



# Help guide for Faculties

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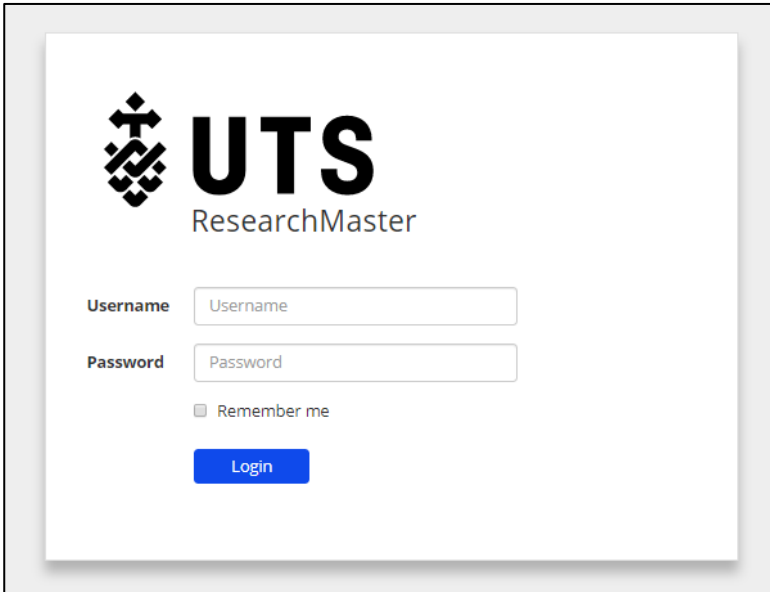
# Research Officer Interface

The Faculty Research Officer (RO) is the administrative staff member within the faculty/school responsible for HDR.

## 1. Accessing HDR Online

We recommend Chrome or Firefox to log in to ResearchMaster (RM).

As the RO, you can log into RM using your staff ID and password. If logging in remotely, go to <https://vpn.uts.edu.au/my.policy> and select ResearchMaster under 'Staff Resources'.

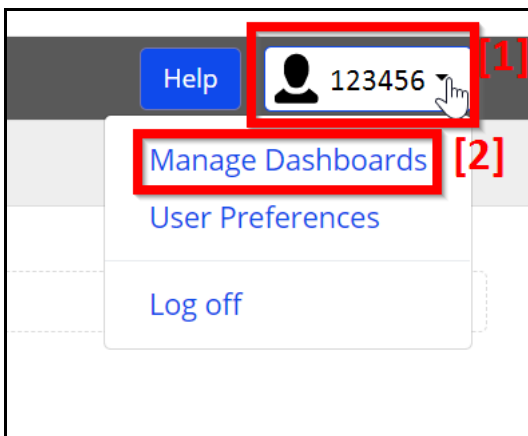


The Research Officer Dashboard will show all HDR eForms for action in their queue.

## 2. Research Officer Dashboard

You can set up a Dashboard as your favourite. When logging in for the first time into RM, you might be asked to select your default dashboard.

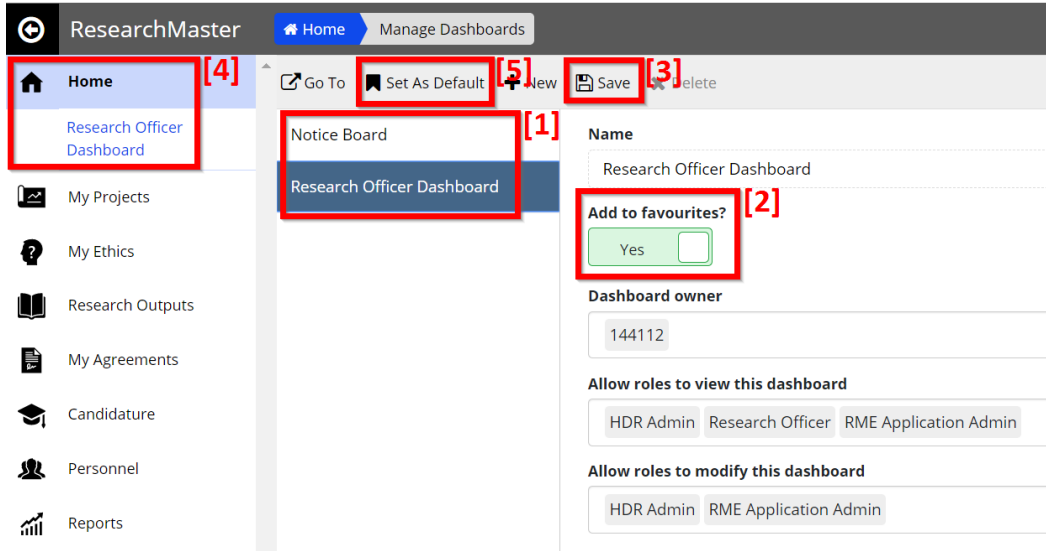
To change it or set one up if you aren't asked the question, click on your staff ID [1] on the top right to open the session menu and chose the 'Manage Dashboards' option [2].





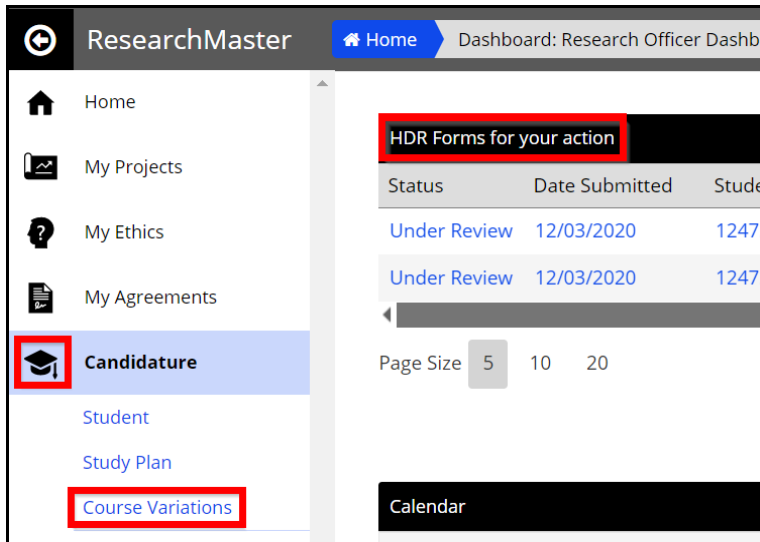
If you have more than one dashboard to choose from, you can select the one you want to add [1] and make sure 'Yes' is set under 'Add to favourites' [2], then click 'Save' [3]. Any dashboards selected as favourites will then appear under the Home menu on the right [4].

By clicking on 'Set As Default' [5] the selected dashboard opens automatically on login.



### 3. Processing Forms

A shortcut to "HDR Forms for your action" should appear on the Research Officer Dashboard



You can also get to them by clicking on the mortarboard icon in the left-hand navigation bar, and selecting 'Course Variations'. Select the 'For Review' tab.

Forms requiring your attention will display a Workflow State of '[FACRO] RO Review' or '[FACRO] RO to Assign Supervisor Signatory':

Supervisor	Workflow State	Number of Days
Giles	[FACRO] RO Review	1
Calendar	[FACRO] RO Review	30

Status	Workflow State
Under Review	[FACRO] RO to Assign Supervisor Signatory
Under Review	[FACRO] RO Review



There are three stages where you may be required to take action on a form. The Workflow State will indicate [FACRO] RO Review, and the Status may be:

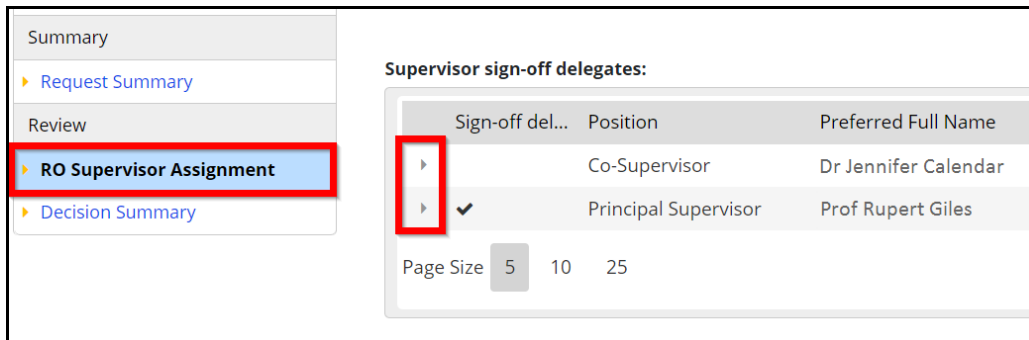
- Under Review - After a student has supervisor has endorsed a form
- Re-submitted - After a student re-submits a returned form
- Returned - After an RAO has sent a form back to you for further clarification

At any of these stages, click on any field to open the form.

#### 4. Assign Supervisor Sign-off

By default, all forms submitted by HDR students are assigned to their Principal Supervisor. They will show the student's supervisory panel on a grid at the bottom of the "Request Summary" page of the application. The students cannot amend this but can indicate on the form whether their principal supervisor is available. If they select 'No', the form will come directly to you for action.

