GRIS is the one-stop shop for Admissions, Variations to Candidature (VTC) and Research Progress Reviews 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 and Research Progress Reviews. 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 Supervisor – 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 (Admissions, Variations and Reviews).
2. A welcome message is displayed to all users, 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 Actions will take you to the live list of actions required by your GRIS role.
5. Clicking on the User Icon will show a drop-down menu with the following options:
   - My Profile – View detailed information regarding your profile in GRIS
   - Logout – End your GRIS session
1.4 Candidate – Home Page

When a candidate signs in, they will see the following on their GRIS Home Page.

1. The candidate can reach this page any time within GRIS by clicking the *Home* button at the far-left of the menu bar. They can also click through to the *Variations* module, which will show them a full list of all VTC requests that they have made, and the *Reviews* module, which will show them a full list of their 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 the candidate detailed information regarding their profile in GRIS, as well as Candidature Details (including information on any active Scholarships).
   - Logout – To end the GRIS session, the candidate should 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 their previous reviews.
1.5 Actions

At the Actions page, you will be shown a list of actions that are currently required to be performed by you or your role, across all modules in GRIS. You can search and filter your results using the fields and buttons above the table. The table can be sorted by clicking on the column headings. Clicking on a line in the table will take you directly into that record, where you can perform your required action. “Flagged records” are records that exhibit a significant error when syncing with SIMS.
2. Admissions

The Admissions module can be accessed by clicking the Admissions tab in the menu bar. At this page, you will be shown a list of all admission applications for Higher Degree Research programs for which you have rights to view and/or perform actions on, depending on the status of the record. You can search and filter your results using the fields and buttons above the table. The table can be sorted by clicking on the column headings.

Clicking on a line in the table will take you directly into that record, where you can view the following details, depending on the status of the record:

Note: The information presented here is data from SIMS, predominantly entered by the applicant through Apply Online. The Admission Recommendation, Supervision & Resources, Sanctions and History sections are read-only sections that contain information entered in GRIS, depending on what stage in the workflow the application is up to.
### Publications

<table>
<thead>
<tr>
<th>Publication Date</th>
<th>Type</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Jul 2013</td>
<td>Journal</td>
<td>Journal of Alloys and Compounds</td>
<td></td>
</tr>
<tr>
<td>29 Mar 2015</td>
<td>Journal</td>
<td>Journal of Material Research</td>
<td></td>
</tr>
<tr>
<td>03 Sep 2013</td>
<td>Journal</td>
<td>Journal of American Ceramic Society</td>
<td></td>
</tr>
</tbody>
</table>

| Publisher       | Author Type | Notes ||
|-----------------|-------------|-------|
| Elsevier        | Author      |       |
| Cambridge       | Author      |       |
| Wiley           | Co-Author   |       |

### English Proficiency

<table>
<thead>
<tr>
<th>Language</th>
<th>LIST</th>
<th>READ</th>
<th>SPEAK</th>
<th>WRITE</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ</td>
<td>22</td>
<td>27</td>
<td>22</td>
<td>24</td>
<td>98</td>
</tr>
</tbody>
</table>

These are the results of a TOEFL test taken on 09 Nov 2014.
2.1 GRS - New
When a new admission application comes through Apply Online, the record will appear in GRIS as “GRS – New”, once SIMS syncs with GRIS. No action is performed by the GRS Admin at this stage until all required documents have been received from the applicant.

2.2 GRS - Ready
Once all required documents are received, and the SIMS record is set to “APPL TOPA” and SIMS syncs with GRIS, the GRIS record will appear as “GRS – Ready”. The GRS Admin will now have an Action which is to send the application to the school.

2.3 School – Nominate Supervisor
The School User will now have an Action in their Actions tab. They can review the applicant’s details and documents, before performing their action, which is to nominate a supervisor, including the option to provide an indication whether the applicant is H1/H1E. Once the School User confirms that they want to nominate the supervisor, the record will be sent to the supervisor. This will set the record to “Supervisor – Approval Required”
2.4 Supervisor – Approval Required

The nominated supervisor will receive an email notifying them that they have been nominated, and to sign in to GRIS to accept the nomination. This will count as an Action in their Actions tab. They can review the applicant’s details and documents, before performing their action, which is to accept or decline the nomination, confirm the research area, and optionally enter details in the Supervision Resources Approval form for themselves and any additional supervisors that they may add to the form. If the applicant is a citizen of a sanctioned country (and if the application is to a specific program), the supervisor will also need to fill out the Sanctions Approval section.

