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

May 2020

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Approved by
Deputy Graduate Research Manager

Approved and commenced
May 2020

Review by
July 2020

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

Responsible Organisational Unit
Graduate Research Office
1 Mandatory Fields for Endorsement

The following fields MUST be completed before the GRC can complete their endorsement. Expectations as to which fields are completed by Primary Supervisors and which are completed by GRCs are discipline specific. Please discuss the requirements with your ADR and ensure the supervisors in your School/Discipline are aware of the expectations within your Academic Unit.

A brief overview of each section in the application follow. For detailed step-by-step guidance, please see Section 2.4.

**Project Tab**
(a) Basis of Admission (an explanation of the categories can be found here)

(b) Extra School Infrastructure Required

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

**Supervisors Tab**
(d) Check Supervisory Team construct

**Evaluation Tab**
(e) Review case for Equivalence and Alternative Pathway (if applicable)

(f) Review English Language Requirements (if applicable)

(g) Highest Actual/Equivalent Qualification

(h) Quality of Applicant

(i) General Comments

(j) Strategic Research Benefit (see this link for further information)
To Endorse, go to the Endorsements Tab and click **Endorse**

You can also, **Reject Application**, **Re-assign to Primary Supervisor**, or **Re-assign to CMA** from this screen. Please always add a detailed comment as to why you are reassigning or rejecting an application.
1 Login to iGrad Dashboard
   Click Dashboard
   You can select one of:
   • Candidates (See Section 2.1)
   • Applicants (See Section 2.2)
   • Scholarship Rounds (See Section 2.3)
2.1 Candidates Dashboard View

You may have candidates listed under:

- Supervised Candidates
- Coordinated Candidates (GRCs only)

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. This gives GRCs a better indication of at-risk candidates.
2.2 Applicants Dashboard View

As a GRC you will have applicants under both Current Applicants and Coordinated Applicants.

As part of your role as GRC, please ensure that you are actively following up on Coordinated Applicants at each workflow step to avoid delays.

Applications for scholarship generally need to be endorsed by HoS prior to School Scholarship Committee Assessment, and to ADR endorsement prior to consideration by the College Scholarship Assessment Committee.
2.3 Scholarship Rounds View

1. As a GRC you will have access to view Scholarship Rounds that applicants in your School/Discipline being considered in.

Click on the number of applicants in the round to view the Scholarship Dashboard for that round.

2. This dashboard is available for GRCs to view but is primarily used by the School and College Scholarship Assessment Committees.

You can navigate to individual applicant’s record by clicking on the iGrad Application ID.

This will open the School or College Scholarship Assessment Committee Tab.

NOTE – if the School Assessment Committee have already submitted their recommendation, the link will take you to the College Scholarship Assessment Committee Page.
## 2.4 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 the **scholarship round/s** the applicant is under consideration for. **Save as PDF** creates a summary of the Application, Project, Supervisors, Evaluation, Endorsements, Comments, History and GRC tabs.

### 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
     The Primary Supervisor will need to complete additional details in the Evaluation Tab

   - **If English Language Requirements** = No
     The Primary Supervisor will need to complete additional details in the Evaluation Tab
**PROJECT TAB**

1. Blank fields will need to be completed by either the **Supervisor** or the **GRC**. This is discipline specific, so please discuss the minimum requirements with your ADR.

   You will need to **set expectations** and **provide guidance** to the supervisors in your school to ensure that they provide the correct level of information in their evaluations prior to the GRC step.

2. **In Project Details**
   - Check the project **Title**

3. Check the **Degree Type**
4. Check the **College/Division**

5. 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. 

- Do not change any of these details

7. **In Basis of Admission**

8.1.1. i. Bachelor Honours (at least second class upper standard) with a Minimum Research Component;

8.1.1.ii Master of Research with a Minimum Research Component;

8.1.1.iii A Coursework Masters or Graduate Diploma with a Minimum Research Component;

8.1.2 Alternative pathway applicant

See Rule 4 for further details.

You **must** select an option in both **Doctoral and Masters**.

If a Doctoral applicant, select **N/A** in Masters, and vice versa.
8. Does the applicant require **Extra School Infrastructure** to complete their project (i.e. is there special equipment, laboratory space etc. that is specific to this project)?
   - If **Yes** – complete the **Details** free-text box.

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, ensure you scroll down to access the 6-digit codes.

10. **Save**
GUIDELINE FOR GRCs COMPLETING AN APPLICATION EVALUATION IN THE iGRAD COLLEGE RECOMMENDATION

SUPERVISORS TAB

1. The GRC must review the supervisory team that has been put forward by the Primary Supervisor.

![Supervisors Tab Image]

- **Primary Supervisor**: King, Matt (60%)
- **Secondary Supervisor**: Watson, Christopher Stephen (40%)

**Add Supervisor**

- **School-Discipline:**
- **Supervisor:**
- **Supervision %:**
- **Applicant Requested:**

**Save**

Total Supervision: 100%
**EVALUATION TAB**

1. Select an answer for **one** of these fields only:

   - **Highest Actual Qualification**
   
   - **Highest Equivalent Qualification**

2. **Quality of Applicant**

   Your School or College may have specific guidelines for assessment. Please contact your HoS or ADR for guidance on completion.

3. **Mandatory Supervisor Question**

   **Case for Equivalence and Alternative Pathway**
   
   This field only appears if YES is selected on the **Application Tab**

   The Primary Supervisor will have entered details in the free-text box.

