

Degree Management – Admin Quick Reference Guide



OVERVIEW

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

- Intermission of candidature
- 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 research project
- Withdrawing enrolment

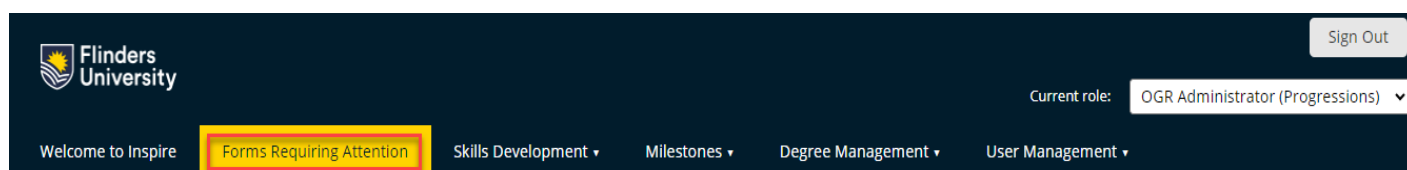
APPLIES TO

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.



Forms that require your attention

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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.

Forms that require your attention

Extension of Candidature

Search: <input type="text"/>					
Deadline	Student ID	Student Name	Title / Summary	EWS Date	
04 May 2023			Extension Evaluation	04 Jan 2024	

2. How do I review forms for attention?

Each form shows you the information that the student submitted in grey, which cannot be edited by you. You can view the comments made by previous approvers in the workflow by clicking 'Forms submitted in previous stages during this workflow' and then clicking the relevant form. These forms will be shaded in grey and are read-only. To go back to your form, click the Back button in the bottom right-hand corner of the form.

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.

Do you approve this request? *

Yes No Send to College Send back to HDR Student

Comments *

Signature Participant(s)

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.

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Intermission of Candidature

Please ensure you refer to the [Degree Management](#) information available on the HDR Students website before beginning this form. Please note: you are not an enrolled student during intermission.

You may apply to intermit your candidature in special circumstances, such as illness or another reason preventing you from carrying out the work for the degree. HDR students are normally eligible for up to 12 months' in total intermission during candidature, except in extraordinary circumstances. Future milestones will be automatically adjusted for you on your timeline based on your new enrolment status. Overdue milestones will remain overdue until completed.

To start your application click the blue "Apply for Intermission" button below.

▼ See the workflow used in this process

Type	Completed and 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

Please ensure you refer to the [Degree Management](#) information available on the HDR Students website.

PhD students who enrolled from 2017 onwards are eligible for up to two six month (FTE) bridging extensions. All other HDR students or PhD students who have used their two 6-month bridging extensions may apply for extension of up to 6 months full-time equivalent (FTE) with an appropriate [plan for completion](#) within the period of extension.

[Research Training Program](#) supported students exceeding their period of support will be required to pay tuition fees during the extension period.

Please note: PhD students who hold a scholarship can apply for a scholarship extension on this form. Applications for scholarship and candidature extensions are assessed separately by different offices. You will receive notification of each outcome separately.

Future milestones will be automatically adjusted for you on your timeline based on your new enrolment status. Overdue milestones will remain overdue until completed.

To start your application click the blue "Apply for Extension" button below.

▼ See the workflow used in this process

Type	Completed and Signed By
Extension Request	HDR Student
Extension Recommendation	Principal Supervisor
Extension International Compliance Evaluation (for international students)	International Compliance Evaluation Team
Extension Student 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

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Change or Addition of Supervisor

Please ensure you refer to the [Degree Management](#) information available on the HDR Students website.

Please ensure you have email approval from all new supervisors before beginning this form.

External Adjunct and Industry Supervisors are not listed in Inspire, but they do appear in the Student System. New Adjunct and Industry Supervisors can be added or removed using this form.

To start your application click the blue "Apply for Change or Addition of Supervisor" button below.

▼ See the workflow used in this process

Type	Completed and Signed By
Change / Add Supervisor Request	HDR Student
Supervisor Acceptance / Checks	Office for Graduate Research (OGR)
Approval	College HDR Coordinator (if Required)

Change Enrolment Location

Please ensure you refer to the [Degree Management](#) information available on the HDR Students website.

Your enrolment verification states the **mode of delivery** of your candidature (In person or online plus placement/intensive or online for PhD by Prior Published Work and writing up the thesis away only). This is also on your Student Details in Inspire under **Attendance**. If you plan to change this mode of delivery for more than 3 consecutive months during your candidature, you need to apply ahead before your proposed relocation. This also includes applications to 'write up the thesis away' (online or online plus placement/intensive status).

In Person mode of delivery was previously termed **internal** and may still be used in some instances.

Online plus placement/intensive mode of delivery was previously termed **external** and may still be used in some instances.

Online mode of delivery is only used for PhD by Prior Published Works and writing up away.

To start your application click the blue "Apply to Change Enrolment Location" button below.

▼ See the workflow used in this process

Type	Completed and Signed By
Application to Change Enrolment Location	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 College HDR Coordinator	College HDR Coordinator
Approval by OGR (if HDR approves)	Office for Graduate Research (OGR)

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Withdrawal of Enrolment

Please ensure you refer to the [Degree Management](#) information available on the HDR Students website.

HDR students who wish to withdraw from candidature are encouraged to discuss their intention with their supervisor/ college HDR coordinator/ Office of Graduate Research HDR Progressions Team to see whether the reasons can be addressed by the University. Refer to contacts [here](#).

To start your application click the blue “Apply for Withdrawal” button below.

▼ See the workflow used in this process

Type	Completed and 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.

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Variations notification	Emails are sent each second Tuesday notifying Supervisors of any outstanding forms requiring attention.
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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.

Need more help?

For more information about the HDR Degree Management processes refer to the [Degree Management](#) website and Team: hdr.progression@flinders.edu.au.