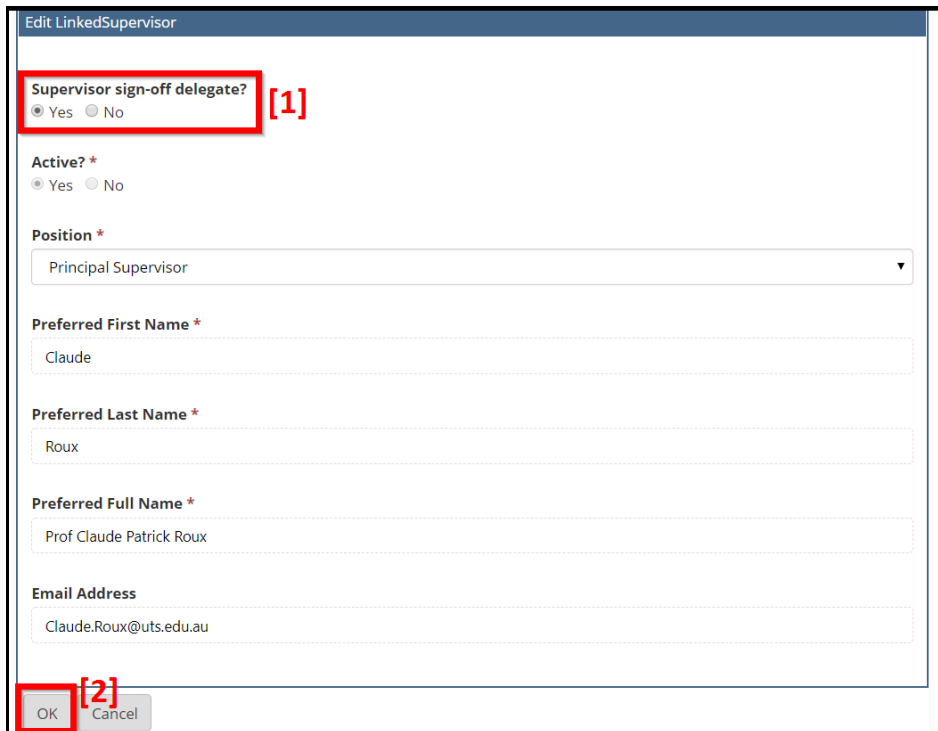
To nominate an alternate supervisor as the Signatory, please go to the 'RO Supervisor Assignment' page and click on the triangle to the left of the presently selected Sign-off delegate,



Sign-off del...	Position	Preferred Full Name
▶	Co-Supervisor	Dr Jennifer Calendar
▶ ✓	Principal Supervisor	Prof Rupert Giles

Page Size: 5 | 10 | 25

Change to 'No' under the question 'Supervisor sign-off delegate?' [1] and click 'OK' [2]. Repeat for the other Supervisor and change the response to 'Yes'



**Supervisor sign-off delegate?** [1]  
 Yes  No

**Active? \***  
 Yes  No

**Position \***  
 Principal Supervisor

**Preferred First Name \***  
 Claude

**Preferred Last Name \***  
 Roux

**Preferred Full Name \***  
 Prof Claude Patrick Roux

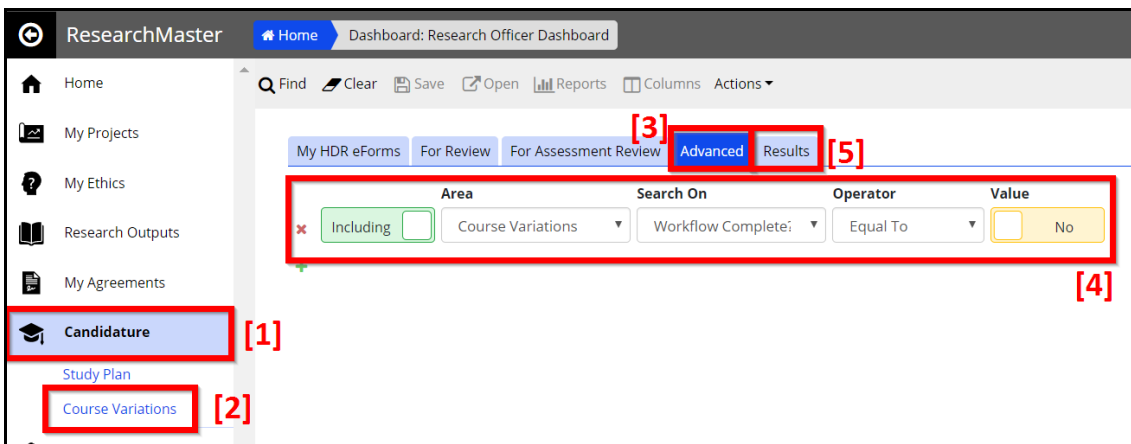
**Email Address**  
 Claude.Roux@uts.edu.au

**OK** [2] Cancel

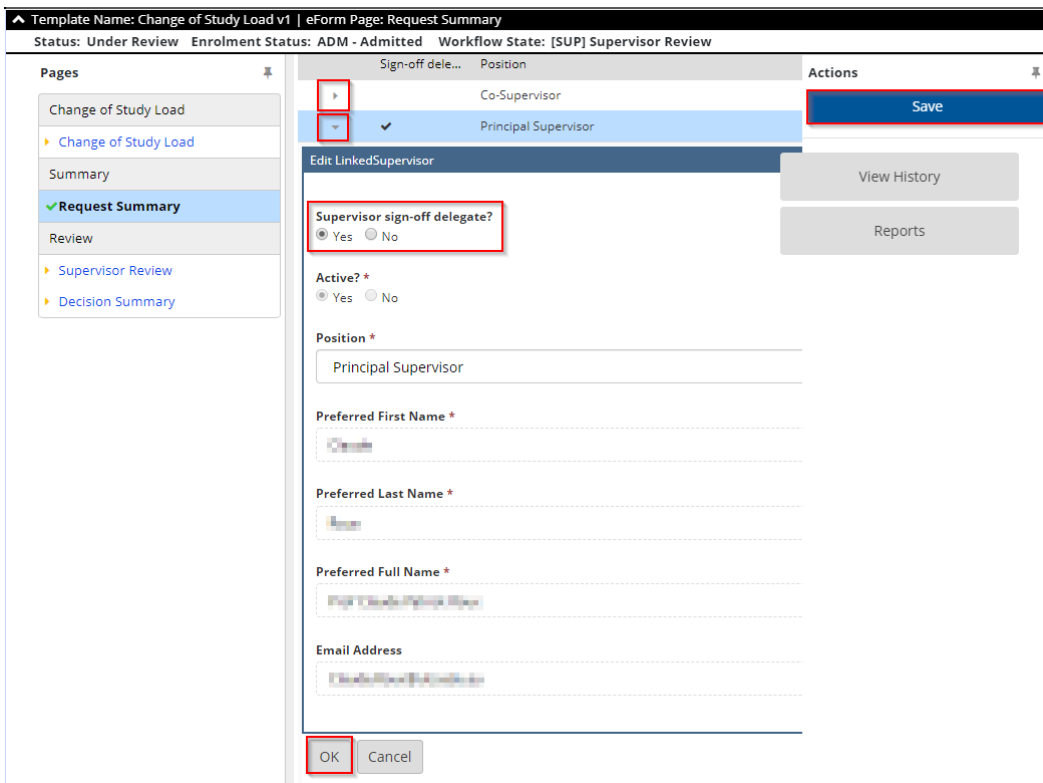


If you know that the Principal Supervisor is unavailable and the student selected 'Yes' to the supervisor availability question, you can manually re-assign the form to be reviewed by a Co-supervisor. There are two options to do so:

1. Click on the "Application" link from the email sent to the Supervisor (CC to you). Then follow the instructions on step 3
2. Go to "My Course Variations" [2] under "My Candidature" [1] and select the "Advance" tab [3]. There should be a default search criteria [4] to look for 'Course Variations' (forms) where the 'Workflow Completed' is 'No'. Click on the "Results" tab [5] to see a list of all the active forms (from Draft to Processing") within your School/Faculty. Find the application and click on the status to open it.



3. Go to "Request Summary" page and scroll down to the very bottom to find the "Supervisors sign-off delegates" grid. Click on the little arrow at the front of the line to open the information, change the "Supervisor sign-off delegate" from yes to no or vice versa and click OK. The tick should then be next to the other supervisor's name. Click Save on the right and notify the Co-supervisor they need to action a student request, as the change will not trigger a system email.





## 5. Refresh supervisory panel

Whenever a student starts an Application in ResearchMaster, the action takes a 'screenshot' of the student's current state. Therefore if a change of supervisor is processed after an application is started, the supervisory panel will not reflect the change and display the old supervisor(s). But the change can be manually forced onto any form in progress (but not completed forms) and at any time.

**Step 1:** verify the supervisory panel in RM.

Logging in, go to 'Candidature' [1] and select 'Student' [2] from the left hand menu. Enter either their name or student ID in the respective field [3]. Remember less is more as RM will only look for an exact match. Then click on the 'Results' tab [4], the 'Find' button in the top menu or hit enter.

The screenshot shows the ResearchMaster interface. On the left-hand menu, 'Candidature' [1] is selected, and 'Student' [2] is chosen. The main area has tabs for 'Basic', 'Advanced', and 'Results' [4]. Below the tabs are search fields for 'Name' and 'Student ID' [3], along with dropdown menus for 'Org. Unit', 'Person Type', 'Course', and 'Scholarship'.

Then from the results page, click on the hyper-linked 'Student Code' to open up the Student page.

Scroll to the very bottom of the page and go to the 'Enrolment & Progress' tab [1] (should be open by default) and select the 'Course Code' [2] marked as 'Current/Primary' [3] if there is more than one.

