

# iGRad – Faculty Recommendation Support

The Faculty Recommendation electronic workflow (eFacRec) within iGRad is where a Faculty/Institute specify the level of support they are able to provide for an applicant of an Higher Degree by Research (HDR) program.

## Workflow

The workflow ensures the faculty recommendation is easily passed between all parties involved in assembling candidature and the College or Institute's capacity to provide appropriate facilities and support.

The workflow involves the following steps in iGrad:

1. Candidature Management Advisor (CMA)
2. Primary Supervisor (PS)
3. Graduate Research Co-ordinator (GRC)
4. Head of School (HoS)
5. Associate Dean of Research (ADR)
6. Candidature Management Advisor (CMA)

As each step is completed by the relevant staff member an email is automatically sent to alert the next staff member that an action is required in iGrad.

The process steps are outlined below:

Step	Who	Activity
1	CMA	Set up the Faculty Recommendation form in iGrad Uploads documents from the Application Assigns the Primary Supervisor in iGrad
2	PS	Complete and endorse the Faculty Recommendation Assign and endorse on behalf of the Co-Supervisors
3	GRC	Endorse the Faculty Recommendation
4	HoS	Endorse the Faculty Recommendation
5	ADR	Endorse the Faculty Recommendation
6	CMA	Receive notification of complete faculty recommendation

### Prior to commencing the eFacRec

1. All key people involved must be available to complete the relevant steps in a timely manner.
2. Login to the academic staff iGRad portal <https://insite.utas.edu.au/login.aspx>
3. If you are off-campus then you will need to first ensure that the UTAS Virtual Private Network (VPN) is connected on your computer, as iGRad will not work without VPN  
<http://www.utas.edu.au/service-desk/helpsheet/MyVPN>

The remainder of this document is a user guide for each of the process steps above.

## Step 1: Candidature Management Advisor (CMA)

- Click on the Dashboard link, on the left-hand side menu – this will show all applications ready for actioning



Applicants						
	Student IDNO	iGrad Application ID	Name	Application Date	School	Course
<a href="#">View</a>	115417	487	Henry, ██████████	14/04/2016	KAC	S9S
<a href="#">View</a>	441955	494	Cadorel, ██████████	08/04/2016	KAG	N9C
<a href="#">View</a>	141705	513	Shore, ██████████	24/06/2016	KAE	S9T
<a href="#">View</a>	162320	515	Richardson, ██████████	23/06/2016	KAC	S9A
<a href="#">View</a>	442844	516	Sengupta, ██████████	07/06/2016	KAH	S9W
<a href="#">View</a>	116361	523	Parry, ██████████	28/06/2016	KAC	S9C
<a href="#">View</a>	444602	536	Strandgard, ██████████	01/07/2016	KAH	S9W

- Click View next to the relevant application to be actioned in the iGrad eFacRec workflow

Applicants			
	Student IDNO	iGrad Application ID	Name
<a href="#">View</a>	115417	487	Henry, ██████████
<a href="#">View</a>	441955	494	Cadorel, ██████████
<a href="#">View</a>	141705	513	Shore, ██████████

- The workflow will open at the Application Tab, CMA to complete all details in this tab (where applicable):
  - Tick Disability if indicated in the application
  - Tick Sanctions Compliance if the applicant from a sanctioned country or regime
  - Tick Conjoint Arrangement if applicable
  - Tick Previous HDR if indicated in the application
  - Check the Applicant School is correct (this field is integrated from SM)

Application Project Supervisors Evaluation Scholarships Endorsements Comments History GRCs Workflow

### Application Details

Disability:

**Sanctions Compliance**  
 Sanctions Compliance   
 Form Required:

**Scholarship Information**  
 Scholarship Round: Early Year Round  
 Scholarship Year: 2017

**Conjoint Arrangement**  
 Conjoint/Cotutelle   
 Arrangement:

**Previous HDR**  
 Previous HDR Studied:

**Applicant Setup**  
 Applicant School: School of Land & Food

Save

- Upload the application documents
  - Compiled application PDF to Application
  - Compiled summary to eApplication

Save Screen

### Applicant Documents

Application:  
 Attach File: Choose File No file chosen Upload  
 The maximum size for a file is: 60.0 MB.  
 If you want to attach a file that is larger than this amount, try to reduce its size by using a file compression tool.

eApplication  
 Summary: Attach File: Choose File No file chosen Upload  
 The maximum size for a file is: 60.0 MB.  
 If you want to attach a file that is larger than this amount, try to reduce its size by using a file compression tool.

