Guideline for Supervisors completing an Application Evaluation in the iGrad College Recommendation

September 2020

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Approved by
Deputy Graduate Research Manager

Approved and commenced
September 2020

Review by
November 2020

Relevant Policy or Procedure the Guideline supports
Rule 4
HDR Admissions and Enrolment Policy & Procedure

Responsible Organisational Unit
Graduate Research Office
1 Application Endorsement

It is the role of the nominated Primary Supervisor to review all information contained within the application. By endorsing an application as Primary Supervisor, you are agreeing to supervise the applicant, irrespective of the outcome of any associated scholarship application (see the iGrad Overview for information on the approval process). Please read the application pack carefully before endorsing an application.

* The mandatory fields for Primary Supervisors are highlighted below, however, please enter as much information as possible. Expectations are discipline specific, so please discuss the minimum requirements with your GRC and/or ADR.

A brief overview of each section in the application follow. For detailed step-by-step guidance, please see Section 2.3.

**Project Tab**

(a) Select whether this is an Available Project, and if so, select project *

(b) Project Title (if different from available project name)

(c) Degree

(d) College/Division

(e) Defence Controls *

(f) Basis of Admission (an explanation of the categories can be found here)

(g) Extra School Infrastructure Required

(h) Project Classification (SEO, TOR and FOR)

**Supervisors Tab**

(i) Add a co-supervisor *

   If you cannot find an expected co-supervisor, they will need to submit a Supervisor Registration or Re-registration Form as soon as possible. In the meantime, you can submit your endorsement using a temporary placeholder co-supervisor. In this case, please insert a detailed comment on the Evaluation tab.

(j) Ensure Supervisory Team load equal 100% *
**Guideline for Supervisors completing an Application Evaluation in the iGrad College Recommendation**

**Evaluation Tab**

(k) Case for Equivalence and Alternative Pathway (if applicable) *
   A detailed case, outlining experience held by the applicant (e.g. research experience, prior education, academic performance etc)

(l) English Language Requirements (if applicable) *

(m) Face-to-face interview declaration *

(n) Highest Actual/Equivalent Qualification

(o) Quality of Applicant

(p) General Comments

(q) Strategic Research Benefit (see this link for further information)

The action buttons at the bottom of each screen will allow you to -

- **Endorse** the application – Sends applicant to GRC for assessment
- **Re-assign** the Primary Supervisor *
- **Reject** the application to GRO *

* please always enter an explanation for why you are re-assigning or rejecting, as these applications will be sent back to GRO
2. iGrad College Recommendation Overview

Applicant endorsement = PS, GRC, HoS

Scholarship decision = School Scholarship Committee and/or College Scholarship Committee
(some Colleges may not hold School Assessment Committee meetings)

Endorse app. and scholarship = ADR, DGR
iGrad Dashboard

Login to iGrad
Click Dashboard
You can select one of:
- Candidates (See Section 3.1)
- Applicants (See Section 3.2)
- Available Projects (See Section 3.3)
3.1 Candidates Dashboard View

As a Supervisor, you will only have candidates listed under **Supervised Candidates**.

While the appearance of the Candidates dashboard has changed, the functionality remains the same. **Overdue Actions** now list the total number of overdue actions, rather than the oldest action date overdue.

3.2 Applicants Dashboard View

As a **Supervisor** you will have applicants under **Current Applicants** only.

This is a list of applicants who will not progress to GRC endorsement or scholarship consideration until you have completed your Evaluation.

To view an application, click on the **Applicant ID**. As a Supervisor, this will take you directly to the Evaluation Tab.
### 3.3 Projects Dashboard View

1. **As a Supervisor** you will have access to view Projects that you have been listed as a contact for (on the HDR Project Online Advertisement form), as well as projects that applicants who you supervise have been added to.

   **Instructions on adding applicants** to your available projects are included in the Project Tab section.

2. **To view the project record**, click on the Project Name.

3. **To view the applicants** who have applied for your project click on the number of applicants.

4. This will show you a list of applicants, as well as the **workflow status** and **scholarship round** that each applicant is being considered in.