The nominated Supervisor can perform the following Actions:

1. Agree to or Decline the nomination.
2. Confirm that the applicant has been interviewed, including the date of the interview, and the option to attach a filled-out interview form.
3. Indicate whether the candidate will be externally located. This is only permitted in extenuating circumstances.
5. Provide answers to Supervision Policy/Guidelines questions for themselves and any other supervisors that they may add to the team (optional).
6. Provide answers to questions regarding Sanctions (if applicable)
7. Accept – the Supervisor will see a confirmation dialog box, where optional comments can be entered. These will be visible in the History tab.
8. Save – Saves a partially-entered form, but does not move or stop the record in the workflow. This record will remain as a required Action for the Supervisor.
Actions

Supervisor Agreement

The School of Materials Sci & Eng has nominated you as a potential Primary Supervisor for this applicant's research program.

Please indicate whether you wish to agree to the nomination below. If you do not agree, you must provide a comment.

The school may deny the applicant admission based on this, or may instead seek another potential supervisor.

- I agree
- I DO NOT agree

For further details on the questions below, please refer to the Admissions to Higher Degree Research Programs Procedure.

2. I have interviewed this applicant.

Interview Date:
03-June-2016

If you have an interview record, please attach it using the button below.

Add interview form

You may upload PDF or Word documents up to a total of 20MB.

3. Will the candidate be externally located in their first semester/year, or for more than one year FTE at any time during their candidature?

- Yes
- No

Research Area

Research Area initially entered by the applicant:

Research Title:

Research Area:

Please indicate a Research Area for the applicant below:
Supervision Information (optional)

If known, please enter as much detail as possible below, recommending the candidate's supervisory arrangement for the School to review.

All candidates must have a Primary Supervisor AND a Joint/Secondary Supervisor.

- Higher Degree Research Supervision Policy
- Higher Degree Research Supervision Guidelines
- Facilities and Resources to support Higher Degree Research Candidate Guidelines
- IT Requirements for UNSW Students Policy

Primary Supervisor

Please answer the following questions to the best of your knowledge.

- Does your tenure exceed the expected program length of the applicant? [Yes] [No]
- Will the addition of this candidate keep your supervisory load under the maximum of 6 students FTE? [Yes] [No]
- Are you a full-time or fractional full-time member of UNSW academic staff? [Yes] [No]
- Are you located in the School in which the candidate is to enrol? [Yes] [No]
- Is the applicant's research area within your expertise? [Yes] [No]
- Do you hold a Doctorate (PhD supervision)? [Yes] [No]
- Do you have any previous experience of supervising candidates to completion? [Yes] [No]

Joint/Secondary Supervisors

<table>
<thead>
<tr>
<th>Type</th>
<th>Supervisor</th>
<th>Organisation</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Supervisor</td>
<td></td>
<td>Sch of Materials Sci &amp; Eng</td>
<td></td>
</tr>
</tbody>
</table>

Add another supervisor

Supervisor Comments

As you have answered No to one or more of the questions above regarding supervision, please provide detailed information on how this will be managed for consideration by the Dean of Graduate Research (Required).

The secondary supervisor will be temporarily located externally for a period of the candidature (>6 months).
Once the Supervisor confirms that they accept the nomination, the record will be sent to the School User. This will set the record to “School – Approval Required”
2.5 School – Approval Required

The School User will now again have an Action in their Actions tab. They can review the applicant’s details and documents (including anything attached by the supervisor), and also any information entered by the supervisor in the Supervision & Sanctions sections. They may then perform their action, which is the following:

- Confirm that admission is recommended (fill out the Admission Recommendation form).
- Enter Scholarship Scores (optional).
- Confirm that supervision & resources are available, and meet UNSW policy (fill out the Supervision & Resources Approval form).
- If the applicant is from a sanctioned country (and if the application is to a specific program), fill out the School’s risk assessment in the Sanctions Approval section.

