

Degree Management – HDR Supervisor 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

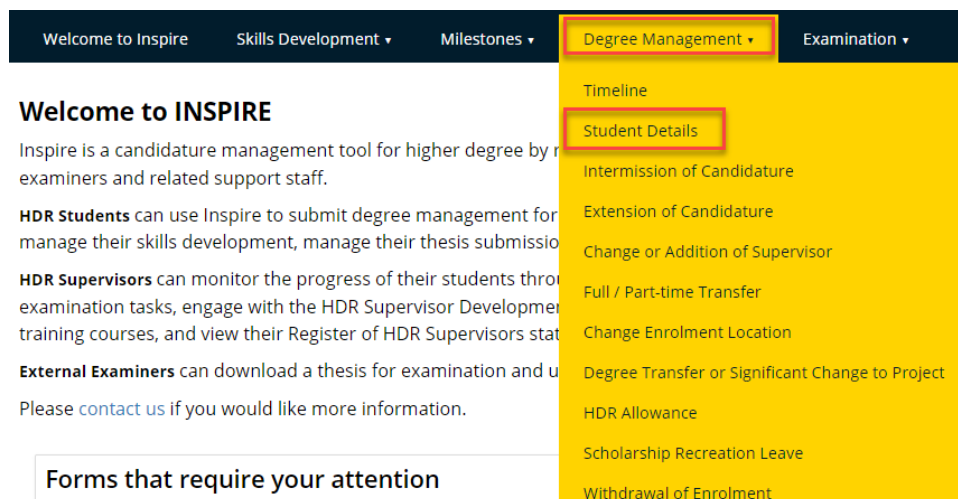
APPLIES TO

HDR Supervisors

COMMON QUESTIONS

1. How do I view my student's details?

Select **Degree Management – Student Details**



A second window appears. Select the student you wish to view the details for from the drop-down list. Select the blue “View Details” button.

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Student Details

Access details for student: [View Details](#)

- Student 1 (FAN)
- Student 2 (FAN)
- Student 3 (FAN)
- Student 4 (FAN)
- Student 5 (FAN)

Full Student details, including name, email, topic, course and much more appear in a separate pop up window.

Student Details History:

Account Details

Student ID

Username

Student Name

2. How do I find my Student's Variation forms that require my attention?

Once you log in to Inspire, your Welcome Page loads. You can see a list of your students and any forms requiring your attention appear in the grid under the relevant student's name. Please ensure your role in the top right-hand corner is set to 'Principal Supervisor' to review variation forms.

The 'Date' field is the date you are required to action the form by. The 'Title' indicates which type of form the student has submitted. To access the form, click the form title.

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Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

Welcome to INSPIRE

Inspire is a candidature management tool for higher degree by research students, their supervisors, external examiners and related support staff.

HDR Students can use Inspire to submit degree management forms, manage their Milestones, plan, record and manage their skills development, manage their thesis submission and examination.

HDR Supervisors can monitor the progress of their students through Milestones, manage candidature variations and examination tasks, engage with the HDR Supervisor Development Program compliance and book into available training courses, and view their Register of HDR Supervisors status.

External Examiners can download a thesis for examination and upload their final report.

Please [contact us](#) if you would like more information.

Forms that require your attention

Student, Test

Due Date	Title
29-Jun-23	Recommendation for Degree Transfer or Significant Change to Project

3. How do I as Supervisor action forms requiring attention?

Once the form is open in a new window, you find the student's application at the top of the form shaded in pale grey. The student's responses on the form are read only; you cannot amend the student's submission for the current variation forms.

Scroll to the bottom of the student's submitted responses to find any questions that you are required to respond to. Mandatory fields are marked with a small red asterisk, please ensure all mandatory responses are answered before attempting to sign the form.

Degree Transfer-Recommendation

History:

Recommendation

Do you **support** this request for degree transfer / significant change to project? *

Yes No

Recommendation reasons *

Please provide reasons for your recommendation in regards to this application

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

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

A screenshot of a web form interface. At the top, it says "Signature Participant(s)". Below that, there is a blue checkmark icon, a green checkmark icon, and the text "Signed - 27 Jun 23" followed by "[Principal Supervisor]". Underneath, the heading "Signatures" is followed by the text "You have signed this form. You will be asked to sign again if the form is modified (by yourself or others).". At the bottom left, there is a "Sign" button. At the bottom right, there are "Submit" and "Discard" buttons. Red boxes highlight the "Sign", "Submit", and "Discard" buttons.

