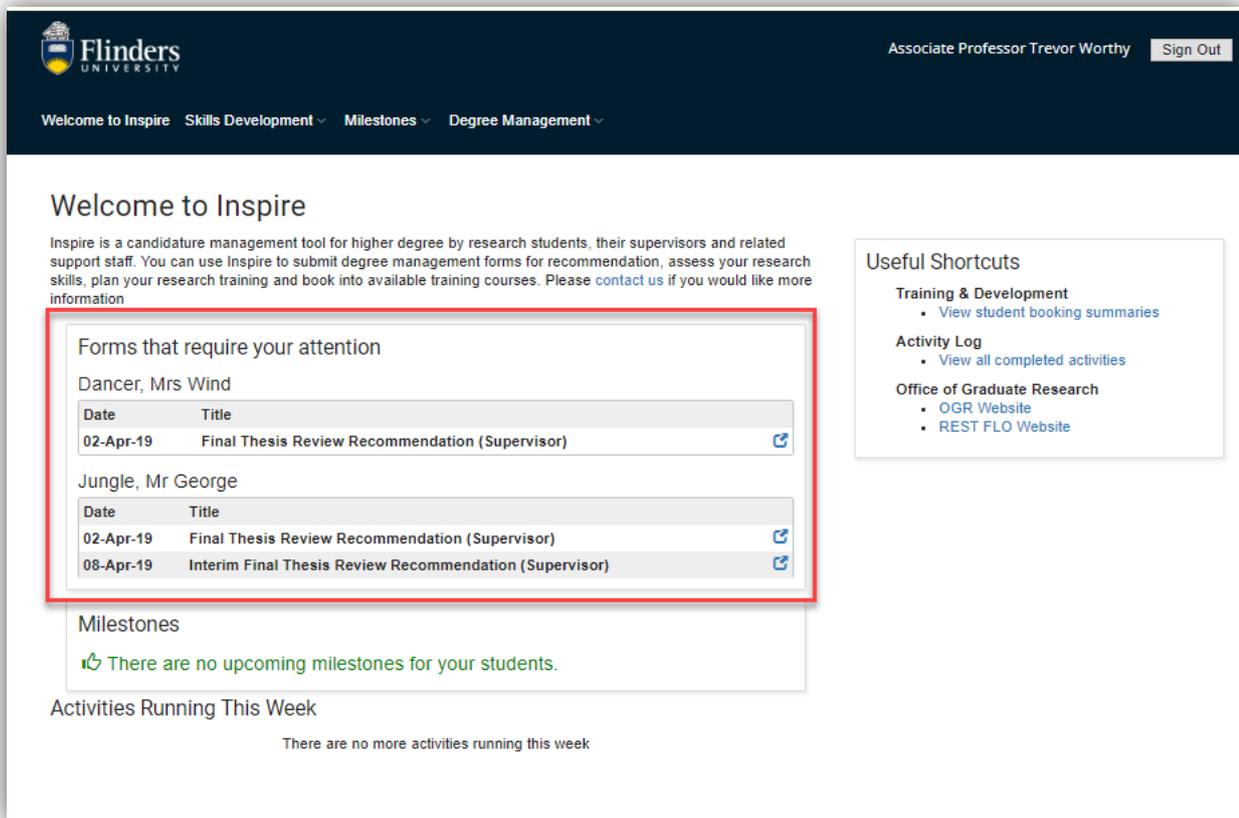
*Email message that will display in your Outlook Inbox.*

**inspire**
**Action Required: Final Thesis Review submitted by Ms Van**  
Inspire

**URL that will appear 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.

In addition to the email, when you log into Inspire you will see any forms that you need to action listed on your dashboard.

