

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. Select the form for the correct application you would like to submit.

The screenshot shows the Inspire website interface. At the top, there is a dark navigation bar with the Flinders University logo on the left and several menu items: 'Welcome to Inspire', 'Skills Development', 'Milestones', 'Degree Management', and 'Examination'. The 'Degree Management' menu item is highlighted with a red box, and a yellow dropdown menu is open below it, listing various options: 'Timeline', 'Student Details', 'Intermission of Candidature', 'Extension of Candidature', 'Change or Addition of Supervisor', 'Full / Part-time Transfer', 'Change Enrolment Location', 'Degree Transfer or Significant Change to Project', 'HDR Allowance', 'Scholarship Recreation Leave', and 'Withdrawal of Enrolment'. Below the navigation bar, the main content area has a heading 'Welcome to INSPIRE' followed by introductory text. There are two callout boxes: one titled 'Forms that require your attention' with a green checkmark and the text 'There are no forms requiring your attention', and another titled 'Milestones' with a green checkmark and the text 'You have no upcoming milestones.'

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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

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](#)

[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, the form must be closed, and you must select '**Delete**' next to the selected form in the table. 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.

To sign the form, tick the box next to your name and click Sign. Once signed the form must be submitted by using the 'Submit' button in the bottom right-hand corner of the form.

Signature Participant(s)

[HDR]

✓ Signed - 27 Jun 23

Signatures

You have signed this form.

You will be asked to sign again if the form is modified (by yourself or others).

Sign

[Submit](#)

[Discard](#)

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

Are you ready to officially submit this form?

This form is ready to be officially submitted. When the form is officially submitted it **will no longer be editable**. Do you wish to continue with the form submit?

Yes, submit form

No

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 “**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. You can view the workflow for your form by clicking ‘See the workflow used in this process’ on each variation’s page.

All forms go to the Principal Supervisor first for a recommendation, except for the Change or Addition of Supervisor form. Supervisors are sent an email of their ‘forms requiring attention’ every second 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.

Administrative roles access variation forms via the Forms requiring attention 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

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'Submitted' or 'In Progress' with the Deadline of when the form is required to be actioned if not submitted.

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▶ See the workflow used in this process

Apply to Change Enrolment Location

Search:

| Form | Deadline | Status | |
|---|----------------------|-----------|--|
| Application to Change Enrolment Location | 08 Jun 2023 at 14:00 | Submitted | |
| Change Enrolment Location Approval (HDR Coordinator) | 20 Jun 2023 at 17:00 | Submitted | |
| Change Enrolment Location Evaluation (Finance) | 20 Jun 2023 at 17:00 | Submitted | |
| Change Enrolment Location Evaluation (International Office) | 20 Jun 2023 at 17:00 | Submitted | |
| Change Enrolment Location Recommendation | 15 Jun 2023 at 17:00 | Submitted | |
| Change Location Approval (OGR) | 20 Jun 2023 at 17:00 | Submitted | |

Show archived forms

Showing 1 to 6 of 6 entries

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

Comments *

Test

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.

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.