Online admissions approval
Higher Degree by Research

HDR Supervisor workbook

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Version 1
For further assistance with Online Admission Approvals for Higher Degree by Research

Contact HDR Student Centre
Telephone 373 53817

Refer to the FAQs in Staff Ask Us

System help
EIS-Assist
Telephone 3735 5544
eisassist@griffith.edu.au

More resources available:
Griffith Portal > Research > Academic resources

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Contents

Section 1. Online applications ........................................................................................................... 4
  1.1. Three step approval process ............................................................................................. 4
  1.2. Accessing an online application ....................................................................................... 5
  1.3. Understanding the application window ............................................................................. 5

Section 2. Application summary page ............................................................................................. 7
  2.1. Applicant details .................................................................................................................. 8
  2.2. Application program .......................................................................................................... 9
  2.3. Academic plan/sub-plan .....................................................................................................10
  2.4. Candidature application .....................................................................................................11
  2.5. Candidature owner ............................................................................................................11
  2.6. Application summary ........................................................................................................11
  2.7. Supporting documentation ...............................................................................................12
  2.8. Griffith study .....................................................................................................................13
  2.9. HDR Student Centre evaluation comments ......................................................................14
  2.10. Further information requested ......................................................................................14

Section 3. Supervision decision page ..............................................................................................15
  3.1. Supervisory team ...............................................................................................................15
  3.2. Recording the decision .......................................................................................................18
  3.3. Submit decision ..................................................................................................................19

Section 4. Principal supervisor input page .....................................................................................20
  4.1. Entering statistical information .........................................................................................20
  4.2. Resource and funding requirements ..................................................................................21
  4.3. Recommendation of applicant to HDR convenor ............................................................21

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Section 1. Online applications

1.1. Three step approval process

The submitted application will flow through a three step approval process:
- Step 1 HDR convenor
- Step 2 Dean (Research)
- Step 3 Dean (GGRS)

![Diagram of three step approval process]

When the application is received by Griffith University, the HDR Student Centre will check the application to ensure that all required documentation is attached. The completed application will workflow to the HDR convenor.

**Step 1**
The HDR convenor reviews the application and nominates the supervisors. If required, supervisors may receive a separate workflow allowing them the opportunity to review the application and accept / reject the nomination.

Once completed, the HDR convenor submits their recommendation.

**Step 2**
The application will automatically workflow to the group Dean (Research) who will have a read-only view of the application approval. They will be able to see all entered comments.

If the application spans across more than one group, the participating Dean (Research) will also receive a worklist item.

The Dean (Research) submits their recommendation.

**Step 3**
The application will automatically workflow to the group Dean (Research) who will have a read-only view of the application approval. They will be able to see all entered comments.
The Dean (GGRS) will enter the approval decision. The completed approval will automatically return to the HDR Student Centre who will process the application.

At any point, the application can be *pushed back* to the previous step for further information.

### 1.2. Accessing an online application

If the HDR convenor decides to use workflow for supervisors, the HDR supervisor will receive a worklist email. A worklist email will be received twice a day (10am and 3pm) while there are any active items. Only one email which will include all worklist items (eg workflowed human resources, financial and student approvals) will be received.

**Accessing an application**

Click the link from the worklist email.

or

Log into Griffith Portal, choose Worklist and Reports, Worklist.

or

Choose Worklist from the Key Service list.

The applications awaiting approval will be identified as “Candidature Supervision”. (Refer Figure 2.)

Select the required application.

The application window will be displayed. (Refer Figure 4.)

![Figure 2 Selecting application approval from the worklist](image)

### 1.3. Understanding the application window

The application consists of two pages. The principal supervisor will see a third page.

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application summary</td>
<td>Displays information about the applicant and their application.</td>
</tr>
<tr>
<td>Supervision decision</td>
<td>The HDR supervisor records their decision regarding the supervision nomination. A history of the application is available.</td>
</tr>
<tr>
<td>Principal supervisor input</td>
<td>Only visible to principal supervisors. Provide detail for statistical information and feedback on the resource and funding requirements.</td>
</tr>
</tbody>
</table>
1.3.1. Dynamic questions

Throughout the application approval, the HDR supervisor will answer a range of questions.

