Tracker Form – HDR and MRes Termination of Candidature Procedure Fact Sheet

1. All Termination of Candidature documentation and decisions are recorded centrally via Tracker. Please see the new HDR and MRes Termination of Candidature Procedure effective June 2016


2. Supervisors initiate formal review requests via:

https://ask.mq.edu.au/account/user/login?referer=/account/forms/display/hdr_progress_review

using their Macquarie OneID and password. The toolkit to support the process is on the HDRO website at:

http://hdr.mq.edu.au/information_about/rules_and_policies

3. Faculty Managers / professional staff / ADHDRS and delegates can obtain access by logging a onehelp ticket. Training and information is available from the HDRO office - hdrmanagement@mq.edu.au

4. The workflow steps on the tracker form are displayed below:

HDR Manager = Faculty HDR Managers/administrators
Initiator = Supervisor
Faculty Pre-Assessment and Formal review Panel = ADHDR or delegate (see Procedure)
DVCR or delegate and HDRO Processing = Director HDRO or delegate
HDR FORMAL REVIEW OVERVIEW

Search Field:
Type to search. Multiple words allowed. Use * to include words e.g. *prepa*

Candidate Details Gathering (HDR Manager)
Nothing awaiting Review Assessment. Congratulations!

Evidence Gathering (Initiator)
Nothing awaiting evidence gathering. Congratulations!

Evidence Gathering Check (HDR Manager)
Nothing awaiting evidence gathering check. Congratulations!

Faculty Pre-Assessment
Nothing awaiting Faculty Pre-Assessment. Congratulations!

Student Review (HDR Manager)
Nothing awaiting Student Review. Congratulations!

Formal Review Panel
Nothing awaiting Formal Review Panel. Congratulations!

DVC or Delegate Review
Nothing awaiting DVC or Delegate Review. Congratulations!

HDR Processing (HDR Manager)
Nothing awaiting HDR Processing. Congratulations!

HDR Final Processing (HDR Office)
Nothing awaiting HDR Final Processing. Congratulations!

Background Colour Key
- Waiting less than 2 days
- Waiting more than 2 days
- Waiting more than 5 days
- Waiting more than 1 week
- Waiting more than 1 month
- Completed