Milestones – College Delegate Quick Reference Guide
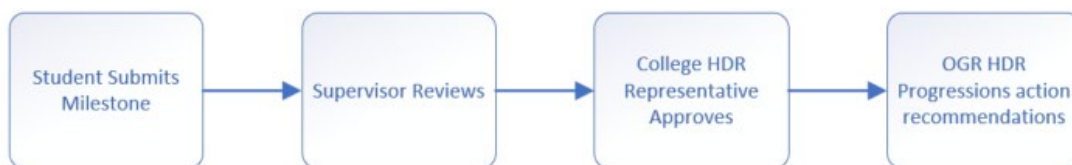
OVERVIEW

This guide explains how to use the student milestone timeline, review student milestones and answers some common questions.

APPLIES TO

HDR Coordinators and HDR Academic Advisors (College Delegates)
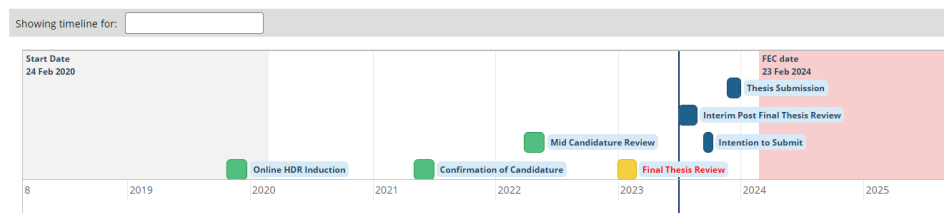
MILESTONE WORKFLOW

COMMON QUESTIONS

1. 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 they need to complete as part of their successful progression in the degree.

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 information specific to one of their Milestones by selecting the Milestone name directly on the timeline, or by choosing it from the table below the timeline.

8 weeks prior to a student's Milestone due date, Inspire sends a reminder notification to the student and their supervisors. A reminder will then be sent every fortnight until the milestone is submitted.

If a student submits a degree management form to change from full-time to part-time or vice versa, or to request an intermission, all future deadlines for Milestones including the expected thesis submission date adjust automatically, after the degree management form is approved.

2. How do I access a student's Milestone timeline?

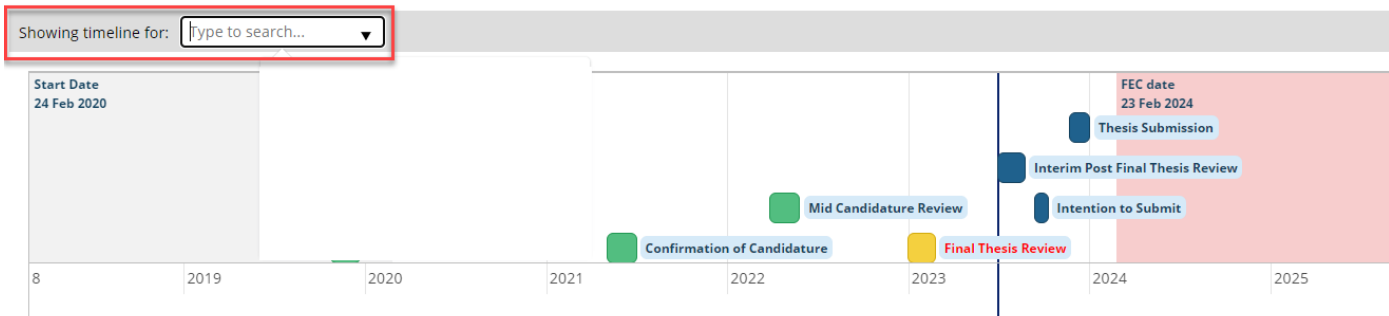Select **timeline** from the **Degree Management** tab

And then select the correct student from the drop down.

Inspire navigates to your selected student's milestone timeline.

3. As a HDR Academic Advisor (College Delegate), how will I know if I have a Milestone to action?

An HDR Academic Advisor (College Delegate) receives an email from Inspire when a student in their College has submitted a Milestone that requires your attention. When opened, the email contains a URL that will log you into Inspire. Please ensure your role is set to 'HDR College Delegate' in the top right-hand corner to see the milestones awaiting your action. The milestones will appear on your Forms Requiring Attention page..

Email message that displays in your Outlook Inbox.
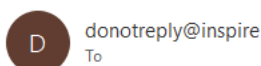
URL that appears as part of your notification email message.

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

4. As an HDR Academic Advisor (College Delegate), how do I action forms requiring attention?

When you log into Inspire, select the **Forms Requiring Attention** tab.