Depending on the Faculty, and whether the applicant is from a sanctioned country or not, Approving the application will either send the application to the GRS for processing (GRS – Approved/Denied/Cancelled), or to the Faculty (Faculty – Approval Required).

2.6 Faculty – Approval Required

The Faculty User will now have an Action in their Actions tab. They can review the applicant’s details and documents (including anything attached by the supervisor or School User), and also any information entered in the Admission Recommendation, SRA & Sanctions sections. They may then perform their action, which is the following:

- Where applicable, fill out the Faculty’s risk assessment in the Sanctions Approval section.
- Confirm that admission is recommended (FASS/SCI/MED).

Admissions applications with no Sanctions Assessment will be set to “GRS – Approved / Denied / Cancelled”. Applications that contain a Sanctions assessment cases will now route to the Dean of Graduate Research for final sign-off, “Dean of Graduate Research – Approval Required”.

2.7 Dean of Graduate Research – Approval Required

The Dean of Graduate Research will now have an Action in their Actions tab. During scheduled meetings with a GRS Admin, they will be able to review the applicant’s details and documents (including anything attached by the supervisor, School User or Faculty User), and also any information entered in the Admission Recommendation, SRA & Sanctions sections. They will be able to confirm the risk assessment, and return the application to the GRS Admin to process.
2.8 GRS – Approved / Denied / Cancelled

The GRS Admin will now again have an action to perform which is to close the GRIS record after confirming that they have processed the application in SIMS, depending on what was recommended by the School/Faculty.
3. Variations

The Variations module can be accessed by clicking the Variations tab in the menu bar. At this page, you will be shown a list of all Variation to Candidature (V TC) requests for Higher Degree Research candidates for which you have rights to view and/or perform actions on, depending on the status of the record. You can search and filter your results using the fields and buttons above the table. The table can be sorted by clicking on the column headings.

Clicking on a line in the table will take you directly into that record, where you can view the following details, depending on the status of the record.

Note: The data presented in “Candidature Details” is from SIMS, true as of the time that the request was created.
## Candidature Details at time of request

<table>
<thead>
<tr>
<th>Degree:</th>
<th>Doctor of Philosophy (PhD)</th>
<th>Commencement Term:</th>
<th>Semester 1 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency:</td>
<td>Local</td>
<td>Citizenship:</td>
<td>Australia</td>
</tr>
<tr>
<td>Faculty:</td>
<td>Faculty of Medicine</td>
<td>School:</td>
<td>5th Public Hlth and Comm Med</td>
</tr>
<tr>
<td>Program Load:</td>
<td>Full-Time</td>
<td>Years Enrolled (EFTSL):</td>
<td>4</td>
</tr>
<tr>
<td>Campus:</td>
<td>Sydney</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Research Area:
Quantifying physical activity behaviour in a primary care setting - an instrument for measuring physical activity change in general practice.

### 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>N/A</td>
</tr>
</tbody>
</table>

## Variation Application Details

### Program Transfer

- Is the new program under a different School/Faculty? | Yes
- Does this variation also require a change in the Supervision team? | No
- New Program: 1790 – Physiology and Pharmacology

### Variation Commencement

The candidate has indicated a requested commencement date of 31 Aug 2016.

Justification for requesting this Variation to Candidature:

- I want to.
The following page shows the workflow that a VTC request will follow in GRIS.
VTC Workflow

Key
- NR = Not Recommended
- OT = Over-time re-enrollment request
- DISC = Discontinuation request
- Other = all other VTC types

Rules
- NR + no OT -> End
- NR + OT -> Next
- NR + OT + Other -> GRS
- Different ORG -> Current PGC -> New PGC
3.1 Candidate – Request a VTC

When the candidate clicks “New Variation Request” from the Home Page or the Variations module, they will be shown their current Candidature details, including scholarship details where applicable:

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

- **Degree**: Doctor of Philosophy (PhD)
- **Commencement Term**: Semester 2 2015
- **Residency**: International
- **Citizenship**: Turkey
- **Program**: 1655 - Photovoltaic Energy Eng
- **Plan**: SOLACR1565 – Renewable Energy Engineering
- **Faculty**: Faculty of Engineering
- **School**: Photovoltaic Engineering
- **Program Load**: Full-Time
- **Campus**: Sydney