The screenshot shows the 'Enrolment & Progress' [1] tab. A table lists enrolled courses. The 'Course Code' [2] 'C02001\_V2' is highlighted, and its 'Current?' and 'Primary?' status are both checked [3].

Course Code	Enrolled Course	Year Level	Current?	Primary?
C02001_V2	Doctor of Philosophy	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Scroll to the bottom of the page again and under the 'Supervisor' tab (default) you will see the supervisory panel. If it is different to what it should be, please [contact GRS](#). Supervisors without a tick in the 'Active?' column (and with an 'Involved To' date) are no longer current supervisors for this particular student.

The screenshot shows the 'Supervisor' tab. A table lists supervisors. The 'Active?' and 'Primary?' columns are highlighted with a red box [3].

Order	Supervisor Code	Supervisor Name	Active?	Primary?	Position	Involved From	Involved To	Enrolled Course Code	Enrolled Course
1	111884	Prof Sara Jane Wilkinson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Principal Supervisor	21/05/2019		C02001_V2	Doctor of Philosophy
2	108888	Prof Alan Morris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alternate Supervisor	21/05/2019		C02001_V2	Doctor of Philosophy

**Step 2:** confirm the form has the current/up-dated configuration of the panel on the student's application.

Go to 'Candidature' [1] again and select 'Course Variations' [2] from the left hand menu. Click on the 'Advanced' tab [3]. Add a second search criteria by clicking on the green cross [4], select 'Student ID' as the 'Search On' criteria and enter



the student ID in the 'Value' field [6]. Once done, either click on 'Results' or hit enter.

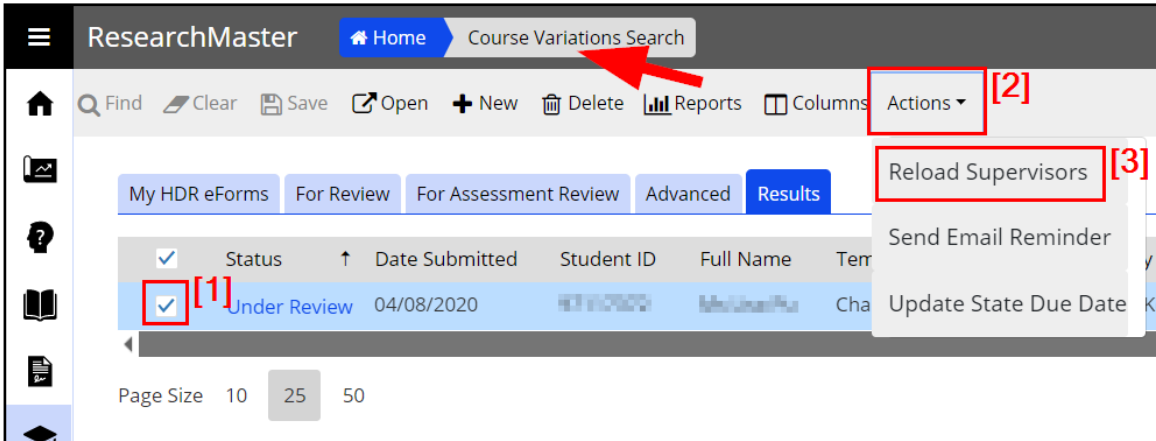
Open the application and got to either the Request Summary

Sign-off del...	Position	Preferred Full Name	Email Address
	Co-Supervisor	Dr Ella Eleni	Ella.Eleni@uts.edu.au
✓	Principal Supervisor	Prof Igor Todorovic	igor.todorovic@uts.edu.au

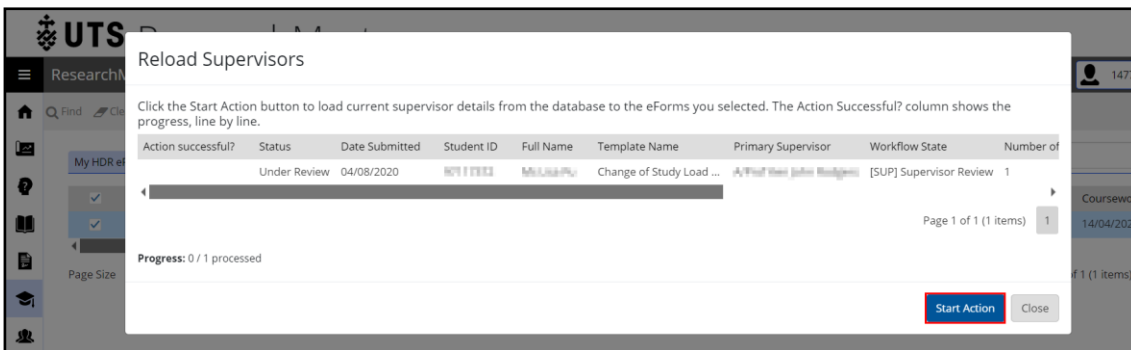
or Supervisor Details page.

Sign-off del...	Position	Preferred Full Name	Email Address
✓	Principal Supervisor	Dr Haggroh Shukla	Haggroh.Shukla@uts.edu.au
	Co-Supervisor	A/Prof Andrea Trianni	Andrea.Trianni@uts.edu.au

If the panel is different to the configuration on the student record, go back to the search results by click on 'Course Variate Search' in the breadcrumb above the top menu. Tick [1] the form that requires the supervisory panel up-dated, click 'Actions' [2] in the top menu and select 'Reload Supervisors' [3]



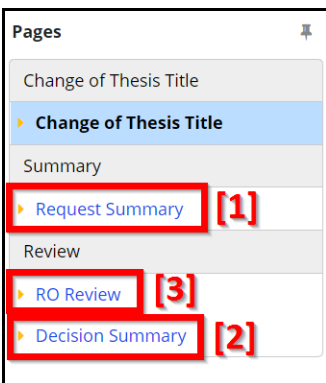
In the pop-up window, click the 'Start Action' button. You will see the word 'Processing' show up to the left of the line being up-dated, under the 'action Successful?' column. It will change to 'Yes' once complete at which stage the supervisory panel will have been up-dated.



If the form is at the 'Supervisor Review' stage, the email notification to the newly assigned supervisor will not be triggered, You will need to notify them separately.

## 6. Reviewing a submitted form

In the form, review the student application under the 'Request Summary' [1] and the supervisor's response under the 'Decision Summary' [2]. Once you have made your decision, proceed to the 'RO Review' [3]:




## 7. Conflict of interest / Appoint an RAO

You are required to appoint an RAO reviewer and confirm that there is no conflict of interest. If there is a conflict (eg. if the listed RAO is the supervisor), there is an option to nominate a new alternative RAO.

To appoint the RAO, select the RAO Reviewer button in the top right corner:





Actions 

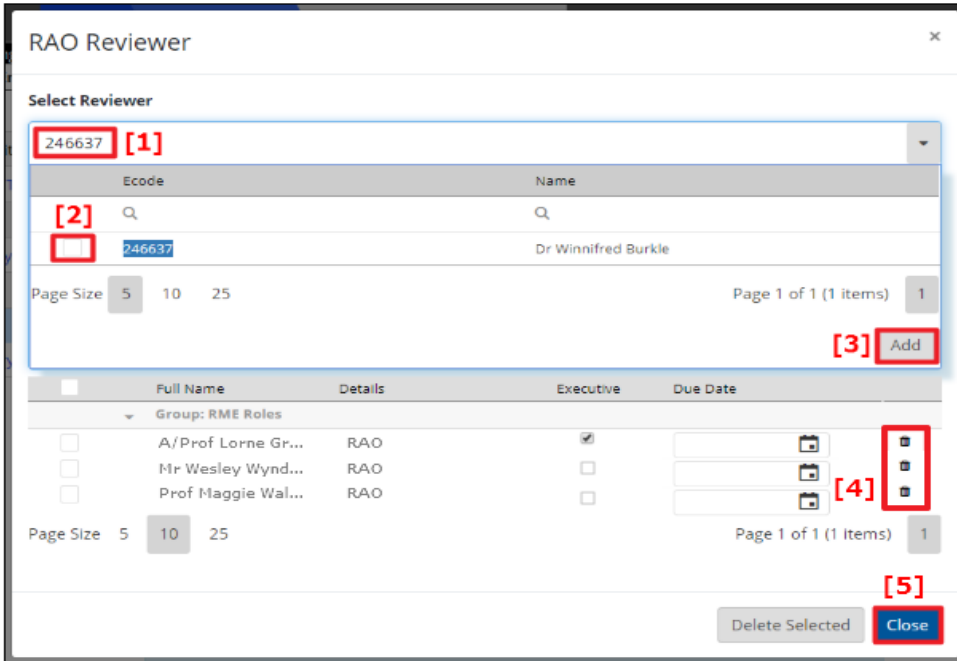
Save

Proceed with Selection

RAO Reviewer



The first time you review the RAO panel, there might be multiple names. You remove all names until there is only one left - your chosen RAO reviewer. The system will remember your selection and next time you process a form, you might need to change the RAO again.