- Select the **Project** tab, CMA to complete:
  - Enter the project **Title**, as per the application
  - Select the **Faculty**, from the drop-down list
- Save screen

- Select the **Supervisors** tab, to add a Supervisor(s) to the team (at a minimum the CMA must add the PS);
  - Select the **School** the Supervisor is affiliated with, this is a drop-down list
  - Select the **Supervisor** name
  - Enter the **Supervision % (Load)**, this must be a whole number (min: 20, max: 80) *If only adding the primary supervisor at this time, enter 100*
  - Select **Applicant Requested**, if applicable
  - Select **Add**

Primary Supervisor	Supervision %	Name	External	Applicant Requested	Highest Supervision Level	Current Candidates	Current EFTSL	School
<input checked="" type="checkbox"/>	20	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	PhD	0	0	School of Physical Sciences
<input type="checkbox"/>	20	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	PhD	12	4.72	Institute for Marine & Antarctic Studies
<input type="checkbox"/>	60	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	PhD	3	1.03	Institute for Marine & Antarctic Studies

- Repeat for remaining supervisors (min 2, max 4 supervisors per team)
- Tick **Primary Supervisor** for one of the supervisors listed
- **Save** screen (total supervision must equal 100% for the save function to work)
- **Note: The supervisors must have current supervisor registration to appear in the drop-down menu.**

Application | Project | **Supervisors** | Evaluation | Scholarships | Endorsements | Comments | History | GRCA | Workflow

### Proposed Supervisor Team

There are no proposed supervisors for this applicant.

Save

#### Add supervisor

School:

Supervisor:

Supervision %:

Applicant Requested:

Add

#### Finalise Supervisory Team

Cancel Application

Return to the **Application** tab and select **GRAO Set-up Complete**

- o Enter a Comment (if relevant) and select **Set-up Complete**

- o This will move the application onto Step 2

## Step 2: Primary Supervisor (PS)

- Click on the **Dashboard** link, on the left-hand side menu – this will show all applications ready for actioning
- Click **View** next to the relevant application to be actioned – this will open up the iGrad eFacRec workflow

Applicants						
Student ID#	IGRad Application ID	Name	Applicative Date	School	Course	
115417	407	Perry, [REDACTED]	14/04/2016	KAC	595	View
441955	454	Cabore, [REDACTED]	26/04/2016	KAC	NBC	View
141705	513	Shore, [REDACTED]	24/06/2016	KAE	537	View
92220	515	Richardson, [REDACTED]	23/06/2016	KAC	55A	View
442044	516	Sengupta, [REDACTED]	07/05/2016	KAF	59V	View
116351	523	Perry, [REDACTED]	26/06/2016	KAC	59C	View
444652	536	Stravignani, [REDACTED]	01/07/2016	KAF	59V	View

- The workflow will open at the **Project** Tab, PS to **check** and/or **complete** all details in this tab
  - Select the **Degree** from the drop-down list (PhD, Masters or Professional Doctorate)
  - Select if **Defence Controls** apply from the drop-down list (Yes, No)
  - Select the **Basis of Admission** (for both Doctoral AND Masters), the reference numbers refer to Clauses within Rule 4, you must select the appropriate one (see below for details).

If you select a clause number for *Doctoral*, you must select NA for *Masters* (and vice versa).

**Doctoral Degree**

- 8.1.1.i – a Bachelor Honours degree of at least second class upper standard with a Minimum Research Component; or
- 8.1.1.ii – a Masters of Research Degree with a Minimum Research Component; or
- 8.1.1.iii – a Masters Degree (Coursework) or Graduate Diploma with a Minimum Research Component; or
- 8.1.2 – Holds academic qualifications and professional experience considered by the Dean to be equivalent to the required qualifications as specified in these rules and the Admissions and Enrolment Policy and Procedure.

**Masters Degree (Research)**

- 8.3.1.i – a Bachelor Honours degree of at least second class lower standard with a Minimum Research Component; or
- 8.3.1.ii – a Masters degree (Coursework) or Graduate Diploma with a Minimum Research Component; or
- 8.3.2 – The Dean considers holds academic qualifications and professional experience equivalent to the required qualifications as specified in these rules and the Admissions and Enrolment Policy and Procedure.