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Guideline for GRCs completing an Application Evaluation in the iGrad College Recommendation (May 2020)
4* **Mandatory Supervisor Question**

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

If **Case for English Language Equivalence** is selected, enter the details in the free-text box.

As **GRC**, you are responsible for reviewing the Primary Supervisors decisions in these sections. E.g. You may want to override the equivalence request for English and make an offer conditional on meeting the English Language requirement by selecting that response on the dropdown. Please make a comment to communicate any changes upon Endorsement.

5 **General Comments**

If your College require the Primary Supervisor or GRC to enter a **Strategic Statement** for each applicant, please review or 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
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7*</td>
<td><strong>Mandatory Supervisor Question</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Face-to-Face Interview</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Primary Supervisor will have declared that they have had an interview with the applicant.</td>
<td></td>
</tr>
</tbody>
</table>

| 8 | **Save** | |
|   |   | |
|   |   | |
|   |   | |
|   |   | |
**SCHOOL SCHOLARSHIP ASSESSMENT COMMITTEE TAB**

1. This is a new tab to assist in School scholarship ranking meetings.

   If the applicant is in more than one scholarship round, you will need to select the round you wish to view.

2. As **GRC**, you will be able to enter information onto this page and **Save** only for standard Scholarship Rounds*

   This information will be reviewed by the **School Scholarship Assessment Committee**, edited, then the application will be ranked and submitted.

   Please discuss the requirements for prefiling this screen with your School Assessment Committee or ADR.

   If you would like School Scholarship Assessment Committee access, please discuss this with your ADR.

   *IMPORTANT – For Candidature Only rounds the School Assessment is mandatory for **GRCs**.
3 If the applicant is applying for a cross college scholarship you will be able to add an allocation by selecting +Add allocation, selecting the second College and entering an allocation Percent

4 If the applicant is being co-funded, select +Add Co-fund and enter as much information as possible in the expanded section

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**Scholarship funding (Total 100%)**

<table>
<thead>
<tr>
<th>Percent</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>College of Health and Medicine</td>
</tr>
</tbody>
</table>

**Co-Funding (0%)**

- Special conditions
- Funding Office Reference No.
- Source of Co-funding
- E.g. ARC grant, Agreement with Industry...
- Account from which co-funding will be paid
  - Account type:
  - Account Number: 26121.0

**Important**: If the co-funding is to be paid from an external source, and an interim account is used, endorsing this recommendation the School/Institute/College are agreeing to underwrite the externally funded component should the related agreement not be signed or the sponsor withdraw the funding.

**Please note**: If this is an interim account, the School/Institute/College will need to provide the final account to the Graduate Research office as soon as it is known.
5. *For International applicants only - indicate whether they are applying for a tuition fee scholarship* by selecting from the drop-down.

![Tuition Fee Scholarship dropdown](image)

6. *For International applicants only - select whether the Overseas Student Health Cover will be School / College Funded or Applicant Funded*

   If School / College Funded, select the level of cover to be provided (i.e. Single, Couple or Family). For information on the costs for different levels of cover, see this [website](#).

   ![Overseas Student Health Cover dropdown](image)

7. *Click Save*

   ![Save and Cancel buttons](image)
## ENDORSEMENTS TAB

1. As GRC you may enter additional **Offer Conditions or Requirements**

   If further information is required from the **Primary Supervisor**
   Click **Re-assign Primary Supervisor** *

   If the application has been set-up incorrectly, such as the school is wrong
   Click **Re-assign to CMA** *

   If application is to be rejected
   Click **Reject Application** *. This will provide an academic assessment of ‘rejected’. The applicant will be notified by GRO that they have been unsuccessful.

   * Please always add a detailed comment as to why you are reassigning or rejecting an application.

   To endorse application
   Click **Endorse**

![Endorsement Tab Screenshot](image-url)
COMMENTS TAB

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.

HISTORY TAB

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

<table>
<thead>
<tr>
<th></th>
<th>GRCs are automatically added in line with the Discipline access profile. As GRC you can self-manage applicants (and candidates) and remove yourself from a record by clicking the checkbox next to your name. If you need to be re-added at a later date, contact GRO to action.</th>
</tr>
</thead>
</table>

**HDR Applicant**

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Student UNIKL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status:</td>
<td>Pending</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>03/04/2020</td>
</tr>
<tr>
<td>Application Date:</td>
<td>26/12/2019</td>
</tr>
</tbody>
</table>

**iNet Application ID: Scholarship rounds**

- 2010 College of Sciences and Engineering /GRO/BP/008, Round 3
- 2010 College of Sciences and Engineering /GRO/BP/008, Round 1
- 2011 College of Sciences and Engineering /GRO/BP/008, Round 2

**GRC’s for Applicant**

- Fischer, Doctor Andrew Martin
- Fitzgibbon, Dr Quinn Patrick
- Hindell, Professor Mark Andrew
- Lamuz, Dr Delphine
- Lucreas, Doctor Vanessa Louise
- Wittaker, Doctor Joanne
- Wotherspoon, Doctor Simon John

**NOTE:** Alternative GRC’s will only receive notifications (and function as a GRC) for an applicant if a primary GRC is assigned to the applicant's proposed supervisory team.
3 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 ADR, 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
  - **College of Health and Medicine** – GraduateResearch.CHM@utas.edu.au
  - **College of Sciences and Engineering** – GraduateResearch.COSE@utas.edu.au
  - **College of Arts, Law and Education** – GraduateResearch.CALE@utas.edu.au
  - **College of Business and Economics** – GraduateResearch.TSBE@utas.edu.au

4 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 Advisors (GRO)</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>
## Versioning

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