Many of these questions are dynamic. As you select an answer, additional questions may be displayed to allow you the opportunity to provide additional detail. (Refer Figure 3)

![Figure 3 Selecting No often displays additional questions for further information](image-url)
Section 2. Application summary page
<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant details</td>
<td>Applicant name and application ID. Includes link for Contact details.</td>
</tr>
<tr>
<td>2</td>
<td>Application program</td>
<td>Identifies the selected program, including campus, admit term, internal application number, academic careers, full-time or part-time load, and application submission date. Includes link to admission requirements details as displayed on Programs and courses website.</td>
</tr>
<tr>
<td>3</td>
<td>Candidature application</td>
<td>Identifies the proposed start date, research topic title and whether the candidature will be undertaken remotely.</td>
</tr>
<tr>
<td>4</td>
<td>Application summary</td>
<td>Select View application to view full application – opens in separate tab.</td>
</tr>
<tr>
<td>5</td>
<td>Supporting documentation</td>
<td>Click the links to view attached documents. Note: Referee reports are not visible to the candidate.</td>
</tr>
<tr>
<td>6</td>
<td>Griffith study</td>
<td>View unofficial transcript for applicants who have studied at Griffith University. (The transcript may take a couple of minutes to display)</td>
</tr>
<tr>
<td>7</td>
<td>HDR Student Centre evaluation comments</td>
<td>Comments provided by HDR Student Centre.</td>
</tr>
<tr>
<td>8</td>
<td>Further information requested</td>
<td>List of any outstanding documentation.</td>
</tr>
</tbody>
</table>

2.1. Applicant details

The top section of the window provides information about the applicant, including their name and id.

2.1.1. Contact details

Choose Contact Details. (Refer Figure 5)

![Figure 5 Choose Contact Details](image)

The Contact Details window will display the telephone number and email address. (Refer Figure 6)
2.2. Application program

The program which the applicant has selected is displayed, including the campus, the admit term, the internal application number, academic careers, full-time or part-time load, and the date that the applicant actually submitted their application.

2.2.1. Admission requirements

For further information about admission requirements, choose Admission Requirements. (Refer Figure 8)
The Admission Requirements will be displayed. (Refer Figure 9)
This is the same information which is available on the Programs and Courses website.

Choose [Return] (Return) to return to the previous page.

2.3. Academic plan/sub-plan
The academic plan lists the majors, minors and award plans. (Refer Figure 10)
2.4. Candidature application

The candidature application identifies the applicant’s nominated start date, the proposed research topic title and whether they will be undertaking the candidature remotely. (Refer Figure 11)

![Figure 11 Candidature application]

2.5. Candidature owner

The academic organisation and group are displayed. (Refer Figure 12)

![Figure 12 Candidature owner]

2.6. Application summary

The full application for the applicant is available by selecting View Application. This PDF report provides a complete list of questions and answers the applicant has completed as a part of their application. This report should be reviewed in order to assess the application. (Refer Figure 13)
Choose (View application). (Refer Figure 13)
The application will open in a new window or tab depending on the browser. (Refer Figure 14)

Note
If the application does not display, pop-up windows may be blocked in the browser. Check the top of the browser to see if an error message displays. Allow pop-up windows for this address and click View application again.

2.7. Supporting documentation

Applicants are able to attach supporting documentation.
To view the attached documents, click the link for the required file. (Refer Figure 15)

Note
When the referee reports are completed, these will be listed under Supporting documentation however they will not be visible to the applicant.
2.7.1. Internal documentation

If the HDR Student Centre wish to attach any additional documentation, these will be available in Internal documentation. These documents are not visible to the applicant. (Refer Figure 16)

2.8. Griffith study

If the applicant has previously studied at Griffith University, they do not need to provide supporting documentation for their Griffith study. The HDR convenor is able to generate a transcript.

Viewing a transcript

Choose View Transcript. (Refer Figure 17)

The transcript will open in a new tab or window, depending on your browser.