**Project Details**

Title: Adapting Fisheries to Climate Change: The role of Regional Fisheries Management Organisations (RFMOs) in reducing the impact of climate change on Fisheries.

Proposed Start Date: 09/07/2017

**Program / Enrolment**

Degree: [REDACTED] Faculty: Law School: School of Law Location: Hobart

Course: Doctor of Philosophy (Law) Load: Full Time

Applicant Type: International

Attendance Mode: On Campus (Internal)

**Defence Controls**

Will the research involve an item subject to controls under the Defence and Strategic Goods List, and involve an expert, supply, brokering or publishing activity? [REDACTED]

Please see the Defence Export Controls webpage or contact export\_controls@utas.edu.au for more information.

**Basis of Admission**

Doctoral Prerequisites Met: [REDACTED]

Masters Prerequisites Met: [REDACTED]

**Basis of Admission**

Doctoral Prerequisites Met: [REDACTED]

Masters Prerequisites Met: [REDACTED]

- Select **Extra School Infrastructure Required**, from the drop-down list (Yes, No), then add required detail
- Select **Project Classification Codes**:
  - Socio-Economic Objective (SEO): [Socio-Economic Objective \(SEO\) Codes](#)
  - Type of Research: [Type of Activity Codes](#)
  - Field of Research: [Field of Research \(FOR\) Codes](#)
- Save screen

- Select the **Supervisors** tab, PS to **check** and/or **complete** all details in this tab
  - If only the PS is listed, add the remaining Supervisor(s) to the team (min 2, max 4 supervisors)
  - If the whole supervisory team is listed, check that the team is correct and amend if necessary.
- To add Co-Supervisor(s) to the team;
  - Select the **School** the supervisor is affiliated with, this is a drop-down list
  - Select the **Supervisor** name
  - Enter the **Supervision % (Load)**, this must be a whole number (min: 20, max: 80) *Edit the supervision load of the listed supervisors so that upon saving total = 100%*
  - Select **Applicant Requested**, if applicable
  - Select **Add**
- Repeat for remaining supervisors (min 2, max 4 supervisors per team)
- **Save** screen (total supervision must equal 100% for the save function to work)

Primary Supervisor	Supervision %	Name	External Applicant Requested	Highest Supervision Level	Current Candidates	Current EFTSL	School	Date Added	Agreement
<input type="checkbox"/>	20	[REDACTED]	<input type="checkbox"/>	PHD	5	2.5	School of Social Sciences	12/30/2015	Pending Remove
<input checked="" type="checkbox"/>	80	[REDACTED]	<input type="checkbox"/>	PHD	0	0	School of Social Sciences	12/30/2015	Pending Remove

- Select the **Evaluation** tab, refer to the application and summary in the **Application** tab for applicant details. To download and access the documents, click on the hyperlinks underneath **Applicant Documents**.
- You must enter details in all areas marked below (except for **Highest Equivalent Qualification**).
  - Select the applicant's **Highest Actual Qualification**. Note - To be a Master by Research, the degree must have at least two-thirds research component
  - Select **Highest Equivalent Qualification** (only where relevant) Note - If the applicant does not meet the Standard Entry Requirements (known as Alternative Pathway (Non-Traditional



Entry)) you must argue a case for equivalence based on a combination of the applicant's publications, awards, and relevant sector experience, select the relevant qualification from the drop down menu. You will need to make the case for Alternative Pathway or Equivalence in the **Case for Equivalence and Alternative Pathway** field.

- o List the applicant's **Publications, Performances and Exhibitions** as per the University's [Publication Reference Types \(PRT\)](#) document (if relevant). Refer to your internal Faculty/Institute procedures to assist with point allocation for Publications, Conferences, Performances, and Exhibitions. If you are unsure about this, please discuss it with your GRC. *NOTE: Any items used to argue a case for equivalence or alternative pathway cannot be used in this section*
- o List the applicant's **Significant Academic Awards** (if relevant). Please refer to your internal Faculty/Institute procedures to assist with point allocation for Academic Awards. If you are unsure about this, please discuss it with your GRC.
- o Provide a **Case for Equivalence and Alternative Pathway** and/or any additional comments to strengthen the applicant's case for entry (if relevant). Entry to a HDR program may be granted when it is demonstrated that the applicant has substantial experience in a sector related to the proposed Research Project and who satisfies the Dean of Graduate Research of their fitness to undertake research. Level of fitness is based upon the standard of achievement in, and the relevance of, previous higher education studies, and professional experience or published research work. For more information, refer to Clause 3.4.2. of the HDR Admissions and Enrolment Policy. Please discuss this with your GRC or ADR if you are unsure how to argue a case for Alternative Pathway or Equivalence.

