GRIS is the one-stop shop for Admissions and Variations processing for Graduate Research Records.

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1. GRIS Overview

GRIS is a web-based solution for all UNSW HDR Administrators to process Admission and VTC applications. It provides a central place for GRS Admins, School/Faculty Users, Supervisors and Candidates to track and process these records from anywhere in the world using their zPass.

1.1 Supported Platforms

GRIS will run on the following platforms:

- Windows
- Mac OSX
- Linux
- iOS (mobile & tablet)
- Android (mobile & tablet)
- Windows Phone

Support for the following browsers:

- Firefox v27+
- Safari v5+
- Chrome v30+
- IE v10+
1.2 Signing in to GRIS

To sign into GRIS, please click on the following link:

gris.unsw.edu.au

Enter your zID and zPass in the format shown below, before clicking Sign In.

If you have forgotten your password, please click the Forgot Password link, which will take you to the UNSW Identity Manager.
1.3 The Home Page

After successfully authenticating, you will be brought to the GRIS Home Page. Please see the screenshot below.

1. You can reach this page any time within GRIS by clicking the Home button at the far-left of the menu bar. You can also get straight to the various modules within GRIS (Variations).
2. A welcome message is displayed to all users, and will be updated with important information by the GRS from time to time.
3. The My Variations section shows the status of any recent Variation requests (from the last three months). You can click the "New Variation Request" to begin a new request.
4. Log-in session information is shown at the top-right of the screen.
5. Click on My Profile for detailed information regarding your profile in GRIS.
6. To end your GRIS session, please click Logout.
2. Variations

The Variations module can be accessed by clicking the Variations tab in the menu bar. At this page, you will be shown a table of all of your current Variation to Candidature (VTC) requests in the Active tab and any that are completed (eg recommended, not recommended or cancelled) in the Inactive tab.

From this page, you can create a New Variation Request, or view details of active or inactive requests by clicking on a line in the table, where you can review the details and any attached documents. Depending on the current status, you may cancel the request.

*Note: The data presented in “Candidature Details” is true as of the time that the request was created.*
Variation to Candidature for...

New School - Approval Required

Submitted: 07 Jun 2016, 15:42

Candidature Details at time of request:

<table>
<thead>
<tr>
<th>Degree:</th>
<th>Doctor of Philosophy (PhD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement Term:</td>
<td>Semester 1 2011</td>
</tr>
<tr>
<td>Residency:</td>
<td>Local</td>
</tr>
<tr>
<td>Citizenship:</td>
<td>Australia</td>
</tr>
<tr>
<td>Program:</td>
<td>1835 - Public Health &amp; Community Med</td>
</tr>
<tr>
<td>Plan:</td>
<td>PHCMAR1835 - Public Health &amp; Comm Medicine</td>
</tr>
<tr>
<td>School:</td>
<td>9th Public Hlth and Comm Med</td>
</tr>
<tr>
<td>Faculty:</td>
<td>Faculty of Medicine</td>
</tr>
<tr>
<td>Program Load:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Years Enrolled (EFTSL):</td>
<td></td>
</tr>
<tr>
<td>Campus:</td>
<td>Sydney</td>
</tr>
</tbody>
</table>

Research Area:

Current Supervisors:

<table>
<thead>
<tr>
<th>Type</th>
<th>Supervisor</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Variation Application Details

Supervision

New supervision team requested:

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Transfer

Is the new program under a different School/Faculty? Yes
Does this variation also require a change in the Supervision team? Yes
New Program: 1640 - Electrical Engineering

Variation Commencement

The candidate has indicated a requested commencement date of 07 Jun 2016.

Justification for requesting this Variation to Candidature:
2.1 Candidate – Request a VTC

When you click “New Variation Request” from the Home Page or the Variations module, you will be shown their current Candidature details.

Depending on the current state of your candidature (including residency status), the candidate will be able to create a request containing one or multiple types of variation, as described below:

2.1.1 Discontinuation

![Discontinuation form]

I wish to withdraw from my degree, as of:

06-June-2016

I have reviewed the Discontinuation Procedure Document and have discussed this request with my supervisors.
2.1.2 Supervision

Please update the list of supervisors using the table below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Department</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search for a supervisor below:

- **ID or any part of name:**
  - E.g. 1234567 or Hugh Deacon
- **Faculty:**
  - E.g. engineering
- **School:**
  - E.g. Sch of Accounting

You must have at least one primary and one other supervisor type in your supervision team. For further information, please see the UNSW HDR Supervision Policy.

2.1.3 Research Area

New Research Area:

Please provide a new research area.

