GRIS 1.1 User Manual
Candidate

Version 9-Dec-2016

GRIS is the one-stop shop for Admissions, Variations to Candidature (VTC) and Research Progress Review processing for Graduate Research Records.

Contents

1. GRIS Overview ..................................................................................................................2
   1.1. Supported Platforms ...................................................................................................2
   1.2. Signing in to GRIS ......................................................................................................3
   1.3. Candidate – Home Page .............................................................................................4
2. Variations ..........................................................................................................................5
   2.1. Candidate – Request a VTC .......................................................................................7
       2.1.1. Discontinuation .................................................................................................7
       2.1.2. Supervision .......................................................................................................8
       2.1.3. Research Area .................................................................................................8
       2.1.4. Program Transfer .............................................................................................8
       2.1.5. Program Leave .................................................................................................9
       2.1.6. Work Away from the University ......................................................................10
       2.1.7. Program Load (Full-time/Part-time) ................................................................11
       2.1.8. Overtime Re-Enrolment ..................................................................................11
       2.1.9. Submitting a completed request .....................................................................12
3. Reviews ...........................................................................................................................13
   3.1. Candidate Review .....................................................................................................13
4. Troubleshooting/Support ...............................................................................................21
   4.1. System Enquiries .....................................................................................................21
   4.2. Candidature Enquiries .............................................................................................21
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](https://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 Candidate – 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 click through to the Variations module, which will show you a full list of all VTC requests that you have made, and the Reviews module, which will show you a full list of your Research Progress Reviews.

2. A welcome message is displayed, and will be updated with important information by the GRS from time to time.

3. Log-in session information is shown at the top-right of the screen.

4. Clicking on the User Icon will show a drop-down menu with the following options:
   - My Profile – Clicking on My Profile will show you detailed information regarding their profile in GRIS, as well as Candidature Details (including information on any active Scholarships).
   - Logout – To end the GRIS session, click Logout.

5. The My Variations section shows recent VTC requests from the past three months, and a button to create a new VTC.

6. The My Reviews section shows the candidate the status of their current review, as well as links to your previous reviews.
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.
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.

![Create a new Variation to Candidature (VtC) Request](image)

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](image)

- I wish to withdraw from my degree, as of: 05-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>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

Search for a supervisor below:

- **ID or any part of name:** [Redacted]
- **Faculty:** [Redacted]
- **School:** [Redacted]

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. 1000 or Photovoltaic

- 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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I wish to undertake:</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Field Work</td>
<td></td>
</tr>
<tr>
<td>Please select at least one of the options.</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>E.g. London</td>
<td></td>
</tr>
<tr>
<td>Location from which you wish to work away from the University.</td>
<td></td>
</tr>
<tr>
<td>UNSW affiliate</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>E.g. United Kingdom</td>
<td></td>
</tr>
<tr>
<td>Country from which you wish to work away from the University.</td>
<td></td>
</tr>
<tr>
<td>Start Date: 06-June-2016</td>
<td>End Date: 06-June-2016</td>
</tr>
<tr>
<td>What local supervision is available at your external location?</td>
<td></td>
</tr>
<tr>
<td>Please indicate supervision available at the external location.</td>
<td></td>
</tr>
<tr>
<td>Why is working away from the University a necessary part of your research?</td>
<td></td>
</tr>
<tr>
<td>Please indicate the reason working away is necessary.</td>
<td></td>
</tr>
<tr>
<td>How will you have adequate access to resources for conducting research?</td>
<td></td>
</tr>
<tr>
<td>Please indicate how you will have access to adequate resources for conducting research</td>
<td></td>
</tr>
<tr>
<td>How will supervision be conducted with your UNSW supervisor(s)? (For example: phone/email/skype)</td>
<td></td>
</tr>
<tr>
<td>Please indicate how supervision will be conducted with your UNSW supervisor(s).</td>
<td></td>
</tr>
<tr>
<td>How will Annual Progress Reviews be conducted if you are required to undertake a Review during your absence from UNSW?</td>
<td></td>
</tr>
<tr>
<td>Please indicate how Annual Progress Reviews will be conducted while you are working away.</td>
<td></td>
</tr>
</tbody>
</table>
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. Reviews

The Reviews module can be accessed by clicking the Reviews tab in the menu bar. At this page, you will be shown a table with all of your Research Progress Review records, including an active Review if one has been created for you.

