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:

Process map

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 - hdrcurrent@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/Filter

- Type to search. Multiple words allowed. Use semicolon to exclude words e.g. incomplete

Candidature Details Gathering (HDR Manager)
Nothing pending/Review Assessment. Congratulations!

Evidence Gathering (Initiator)
Nothing pending/evidence gathering. Congratulations!

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

Faculty Pre-Assessment
Nothing pending/Faculty Pre-Assessment. Congratulations!

Student Review (HDR Manager)
Nothing pending/Student Review. Congratulations!

Formal Review Panel
Nothing pending/Formal Review Panel. Congratulations!

DVC or Delegate Review
Nothing pending/Delegate Review. Congratulations!

HDR Processing (HDR Manager)
Nothing pending/Review Processing. Congratulations!

HDR0 Final Processing (HDR0)
Nothing pending/Review Processing. Congratulations!

Background Colour Key

- Pink: less than 2 days
- Red: more than 2 days
- Orange: more than 10 days
- Yellow: more than 30 days
- Green: more than 90 days

Congratulations!