2.1.4 Program Transfer

Is the new program under a different School/Faculty?
- Yes
- No

Does this variation also require a change in the Supervision team?
- Yes
- No

New Program:
  - E.g. 1650 or Photovoltaics

Please select a program to transfer to.

Please provide the following documentation to support this variation request:
  - Timeline to completion
  - Letter outlining reasons for this request
  - Other supporting documents (medical certificates, etc.)
2.1.5 Program Leave

I wish to take program leave for the semester(s) indicated below.*

☑️ Semester 2 2016  ☐️ Semester 1 2017

☐ In doing so, I will NOT exceed the 2 semesters allowed during my research candidature.
☐ In doing so, I will exceed the 2 semesters allowed during my research candidature.

Please provide the following documentation to support this variation request:

- Timeline to completion
- Letter outlining reasons for this request
- Other supporting documents (medical certificates, etc.)

Please be advised that you are not permitted to work on your research while on approved leave from your program.
2.1.6  Work Away from the University

I wish to undertake:  
☐ Research  ☐ Field Work

Please select at least one of the options.

Location *:
  
e.g. London

Please indicate the location from which you wish to work away from the University.

UNSW affiliate

Country *:
  
e.g. United Kingdom

Please indicate the country from which you wish to work away from the University.

Start Date *: 06-June-2016  
End Date *: 06-June-2016

What local supervision is available at your external location? *

Please indicate supervision available at the external location.

Why is working away from the University a necessary part of your research? *

Please indicate the reason working away is necessary.

How will you have adequate access to resources for conducting research? *

Please indicate how you will have access to adequate resources for conducting research.

How will supervision be conducted with your UNSW supervisor(s)? (For example: phone/email/skype) *

Please indicate how supervision will be conducted with your UNSW supervisor(s).

How will Annual Progress Reviews be conducted if you are required to undertake a Review during your absence from UNSW? *

Please indicate how Annual Progress Reviews will be conducted while you are working away.
2.1.7 Program Load (Full-time/Part-time)

As an international student, your visa conditions only allow you to enrol on a full-time basis. If you would like more information on this matter, please contact Graduate Research School on +61 2 9385 5500.

- I would like to switch to full-time enrolment and confirm that I am able to commit 35-40 hours per week to my candidature.
- I would like to switch to part-time enrolment and confirm that I am able to commit 15-20 hours per week to my candidature.

Please indicate the enrolment type for this program load variation.

Please provide the following documentation to support this variation request:
- Timeline to completion
- Letter outlining reasons for this request
- Other supporting documents (medical certificates, etc.)

2.1.8 Overtime Re-Enrolment

I wish to re-enrol in Semester 2 2016.

- In doing so, I will NOT exceed 5 years Equivalent Full-Time Study Load (EFTSL).
- In doing so, I will exceed 5 years Equivalent Full-Time Study Load (EFTSL).

Please provide the following documentation to support this variation request:
- Timeline to completion
- Re-enrolment form
- Letter outlining reasons for being unable to complete on time
- Other supporting documents (medical certificates, etc.)
2.1.9 Submitting a completed request

After your request has been submitted, it will be assessed by your supervisor/s and school, and any approved Variations will be processed by the Graduate Research School. You will be able to monitor the progress of the request by viewing its status in the My Variations section of your home page, or the table in the Variations tab.
3. Troubleshooting/Support

3.1 System Enquiries
For specific enquiries about GRIS, please use the following email address:

GRIS@unsw.edu.au

3.2 Candidature Enquiries
For enquiries regarding active candidates, please use the following email addresses:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Social Sciences</td>
<td><a href="mailto:arts.grs@unsw.edu.au">arts.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>Built Environment</td>
<td><a href="mailto:fbe.grs@unsw.edu.au">fbe.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>Business</td>
<td><a href="mailto:business.grs@unsw.edu.au">business.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>Engineering</td>
<td><a href="mailto:engineering.grs@unsw.edu.au">engineering.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>Law</td>
<td><a href="mailto:law.grs@unsw.edu.au">law.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>Medicine</td>
<td><a href="mailto:medicine.grs@unsw.edu.au">medicine.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>Science</td>
<td><a href="mailto:science.grs@unsw.edu.au">science.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>UNSW Art &amp; Design</td>
<td><a href="mailto:uad.grs@unsw.edu.au">uad.grs@unsw.edu.au</a></td>
</tr>
<tr>
<td>UNSW Canberra</td>
<td><a href="mailto:rsu@adfa.edu.au">rsu@adfa.edu.au</a></td>
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</tbody>
</table>