

Milestones – Supervisor Quick Reference Guide



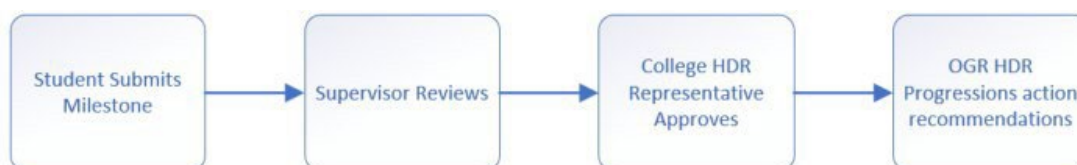
OVERVIEW

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

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

Due Date	Title
05-Jul-23	Final Thesis Review Recommendation (Supervisor)

Milestones

Ms - milestones due soon

Due Date	Title
24-Jul-23	Final Thesis Review

Miss - overdue milestones

Due Date	Title
28-May-23	Intention to Submit

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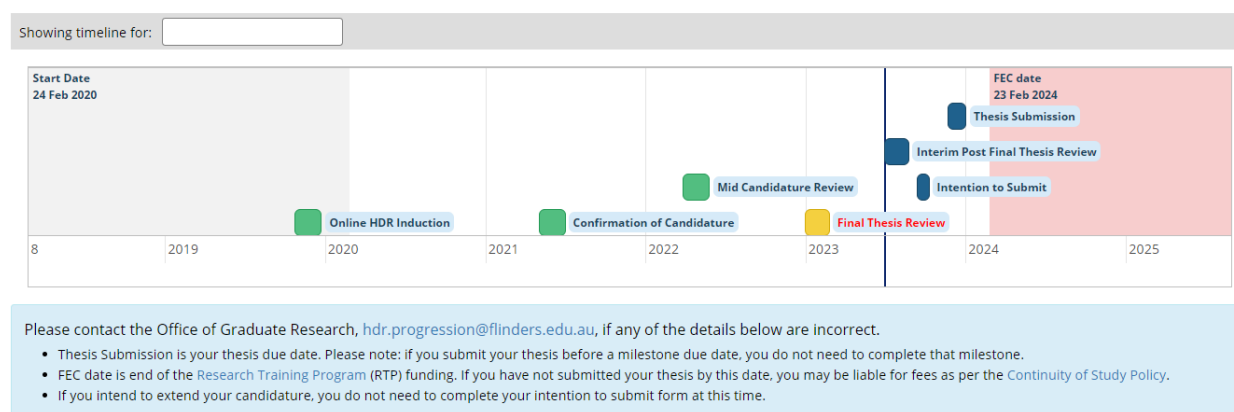


You and your student will also receive an email to advise you that you have an upcoming milestone 8 weeks prior to the due date. You and your student will continue to receive fortnightly reminders until the milestone is submitted. When a milestone becomes overdue it will turn red on the dashboard.

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.

Timeline



Form	Due Date	Completion Date	Status	
Online HDR Induction	24 Apr 2020	23 Dec 2019	Completed	+
Confirmation of Candidature	24 Apr 2021	1 Jul 2021	Completed	+
Mid Candidature Review	24 Feb 2022	26 May 2022	Completed	+
Final Thesis Review	24 Feb 2023		In Progress (Overdue)	+
Interim Post Final Thesis Review	24 Aug 2023 (Should start by 29 Jun 2023)		Not Started	+
Intention to Submit	9 Oct 2023 (Should start by 11 Sep 2023)		Not Started	+
Thesis Submission	1 Jan 2024 (Should start by 20 Nov 2023)		Not Started	+

Showing 1 to 7 of 7 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.

8 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 full-time to part-time or vice versa, or an intermission request, once the degree management form is approved, all future deadlines for

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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 milestone title on your landing page if the milestone is due in the next 8 weeks or is overdue.

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

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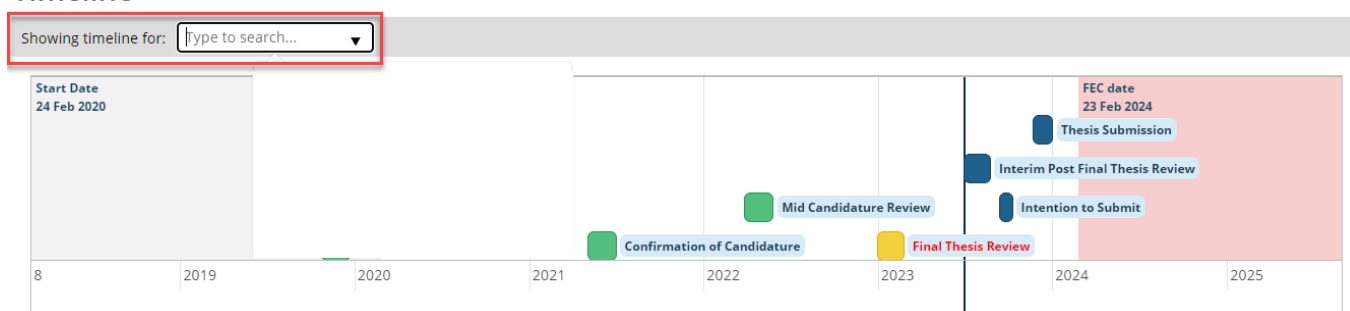
[Timeline](#)[Student Details](#)[Intermission of Candidature](#)[Extension of Candidature](#)[Change or Addition of Supervisor](#)[Full / Part-time Transfer](#)[Change Enrolment Location](#)[Degree Transfer or Significant Change to Project](#)[HDR Allowance](#)[Scholarship Recreation Leave](#)[Withdrawal of Enrolment](#)

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And then select the correct student from the drop down.