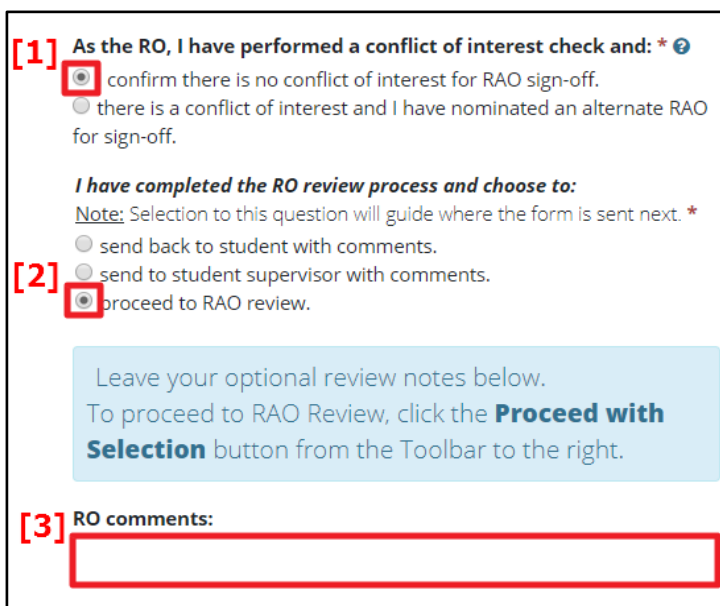
The screenshot shows the 'RAO Reviewer' selection window. At the top, there is a search field [1] containing '246637'. Below it is a search results table [2] with columns 'Ecode' and 'Name'. The first row shows '246637' and 'Dr Winnifred Burkle'. An 'Add' button [3] is located to the right of the search results. Below the search results is a list of reviewers [4] with columns 'Full Name', 'Details', 'Executive', and 'Due Date'. The first reviewer is 'A/Prof Lorne Gr...' with 'RAO' in the details and a checked 'Executive' box. A delete icon [4] is next to each reviewer name. At the bottom right, there is a 'Close' button [5].

If your desired reviewer does not appear in the list, you can add them by finding them in the Search field [1]. Note that the search is limited in that it must be an exact match for their name. Alternatively you can search via staff ID if you have it. When they appear, select them [2], then add them to the reviewer list [3].

Once your reviewer appears in the list, remove all other reviewers by clicking on the delete icon [4] next to their name. Once there is only one name in the list, Close [5] the RAO Review panel.

## 8. Recording Your Decision

After evaluating the change request and confirming the RAO, indicate your decision. To approve:



The screenshot shows the RAO decision form. The first question [1] is 'As the RO, I have performed a conflict of interest check and: \*'. The second question [2] is 'I have completed the RO review process and choose to:'. Below the questions is a text box for optional review notes. The third question [3] is 'RO comments:'. The form also includes a 'Proceed with Selection' button and a 'Delete Selected' button.



Confirm there is no conflict of interest with the RAO [1], select 'Proceed to RAO review' [2], and leave any optional comments [3].


However, if the form is not yet ready to be advanced, in some cases you may send it back to the student or supervisor for clarification:

***I have completed the RO review process and choose to:***  
**Note:** Selection to this question will guide where the form is sent next. \*


send back to student with comments.  
 send to student supervisor with comments.  
 proceed to RAO review.


*Note: In some cases, you cannot directly send the form back to the supervisor or student. If any options are missing that you need, please contact the GRO who can assist.*


If you are sending a form back, please leave a comment and further instructions. To do so:

**Review comments directed at the student's supervisor:**  [1]

Use the system commenting feature to direct Action comments towards the

**Action Comments**  [2]

  [3]

**B I U ~~S~~ x<sup>2</sup> x<sub>2</sub> A** 

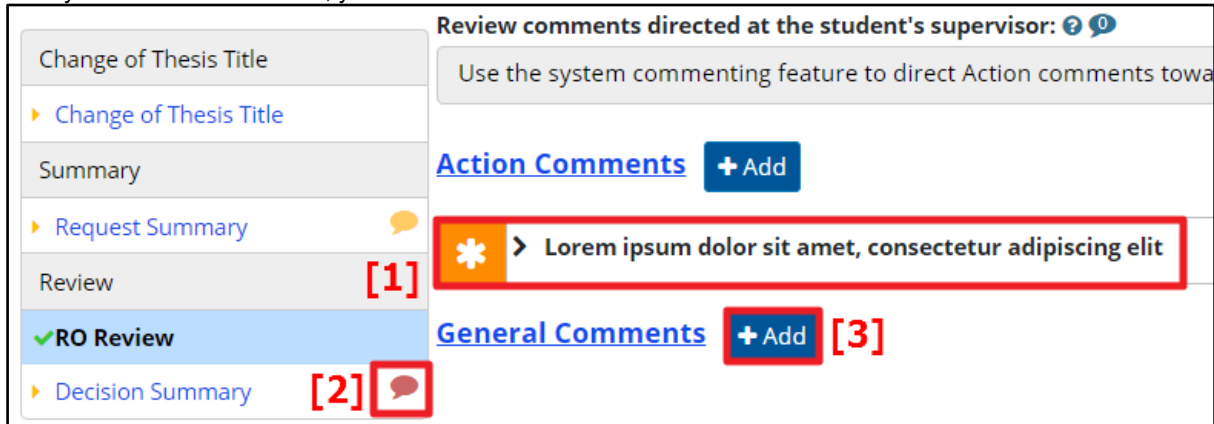
[4]

[5]

Click on the blue speech bubble icon [1]. An Action Comment requires a written response addressing the comment. To include one, click '+ Add' [2], include a subject [3] and any details [4], then click 'Post' [5]:



After you've made a comment, you will see:

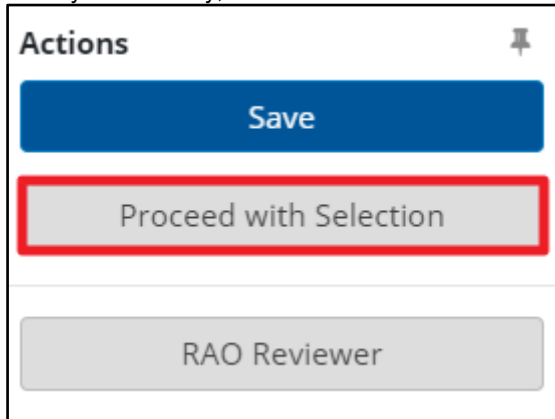


The screenshot shows the 'RO Review' interface. On the left is a sidebar with a tree view containing 'Change of Thesis Title', 'Summary', 'Request Summary', 'Review', 'RO Review' (highlighted with a green checkmark), and 'Decision Summary'. The main area is titled 'Review comments directed at the student's supervisor: 0'. It contains a text box with the instruction 'Use the system commenting feature to direct Action comments towa...'. Below this are two sections: 'Action Comments' with a '+ Add' button, and 'General Comments' with a '+ Add' button and a '[3]' indicator. A sample comment in the 'Action Comments' section is highlighted with a red box: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit'. A red '[1]' is next to the 'Review' item in the sidebar, and a red '[2]' with a speech bubble icon is next to the 'Decision Summary' item.

Your comment is posted [1], and a red speech bubble icon appears against your review [2], indicating that there is an unaddressed Action Comment that requires a reply from the supervisor:

Note that you can also leave a General Comment [3], which may indicate further actions required but does not require a written reply.

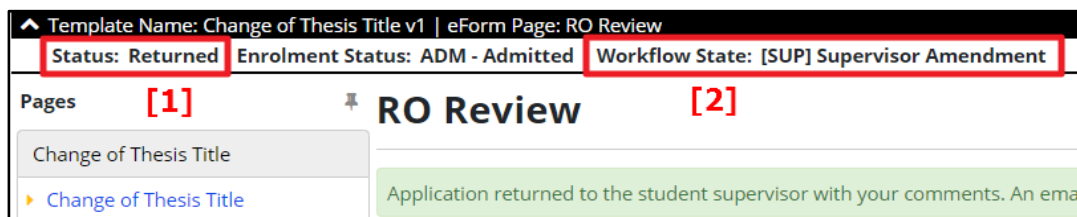
Once you are ready, choose 'Proceed with Selection' from the top right-hand corner:



The screenshot shows an 'Actions' panel with three buttons: 'Save' (blue), 'Proceed with Selection' (grey, highlighted with a red box), and 'RAO Review' (grey).

Confirm your selection.

If Returned, you will see that the Status has changed, and the Workflow State will indicate it sits with the supervisor '[SUP] Supervisor Amendment' or '[STU] Student Amendment':



The screenshot shows the top of the 'RO Review' interface. The breadcrumb trail is 'Template Name: Change of Thesis Title v1 | eForm Page: RO Review'. Below this, three items are highlighted with red boxes: 'Status: Returned', 'Enrolment Status: ADM - Admitted', and 'Workflow State: [SUP] Supervisor Amendment'. The main heading is 'RO Review' with a '[2]' indicator. Below the heading is a sidebar with 'Change of Thesis Title' and 'Change of Thesis Title' (highlighted with a red '[1]'). A green message box at the bottom says 'Application returned to the student supervisor with your comments. An email'.



## 9. Reviewing Re-submitted Forms

If the student or supervisor has amended and the form returned the form to you, it will appear again as a form for RO Review:

HDR Forms for your action		
Status	Date Submitted	Stude
Under Review	22/04/2020	13446
Under Review	25/03/2020	13443
Under Review	12/03/2020	13278


Page Size 5 10 20

Primary Supervisor	Workflow State	Number of Days
of Rupert Giles	[FACRO] RO Review	1
Jennifer Calendar	[FACRO] RO Review	30

Go to the RO Review page to see any responses to your Comments:



Pages	
Change of Thesis Title	
▶ Change of Thesis Title	
Summary	
▶ Request Summary	
Review	
✓ RO Review	
▶ Decision Summary	


Scroll down and click on the blue speech bubble [1]. Expand any comments by clicking on the down arrows [2], and view the replies [3]. If you need any further communication with the student or supervisor, you can reply and Return it once more.