**Research Area:**

**Current Supervisors:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Supervisor</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primay</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**My Scholarships**

- **Scholarship Name**: Tuition Fee Scholarship (TFS) - fee component (RSRE7059)
- **Scholarship Start Term**: Semester 2 2015
- **Scholarship Start Date**: 11-Aug-2015
- **Scholarship Expiry Date**: 26-Jan-2019
- **Scholarship Amount**: N/A
- **Payment Frequency**: Multi Inst

- **Scholarship Name**: Tuition Fee Scholarship - stipend component (RSRE7000)
- **Scholarship Start Term**: Semester 2 2015
- **Scholarship Start Date**: 27-Jul-2015
- **Scholarship Expiry Date**: 20-Jan-2019
- **Scholarship Amount**: $25,289.60
- **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.*
Depending on the current state of their candidature (including residency status), the candidate will be able to create a request containing one or multiple types of variation, as described below:

3.1.1 Discontinuation

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.

3.1.2 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>[name]</td>
<td>[department]</td>
<td>[remove]</td>
</tr>
</tbody>
</table>

Search for a supervisor below:

ID or any part of name: [example: 1234567 or Hugh Deacon]

Faculty: [example: engineering]

School: [example: 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.

3.1.3 Research Area

New Research Area:

Please provide a new research area.
3.1.4 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:

- 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.)

3.1.5 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.
3.1.6 Work Away from the University

I wish to undertake:

- Research
- Field Work

Please select at least one of the options.

Location:

Example: London

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

UNSW affiliate

Country:

Example: 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.
3.1.7 Program Load (Full-time/Part-time)

3.1.8 Overtime Re-Enrolment
3.1.9  Submitting a completed request

Please explain the reasons why you are requesting this Variation to Candidature:

Variation Commencement Date:
06-June-2016

Add Supporting Documents

Please check with your school for whether there are any specific documents required for your request and upload them using the form below.

- You may upload PDF, Excel or Word documents, images (JPEG or PNG), as well as Outlook email messages (.msg) up to a total of 20MB.

Submit Request!

3.2  Current Supervisor Approval

If the request is not for Discontinuation, or for a change in Primary Supervisor, then the current supervisor will receive an email notifying them that there is a VTC awaiting their approval, and to sign in to GRIS to review the request. This will count as an Action in their Actions tab. They can review the candidate’s details and documents, before performing their action, which is to either check all of the items in the request and Recommend or instead choose Not Recommend to end the request.
The Supervisor can perform the following Actions:

1. Confirm that they have assessed the elements of the request, and indicate by checking all of the boxes.
2. Depending on the nature of the request, it may be a requirement that documents be attached for consideration by the HDC.

3. Recommend – Optional comments can be provided for the subsequent assessors.

OR
4. Do Not Recommend – Comments must be provided, which will be visible to the candidate in an automatic notification email. Depending on the request, this will either set the record to “Not Recommended”, or proceed to the next step, or straight to the GRS. Refer to the VTC Workflow diagram for more information.

Once the Current Supervisor confirms that they Recommend the request, the record will be sent to the School User. This will set the record to “School – Approval Required”

3.3 New Supervisor Approval

If the request included a change in Primary Supervisor, then the New Supervisor will receive the record instead of the Current Supervisor in 3.2.

The New Supervisor can perform the following Actions:

1. Confirm that they have assessed the elements of the request, and indicate by checking all of the boxes.
2. Depending on the nature of the request, it may be a requirement that documents be attached for consideration by the HDC.
3. **Recommend** – Optional comments can be provided for the subsequent assessors.

4. **Do Not Recommend** – Comments must be provided, which will be visible to the candidate in an automatic notification email. Depending on the request, this will either set the record to “Not Recommended”, or proceed to the next step, or straight to the GRS. Refer to the [VTC Workflow](#) diagram for more information.
Once the New Supervisor confirms that they Recommend the request, the record will be sent to the School User. This will set the record to “School – Approval Required”

### 3.4 Current School Approval

#### 3.4.1 No change of School

For requests that do not involve a change of school, the Actions available to the School User at this step are exactly the same as those in the Current Supervisor step.