Note

The transcript may take a few minutes to display.
2.9. HDR Student Centre evaluation comments

The HDR Student Centre will provide additional comments for the HDR convenor which relate to the application. (Refer Figure 18)

![Figure 18 HDR Student Centre comments]

2.10. Further information requested

If the applicant has any outstanding documentation, these shall be listed. (Refer Figure 19)

![Figure 19 Further information requested]
Section 3. Supervision decision page

The supervisor records whether or not they accept the supervisor nomination on the Supervisor decision page. (Refer Figure 20)

Figure 20 Approval page

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervisory team</td>
<td>Supervisory team identified by HDR convenor. Use tabs to view accreditation, load and administrative responsibility.</td>
</tr>
<tr>
<td>2</td>
<td>Approval decision</td>
<td>Select required decision from drop-down list. A brief explanation will display for each decision. Additional fields will appear for some decisions (eg Not approved).</td>
</tr>
<tr>
<td>3</td>
<td>Declaration</td>
<td>Identify if there is a conflict of interest.</td>
</tr>
<tr>
<td>4</td>
<td>Review / evaluation history</td>
<td>Displays log of evaluation history including comments.</td>
</tr>
</tbody>
</table>

3.1. Supervisory team

The supervisor section consists of a number of tabs. (Refer Figure 21)
To view all the information in one table choose (Audit).

The table will expand to display all the information.
Use the horizontal scroll button to see the information. (Refer Figure 23)

### 3.1.1. Supervisors tab

The supervisors tab displays the name and details of the nominated supervisors.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervisor role</td>
<td>The role for each supervisor is identified.</td>
</tr>
<tr>
<td>2</td>
<td>Name</td>
<td>The name of each supervisor on the supervisory team</td>
</tr>
<tr>
<td>3</td>
<td>Status</td>
<td>The current status for each supervisor.</td>
</tr>
</tbody>
</table>
### Use workflow?

A tick in the checkbox indicates that the supervisory workflow has been initiated.

### 3.1.2. Workflow

The HDR convenor has the option of whether or not to use the supervisory workflow. Using workflow provides the supervisor with the opportunity to view the application before making their decision.

### 3.1.3. Accreditation tab

The accreditation tab provides details regarding the supervisors accreditation status and the number of candidates they are currently supervising. (Refer Figure 25)

![Figure 25 Accreditation tab](image1.png)

**Hint**

The numbers on the left refer to the supervisors listed on the supervisor tab. Pause the mouse over the information icon to see information about that supervisor.

![Figure 26 Ownership and load tab](image2.png)

### 3.1.4. Ownership and load tab

The ownership and load tab displays the academic organisation for the nominated supervisors.

#### 3.1.4.1. Load allocation

View the supervisory load allocated to each supervisor. An external supervisor must be allocated 0% load.

#### 3.1.4.2. Administrative responsibility

One principal supervisor will have administrative responsibility.
3.2. Recording the decision

Select your decision from the Decision drop-down list. When you select each option, a brief explanation will be displayed.

<table>
<thead>
<tr>
<th>Decision</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreed</td>
<td>Agree to supervise the applicant.</td>
</tr>
<tr>
<td>Decline</td>
<td>Decline the request to supervise applicant. Decision comments mandatory.</td>
</tr>
<tr>
<td>Push back</td>
<td><em>Push back</em> will return the application to the HDR Convener. You must complete the Decision comments field to advise why the application is pushed back.</td>
</tr>
<tr>
<td>Put on hold</td>
<td>When you choose <em>Put on Hold</em>, the application will remain in your worklist. Enter a decision comment to advise why the application is placed on hold.</td>
</tr>
</tbody>
</table>

3.2.1. Declaration

When you choose Agreed or Declined, the declaration statement will be displayed. (Refer Figure 28)

The declaration statement allows the supervisor the opportunity to identify if there is a conflict of interest. A link to the Policy Library is provided.

If you identify that there is a conflict of interest and you still wish to submit a decision, a Conflict of Interest Disclosure Statement must be completed and forwarded to the Head of Element. A link to the Conflict of Interest Disclosure Statement is provided.