Review comments directed at the student's supervisor: 6 

Use the system commenting feature to direct Action comments

**Action Comments** + Add

  Lorem ipsum dolor sit amet, consectetur adipiscing elit  
Duis at leo vitae tellus varius iaculis ac ac ex. Vivamus in r

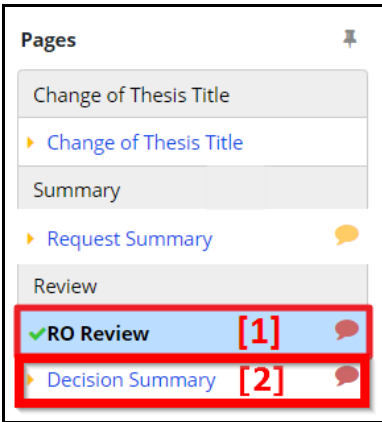
 Aliquam vel enim dui. Praesent sed vulputate magna.

Reply

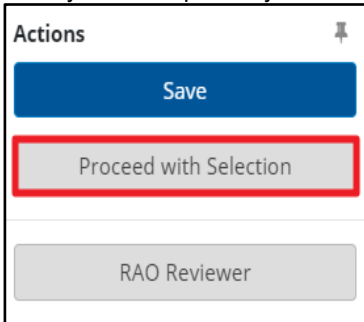
**General Comments** + Add



Note that the reply from the supervisor may indicate changes to their form, which you can view in the Decision Summary [2]. Once you are satisfied with the response, return to the RO Review page [1] and update your recommendation - either continue the process and send it on to the RAO, or send it back to the student or supervisor for further clarification.



Once you have updated your RO Review, choose 'Proceed with Selection' from the top right-hand corner:



### 10. Revising Returned Forms

The RAO may send the form back for further clarification. In that instance, it will reappear in your HDR Forms for your action list with a Status of 'Returned' with the '[FACRO] RO Review' Workflow State:

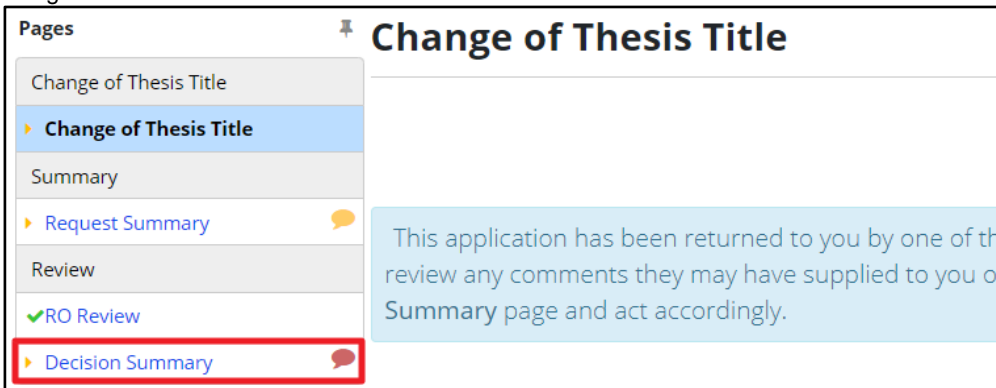
HDR Forms for your action				
Status	Date Submitted	Student ID	Full Name	Template Name
Returned	22/04/2020	13240620	<a href="#">Ms Willow Rosenberg</a>	Change of Thesis Title v1
Under Review	25/03/2020	13241284	Ms Tara Maclay	Change of Thesis Title v1

Primary Supervisor	Workflow State	Number of Days
<a href="#">of Rupert Giles</a>	[FACRO] RO Review	1
<a href="#">Jennifer Calendar</a>	[FACRO] RO Review	30

To revise the form, click on any of the form fields.

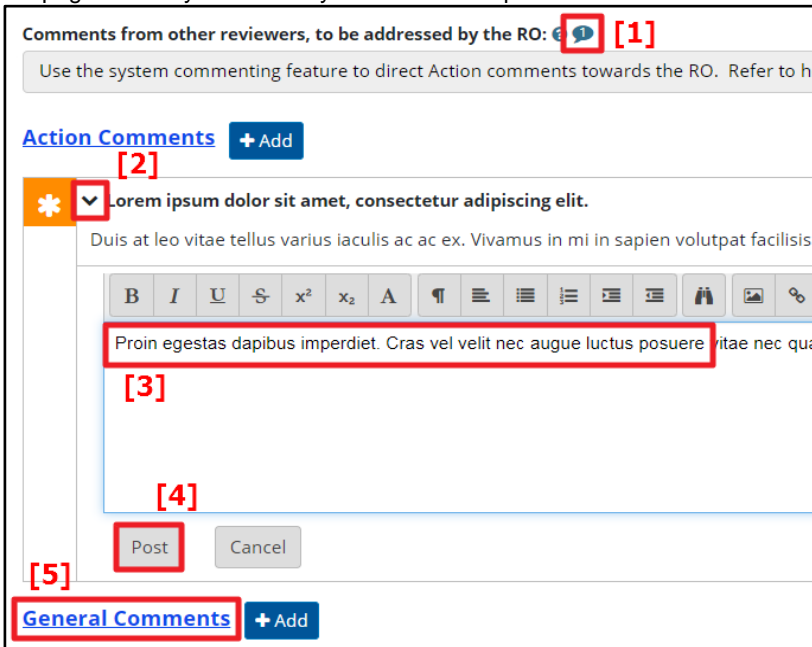


Comments will be available from the RAO reviewer on the 'Decision Summary' page. Find the link on the left-hand Pages navigation menu:



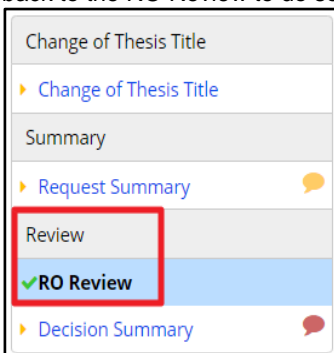
Scroll down to the Research Officer summary section.

Click on the blue speech bubble icon [1] to view comments from the RAO. Note, this is in a separate field further down the page from any comments you left for the supervisor:



Expand the comments to view by clicking on the down arrow [2], enter your reply [3], and then Post [4]. Follow the same process for any comments under General Comments [5], though they do not require a reply.

If you need to change any details in your Review (eg. if you need to change the RAO due to a conflict of interest), go back to the RO Review to do so:





When you have addressed the comments and are ready to proceed, once again click 'Proceed with Selection'.

### 11. View History

Within any application, you can view the history of changes by clicking 'View History' on the 'Actions' menu. This will give you a snapshot of where the form has been and whom it is with currently.

Name	Date
Supervisor Supportive of Application	16/06/2020 04:05:07 PM
Supervisor Assigned - PS Unavailable	16/06/2020 10:20:02 AM
Student Submission - PS Unavailable	16/06/2020 09:08:08 AM
Original HDR Plus record	16/06/2020 09:05:00 AM

By selecting an earlier “version” like “Student Submission – PS Unavailable” in the example below, you will be able to see any changes made to the form. It will compare with the current content and highlight what is different to the copy you selected. Any pages with changes will have a next to its name [1]. You will then see a next to the field that was edited [2].

**Research Knowledge and Skills:**  
 This element broadly deals with disciplinary knowledge and methods. For more detailed information, please visit the following link: [https://www.uts.edu.au/graduate-research-study/graduate-research-study-requirements](#)

- [2] Conduct sophisticated analyses - AMENDED
- Synthesise findings and develop a coherent story from the data
- Make critical contributions to improving local, institutional and global society
- Produce the knowledge and artefacts of the scholarly research
- Demonstrate near completion of thesis

**Previous value**

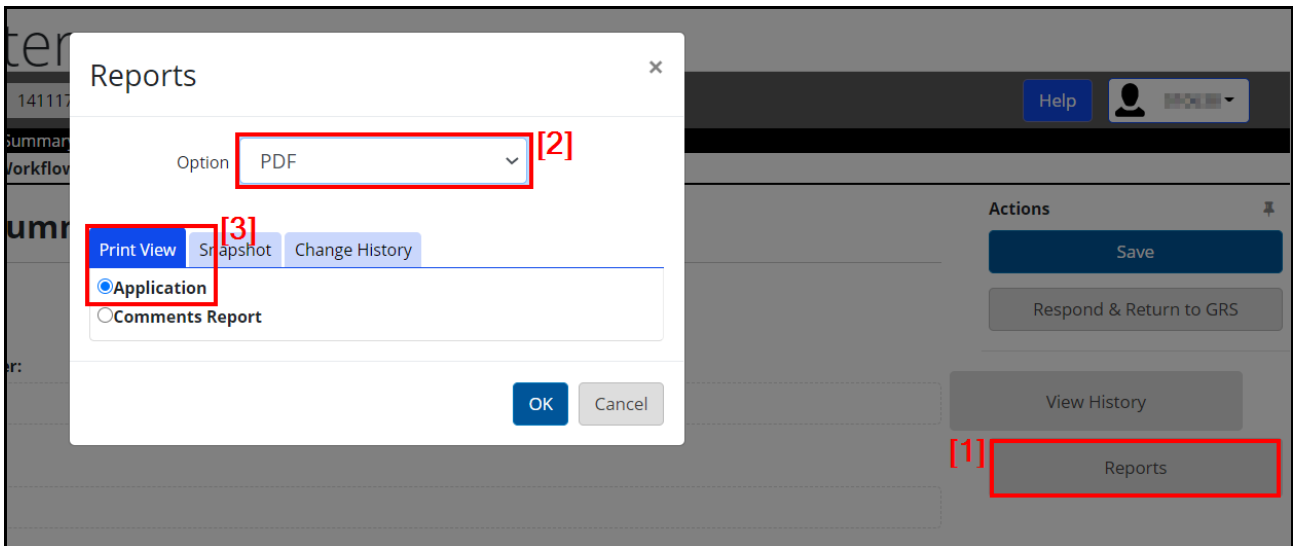
- Conduct sophisticated analyses
- Synthesise findings and develop a coherent story from the data
- Make critical contributions to improving local, institutional and global society
- Produce the knowledge and artefacts of the scholarly research
- Demonstrate near completion of thesis





