

Frequently Asked Questions:

Research Students Centre – Advice on QUT Virtual Online Forms

Why are we having online forms?

Progressively through 2006-8 a project is under way to convert many existing RSC Forms into online forms via QUT Virtual (QV). This will:

- reduce delays in receipt of forms;
- reduce paper based file management;
- eliminate double entry of details, and
- streamline entry of information to systems.

The approval process as established for the paper-based form remains unchanged. The project is sponsored by the Dean of Graduate Studies and facilitated by the Manager Research Students Centre.

What does the online form project mean for students?

All forms will be initiated by the Student with the exception of the nomination of examiner form. By using the QUT login via QUT Virtual to view the form, it will automatically populate with relevant details within the online form. This should reduce data entry time taken in preparing the form. The form will also automatically generate prompts relevant to the student's profile. For example: Only international students will see prompts related to visa requirements; Only doctoral students will see prompts related to milestone events. A student can start a form at any time but if the form remains dormant on the system for more than 2 days it will be deleted.

What does the online form project mean for supervisors?

Once the student has submitted the form it is forwarded to the principal supervisor for approval via email. The supervisor will receive a form email notifying them that the student has submitted the form and asking them to view the form in QV and indicate their recommendation. The supervisor will be sent one prompt if the form is not processed within 2 day and in 5 days the request will be escalated to the FRAO. If the supervisor rejects the request they will be required to provide advice and this will be returned to the student. If the supervisor recommends the request it will be referred to the FRAO.

What does the online form project mean for Faculty Research Administration Officers (FRAOs)?

The FRAO will receive a form email notifying them that the student submitted and supervisor recommended a request. They will be asked to view the form in QV and refer it through the usual faculty approval process. They can refer the form to one or more people simultaneously or contiguously. If necessary the form can be printed out. As required email, phone or other communications can be used to facilitate the processing of the form as may have been the case with paper based forms.

Based on approval being granted they will then notify the RSC that the Faculty approval has been obtained. As required the FRAO can use a comments box to detail the approval process or any comments relevant to the request. The FRAO will be sent a prompt after 2 days and in 5 the request is escalated to the RSC. There is an option for the FRAO to seek an extension of time if required.

If the faculty rejects the request the FRAO will be required to provide advice in a comments box that will be returned to the student. This would normally be based on the comment provided by the relevant Faculty authority (e.g., HOS/Postgraduate Coordinator) or standard agree policy related to approval of request. Where a FRAO

believes it is appropriate it would be possible to either note the Faculty authority that provided the comment or refer the student to this authority for feedback on the rejection of the request. As a guide this advice would be provided consistent with the process used in the rejection of a paper based form request.

What does the online form project mean for RSC Staff?

The RSC will refer the form to the Scholarships Officer and International Students Business Services as required for advice. RSC will consider the application in light of relevant policy and if necessary refer it to the Manager RSC and/or Dean of Graduate Studies for advice.

Once approved on QV the relevant systems will be automatically updated and an email will be sent to the FRAO, supervisor and student confirming the finalisation of the request. FRAO, supervisor and student will be referred to PORTIA to confirm updated details as required. FRAOs can also view approved forms via the Student file available on Dataworks if required. Currently the upload to Dataworks is not automated but when the RSC converts to TRIM at the end of 2007 this is proposed as a further enhancement.

If rejected it is a requirement that reasons for the rejection be stipulated and these be referred back to the FRAO, supervisor and student for advice. If rejected, the form will not appear in Dataworks/on the Student file.

Normally, the RSC will be sent a prompt after 2 days and in 5 the request is escalated to the Manager RSC unless an extension of time is requested.

How do the forms work?

Within the form there are pre populated fields confirming personal and candidature details. There are questions equivalent to those on the paper based form and facility to answer these using text boxes or attaching files. During the processing of the form it is possible for the Student/Supervisor and FRAO to see the progress of the form via QV. Once the form has been approved it is available for viewing through QV or Dataworks as a historical reference.

What forms are available?

Forms available on QV at the moment are:

Leave of Absence
Change to Thesis Title
Annual Progress Report

What forms will be available in the future?

Forms proposed for conversion to online include:

Internal student scholarship application
Extension Form
Change of Supervisor
Change of Study Mode
Transfer Form
Miscellaneous Form
Stage 2
Confirmation
Final Seminar
Nomination of Examiners
Lodgement for Examination
Submission of final bound thesis