The School User will receive an Action in their Actions tab. They can review the candidate’s details and documents, before performing their action, which is to either check all of the items in the request and Recommend or instead choose Not Recommend to end the request.

The School User can perform the following Actions:

1. Confirm that they have assessed the elements of the request, and indicate by checking all of the boxes.
2. Depending on the nature of the request, it may be a requirement that documents be attached for consideration by the HDC.
3. Recommend – Optional comments can be provided for the subsequent assessors.

**OR**

4. Do Not Recommend – Comments must be provided, which will be visible to the candidate in an automatic notification email. Depending on the request, this will either set the record to “Not Recommended”, or proceed to the next step, or straight to the GRS. Refer to the VTC Workflow diagram for more information.

Once the School User confirms that they Recommend the request, the record will be sent to the GRS for processing. This will set the record to “With GRS”.

---

**Variation Request NOT Recommended**

Please provide reasons for not recommending this variation request:

* Please be advised that your comment will be visible to the candidate.

Are you sure you want to NOT recommend this variation request?

[Yes] [No]
3.4.2 Change of School
For requests that include a change of school, the School User will be able to perform the following actions:

1. Confirm that they have assessed the request and agree to relinquish the candidate.
2. Recommend – Optional comments can be provided for the subsequent assessors.

OR

3. Do Not Recommend – Comments must be provided, which will be visible to the candidate in an automatic notification email. Depending on the request, this will either set the record to “Not Recommended”, or proceed to the next step, or straight to the GRS. Refer to the VTC Workflow diagram for more information.

Once the Current School relinquishes the candidate, the record will be sent to the School User in the New School. This will set the record to “New School – Approval Required”

3.5 New School Approval
For requests that include a change of school, once the Current School User confirms that they will relinquish the candidate, the School User of the New School will receive an Action in their Actions tab. They can review the candidate’s details and documents, before performing their action, which is to either check all of the items in the request and Recommend or instead choose Not Recommend to end the request.

Once the New School User confirms that they Recommend the request, the record will be sent to the GRS for processing. This will set the record to “With GRS”.

3.6 With GRS
*Please note: Requests for Discontinuation come directly from the candidate to the GRS.*
The GRS Admin will receive an Action in their Actions tab. They can review the candidate’s details and documents, before performing their action, which is to either confirm that the request is processed in SIMS and Close the request, or refer the request to the HDC if necessary, or Cancel the request.

3.7 With HDC
The GRS Admin will still have an Action, but the status will be visible to all users, clearly showing that the record is under consideration by the HDC. Once the HDC has reviewed the case, the GRS Admin will perform their action, which is to either confirm that the HDC has recommended the VTC and that the request is processed in SIMS and Close the request, or indicate that the record is Not Recommended (by the HDC), or Cancel the request.
3.8 **End States (Recommended / Not Recommended / Cancelled)**

Once a request reaches the end of its workflow, it will be set to “Recommended”, “Not Recommended” or “Cancelled”. The candidate will be notified of the outcome by email, and the records will still be viewable in the Inactive tab in the Variations module. They will also show on the candidate’s “My Variations” section of their Home Page for three months, unless new requests of the same type are made.
4. Reviews

4.1 Reviews List

The Reviews module can be accessed by clicking the Reviews tab in the menu bar. At this page, you will be shown a list of Higher Degree Research candidates that are Under Review that you have rights to view and/or perform actions on, depending on the status of the record. You can search and filter your results using the fields and buttons above the table. The tables can be sorted by clicking on the column headings.

From the table, a Primary Supervisor can click on an individual Review ID to enter the Review itself, and action/process depending on its status.
Research Progress Review Workflow

PGC Creates Review OPEN

Candidate completes form & optional doc attach

Supervisor completes form & optional doc attach

PGC verifies APR and submits to panel (sends notification)

Panel conducts interview with candidate and enters outcome in APR system (Chair/PGC fills form & optional doc attach)

PGC publish outcome & send to student (& confirm future review date & optional doc attach)

CLOSE
4.2 Candidate Review

Upon creation of a Review by the School User, candidates will receive an email notification advising that their Review is ready to action. The candidate will need to confirm that their current candidature details are correct. If their details are not correct or need to be updated, they are directed to first submit a VTC request before continuing with their Review. They will then need to enter all relevant details on their research and candidature for the period since commencement or their last review, submit any additional relevant documentation and submit the form for action by their primary supervisor. Depending on the candidate’s status, they may need to agree to the Confirmation of Candidature conditions before the submission is permitted.
Research Progress Review for...