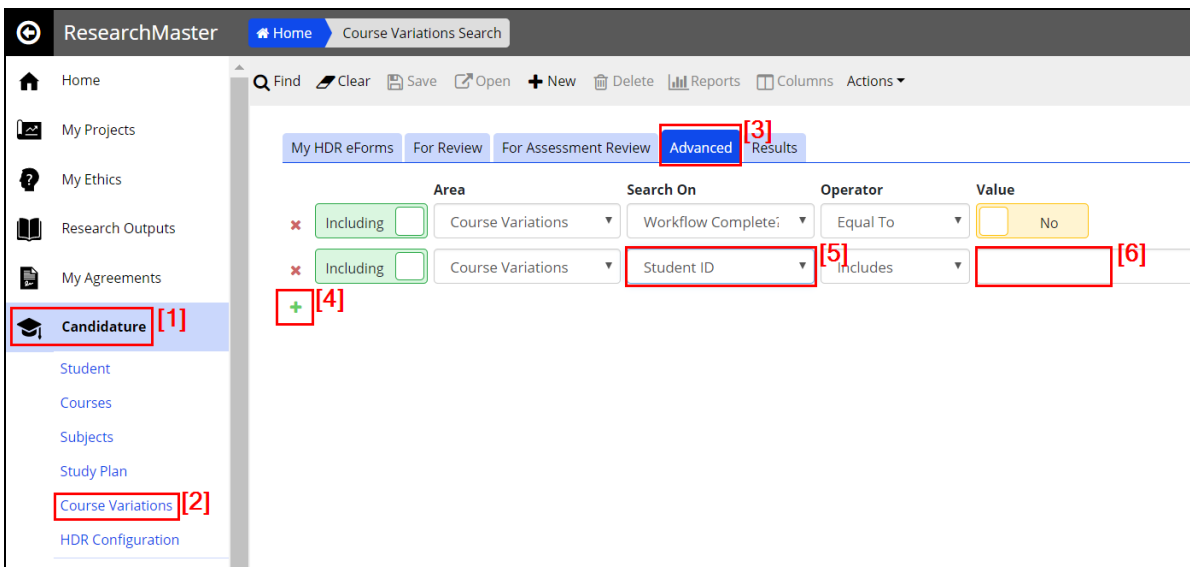
## 12. Print out/Save a copy of a form

You might need or want to print out or save a copy of a particular application. You can do that from within the application by clicking on the 'Report' button [1]. In the pop-up window, chose PDF as the output Option [2] and select 'Application' from the 'Print View' [3] tab. Click OK and a pop-up window will open to select where to save the file and what to name it.



## 13. Search function

RM offers the option to search the databased based on specific criteria. A number of objects can be searched from including students and applications. To see what applications are currently being processed within your school/faculty, go to 'My Course Variations' [2] under 'My Candidature' [1] and select the 'Advance' [3] tab. Click on the 'Results' tab to see a list of all the active forms (from Draft to Processing) within the School/Faculty.



To narrow the search down, you can add filters to suit your requirements. To see all processed forms (approved, declined & withdrawn), simply change the default value to "Yes" or change the 'Operator' to 'Exclude'.

To add more filter, click on the green + sign [4] to add additional criteria [5] (i.e. to search all forms under a specific Student ID [6])



or all student that have submitted a specific form as per below).

You can also search for any student within your school/faculty. Go to 'Students' [2] under 'My Candidature' [1] and enter their 'Name' [3] or 'Student ID' [4] and hit enter to see the results. If searching by name, be mindful that RM will expect an exact match, which means if your student has a middle initial or middle name, it would need to be included (i.e. George R,R, Martin). If you leave anything out, RM will not find your student. Sometimes it is safer to search with just the first or last name. You can also do an 'Advance' [5] search if your search criteria isn't one of the field on the 'Basic' tab.

Under the 'Advanced' tab you can search by supervisor for instance, which will give you a list of all the students supervised by this academic, whether as a Principal or Co-supervisor.

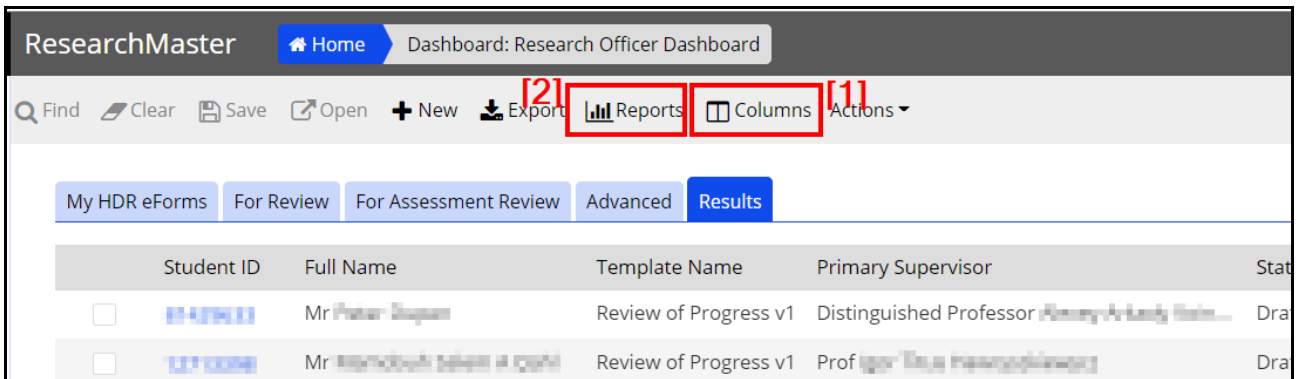
Or if you look after more than just one school, you can also search by org. unit

To run the search, you can either hit enter after typing in the criteria, click on the 'Results' tab or click the 'Find' button on the left in the top menu bar to get a list of forms or students.



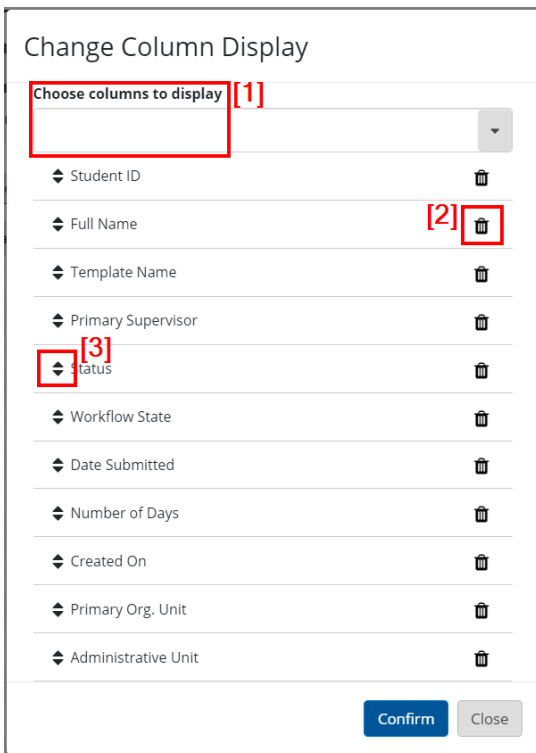
## 14. Export search results

Your [search results](#) can easily be exported into a CSV file. Once you have the list of applications or students you were after, start with choosing which columns you want to include/exclude [1] from your table. Click the export button [2]. This will open a pop-up so you can select where to save the file and what to name it.



The screenshot shows the ResearchMaster interface. At the top, there is a navigation bar with 'Home' and 'Dashboard: Research Officer Dashboard'. Below this is a search bar with 'Find', 'Clear', 'Save', 'Open', '+ New', 'Export', 'Reports', 'Columns', and 'Actions'. The 'Columns' button is highlighted with a red box and labeled [1]. Below the navigation bar are tabs for 'My HDR eForms', 'For Review', 'For Assessment Review', 'Advanced', and 'Results'. The 'Results' tab is selected. Below the tabs is a table with columns: Student ID, Full Name, Template Name, Primary Supervisor, and Status. The first two rows of the table are visible, with checkboxes in the Student ID column. The 'Export' button is highlighted with a red box and labeled [2].

You can manage the columns displayed on your search results by either adding [1], removing [2] or sorting the columns to your liking. To move them, click and hold the double-headed arrow in front of the column header and drag it where you want it to be.



The screenshot shows the 'Change Column Display' dialog box. At the top, there is a search bar labeled 'Choose columns to display' [1]. Below this is a list of columns with double-headed arrows and trash icons. The 'Full Name' column is highlighted with a red box and labeled [2], and the 'Status' column is highlighted with a red box and labeled [3]. At the bottom, there are 'Confirm' and 'Close' buttons.