- o Select the latest **ERA score** for the FOR code indicated on the **Project** tab, drop-down list (0-5) Refer to the four (4) digit FOR code in the 2015 [ERA Institutional Report](#) LINK for the University of Tasmania
- o Select the University of Tasmania Research **Theme Area** the research project aligns with



- o Check the acknowledgement of face-to-face meeting with applicant (in person or using video conferencing technology)

as the Primary Supervisor have had a face-to-face interview with this applicant (either in person or using video conferencing technology).

- Save screen

- Select the **Scholarships** tab, refer to the application and summary in the **Application** tab for details on whether the applicant has applied for a scholarship and which type. To download and access the documents, click on the hyperlinks underneath **Applicant Documents**.

- You must enter details in all areas marked below

- o Select the Living Allowance Scholarship you wish to recommend for the applicant, the options are:

- **Not Required** = applicant has not applied for a scholarship
- **Not Faculty/School Supported** = applicant has applied for a scholarship, but the Faculty/Institute does not support their scholarship application
- **RTP/TGRS** = Faculty/Institute are putting the applicant forward for a Faculty allocated scholarship, or for a Committed Central Scholarship  
Please ensure you add information in the Details box to clarify (e.g. For Prof X committed stipend, project details)
- **Living Allowance Funded from Other Source** = Scholarship paid from research grant / by school (you will need to provide a completed Scholarship Checklist) OR Scholarship paid from an external source (e.g. Saudi Arabia Government S'Ship, AusAward)  
Please ensure you add the name of the scholarship in the details box to clarify, and provide a completed Scholarship Checklist if scholarship is to be administered by UTAS.
- **ARC Industrial Transformation Training Centre (ITTC)** = applicant has been selected as an ITTC scholarship recipient  
Please ensure that you provide a completed Scholarship Checklist
- o Select whether the applicant is to receive a **Top-up** scholarship  
Note that an applicant can only receive a top-up when also in receipt of a living allowance scholarship. If top-up is selected, you must provide the Account Code (OP or RT) from which the funds will be sourced.
- o For International Applicants, select whether you wish to recommend the applicant for a UTAS International Tuition Fee Scholarship  
Note that unless specified, tuition fee scholarships are paid from the School/Faculty/Institute operational budget

- Select whether the School/Faculty/Institute will pay the applicant's **Overseas Student Health Cover**
  - If School/Faculty Funded is selected – Please ensure Level of Cover to be Provided is selected and acknowledgement of the Default School Revenue Account is to be invoiced is checked.

The screenshot shows the 'Scholarships' section of an application form. It includes several dropdown menus:
 

- Living Allowance Scholarship:** A dropdown menu with a red box around it.
- Top-up:** A dropdown menu with a red box around it.
- UTAS International Tuition Fee Scholarship:** A dropdown menu with a red box around it.
- Overseas Student Health Cover:** A dropdown menu with a red box around it.
- Level of Cover to be Provided:** A dropdown menu with a red box around it.
- Source of Funding:** A dropdown menu with a red box around it, showing options like 'Applicant Funded' and 'School / Faculty Funded'.

This close-up shows the 'Overseas Student Health Cover' section. The 'Level of Cover to be Provided' dropdown is set to 'Couple'. Below it, there is a checkbox for acknowledging that the Default School Revenue Account will be invoiced for the cost of OSHC to the level of cover indicated above.

- Complete the **Candidature Only Offer** details  
 This section must be completed if the Faculty/Institute does not support the application for a scholarship OR where the applicant is unsuccessful for a scholarship and an offer of candidature only is still desired. The below questions must be re-answered as sometimes these details change depending on whether a living allowance scholarship is awarded or not:

- For International Applicants, select whether you wish to recommend the applicant for a **UTAS International Tuition Fee Scholarship**  
 Note that unless specified, tuition fee scholarships are paid from School/Faculty/Institute operational budget
- Select whether the School/Faculty/Institute will pay the applicant's **Overseas Student Health Cover**
  - If School/Faculty Funded is selected – Please ensure Level of Cover to be Provided is selected and acknowledgement of the Default School Revenue Account is to be invoiced is checked

- **Save** screen

The screenshot shows the 'Candidature Only Offer' section. It includes dropdown menus for:
 

- UTAS International Tuition Fee Scholarship:** A dropdown menu with a red box around it.
- Overseas Student Health Cover:** A dropdown menu with a red box around it.
- Level of Cover to be Provided:** A dropdown menu with a red box around it.
- Source of Funding:** A dropdown menu with a red box around it, showing options like 'Applicant Funded' and 'School / Faculty Funded'.