Candidate - Review

Proposed Review Date: 01 Apr 2017

Created: 22 Nov 2016 10:29 | Last saved: 22 Nov 2016 10:29

A. Enrolment
   B. Research
   C. Candidate
   I. Attachments
   J. Submission

Personal Details

Display Name: [Redacted] UNSW ID: [Redacted]
Given Name: [Redacted] Family Name: [Redacted]
Email Address: 
Citizenship: Australia Residency: Local

Enrolment Details

Degree: Doctor of Philosophy (PHD)
Commencement Term: Semester 1 2015
Program Load: Full-Time
Years Enrolled (EFTSL): 1.00
Residency: Local Citizenship: Australia
Program: 1400 - Psychology Plan: PSYCAR1400 - Psychology
Faculty: Faculty of Science School: School of Psychology
Campus: Sydney

Research Area:

Current Supervisors:
Type | Supervisor | Organisation
--- | --- | ---
Primary | [Redacted] | School of Psychology
Secondary | [Redacted] | School of Psychology

Scholarship Details

Scholarship Name: Australian Postgraduate Award
APRA (RSAP1000)
Scholarship Start Term: Semester 1 2015
Scholarship Start Date: 20-Jul-2015
Scholarship Expiry Date: 30-Sep-2018
Scholarship Amount: $20,949.00
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.
### Research Progress

**B1.**
1. Aims of your higher degree research program:

   [Blank space for text]

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

   [Blank space for text]

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

   [Blank space for text]

**B4.**
1. Goals for the next 12 months:

   [Blank space for text]

**B5.**
1. Have any issues that you raised in your last progress review been addressed?

   [Blank space for text]
B6.

i. Please indicate if any of the following problems affected progress over the past year:

- Academic background
- Settling in
- Experimentation
- Communication
- Financial
- Other
- English language/comprehension and/or writing
- Access to resources
- Understanding work expected
- Health/Personal
- Interruption to supervision

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.

i. Are you on track for an on-time completion? Yes ☐ No ☐

ii. Indicate your projected submission date:

31/03/2017

B8.

i. Please provide details of any completed 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>e.g. UNSI</td>
<td>e.g. Engineering Statistics &amp; Experiment Design</td>
<td>S1 2016</td>
<td>-</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>e.g. GSOE9712</td>
<td>e.g. GSOE9712</td>
<td>S1 2016</td>
<td>-</td>
<td>Add</td>
</tr>
</tbody>
</table>

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

Save

Next >
Candidature Progress

C1. Schedule
i. How many hours per week are devoted to your candidature? 35

II. How many hours per week are in paid employment? 15

C2. Location
i. How many hours per week do you spend on campus (Kensington, UNSW Canberra, UNSW Art & Design or Teaching Hospital)? 36

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. Lowy Centre</td>
<td>e.g. Sydney - AU</td>
<td></td>
<td>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? at least once per month

II. How often do you meet and discuss your research with your secondary supervisor/joint supervisor? at least once per month

III. Do you consider your supervision arrangements to be satisfactory? Yes

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:

   [insert text]

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):

   [insert text]

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:

[insert text]

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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] No Ethics approval needed.
- [ ] vi. Health & Safety
- [ ] vii. 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:

[insert text]

[Save]  [Next]
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: Please note that 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

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

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 Form

Comments (optional):

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

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

Yes  No
4.3 Supervisor – Review Pending

The current Primary Supervisor will receive an email notifying them that there is a Research Progress Review awaiting their consideration, and to sign in to GRIS to action the record. This will count as an Action in their Actions tab. They can review the candidate’s enrolment, research and candidature details, view any attached documents as well as attach any additional documents of their own, and view any previous reviews. In the Actions tab, they are required to provide details on the status and progress of the candidate since commencement or their previous review, before submitting to the School for arrangement of a formal Panel Review.