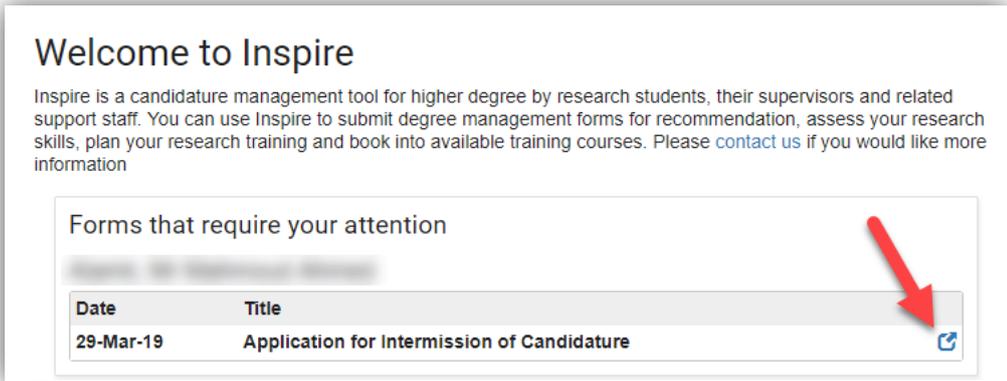


The screenshot shows the Inspire dashboard for Associate Professor Trevor Worthy. The main content area is titled 'Welcome to Inspire' and includes a brief description of the tool. A section titled 'Forms that require your attention' is highlighted with a red border. This section lists two students: Mrs Wind and Mr George. For each student, there is a table with columns for 'Date' and 'Title'. Mrs Wind has one entry: '02-Apr-19' for 'Final Thesis Review Recommendation (Supervisor)'. Mr George has two entries: '02-Apr-19' for 'Final Thesis Review Recommendation (Supervisor)' and '08-Apr-19' for 'Interim Final Thesis Review Recommendation (Supervisor)'. Each entry has a small blue square with a white arrow icon in the bottom right corner. Below this section, there are sections for 'Milestones' (stating no upcoming milestones) and 'Activities Running This Week' (stating no activities).

## 5. As a Supervisor, how do I action forms requiring attention?

Once you log in to Inspire, your Welcome Page will load. You will find a list of your students and any forms requiring your attention will appear in the grid under the student's name.

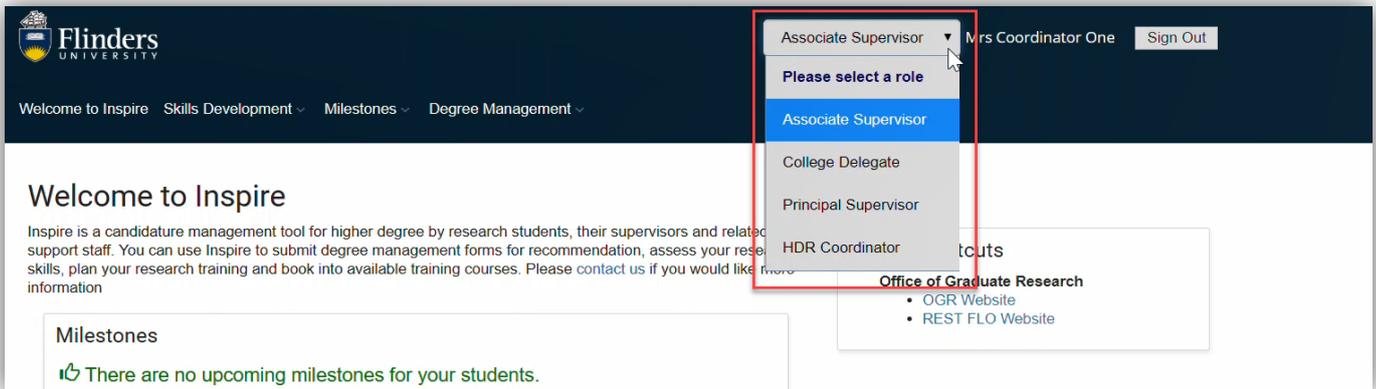
The Date field is the date you are required to action the form by. The Title is which type of form the student has submitted. To access the form click on the little blue square with the arrow in it, located in the bottom right hand corner of the grid.