If you choose to not submit a decision, select the option “Push Back” to return the application to the HDR Convener.
3.2.2. Evaluation history

The evaluation history is a log of the timing from when the HDR Convenor initiated the workflow to the supervisor. Any internal comments are also visible. (Refer Figure 29)

Choose (Audit) to view more detail in the evaluation history. (Refer Figure 30)

![Figure 28 Declaration statement](image)

3.3. Submit decision

Once you are satisfied with your decision, select (Submit decision). Your decision will be saved and submitted and you will be returned to the worklist.

The HDR convenor will receive an email with your decision.

When you choose Submit decision, the application will be validated. If any questions remain unanswered, the page with the unanswered question will be displayed.

![Figure 29 Evaluation history](image)

![Figure 30 The expanded history displays dates for each step in the approval process](image)
Section 4. Principal supervisor input page

The principal supervisor will see an additional page. This information must be completed before submitting your decision.

Figure 31 Principal supervisor input page

4.1. Entering statistical information

Choose (Search). (Refer Figure 32)

Figure 32 Choose search to enter statistical information

The Look Up Fields of Research (FoR) window will be displayed.
Click (folder) until (leaf) is displayed. (Refer Figure 33)
Select the required item.
The information will be entered into the field.
Repeat for all fields.
4.2. Resource and funding requirements

Provide details on resources / funding that will be required to support the project.

4.3. Recommendation of applicant to HDR convenor

Provide information which you may know about the candidate. Comments may include the following topics:

- Knowledge about the discussions / email regarding the research proposal
- Applicants ‘fit’
- Research area including the impact of the research
- Applicant’s calibre at previous institution
- Ranking in discipline area
- Any other information (eg connections to external agencies.)
- Refer to the Supervisor Recommendation Guidelines available via the link
### Recommendation of Applicant to HDR Convenor

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you recommend this applicant to the HDR Convenor for candidature?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you recommend this applicant to the HDR Convenor for scholarship?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

Please provide evidence of the fit between the applicant, their research topic, and the supervisor team; detail your direct knowledge (if any) of the applicant (e.g., gained through prior study, employment, email correspondence, collaboration on the proposal); and, based on your knowledge of their capabilities, comment on the applicant's suitability to manage the research project successfully to a timely completion. Please refer to the [Supervisor Recommendation Guidelines](#) for direction on what needs to be included in your comments.

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**Figure 35** Recommendation of applicant to HDR convenor
Index

Academic plan/sub-plan, 10  
Access  
  How to access, 5  
  Worklist, 5  
Accreditation, 17  
Admission requirements, 9, 10  
Applicant details, 8  
Application  
  Does not display, 12  
  PDF, 11  
  View, 11  
Application program, 8, 9  
Application summary, 5, 7, 8, 11, 12  
Application summary page, 7  
Approval  
  3 step approval process, 4  
Award plan, 10  
Candidature application, 8, 11  
Candidature owner, 11  
Contact details, 8, 9, See Applicant details  
Decision  
  Recording the decision, 18  
  Supervisor decision, 15  
Declaration, 15, 18  
Documentation  
  Internal, 13  
Evaluation history, 15, 19  
FoE  
  Field of Education, 20  
FoR  
Fields of Research, 20  
Further information requested, 8, 14  
Griffith study, 8, 13  
HDR Student Centre evaluation comments, 8, 14  
Internal documentation, 13  
Load, 17  
Principal supervisor, 5, 20  
Questions  
  Dynamic, 6  
Recommendation, 21  
Referee reports, 12  
Resource, 21  
  Resource and funding requirements, 21  
SoE  
  Socio-Economic Objective, 20  
Statistical information, 5, 20  
Submit decision, 19  
Supervision decision page, 15  
Supervisor  
  Decision, 15  
  Load, 17  
Supporting documentation, 8, 12  
Transcript  
  How to generate, 13  
Window  
  Does not open, 12  
  Understanding the application window, 5  
Workflow, 17  
Worklist, 5