**Overseas Student Health Cover**  
 It is a condition of a student visa that an international candidate maintains Overseas Student Health Cover (OSHC) for the duration of their studies in Australia. From 1 July 2016, the Department of Immigration & Citizenship require the full cost of the OSHC to be paid up-front before the candidate commences study in Australia.

Select :

Level of Cover to be Provided:

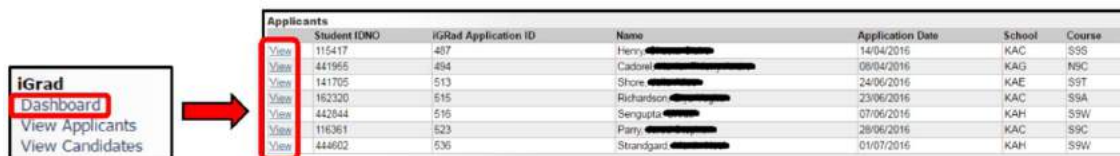
I acknowledge that the Default School Revenue Account will be invoiced for the cost of OSHC to the level of cover indicated above.

- Review the **Project, Supervisors, Evaluation** and **Scholarships** tabs to ensure that all details are completed and correct (saving each tab as you go).
- To finalise the evaluation, return to the Evaluation tab and select Complete Evaluation (you can also provide a comment at this stage prior to submitting)
  - This will send the workflow to Step 3: GRC for checking and endorsing.  
Please note that the workflow will return to you to endorse following GRC endorsement
  - Should you be unable to push the workflow to the next step, please review the tabs above to ensure all boxes have been completed.
  - A dialogue box will indicate what fields have not been completed.
- If the Primary supervisor needs to be amended, return to the Supervisors tab and select Reassign Supervisors
  - The application will then return to Step 1 (CMA)

Ensure you provide a comment on the reason for returning to Step 1.

### Step 3: Graduate Research Co-ordinator (GRC)

- Click on the **Dashboard** link, on the left-hand side menu – this will show all applications ready for actioning
- Click **View** next to the relevant application to be actioned – this will open up the iGrad eFacRec workflow



Applicants						
	Student IDNO	iGrad Application ID	Name	Application Date	School	Course
<a href="#">View</a>	115417	487	Henry [REDACTED]	14/04/2016	KAC	SSS
<a href="#">View</a>	441955	494	Carlone [REDACTED]	08/04/2016	KAG	NSC
<a href="#">View</a>	141705	513	Shore [REDACTED]	24/06/2016	KAE	SST
<a href="#">View</a>	162320	515	Richardson [REDACTED]	23/06/2016	KAC	SSA
<a href="#">View</a>	442844	515	Sengupta [REDACTED]	07/06/2016	KAH	SSW
<a href="#">View</a>	116361	523	Plany [REDACTED]	28/06/2016	KAC	SSC
<a href="#">View</a>	444602	536	Strandgard [REDACTED]	01/07/2016	KAH	SSW

- The workflow will open at the **Endorsements** Tab
- GRC to **check** or **update** all details in the **Project, Supervisors, Evaluation, Endorsements** and **Comments** tabs (saving each tab as you go).
- If the Primary supervisor needs to be amended, return to the Supervisors tab and select Reassign Supervisors
  - The application will then return to Step 1 (CMA)
  - Ensure you provide a comment on the reason for returning to Step 1
- If the Co-Supervisors need to be amended or updates made to the evaluation the GRC:

- Assigns the application to Step 2 (PS)
  - Provides a comment on the reason for returning to Step 2
- If an assigned supervisor is from an alternate school to that of the enrolling school, the GRC will need to obtain HoS Approval from the alternate school via email
  - This email is then saved as a PDF and uploaded to Other School Supervisor Approval Documents
  - The workflow will not be progressed beyond ADR step without this approval
- If no changes are required (or the changes are minor and have been saved), select the Endorsement tab and either **Endorse** or **Reject** the application
  - **Endorse** = GRC supports the application
  - **Reject** = GRC deems application unsuccessful, causing the eFacRec process to cease and the applicant to be sent an unsuccessful letter from GRO.