# Responsible Academic Officer Interface

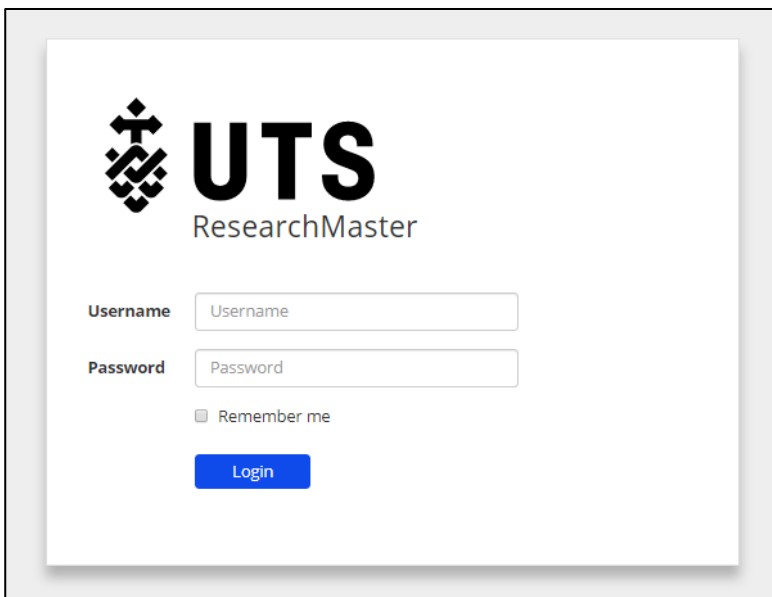
The Responsible Academic Officer (RAO) is the senior academic staff member within the faculty/school with the delegated responsibility to make various student-related academic decisions.

The faculty/school RAO decides whether to endorse the graduate research students' candidature variations or not, as required. When endorsed by the faculty/school, the candidature variations will be processed by the Graduate Research School (GRS).

## 1. Accessing HDR Online

We recommend Chrome or Firefox to log in to ResearchMaster (RM).

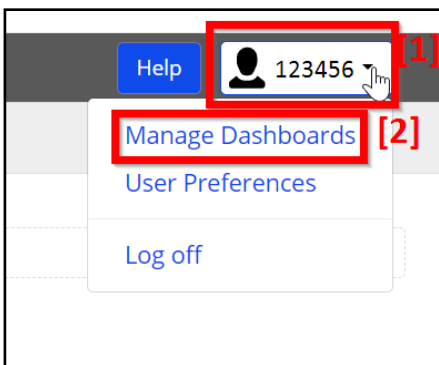
As the RAO, you can log into RM using your staff ID and password. If logging in remotely, go to <https://vpn.uts.edu.au/my.policy> and select ResearchMaster under 'Staff Resources'.



## 2. Responsible Academic Officer Dashboard

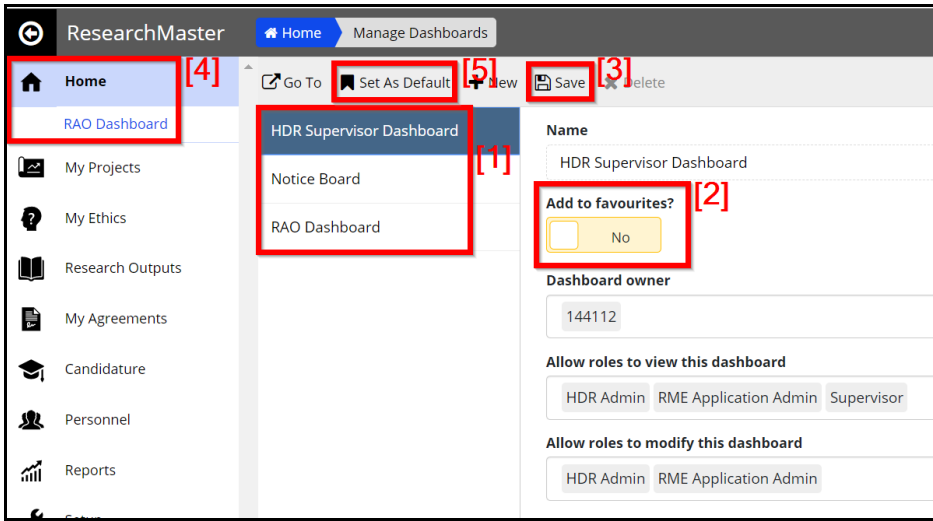
You can set up a Dashboard as your favourite. When logging in for the first time into RM, you might be asked to select your default dashboard.

To change it or set one up if you aren't asked the question, click on your staff ID [1] on the top right of the session menu and chose the 'Manage Dashboards' option [2].



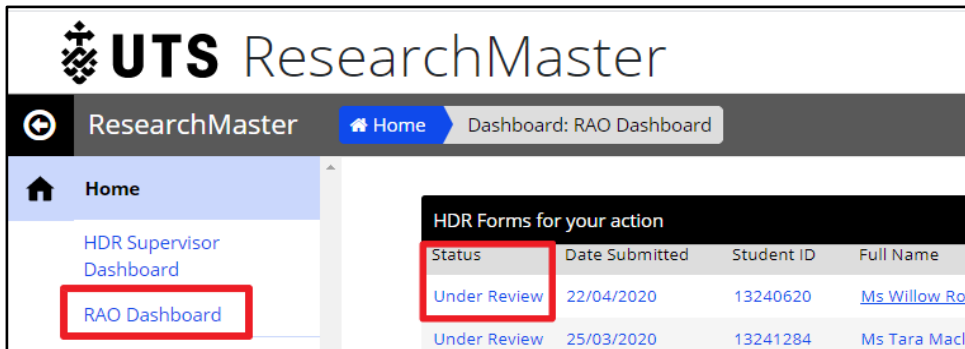


If you have more than one dashboard to choose from, you can select the one you want to add [1] and make sure 'Yes' is set under 'Add to favourites' [2], then click 'Save' [3]. Any dashboards selected as favourites will then appear under the Home menu on the right [4].  
By clicking on 'Set As Default' [5] the selected dashboard opens automatically on login.

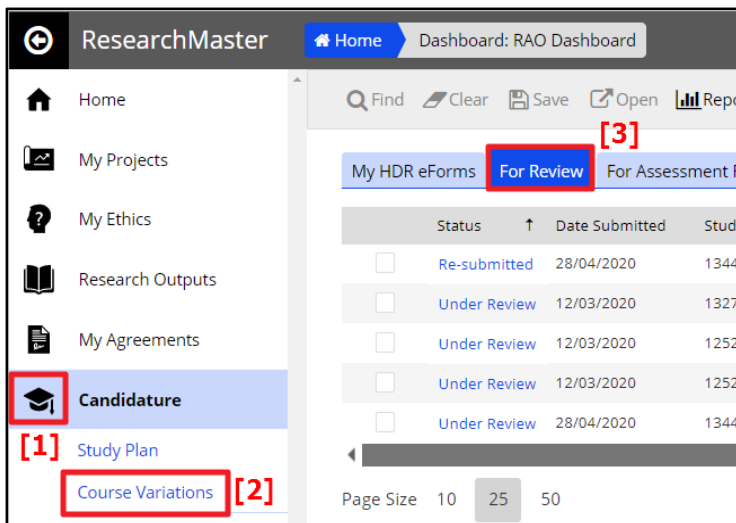


### 3. Processing forms

A shortcut to “HDR Forms for your action” [1] should appear on the RAO Dashboard:



You can also access them any time from the Candidature > Course Variations page:

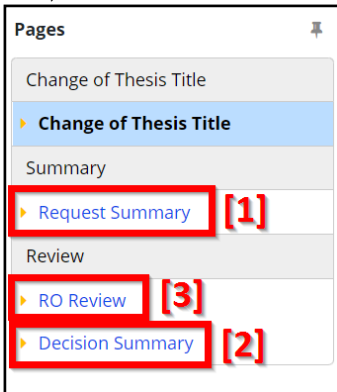




Forms requiring your attention will display a Workflow State of '[FACRAO] RAO Review':

Primary Supervisor	Workflow State	Number of Da
Prof Rupert Giles	[FACRAO] RAO Review...	1
Dr Jennifer Calendar	[FACRO] RO Review	30

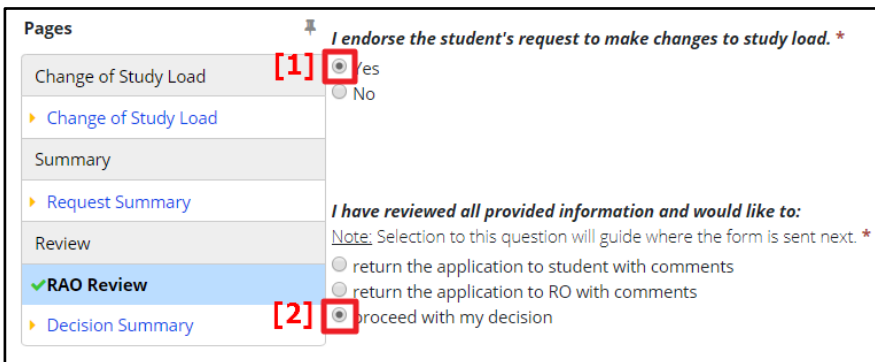
First, review the details on the Request Summary page [1]:



Once you have reviewed and made your decision, head to the RAO Review page [2] to make your decision.