5. **If you are listed as the Primary Supervisor** of an applicant, you will also be able to change their rank on the dashboard. Ranks are automatically saved.
3.4 Application View

**APPLICANT RIBBON**

1. The **Applicant Ribbon** will always be visible while viewing an application record. Basic information is shown, including the current status/step, a link to the application pack, and a list of scholarship round/s the applicant is under consideration for.

**APPLICATION TAB**

1. **Application Details**
   - The Application Details are completed by GRO at CMA Setup stage.
   - You cannot change any details on this screen.
   - If Alternate Pathway = Yes
     - You will need to complete additional details in the Evaluation Tab
   - If English Language Requirements = No
     - You will need to complete additional details in the Evaluation Tab

**PROJECT TAB**
1. The project tab is where you can associate an applicant with an available project and/or nominate the project title.

   **Note:** The project title is initially set to the one declared by the applicant in their application.

2. **Mandatory Supervisor Question**

   Select whether this applicant is applying for an available project.

   Available projects are those listed on the [Available Projects](#) webpage

3. If you select yes, please select your project from the dropdown menu.

   Please also change the project title if necessary.

   **Note:** It can take up to a week between submission of the [HDR Project Online Advertisement form](#) and the project appearing on this list. If you submitted the form more than a week ago and your project does not appear, please contact the Graduate Research Office.
4. Select the **Degree Type** from the drop-down list

5. Check the **College/Division** is correct

6. Check the other **Program Details** are correct. For more information on HDR Course Codes please see [this document](#). *If any of these details need to be changed, please contact the Graduate Research Office.*

7. **Mandatory Supervisor Question**
   - Select **Yes** or **No** to the Defence Controls question

8. In **Basis of Admission**
   - 8.1.1.1 Bachelor Honours (at least second class upper standard) with a Minimum Research Component;
   - 8.1.1.1.1 Master of Research with a Minimum Research Component;
   - 8.1.1.1.1.1 A Coursework Masters or Graduate Diploma with a Minimum Research Component;
   - 8.1.2 Alternative pathway applicant

   See [Rule 4](#) for further details.

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As **Primary Supervisor** it is your responsibility to understand the basis of entry for your applicant. You **must** select an option in both **Doctoral and Masters Prerequisites**. If a Doctoral applicant, select N/A in Masters, and vice versa.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Does the applicant require <strong>Extra School Infrastructure</strong> to complete their project (i.e. is there special equipment, laboratory space etc. that is specific to this project)? If <strong>Yes</strong> – complete the <strong>Details</strong> free-text box</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Image" /></td>
</tr>
</tbody>
</table>
| 9 | **In Project Classification**  
**Socio-Economic Objective (SEO):**  
**Field of Research (FOR):**  
**Type of Research (TOR):**  
For SEO and FOR, ensure you enter a 6-digit code. If you are using the website links above, ensure you click through to the relevant Division and Group to access the 6-digit codes (at the bottom of the screen) |
|   | ![Image](image2) |
| 10 | **Save** |
|   | ![Image](image3) |
### SUPERVISORS TAB

1. **Mandatory Supervisor Question**
   - The nominated Primary Supervisor **MUST** add a co-supervisor.

   ![Add Supervisor Screen](image)

2. **Mandatory Supervisor Question**
   - To select a new supervisor:
     - Select the **School-Discipline** they are associated with from the drop-down menu.
     - Select the **Supervisor** by name.
     - Add **Supervision Load**
     - If the applicant has requested the selected supervisor, tick the **Applicant Requested** checkbox.
     - Click **Add**.