Please ensure you provide a comment when rejecting an application (e.g. school cannot provide adequate supervisory support; application was unable to sufficiently demonstrate research capability; etc.).

The screenshot displays a web application interface with a navigation bar at the top containing tabs: Application, Project, Supervisors, Evaluation, Scholarships, Endorsements, Comments, History, GRCs, and Workflow. The 'Endorsements' tab is active and highlighted with a red box. Below the navigation bar, the page is divided into several sections:

- Endorsements:** A message states, "There are no endorsements for this applicant."
- Offer Conditions / Requirements:** A section with the instruction "Please advise below any specific conditions / requirements that the School wish to impose on the offer of enrolment or on the candidature:" followed by a large empty text area and a "Save" button.
- Endorse Application:** A section containing two buttons: "Endorse" and "Reject", both of which are highlighted with a red box.
- Invalidated Endorsements:** A message states, "There are no invalidated endorsements for this applicant."
- Other School Supervisor Approval Documents:** A section containing a file upload area. It shows a file named "FOSS\_External-HoS-Approval.pdf" with a "(remove)" link. Below this, there is an "Attach File:" label, a "Choose File" button, the text "No file chosen", and an "Upload" button. This entire section is highlighted with a red box. Below the upload area, there is a note: "The maximum size for a file is: 60.0 MB. If you want to attach a file that is larger than this amount, try to reduce its size by using a file compression tool."

## Step 4: Head of School (HoS)

- Click on the **Dashboard** link, on the left-hand side menu – this will show all applications ready for actioning
- Click **View** next to the relevant application to be actioned – this will open up the iGrad eFacRec workflow

Applicants						
	Student ID/NO	iGrad Application ID	Name	Application Date	School	Course
View	115417	487	Henry [REDACTED]	14/04/2016	KAC	SSS
View	441955	494	Cadore [REDACTED]	05/04/2016	KAG	NSC
View	141705	513	Shore [REDACTED]	24/06/2016	KAE	SST
View	162320	515	Richardson [REDACTED]	23/06/2016	KAC	SSA
View	442844	516	Sengupta [REDACTED]	07/06/2016	KAH	SSW
View	116361	523	Perry [REDACTED]	28/06/2016	KAC	SSC
View	444602	536	Strandgard [REDACTED]	01/07/2016	KAH	SSW

- The workflow will open at the **Endorsements** Tab
- HoS to **check** all details in the **Application, Project, Supervisors, Evaluation, Endorsements** and **Comments** tabs
  - HoS can amend Project, Evaluation and Scholarships tabs, if required. Please ensure a comment is provided when amending the application (comments tab). Please save each tab if amendments are made.
- Select either Endorse or Reject application
  - **Endorse** = HoS supports application
  - **Reject** = HoS does not support application (ensure you provide a comment outlining reason). Note that if the application is rejected by the HoS in Step 4, the application will return to Step 3: GRC. The GRC will then need to either return the application to Step 1 (via 'Reassign Supervisors') or Reject Application.

Role	Date Endorsed	User
Graduate Research Co-ordinator	03/07/2017	Doctor Enshaei, Hossein (henshaei)
Supervisor	03/07/2017	Doctor Cahoon, Stephen Charles (scagoon)
Primary Supervisor	04/07/2017	Doctor Chen, Shu-Ling (pchen)

**Offer Conditions / Requirements**  
Please advise below any specific conditions / requirements that the School wish to impose on the offer of enrolment or on the candidature:

Save

**Endorse Application**  
Endorse | Reject

**Invalidated Endorsements**  
There are no invalidated endorsements for this applicant.

**Other School Supervisor Approval Documents**  
Attach File: Choose File No file chosen Upload  
The maximum size for a file is: 60.0 MB.  
If you want to attach a file that is larger than this amount, try to reduce its size by using a file compression tool.