## 6. What if there are no forms showing on the Welcome Page, but I know there are forms to be actioned?

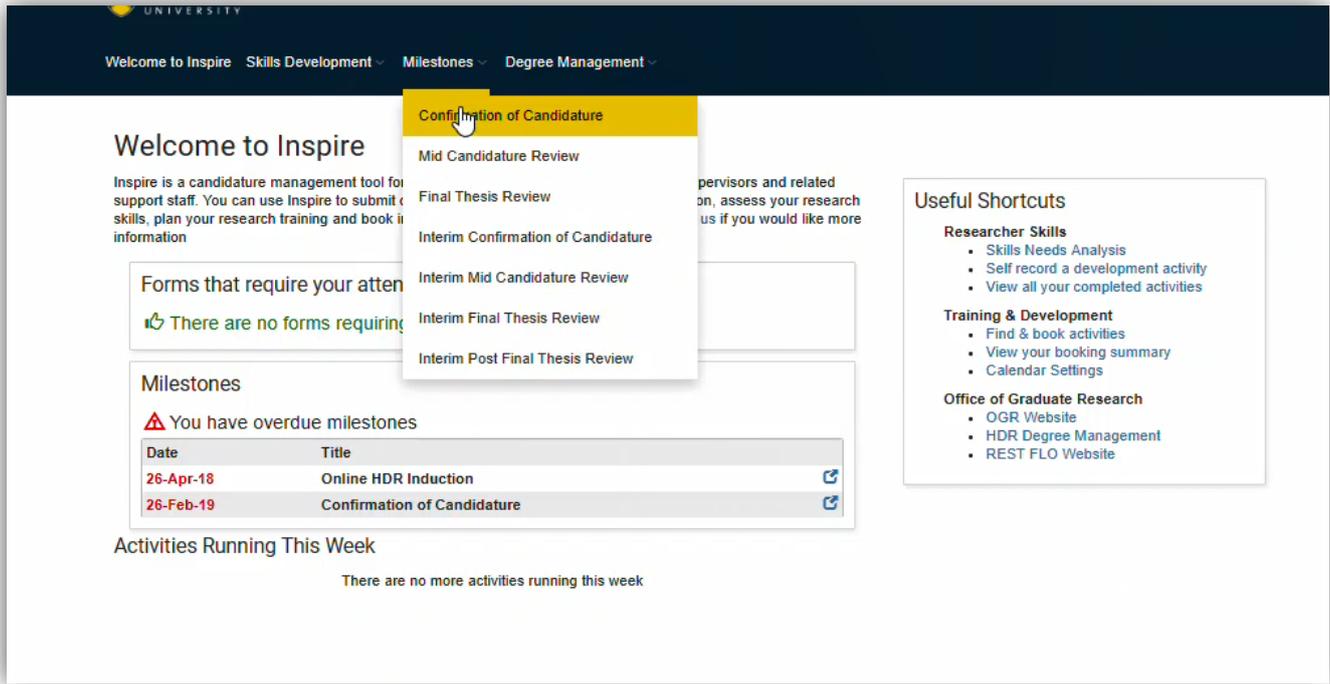
If you have more than one role, for example you are both an Associate Supervisor and a Principal Supervisor, or you are both a HDR Coordinator or Academic Advisor as well as being a Supervisor, you may need to select the correct role before you see your forms requiring attention.

You do this by clicking on the **Please select a role** drop down in the top right corner of the screen.