The Supervisor can perform the following actions:

1. Fill out responses to questions regarding the candidate’s ongoing research candidature.
2. Save – Saves a partially-entered form, but does not move or stop the record in the workflow. This record will remain as a required action for the Supervisor.
3. Send Back – This gives the Supervisor the option to send the record back to the candidate for revision.
4. Submit – The Supervisor will see a confirmation dialog box, where optional comments can be entered. These will be visible to all users except the candidate (GRS/School Admins & Panel Members.)
D1.

Please indicate your level of agreement with the following statements regarding this candidate's research.

i. The candidate has diligently and consistently applied him/herself to his/her project.
   Agree

ii. The candidate has shown initiative with the requirements of the research program and the level of study.
    Strongly Agree

iii. The candidate has made satisfactory progress over the past year or since the last review.
    Agree

D2.

i. Please indicate if any of the following problems have affected this candidate's research progress over the past year:

   - Academic background
   - Setting in
   - Experimentation
   - Communication
   - Financial
   - English language/comprehension and/or writing
   - Access to resources
   - Understanding work expected
   - Health/Personal
   - Interruption to supervision
   - Other

OR

ii. No issues have affected this candidate's research progress

Please elaborate on specific issues identified and indicate what steps have been taken to address these issues:
The School User will now have an Action in their Actions tab. They can review the candidate and supervisor’s responses and attached documents (as well as attach their own). They can also view a “print-friendly” version of the Review from this step onwards (up to and including once the Review is published) in the Progress Review Summary tab. They may then perform the following actions:

1. **Cancel Review** – The School User can cancel a Review at any stage from creation up until the Panel has met. After the meeting, the Review can no longer be cancelled.
2. **Update the Proposed Review Date.**
3. **If the Panel has not yet been nominated, it must be done so here. There is the option to record any Panel Members external to UNSW.**
4. **Option to enter comments to the Panel to go in an email notification upon confirming the Panel.**
5. **Save** - Saves a partially-entered form, but does not move or stop the record in the workflow. This record will remain as a required action for the School User.
6. **Send Back** – This gives the School User the option to send the record back to the Supervisor for revision.
7. Confirm Panel – The School User will see a confirmation dialog box, where optional comments can be entered. These will be visible to all users **except** the candidate (GRS/School Admins & Panel Members).
4.5 Panel – Review Pending

The nominated Panel Chair will now have an Action in their Actions tab (Note - the School User can access and perform the Action on their behalf if required). They can review the candidate and supervisor’s responses and attached documents (as well as attach their own), and view the full Progress Review Summary. They may then perform the following actions:

1. Cancel Review
2. Enter meeting details, Panel Recommendation, specific Review Panel Comments & update the Panel Members in Attendance.

The following options are available for Panel Recommendation:

1. Satisfactory
2. Marginal (proposed Date of Additional Review must be selected)
3. Unsatisfactory

3. Save – saves a partially-entered form, but does not move or stop the record in the workflow. This record will remain as a required action for the Panel Chair.

4. Send Back - This gives the Panel Chair/School User the option to send the record back to the School – Verify & Confirm Panel step for revision.

5. Submit Outcome – The Panel Chair will see a confirmation dialog box, where optional comments can be entered. These will be visible to all users except the candidate (GRS/School Admins & Panel Members).
Panel - Review Pending

Review Date: 22 Nov 2018

Actions

1. Please note that your responses will be visible to all parties, including the candidate. For more information, please see the Progress Review and Confirmation of Research Candidatures Procedure.

2. A meeting with the candidate took place on: 22/11/2016

Please indicate if additional forms of review were conducted:
- [ ] Written report by the candidate
- [x] Seminar Presentation
  
  Date: 23/11/2015

Panel Recommendation*

The progress of the candidate during the last 12 months (or since the last review) has been assessed to be as follows:

- 1st year (FTE) PhD student who has satisfied all requirements for confirmation of PhD candidature
- Commencing PhD candidate - prior to confirmation review (e.g. part-time)
- Continuing PhD candidate meeting all requirements and candidature previously confirmed

Review Panel Comments:
1. Please note: these comments will be visible to all parties, including the candidate.