Welcome to INSPIRE

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

You can see all forms that require attention including which student they relate to. To action a form, select its **Title/Summary.**

Forms that require your attention

Deadline	Title / Summary	Student Name	Student ID	Role	
11 May 2023	Confirmation of Candidature Outcome (College Delegate)			HDR College Delegate	🖨

Showing 1 to 1 of 1 entries

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5. What do I need to do if I am a Supervisor as well as an HDR Coordinator or an HDR Academic Advisor (College Delegate)?

If you have more than one role, for example you are both a Principal Supervisor and an Associate Supervisor, or you are both a HDR Coordinator or an HDR Academic Advisor (College Delegate) as well as being a Supervisor, then **Forms Requiring Attention** shows you all the forms that you need to take action on. The Role column at the end of the table identifies which roles the form has been assigned to.

You can access and action the forms from the **Forms Requiring Attention** page without having to change your role from the role picker. You can search for particular forms/students in the search window, or sort your forms by any column you like by clicking the little arrow button in each table heading.

| Welcome to Inspire | Forms Requiring Attention | Skills Development ▾ | Milestones ▾ | Degree Management ▾ |

Forms that require your attention

Print

Search: [   ]   Show [10] entries

Deadline	Title / Summary	Student Name	Student ID	Role	
15 May 2023	Confirmation of Candidature Outcome (College Delegate)			HDR College Delegate	🖶
02 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
02 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
11 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
12 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
12 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
17 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
22 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
22 May 2023	HDRC Nomination Approval			HDR Coordinator	🖶
06 Jun 2023	HDRC Nomination Approval			HDR Coordinator	🖶

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6. What documents does a student need for their Milestone?

Please note: Document names need to be succinct, that is, not too long, and must not contain any special characters such as apostrophes.

For students to complete their milestone(s) they need 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)
- 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)
  Please note: Students need to complete their presentation before they sign off on their Milestone – once a student has signed off they cannot revisit and edit their milestones in Inspire, and supervisors do not have the ability to upload documents.
- Written feedback for Oral Presentation (if required by your College – not required for Interim Milestones)
- Completion Plan – students use their 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 *Gantt chart (XLSX 787KB)*

For College specific requirements please refer to the Milestones webpage.

Inspire: Quick Reference Guide   June 2023

7. As an HDR Academic Advisor (College Delegate), how do I recommend a milestone outcome?

Scroll to the section below the Student Details to find required Milestone Outcome 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.

Milestone Outcome

Has the student fulfilled the requirements of this Milestone and stage of candidature and provided sufficient detail? *

○ Yes   ○ No

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

Once all mandatory fields have been filled in, you 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. If any mandatory fields have been missed you will not be able to sign the form; review your responses if needed.

Signature Participant(s)

☑   [HDR College Delegate]
✓ 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).

Sign

Submit   **Discard**

Submitting and sending the form is done by selecting the blue **Submit** button in the bottom right-hand corner of the form. 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 milestone process is now complete.

9. How can I access a student's previous milestones?

Select **Milestones** and a drop-down menu will appear. Hovering over each Milestone Name, the title highlights in yellow. Select the Milestone you want to view and then select the student you wish to view from the drop down.

10. 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.

To save the form, do not sign it. Instead, select the blue **Save** button located in the bottom right-hand corner of the form.

11. Where can I find saved forms?

Saved Forms stay active and keep appearing on the Forms Requiring Attention page of Inspire.

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

All relevant people will receive an email copy of the final application outcome once it is finalised and has been emailed to the student.

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

Every second Thursday, HDR Coordinators and HDR Academic Advisors (College Delegates) receive an email from Inspire with links to forms that require attention. Select the link to access Inspire and action the form.

14.   What does it mean if the Intellectual Property Assigned field is blank?

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.

15. 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 HDR Academic Advisor (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   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'**, students 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 is set by the HDR Progression Team, and the student re-does the same Milestone.

16. Is a student notified of their Milestone outcome?

Final outcome email notifications are sent to the student and other users involved in the process.
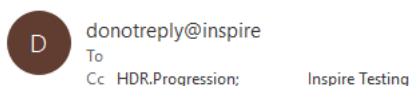
17. Can I print a Milestone form?

Yes, the print button is available if you wish to either print the Milestone or print it to a PDF for your own records. It will still be available in Inspire for you to view even once the form is submitted and completed.

18. Can I send a Milestone form back to student to amend and/or add more information?

Yes, all Milestone forms can be sent back to the student to amend and/or add more information. To action this, select No to the question, "Has the student fulfilled the requirements of this Milestone and stage of candidature and provided sufficient detail?". A comment box will then appear to provide comments for the student to review. These will be included in an email to the student.

Please note: the amended Milestone form will progress through the original workflow once the student has added new information.

Need more help?

For more information about the Milestones refer to the website and Team: hdr.progression@flinders.edu.au.