## 7. Accessing a student's previous milestones

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



Welcome to Inspire

Inspire is a candidature management tool for support staff. You can use Inspire to submit skills, plan your research training and book information

Forms that require your attention

There are no forms requiring your attention

Milestones

You have overdue milestones

Date	Title
26-Apr-18	Online HDR Induction
26-Feb-19	Confirmation of Candidature

Activities Running This Week

There are no more activities running this week

Useful Shortcuts

**Researcher Skills**

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

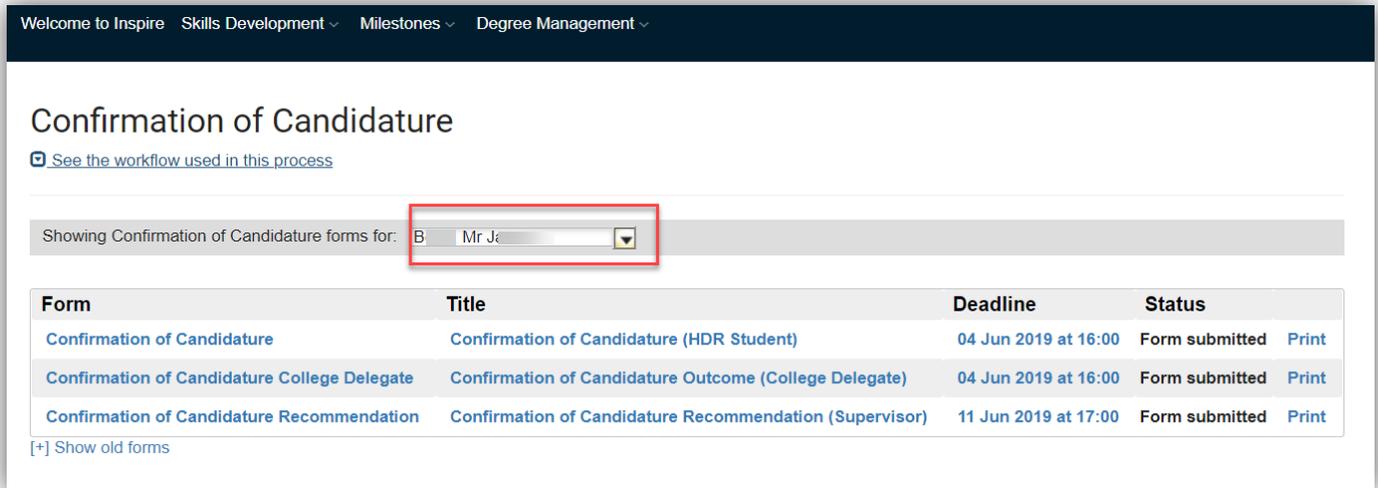
**Training & Development**

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

**Office of Graduate Research**

- OGR Website
- HDR Degree Management
- REST FLO Website

The milestone record will now show. If you supervise more than one student you will need to select the student in the top drop down menu.



Welcome to Inspire Skills Development Milestones Degree Management

## Confirmation of Candidature

See the workflow used in this process

Showing Confirmation of Candidature forms for: Mr Ja...

Form	Title	Deadline	Status
<a href="#">Confirmation of Candidature</a>	Confirmation of Candidature (HDR Student)	04 Jun 2019 at 16:00	Form submitted <a href="#">Print</a>
<a href="#">Confirmation of Candidature College Delegate</a>	Confirmation of Candidature Outcome (College Delegate)	04 Jun 2019 at 16:00	Form submitted <a href="#">Print</a>
<a href="#">Confirmation of Candidature Recommendation</a>	Confirmation of Candidature Recommendation (Supervisor)	11 Jun 2019 at 17:00	Form submitted <a href="#">Print</a>

[+] Show old forms

## 8. What documents does a student need for their Milestone?

**Please note** document names need to be succinct, that is, not too long and do not contain any special characters such as apostrophes.

To complete milestone(s) students will require 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)  
*NB: You need to complete your presentation before you sign off on your milestone – once you have signed off you cannot revisit and edit your milestones in Inspire, and your supervisors do not have the ability to upload documents.*
- Written feedback for Oral Presentation (if required by your College)
- Completion Plan – using your own plan or the OGR template **Completion Plan (DOCX 12KB)** or **gantt chart (XLSX 787KB)**

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

### 9. How do I as a Supervisor make comments and my recommendation?

Scroll to the section below the Student Details to find required Supervisor Recommendation 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.