From this page, you can click on the Review IDs to view details of your past Reviews or perform your part of your current Review as described below.

3.1 Candidate Review

When your school creates a Review for you, you will receive an email notification advising that your Review is ready to action. You will need to confirm that your current candidature details are correct. If your details are not correct or need to be updated, you will be directed to first submit a VTC request before continuing with your Review. You will then need to enter all relevant details on your research and candidature for the period since commencement or your last review, submit any additional relevant documentation and submit the form for action by your primary supervisor. Depending on your candidature status, you may need to agree to the Confirmation of Candidature conditions before the submission is permitted.

After submission, your Primary Supervisor will enter their responses, the school will verify both responses and will confirm a Review Panel. The Review Panel will conduct your Review at an agreed time, and then the outcome of the Review will be formally published by the School. You will be officially notified of the outcome by email.

See the screenshots below for an example of how the Candidate Review form appears in GRIS:
Research Progress Review for

Candidate - Review

Proposed Review Date: 01 Apr 2017


A. Enrolment

B. Research

C. Candidature

Attachments

Submission

Personal Details

Display Name: 

UNSW ID: 

Given Name: 

Family Name: 

Email Address: 

Citizenship: Australia

Residency: Local

Enrolment Details

Degree: Doctor of Philosophy (PHD)

Commencement Term: Semester 1 2016

Program Load: Full-Time

Years Enrolled (EFTSL): 1.00

Program: 1400 - Psychology

Plan: PSYCAH1400 - Psychology

Faculty: Faculty of Science

School: School of Psychology

Campus: Sydney

Research Area:

Current Supervisors:

<table>
<thead>
<tr>
<th>Type</th>
<th>Supervisor</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>[redacted]</td>
<td>School of Psychology</td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
<td>School of Psychology</td>
</tr>
</tbody>
</table>

Scholarship Details

Scholarship Name: Australian Postgraduate Award

ARP (RSAP1000)

Scholarship Start Term: Semester 1 2015

Scholarship Start Date: 20-Jul-2015

Scholarship Expiry Date: 30-Sep-2018

Scholarship Amount: $29,049.00

Payment Frequency: PerAnn-FN

Please note: For main awards, the scholarship expiry date includes a six-month extension provided that satisfactory progress is maintained in your candidature.

If any of the details above are incorrect, please submit a Variation to Candidature here.

I have verified that the details above are accurate as of the date of submission of this progress review.

Save

Next
Research Progress

B1.
  i. Aims of your higher degree research program:


B2.
  i. Progress over the last 12 months (or since last review):


B3.
  i. List written reports, publications, exhibitions/performances, conference presentations or other achievements in the last 12 months:


B4.
  i. Goals for the next 12 months:


B5.
  i. Have any issues that you raised in your last progress review been addressed?
B6. Please indicate if any of the following problems affected progress over the past year:

- Academic background
- Settling in
- Experimentation
- Communication
- Financial
- Other

OR

- No issues have affected my research progress

ii. Please elaborate on specific issues identified and indicate what steps have been taken to address these issues:

B7. Are you on track for an on-time completion?

- Yes
- No

ii. Indicate your projected submission date:

31/03/2017

B8. Please provide details of any coursework required for the degree or courses related to the degree in the table below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
<th>Term - Year</th>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNSW</td>
<td></td>
<td></td>
<td>S1 2016</td>
<td>-</td>
<td>Remove</td>
</tr>
</tbody>
</table>

- e.g. UNSI
- e.g. GS1E9712
- e.g. Engineering Statistics & Experiment Design
- e.g. 82 - 2014
- e.g. 97/F

ii. Provide additional information regarding courses listed above or any other coursework not listed above:


Candidature Progress

C1. Schedule
i. How many hours per week are devoted to your candidature?

ii. How many hours per week are in paid employment?

C2. Location
i. How many hours per week do you spend on campus (Kensington, UNSW Canberra, UNSW Art & Design or Teaching Hospital)?

ii. Will any of the project be conducted during the next 12 months in a UNSW Research Centre/Affiliated Institution or Off-Campus?