Submitting and sending the form is done by selecting the blue Submit button in the bottom right-hand corner of the form. Please note if you make any changes to the form after signing, you will need to click the Sign button again.

You are prompted to confirm that you want to **Send** the form in the workflow.

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](#)

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

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

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

If you want to save the form, do not sign it. Select the blue **Save** button located in the bottom right-hand corner of the form.

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Degree Transfer-Recommendation

History:

This form should be **completed** and **signed** by the **Supervisor**

Before completing this form, you must read the instructions on the [HDR Degree Management](#) website as well as the [Charter for HDR Student and Supervisor Responsibilities](#).

Submission of an application after the [Census Date](#) may affect Research Training Program (RTP) Offset or International Tuition fees.

Forms submitted in previous stages during this workflow ▼

Student Details

Student ID

Username

[Discard](#)

6. 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.

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

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

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

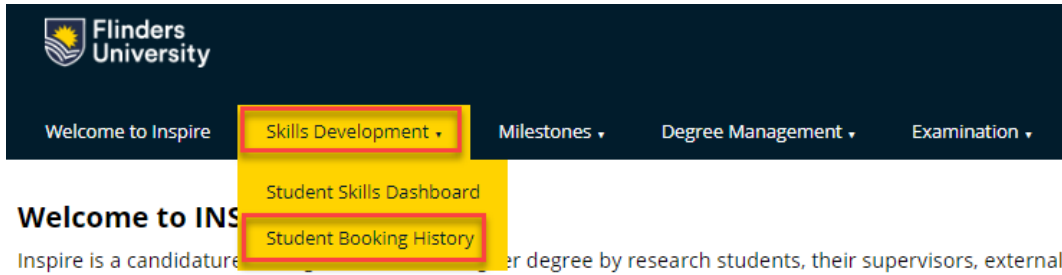
Every second Tuesday, supervisors receive an email from Inspire with links to forms that require attention. Select the link to access Inspire and action the form. Please note the email link will take you to Inspire but not directly to the variation form, you will need to ensure your role is set to 'Principal Supervisor' in the top right-hand corner when you log in, and select the relevant form from your Welcome page.

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9. Where can I view my student's activity booking summary?

You can see your student's booking summaries via the Skills Development dropdown menu.



This opens a new page where you can select from a drop down list the relevant student for whom you want to view a booking summary.

Showing Booking Summary for:

Search: Show 10 entries

Code	Title	Date	Status	Session Attendance
OGR210	The Imposter Syndrome - Why successful people often feel like frauds	01/06/2021	Finished	1 session(s): Attended 1
OGR251	Developing your Research and Employability Skills	-	On waiting list	-
OGR279	Thesis Writing Discussion Group	18/02/2021	Finished	1 session(s): Attended 1
OGR324	Communicating the Impact of your Research	10/05/2021	Finished	1 session(s): Attended 1
OGR362	Network your way into a job using PostAc	26/11/2021	Finished	1 session(s): Attended 1
OGR374	Getting started with your HDR: REST and Inspire	19/03/2021	Finished	1 session(s): Attended 1
OGR388	HDR Induction Seminar	26/03/2021	Finished	1 session(s): Attended 1
OGR383	HDR Supervisor Core Training Part 2 - Core Workshop	15/02/2023	Finished	1 session(s): Attended 1

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Other Development Activities

Search:

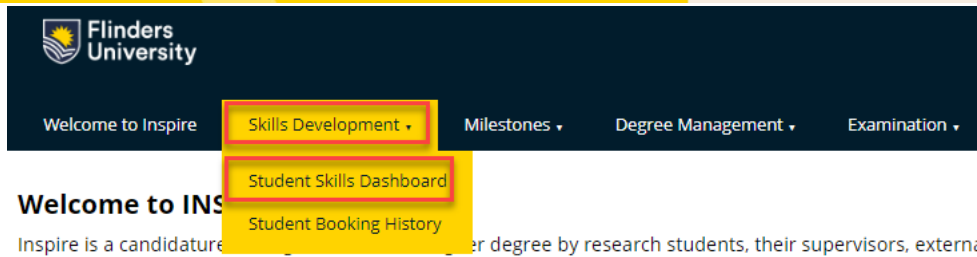
Due Date	Activity	Type	Category
There are currently no forms			