#### Recommendation

Are there any matters regarding the student's wellbeing that will inhibit progression and completion of this qualification? \*

Yes  No

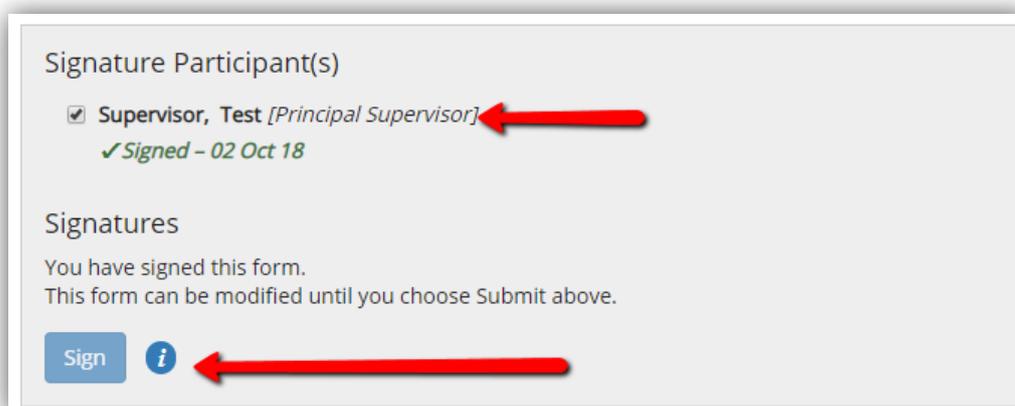
### 10. What do I do if my student has not provided enough information?

You should answer 'no' and provide some comments in response to the question 'Has the student fulfilled the requirements for this Milestone and stage of candidature and provided sufficient detail?'

This will return the form to the student with your comments for them to address and resubmit. Please note: once you sign the form, no further documents or information can be added.

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

Once all mandatory fields have been filled in, you will need to sign and submit your responses to send the form to the next stage of processing.



Signature Participant(s)

Supervisor, Test [Principal Supervisor] ←

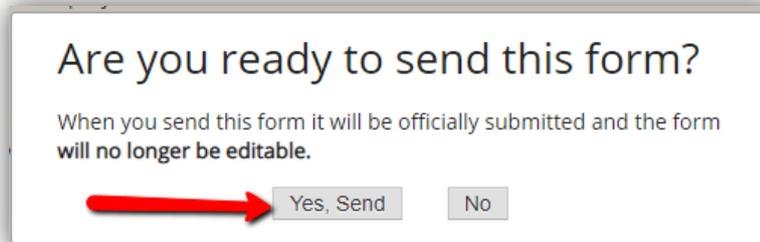
✓ Signed - 02 Oct 18

Signatures

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

Sign ⓘ ←

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

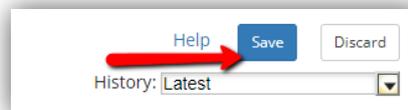


The form will now be sent to the next stage of the workflow process for further review.

## 12. 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.

Do not sign the Form. Click the blue Save button located in the top right-hand corner of the form.



## 13. Where do I find saved forms?

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

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

All relevant people will receive a copy of the final application outcome once finalised and emailed to the student.

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

Every Tuesday, supervisors will receive an email from Inspire with links to forms that require attention. Click on the link to access Inspire and action the form.

## 16. What does it mean if the online induction, WHS and Intellectual Property Assignment fields are blank?

Confirmation of Candidature Help Save Discard

History: Latest

---

Student ID

Username

Student Name

University Email

[View Student Details](#)

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.

Online Induction Completed

WHS Completed

Intellectual Property Assignment

If the Online Induction/WHS/IP Assignment fields are blank, this means they have not been completed or are not required. It is OK for them to stay blank.

### 17. 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 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'**, you will 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 will be set by the HDR Progression Team, and the student will re-do the same Milestone.

**18. Will a student be notified of their Milestone outcome?**

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

inspire

**Milestone Outcome: Final Thesis Review submitted by Miss B...**

Inspire

**19. Can I print a Milestone form?**

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