<table>
<thead>
<tr>
<th>Institution/Centre Name</th>
<th>Location</th>
<th>Off-Campus?</th>
<th>% of time on the project conducted at this location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Loye Centre</td>
<td>e.g. Sydney - AU</td>
<td>[ ]</td>
<td>e.g. 15</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Please provide any further details you wish to add regarding the above:

C3. Supervision
i. How often do you meet and discuss your research with your supervisor?

ii. How often do you meet and discuss your research with your secondary supervisor/joint supervisor?

iii. Do you consider your supervision arrangements to be satisfactory?

iv. Please elaborate on the level of support and advice you have received during the last year from your supervisor(s):
C4. Resources

i. Do you have sufficient resources to support your research program? 
- Yes 
- No

ii. Please elaborate on the current level of resources available and detail any additional resources required for the completion of your research program:

iii. Have you received conference travel support under the Postgraduate Research Student Support (PRSS) Scheme? 
- Yes 
- No

iv. Please provide details of all conferences attended using PRSS funds (conference title, and the city, country, month, year in which conference was held):

C5. Policy

I have read and understood the relevant UNSW Policies appropriate for my research and confirm that my research is being carried out in accordance with these policies:

- Code of Conduct
- Intellectual Property
  - No Intellectual Property Involved.

Please provide details of why your research will not generate any Intellectual Property:

iv. Ethics (Human / Animal)

Please provide details of the relevant ethics approvals below:

<table>
<thead>
<tr>
<th>Approval Type</th>
<th>Approval Number</th>
<th>Title</th>
<th>Approval Date</th>
<th>Expiry Date</th>
<th>Action</th>
</tr>
</thead>
</table>

- No Ethics approval needed.
- Health & Safety
- Research Data Management Plan

C6. Undertaking Research

i. Has an appropriate Research Data Management Plan been formulated for your research? 
- Yes 
- No

Please provide the RDMP number: A1234567
Upload Supporting Documents

You may use this section to attach any additional information you wish to provide to either your supervisor, or the review panel.

For candidates, examples include thesis chapters, examples of your work or a thesis writing plan.

Note: each document must be smaller than 20MB.

Attached Documents:

<table>
<thead>
<tr>
<th>Name</th>
<th>Size (KB)</th>
<th>Role</th>
<th>Uploaded by</th>
<th>Uploaded at</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>38.9</td>
<td>Candidate</td>
<td></td>
<td>22 Nov 2016, 11:03</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>50.8</td>
<td>Candidate</td>
<td></td>
<td>22 Nov 2016, 11:03</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>1,672.2</td>
<td>Candidate</td>
<td></td>
<td>22 Nov 2016, 11:03</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Note: All attached documents can be seen by anybody with access to this progress review.

Please note: all files downloaded off the internet can potentially be harmful to your computer. Ensure that you have virus/malware protection software, with the latest updates running on your computer.

- You may upload PDF, Excel or Word documents, PowerPoint presentations, images (JPEG or PNG), email messages (.eml), or compressed files (zip, rar or .7z).

- Uploading other file types

Add Documents

Save

Next >
Submission

Please note that when you hit the **Submit Form** button, your Review and any attachments will be sent to your supervisor.

If you do not wish for your supervisor to see your Review at this time, **DO NOT submit the form**. Instead, contact your Postgraduate Coordinator or the GRS.

You can view the official UNSW procedures for the Confirmation of Candidature for PhD candidates and Annual Progress Reviews on the Graduate Research School website.

## CONFIRMATION OF CANDIDATURE

1. In addition to the procedures for the annual progress review, the confirmation review should require the candidate to:
   a. Provide a written research proposal in accordance with the Faculty/School guidelines including:
      - the key objectives/criteria and milestones of the research, and
      - a literature review, and
      - a justification of the research, and
      - an assessment of the resources required to support the research, and
      - a statement of how the research will be conducted in accordance with the UNSW policies for intellectual property, OHS and ethics.
   b. Make an oral presentation at which all Panel members are present in accordance with the Faculty/School guidelines.

2. The Panel will assess whether progress has been at the level expected for confirmation of the PhD candidature. The Panel will pay particular attention to:
   a. the research proposal, including a comprehensive literature review, that has established a research plan that will likely lead to a PhD, and
   b. the level of progress made on the research since enrolment including evidence that the candidate has shown research skills at the level appropriate for the discipline.

I agree to the Confirmation of Candidature conditions as per the policy above.

Submit Progress Review

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Submit Research Progress Review Form

**Comments (optional):**

Are you sure you wish to submit this progress review to your Supervisor?

Yes

No

Once you submit the progress review, you will not be able to make further changes.
4. Troubleshooting/Support

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

GRIS@unsw.edu.au

4.2 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>
</tr>
</tbody>
</table>