#### 4. Recording Your Decision

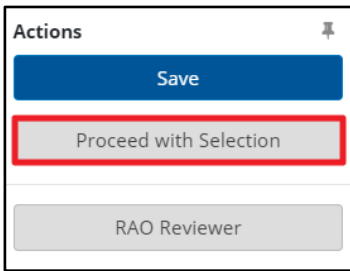
To approve the student's request:



Endorse the request [1], then choose 'proceed with my decision' [2]

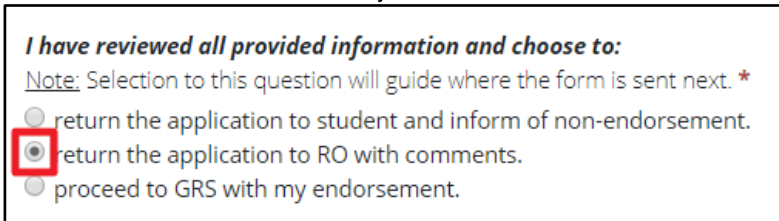


Finally, select 'Proceed with Selection' from the top-right hand corner, and confirm:



The screenshot shows a vertical menu titled 'Actions'. It contains three buttons: 'Save' (blue), 'Proceed with Selection' (grey, highlighted with a red border), and 'RAO Reviewer' (grey).

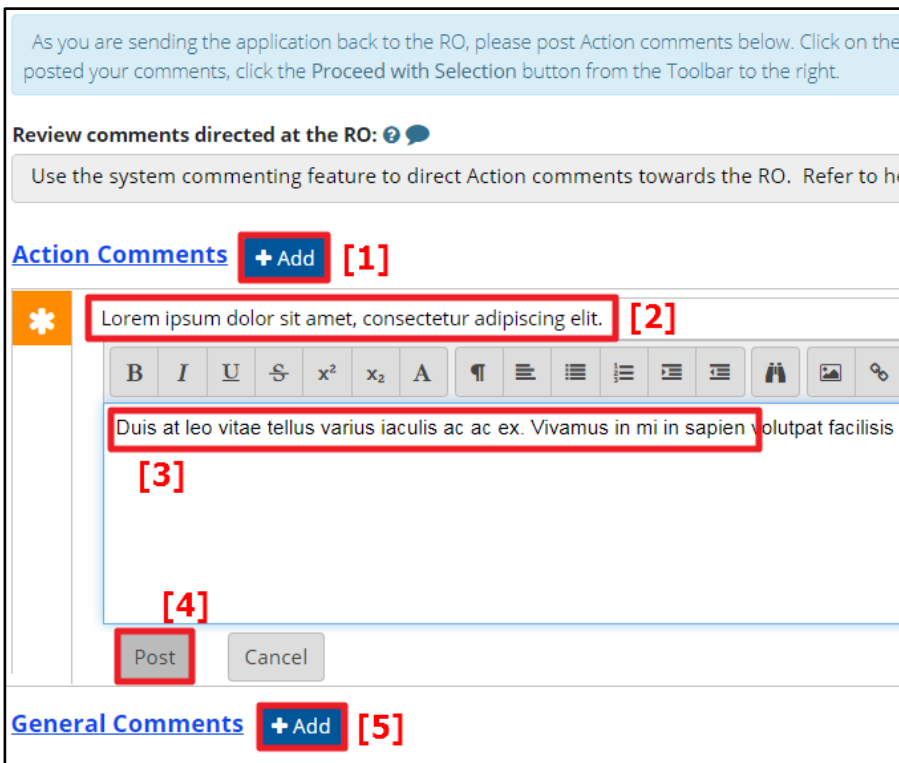
If the form requires additional information before it proceeds, you can return it to the RO for clarification, who can send it back down the line where necessary:



The screenshot shows a form section with the heading ***I have reviewed all provided information and choose to:***. Below it is a note: *Note: Selection to this question will guide where the form is sent next. \**. There are three radio button options:
 

- return the application to student and inform of non-endorsement.
- return the application to RO with comments. (This option is highlighted with a red box)
- proceed to GRS with my endorsement.

When you do so, you are required to leave a comment with further instructions. To leave an Action Comment, which requires an explicit comment reply:



The screenshot shows a commenting interface with the following elements highlighted in red boxes and numbered:
 


- [1] The '+ Add' button next to the 'Action Comments' section.
- [2] The text input field containing 'Lorem ipsum dolor sit amet, consectetur adipiscing elit.'
- [3] The rich text editor area containing the text 'Duis at leo vitae tellus varius iaculis ac ac ex. Vivamus in mi in sapien'.
- [4] The 'Post' button at the bottom of the comment form.
- [5] The '+ Add' button next to the 'General Comments' section.

Click on +Add [1], write your summary [2] and details [3], then 'Post' [4]. You can also leave a General Comment [5], which does not require an explicit comment reply.




You may also leave a comment for administration purposes:

**RAO comments:**



Proin egestas dapibus imperdiet. Cras vel velit nec augue luctus posuere vitae nec quam. Nam felis eros, ultrices quis ex ac, varius fermentum tellus.

Once you are ready, select Proceed with Selection from the top-right corner, and confirm:

**Actions** 

**Save**

**Proceed with Selection**

RAO Reviewer

To reject the application:

Returning the application to the student will completely close the form - if the student wishes to resubmit with amendments, they will have to start a new form. If you need to reject the application, be sure to provide a reason to the student:

**I have reviewed all provided information and choose to:**

Note: Selection to this question will guide where the form is sent next. \*

return the application to student and inform of non-endorsement.


return the application to RO with comments.

proceed to GRS with my endorsement.

As you are sending the application back to the student informing them of non-endorsement, please post your comments below.

**Final comments for Student about the outcome of this request:**


Note: This field will be visible to the student once request outcome has been finalised. \*



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis at leo vitae tellus varius iaculis ac ac ex. Vivamus in mi in sapien volutpat facilisis rutrum at risus. Mauris at molestie urna.

You may also leave a comment for administration purposes:

**RAO comments:**

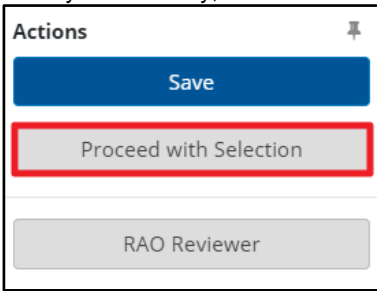


Proin egestas dapibus imperdiet. Cras vel velit nec augue luctus posuere vitae nec quam. Nam felis eros, ultrices quis ex ac, varius fermentum tellus.



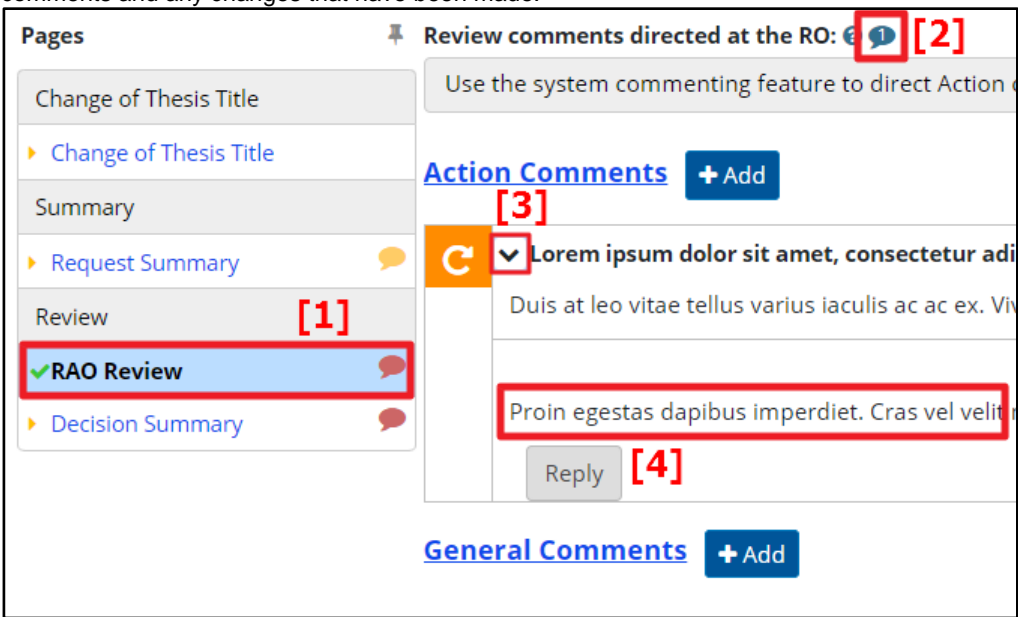


Once you are ready, select Proceed with Selection from the top-right corner, and confirm:



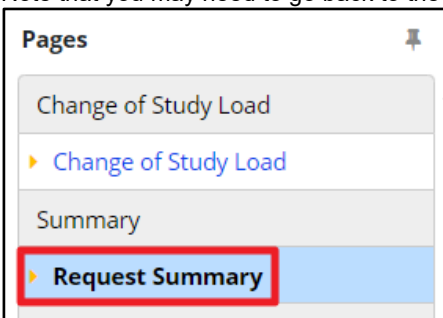
### 5. Review a Re-submitted Form

If you have sent the form back for clarification, and it has come back to you for approval, review the responses to your comments and any changes that have been made:



You'll find any comment responses on the RAO Review page [1]. Scroll down to the section titled "Review comments directed at the RO" and click on the blue speech bubble icon [2] to view comments. Click on the down arrow [3] to expand and view the response [4].

Note that you may need to go back to the 'Request Summary' page to see additional changes:



Finally, return again to the RAO Review page to make your revised decision.