Panel Members in Attendance:

Internal Panel Members:

External Panel Members:

3. Save

4. Send Back

5. Submit Outcome
4.6 School – Publish Outcome

The School User will now again have an Action in their Actions tab. They can review the candidate, supervisor and Panel responses and attached documents (as well as attach their own) and view the full Progress Review Summary. They may then perform the following actions:

1. View the Panel Review Outcome
2. Enter a Proposed Next Review Date
3. Option to automatically create the next Research Progress Review for this candidate, using the proposed date, and copying across the same Panel Members.
4. Enter specific comments to the Candidate to be shown in the Publish Outcome notification email.
5. Save - saves a partially-entered form, but does not move or stop the record in the workflow. This record will remain as a required action for the School User.
6. Return to Panel – This gives the School User the option to send the record back to the Panel – Review Pending step for revision.
7. Publish Outcome – The School User will see a confirmation dialog box, where optional comments can be entered. These will be visible to all users except the candidate (GRS/School Admins, Panel Members & all supervisors). When Yes is clicked, GRIS will publish the outcome of the Review to the UNSW Student Information Management System (SIMS), and will close the record. This action cannot be undone. The outcome will be provided to the candidate and ALL supervisors in an email notification.
Please note that your responses will be visible to all parties, including the candidate. For more information, please see the Progress Review and Confirmation of Research Candidate Procedure.

It is important that you review your answers carefully before submitting this form. Once published, you may view your answers but will not be able to make changes.

Panel Review Outcome

The progress of the candidate during the last 12 months (or since the last review has been assessed to be as follows:

1st year (FTE) PhD student who has satisfied all requirements for confirmation of PhD candidature

Panel Review Comments:

A meeting with the candidate took place on: 22 Nov 2016

Proposed Next Review Date: 22/10/2017

Automatically create next progress review for this candidate

Comments to Candidate:

Please note: these comments will be included in an email notification, which will be sent to the candidate and all supervisors.
Internal Comments (optional):

* Please note: these comments will NOT be visible to the candidate.

* Please note: this will close the review and notify the candidate and ALL supervisors advising the outcome of this review and will include any specific Comments to Candidate as entered on the actions tab.

Are you sure you want to publish the outcome and close this review?

Yes

No
5. Troubleshooting/Support

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

GRIS@unsw.edu.au

5.2 Admissions & Scholarship Scoring Enquiries
For enquiries regarding Admissions records, please use the following email addresses:

For International applicants (Kensington Campus):
international.grs@unsw.edu.au

For Domestic applicants (Kensington Campus):
domestic.grs@unsw.edu.au

For all applicants to UNSW Canberra Campus:
rsu@adfa.edu.au

5.3 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>
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</tr>
<tr>
<td>UNSW Art &amp; Design</td>
<td><a href="mailto:uad.grs@unsw.edu.au">uad.grs@unsw.edu.au</a></td>
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<tr>
<td>UNSW Canberra</td>
<td><a href="mailto:rsu@adfa.edu.au">rsu@adfa.edu.au</a></td>
</tr>
</tbody>
</table>
6. Acknowledgements

The GRIS Team:

Lucian Hiss  
GRIS Concept

Thomas Chow  
GRIS Concept

Rebecca Lawrence  
Service Owner

Hugh Deacon  
Product Owner

Anant Patel  
Product Owner

Peter Norton  
SCRUM Master

Weng-Lock Mok  
PHP Development

James Fan  
Integration & PHP Development

Abu Tholley  
Automated Testing

Kiran Mudigonda  
Automated Testing (temporary)

GRIS Champions

Many thanks to the GRIS Champions, whose feedback was integral to the development of this product:

Virginia Bahula  
SPHCM/GRS

Husna Razee  
SPHCM

Jenny Hislop  
Business

Vicky Sawatt  
SOMS

Elizabeth Martens  
Mech/GRS

Jonathan Russell  
BEES/GRS

Doug McKeough  
Art & Design

Julie Lui  
SPREE/Petroleum

Nicola Kwan  
CSE

Colin Taylor  
CSE

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Engineering

Jennifer Perkins  
Education

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GRS