   **NOTE:** If you cannot find an expected co-supervisor, they will need to submit a Supervisor Registration or Re-registration Form as soon as possible. In the meantime, you can submit your endorsement using a temporary placeholder co-supervisor. In this case, please insert a detailed comment on the Evaluation tab.
3. Mandatory Supervisor Question
   Adjust Total Supervision loads if they do not total 100% Then Save
   Click OK when warning appears

<table>
<thead>
<tr>
<th>Proposed Supervisor Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Supervisor</td>
</tr>
<tr>
<td>Supervision %</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Eriksen, Ruth Stone</td>
</tr>
<tr>
<td>Adams, David William</td>
</tr>
<tr>
<td>Rundle, Olivia Cate</td>
</tr>
<tr>
<td>PhD</td>
</tr>
<tr>
<td>PhD</td>
</tr>
<tr>
<td>PhD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Supervision: 120%</td>
</tr>
</tbody>
</table>

4. If you are NOT the intended Primary Supervisor, go to the Endorsements Tab
   Select Re-assign Primary Supervisor button at the bottom of the screen
   Enter a detailed comment on why you are not the Primary Supervisor
   Click Confirm
   This will send the application back to the Graduate Research Office.
### EVALUATION TAB

1. **Select an answer for one of these fields only:**
   - **Highest Actual Qualification**
   - **Highest Equivalent Qualification**

   **Quality of Applicant**
   - Your School or College may have specific guidelines for assessment. Please contact your GRCs for guidance on completion.

2. **Mandatory Supervisor Question**
   - **Case for Equivalence and Alternative Pathway**
   - This field only appears if YES is selected on the Application Tab

   **Case for Equivalence and Alternate Pathway**:
   - Please enter a detailed case for equivalence and alternative pathway, considering the applicant's competency in the following areas: Conceptual and theoretical understanding/knowledge of the field; Research design, data collection and data management skills/ability to undertake research; Analytical and interpretative skills (e.g. data analysis, critical analysis, problem solving); and Communication skills.
4* Mandatory Supervisor Question

English Language Requirements
This field only appears if NO is selected on the Application Tab

Whichever option you select please outline why you have chosen this. E.g. If ‘Case for English equivalence is selected, please provide detailed evidence of English language equivalence.

5 General Comments
If your College require the Primary Supervisor to enter a Strategic Statement for each applicant, please enter it here.

Otherwise, please enter any other information relevant to assessment of the application.

6 Strategic Research Benefit

Please visit the Research Services website for more information on ERA ratings

If there is no ERA rating for your Field of Research please enter zero. This information can be found on the Research Services website.

ERA Defined Research Strength: [ ] The rating selected must match the ERA rating for the Field of Research code entered on the Project Tab.
7* Mandatory Supervisor Question

**Face-to-Face Interview**
Select the checkbox to declare you have had an interview with the applicant.

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8 Save

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9 To reject this applicant, select the ‘Reject Application’ button.

This will provide an academic assessment of ‘rejected’ and applicant will be notified by GRO that they have been unsuccessful.

Please always add a detailed comment as to why you are rejecting an application.
### ENDORSEMENTS TAB

| 1 | To Endorse an application  
First add any **Offer Conditions / Requirements** in the text box and click **Save**  
Click **Complete Evaluation and Endorse**  
To return the application to the CMA  
Click **Re-assign Primary Supervisor**  
Please always add a detailed comment as to why you are reassigning an application. | ![Endorsement Tab](image-url) |

*Please refer to the image for the user interface.*
**COMMENTS TAB**

1. At any stage through the College Recommendation, users can add a manual comment using the **Add New Comment** field. Click **Add Comment** to save.

Comments are also automatically added when certain steps are completed.

### HDR Applicant

<table>
<thead>
<tr>
<th>Date</th>
<th>Step</th>
<th>Comment</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/04/2020</td>
<td>CNA Setup Applicant</td>
<td>Added to Assessment Round 2020 College of Sciences and Engineering CSE, RTP / TGRS, Round 2</td>
<td>Doctor Barnett, Louise Katherine (b27)</td>
</tr>
<tr>
<td>02/04/2020</td>
<td>CNA Setup Applicant</td>
<td>Added to Assessment Round 2020 College of Sciences and Engineering CSE, RTP / TGRS, Round 2</td>
<td>Doctor Barnett, Louise Katherine (b27)</td>
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<td>02/04/2020</td>
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<td>CNA Setup Applicant</td>
<td>Removed from Assessment Round 2020 College of Sciences and Engineering CSE, RTP / TGRS, Round 2</td>
<td>Doctor Barnett, Louise Katherine (b27)</td>
</tr>
<tr>
<td>02/04/2020</td>
<td>CNA Setup Applicant</td>
<td>Submitted 2020 College of Sciences and Engineering CSE, RTP / TGRS, Round 2 School Assessment (Version 2)</td>
<td>Doctor Barnett, Louise Katherine (b27)</td>
</tr>
</tbody>
</table>

