DEGREE MANAGEMENT – HDR SUPERVISOR QUICK REFERENCE GUIDE

OVERVIEW

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

- Changing or adding a Supervisor
- Transferring degree or applying for a significant change to your research project
- Transfer from full time to part time or vice versa
- Applying for an intermission of candidature
- Applying for an extension of candidature
- Withdrawing your enrolment

This guide also includes information regarding how to view a student's completed skills and training activities they have undertaken.
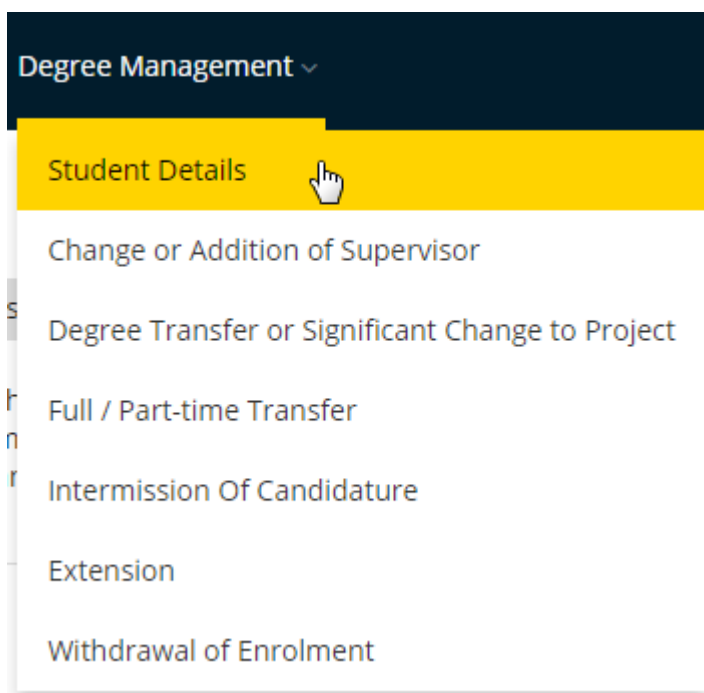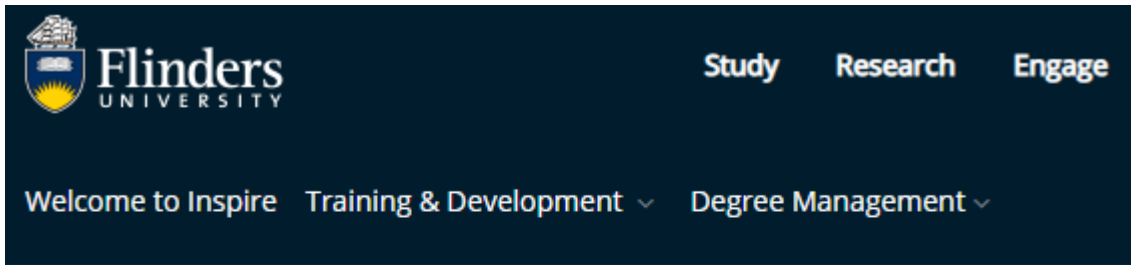
APPLIES TO

HDR Supervisors

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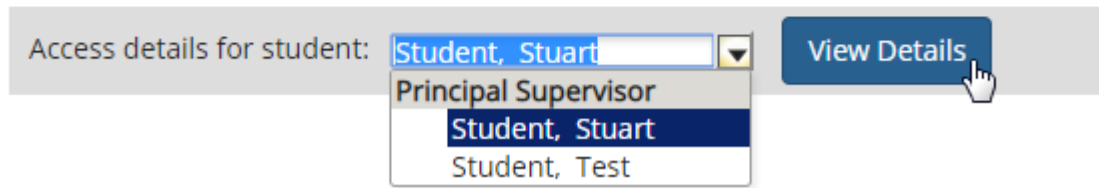
1. How do I view my student's details?

Select **Degree Management** – **Student Details**

A second window will appear, select the student you wish to view the details for from the drop-down list. Click on the blue "View Details" button.

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

2. Where to find your Student's Enrolment Variation forms requiring your 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 indicates 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.

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

Once the Form is open in a new window, you will find the Student's application at the top of the form shaded out in pale grey. The student's form responses are read only, you cannot amend the student's submission for the current variation forms. Future forms may have this functionality.

Scroll to the bottom of the student's submitted responses to find any questions that the Supervisor is 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.

4. 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.
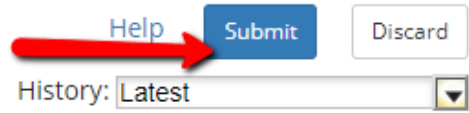
Submitting and sending the form is done by clicking the blue Submit button in the top right hand corner of the form. You will then be prompted to confirm that you want to **Send** the form in the workflow.

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

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

All Variation Forms 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.

Extension Recommendation

6. Where do I find saved forms?
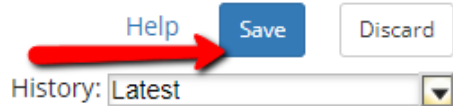
Saved Forms will stay active and keep appearing in the Forms requiring your attention grid on the Welcome page of Inspire.

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

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

8. 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.

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

Student booking summaries can be located via either the Useful Shortcut for viewing student booking summaries on the right hand side of the Welcome Page.

Welcome to Inspire

Showing menu and shortcuts relevant to relationship/role: Student, Stuart ▼

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

Student, Stuart

Date	Title
No forms to display.	

Student, Test

Useful Shortcuts

Training & Development
- View student booking summaries

Activity Log
- View all completed activities

Office of Graduate Research
- OGR Website
- REST FLO Website

Alternatively, you can open the Student Booking Summaries under the Training & Development Tab.

Either of these two links will open a new page where you can select from a drop down list the relevant student for whom you want to view a booking summary for.

10. Where do I view my student's completed activities?
Completed Activities can be viewed via the Useful Shortcut under Activity Log – View all completed activities on the right hand side of the Welcome Page.

This will open a new page where you can enter the select the relevant student from a drop down list for whom you want to view a completed activity log.

Completed Activity Log

Showing Activity Log for: Student, Stuart ▾

Please note: The historical data of professional development courses you have undertaken during your candidature has been imported into Inspire. All of these previous courses will have an event date of 31 May 2018. The OGR has mapped all of the historical data to the RDF Topics to provide you with a complete overview of the skills acquired throughout your candidature. You can still access your detailed course attendance history through 'My History' in iEnrol. You can also self-record any additional courses or activities not listed here.

A: Knowledge and intellectual abilities
B: Personal effectiveness
C: Research governance and organisation
D: Engagement, influence and impact

Self-record an activity

Date	Title / Summary	RDF Domains
Sorry, this table is empty.		