Showing 0 to 0 of 0 entries

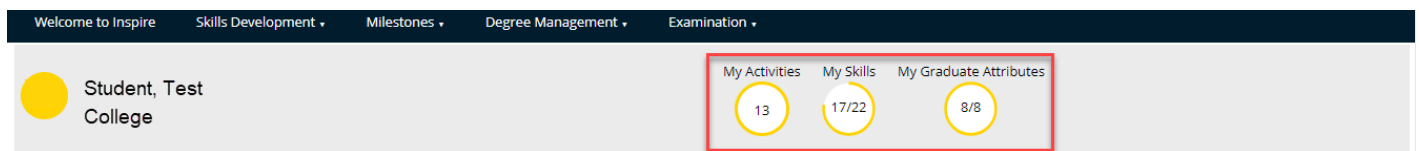
10. Where do I view my student's completed activities?

You can see your student's completed activities via the Skills Development dropdown menu.

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This opens a new page where you can select the relevant student from a drop-down list for whom you want to view a Skills Development Dashboard for. Click [here](#) to find out more about the Skills Development Program.



Skills Development Dashboard

This page shows all aspects of your skills development, and can be used to assess skills proficiency, plan and complete activities, reflect on your skills development and work towards REST completion certification. For detailed instructions on how to use this page, please refer to the [REST FLO site](#). Start your development by assessing your current skills via the Skills Needs Analysis button below.

Showing Skills Development Dashboard for:

Development Plan

Use this section to plan your development for the next review period. The following table shows your high priority skills as identified in the Skills Needs Analysis. You can update these at any time by completing the Skills Needs Analysis via the button above. You can then plan/add activities and goals to develop that skill, which will show up in the Activities Log below. Use the headings to sort the columns and filter information.

Search:

Print Export CSV

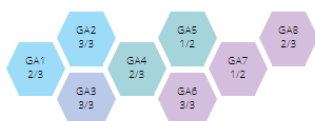
Show entries

Domain	Graduate Attribute	Skill	Proficiency	Priority	Plan	Complete
A	Research and Critical Thinking Skills	Research Methods	Proficient	Medium		2 Jun 2023
A	Depth of Disciplinary Expertise	Thesis Writing	Proficient	Medium		23 May 2023
B	Personal and Professional Awareness	Personal Awareness & Growth	Proficient	Medium		23 May 2023
B	Personal and Professional Awareness	Time Management & Work-life Balance	Proficient	Medium		2 Jun 2023
D	Effective Research Communication	Communicating Research Impact	Proficient	Medium		14 Jun 2023

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Completed Skills

This section is an overview of your completed skills and Graduate Attributes, under the RDF Domain colours. You will need to complete at least one skill under each Graduate Attribute and a minimum of 10 skills to complete the REST Certification.



- GA1: Research and Critical Thinking
- GA2: Depth of Disciplinary Expertise
- GA3: Personal and Professional Awareness
- GA4: Project Management and Research Strategy

- GA5: Integrity and Ethics
- GA6: Effective Research Communication
- GA7: Collaboration and Leadership
- GA8: Engagement and Impact

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Activities Log

Use this section to record or plan any activities or goals for the next review period. You can record activities you have already completed that have developed your skills, or plan activities or goals for the future that you want to focus on. You can also use the 'Find & Book Activities' button to browse upcoming activities.

Print Export CSV

Search:

Show entries

Activity	Skills	Status	Date	
Communicating the Impact of your Research	Communicating Research Impact	Complete	10 May 2021	
Getting started with your HDR: REST and Inspire	Candidature Management	Complete	19 Mar 2021	
HDR Induction Seminar	Candidature Management	Complete	26 Mar 2021	
Insert activity/goal title	Critical Thinking Thesis Writing Argument Construction Time Management & Work-life Balance Research Strategy & Funding Academic Publishing Industry Engagement	Planned	20 Dec 2023	
The Imposter Syndrome - Why successful people often feel like frauds	Personal Awareness & Growth	Complete	01 Jun 2021	

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Program Completion

Once you complete 10 skills across all eight Graduate Attributes and submit your thesis for examination, you can complete the REST Program via the button below and receive a certificate.

Search:

Form Title	Deadline	Status	
REST Certificate	23 May 2023	Available	
REST Certification Approval	30 May 2023	Submitted	
REST Certification Request	23 May 2023	Submitted	

Showing 1 to 3 of 3 entries

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.