**HISTORY TAB**

1. The History Tab is an automatic log of all endorsement/rejection activity that occurs for an **Application Record**.

### HDR Applicant

<table>
<thead>
<tr>
<th>Date</th>
<th>Step</th>
<th>Comment</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/04/2020</td>
<td>CNA Setup Applicant</td>
<td>Setup Complete</td>
<td>Doctor Barnett, Louise Katherine (b27)</td>
</tr>
<tr>
<td></td>
<td>GRCs are automatically added in line with the Discipline access profile.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRCs**

|   | GRCs are automatically added in line with the Discipline access profile. |

**HDR Applicant:**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Student ID: 303630</th>
</tr>
</thead>
</table>

**Evaluation and Endorsement:**

- GRCs that are selected in the box will receive notifications about the applicant. GRCs that are not selected will not receive notifications.

**NOTE:** Alternative GRCs will only receive notifications if they are assigned as the applicant's proposed supervisory team.

- Fisher, Dr. Andrew Martin
- Fitzgibbon, Dr. Quinn Patrick
- Hindell, Professor Mark Andrew
- Lannigan, Dr. Selphina
- Lucien, Dr. Vanessa Louise
- Whittaker, Dr. Jeanne
- Wolfe, Dr. Simon John
4 iGrad Help and Troubleshooting

- When using iGrad, you need to be connected to a UTAS network, or using a VPN if you are off campus
- Please use Google Chrome as your Internet Browser
- If you have any questions about the College Recommendation or Scholarship Assessment process for your School/Discipline, please contact your GRC, ADR or College Research Committee.
- Please do not reply to automated emails from iGrad when you receive notifications of actions on your dashboard. If you need to contact the Graduate Research Office, please email the address for your College below

  o College of Health and Medicine – GraduateResearch.CHM@utas.edu.au
  o College of Sciences and Engineering – GraduateResearch.COSE@utas.edu.au
  o College of Arts, Law and Education – GraduateResearch.CALE@utas.edu.au
  o College of Business and Economics – GraduateResearch.TSBE@utas.edu.au

5 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADR</td>
<td>Associate Dean of Research</td>
</tr>
<tr>
<td>CMA</td>
<td>Candidature Management Advisor</td>
</tr>
<tr>
<td>ERA</td>
<td>Excellence in Research for Australia</td>
</tr>
<tr>
<td>FOR</td>
<td>Field of Research</td>
</tr>
<tr>
<td>GRC</td>
<td>Graduate Research Coordinator</td>
</tr>
<tr>
<td>GRO</td>
<td>Graduate Research Office</td>
</tr>
<tr>
<td>HDR (RHD)</td>
<td>Higher Degree by Research (Research by Higher Degree)</td>
</tr>
<tr>
<td>HoS</td>
<td>Head of School</td>
</tr>
<tr>
<td>iGrad</td>
<td>Online candidature management tool</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing System</td>
</tr>
<tr>
<td>RTP</td>
<td>Research Training Program</td>
</tr>
<tr>
<td>SEO</td>
<td>Socio-Economic Objective</td>
</tr>
<tr>
<td>TOR</td>
<td>Type of Research</td>
</tr>
<tr>
<td>UTAS</td>
<td>University of Tasmania</td>
</tr>
</tbody>
</table>
6  Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Current Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>Version 1</td>
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<tr>
<td>Approved September 2020; by the Deputy Graduate Research Manager</td>
<td>Approved September 2020; by the Deputy Graduate Research Manager</td>
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