Timeline



Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

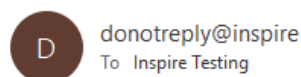
- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- FEC date is end of the [Research Training Program \(RTP\)](#) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the [Continuity of Study Policy](#).
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

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 log you into Inspire. Please ensure your role is set to 'Principal Supervisor' in the top right-hand corner to see your student's milestones. The milestone will appear on your Welcome page.

Email message that will display in your Outlook Inbox.



Inspire

Action Required: Confirmation of Candidature submitted by

URL that will appear as part of your notification email message.

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

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

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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 form title.

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Forms that require your attention

Miss

Due Date	Title
05-Jul-23	Final Thesis Review Recommendation (Supervisor)

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.

Associate Professor

Sign Out

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Current role: Associate Supervisor ▼

Associate Supervisor
Researcher
Principal Supervisor
HDR College Delegate
HDR Coordinator
Supervisor Register Viewer

Welcome to INSPIRE

Inspire is a candidature management tool for higher degree by research students, their supervisors, external

7. Accessing a student's previous milestones

Select **Milestones** and a drop-down menu will appear. Select the milestone you want to view.

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The screenshot shows the Inspire system interface. At the top, there is a navigation bar with the Flinders University logo, a user profile for 'Associate Professor' with a 'Sign Out' button, and a 'Current role' dropdown set to 'Principal Supervisor'. Below the navigation bar, the 'Milestones' menu is open, displaying a list of milestones: Confirmation of Candidature, Mid Candidature Review, Final Thesis Review, Interim Confirmation of Candidature, Interim Mid Candidature Review, Interim Final Thesis Review, and Interim Post Final Thesis Review. The main content area is titled 'Welcome to INSPIRE' and contains introductory text for HDR Students, HDR Supervisors, and External Examiners.

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.

The screenshot shows the 'Confirmation of Candidature' milestone record in the Inspire system. The page title is 'Confirmation of Candidature'. Below the title, there is a light blue box containing text explaining that milestones are required to be completed by HDR students with their supervisors in accordance with their Timeline. It also notes that interim milestones do not require an oral presentation. Below this, it states that students are required to submit all work for the HDR milestone via the University's text-matching resource, Turnitin, in accordance with the Research Integrity Policy. A link to the Inspire quick reference guides is provided. Below the text, there is a search bar and a table showing the milestone record. The table has columns for 'Form', 'Action Due By', and 'Status'. The table shows three entries: 'Confirmation of Candidature (HDR Student)' due on 04 Feb 2021 at 19:00, 'Confirmation of Candidature Outcome (College Delegate)' due on 02 Mar 2021 at 22:00, and 'Confirmation of Candidature Recommendation (Supervisor)' due on 09 Mar 2021 at 17:00. All three entries are marked as 'Submitted'. Below the table, there is a link to 'See the workflow used in this process' and a 'Showing 1 to 3 of 3 entries' indicator.

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)

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- 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. The OGR template can be found by clicking **HDR Completion Plan** on the left of the [Milestones webpage](#) or **gant chart (XLSX 787KB)**

For College specific requirements please check the [Milestones webpage](#). [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.

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. Please note if you make any changes to the form after signing, you will need to click the Sign button again.

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Signature Participant(s)

☒ [Principal Supervisor]

✓ Signed – 28 Jun 23

Signatures

You have signed this form.

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

[Discard](#)

Submitting and sending the form is done by clicking the blue Submit button in the bottom right-hand corner of the form. You will then be 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?

[No](#)

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 bottom right-hand corner of the form.

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Flinders University

Intermission Recommendation

[Help](#)

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

Save

[Discard](#)

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 second 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 Intellectual Property Assigned field is blank?

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Final Thesis Review (MSTN-FIN)

History

Student Name

University Email

[View Student Details](#)

Please contact the Office of Graduate Research at hdr.progression@flinders.edu.au, if any of the details below are incorrect.

Intellectual Property Assigned (if required)

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.

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 upgrade to PhD (student must apply through the degree transfer form)
- ☐ Recommend downgrade to Masters (student must apply through the degree transfer form)
- ☐ Recommend 3 Month probationary period to resubmit Milestone
- ☐ Recommend Ongoing or Escalating Difficulty Progressing (only once a student has already had a 3 month probationary period)

Additional Comments

Dear [Name], congratulations on an excellent Mid-Candidature milestone. Great to see publications are on the way also. I am looking forward to seeing your research progress further.

Please note:

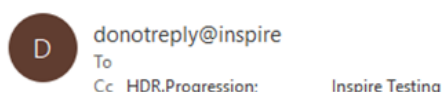
- If the outcome is **‘Upgrade to PhD’** or **‘Downgrade to Masters’**, your student will need to submit a “Degree Transfer or Significant Change to Project” form in Inspire under the ‘Degree Management’ tab.
- If the outcome is **‘3-month probationary period to resubmit Milestone’**, a new due date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

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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: Confirmation of Candidature submitted by

19. Can I print a Milestone form?

Yes, the print button is available if you wish to either print your student's 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.

Need more help?

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