## Step 5: Associate Dean of Research (ADR)

- Click on the **Dashboard** link, on the left-hand side menu – this will show all applications ready for actioning
- Click **View** next to the relevant application to be actioned – this will open up the iGrad eFacRec workflow

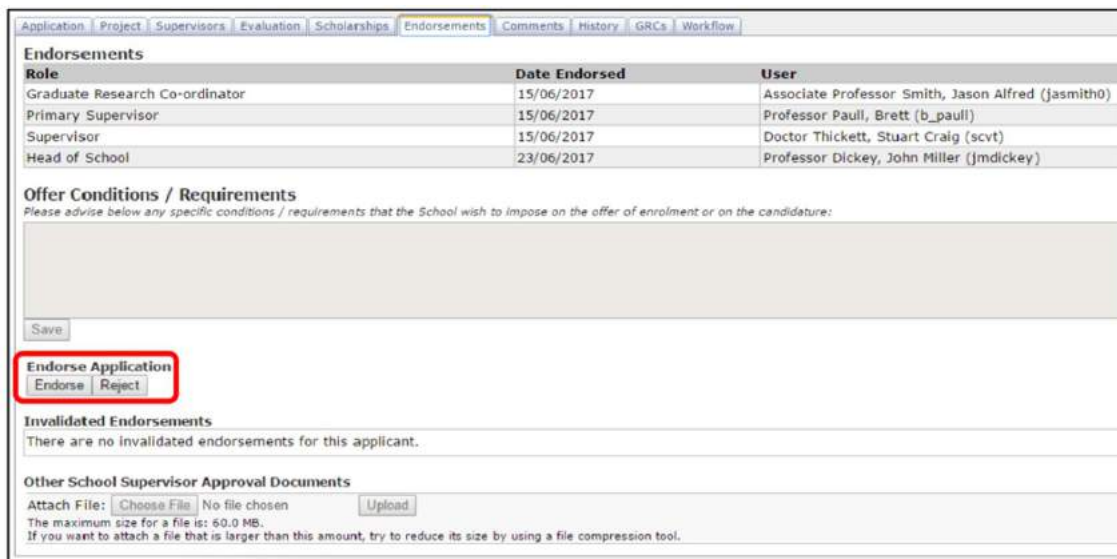


Applicants							
	Student ID/NO	iGrad Application ID	Name	Application Date	School	Course	
View	115417	487	Henry [REDACTED]	14/04/2016	KAC	SSS	
View	441955	494	Cadore [REDACTED]	05/04/2016	KAG	NSC	
View	141705	513	Shore [REDACTED]	24/06/2016	KAE	SST	
View	162320	515	Richardson [REDACTED]	23/06/2016	KAC	SSA	
View	442844	516	Sengupta [REDACTED]	07/06/2016	KAH	SSW	
View	116361	523	Parry [REDACTED]	28/06/2016	KAC	SSC	
View	444602	536	Strandgard [REDACTED]	01/07/2016	KAH	SSW	

- The workflow will open at the **Endorsements** Tab
- ADR to **check** all details in the **Application, Project, Supervisors, Evaluation, Endorsements** and **Comments** tabs
  - ADR can amend **Evaluation** and **Scholarships** tabs, if required. Please ensure a comment is provided when amending the application

**IMPORTANT:** *If an application is to be considered for a scholarship (especially during a scholarship round), please do not progress ADR endorsement until the scholarship ranking committee (or equivalent) have met and a decision has been made. This will allow for any changes to a recommendation (particularly the scholarships tab) to be recorded prior to finalising the eFacRec. This will help ensure an accurate offer is sent to the applicant.*

- Select either Endorse or Reject application
  - **Endorse** = ADR supports application
  - **Reject** = ADR does not support application (ensure you provide a comment outlining reason). Note that if the application is rejected by the ADR in Step 5, the application will return to Step 3: GRC. The GRC will then need to either return the application to Step 1 (via 'Reassign Supervisors') or Reject Application



Role	Date Endorsed	User
Graduate Research Co-ordinator	15/06/2017	Associate Professor Smith, Jason Alfred (jasmith0)
Primary Supervisor	15/06/2017	Professor Paul, Brett (b_paul)
Supervisor	15/06/2017	Doctor Thickett, Stuart Craig (scvt)
Head of School	23/06/2017	Professor Dickey, John Miller (jmdickey)

**Offer Conditions / Requirements**  
Please advise below any specific conditions / requirements that the School wish to impose on the offer of enrolment or on the candidature:

Save

**Endorse Application**  
Endorse Reject

**Invalidated Endorsements**  
There are no invalidated endorsements for this applicant.

**Other School Supervisor Approval Documents**  
Attach File: Choose File No file chosen Upload  
The maximum size for a file is: 50.0 MB.  
If you want to attach a file that is larger than this amount, try to reduce its size by using a file compression tool.

## iGrad eFaculty Recommendation (eFacRec) Process Flowchart

