


CRM Admission Recommendation User Guide: Assessment & Recommendation - Academic completion

- [Stakeholder responsibilities](#)
- [Principal Supervisor](#)
- [Head of School/Institute](#)
- [Sub-Dean Graduate Studies](#)
- [Returning Requests](#)

 This user guide outlines the process for the following stakeholders to complete the Admission Recommendation (AR) Request in CRM:

- Principal Supervisor
- Head of School / Institute
- Sub-Dean Graduate Studies

NB. Not proceeding as Principal Supervisor

If the nominated Principal Supervisor is unwilling to take on the role/candidate, they must add an internal note advising the Graduate Studies Liaison Officer (GSLO) that this is the case, and then return the request so that the GSLO can discuss this with the SDGS. Refer to Returning Requests at the end of this guide.

Only use the decline recommendation option to decline admission. Do not use the decline recommendation for questions or requests for more information.

Internal comments

All stakeholders can add internal comments if they wish to add information or notes outside of the recommendation section.

Stakeholder responsibilities

When an Admission Recommendation (AR) Request is assigned to you, you will receive an email notification containing a CRM link direct to the individual request for you to action.

Each AR Request includes the following tabs for your review and/or action:

- Request Details - includes the HDR candidate's (student) details, if they are applying for a scholarship, their course details and qualifications.
- Assessment & Decision
 - Outlines the nominated stakeholders.
 - Timelines which include associated emails, notes and attachments. The applicant's supporting documents will be available to view/download in the timelines section. These can also be viewed from the Request Details tab.
 - Internal comments - used to add or review general comments.
 - Scoring Tool Results - where the Head of School will utilise the scoring matrix to assess and comment on the applicant's eligibility .
 - Recommendations - where each recommendation stakeholder adds their recommendation and comments.
 - Decision - where the Dean, Graduate Research nominates their final decision.
- Principal Supervisor - mandatory fields for the PS to complete, such as the supervisory team, probation requirements etc.
- Proposed Enrolment - outlines the candidate's commencement session and which subject they will be enrolled in, study mode and campus.
- Admin - utilised by the GSLO and Admissions Teams to complete the Request process.

Reviewing application documents

The applicant's supporting documentation will be available to view/download in the Timelines section of the Assessment & Decision tab

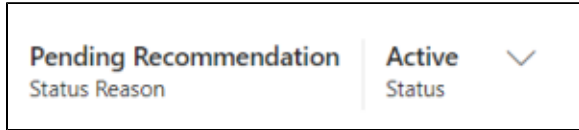
Principal Supervisor

✓ Mandatory Fields

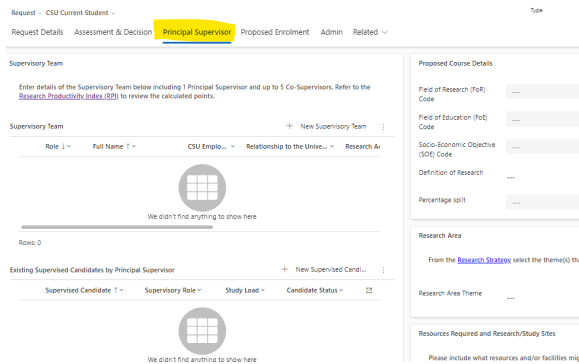
The Principal Supervisor will have a number of mandatory fields to complete.
NB. The AR can be partially completed, saved, and returned to at a later date for completion.



The request status should indicate Pending Recommendation as the Status Reason in the top right hand corner.



To complete AR, navigate to the **Principal Supervisor** tab and complete the following sections



Supervisory Team

Add yourself as Principal Supervisor, then nominate the co-supervisors

To add each supervisor's details, click on the + *New Supervisor Team* button to open the below individual supervisor details page

- Role - select Principal Supervisor or Co-Supervisor from the dropdown option
- Relationship to University - select internal or external from the dropdown option
 - If internal, search for the person by entering their name. This can be done by first name (but it must be the full name, shortened names won't be identified) or last name or staff ID
 - If external, type in their full name
- Research Active will default as No, this will need to be manually changed to Yes where applicable. Visit the [RPI Tool](#) for assistance if needed.
- Home Campus - select from the dropdown menu
- Supervisor Load Percentage - Please note this will become a requirement in the future. Please leave this blank until the Supervisory Load Guidelines are confirmed and introduced.
- Employed by CSU Institute will default as No. If the nominated supervisor is employed by one of the [Institutes](#) this needs to be manually changed to Yes. When Yes is selected then nominate the relevant institute
- Click Save and Close after each supervisor entry
- You may need to refresh the page for all details to populate within the Supervisory Team table.

Example of initial page to add a person to the supervisory team

New Supervisory Team

General

Enter details of the Supervisory Team below including 1 Principal Supervisor and up to 5 Co-Supervisors. Refer to the [Research Productivity Index \(RPI\)](#) to review the calculated points.

Role: --Select--

Relationship to the University: --

Contact: *

Research Active: No

Home Campus: --

Supervisor Load Percentage: --

Employed by CSU Institute: No

Existing Supervised Candidates by Principal Supervisor

List your current/active HDR candidates.

Generate a list of your candidates from RM. Supervisor Student Listing is available from the homepage on [MyResearch](#). See "Instructions to run reports in MyResearch" on [this page](#) for detailed instructions.

To add a new entry, click on the ellipsis and then choose the + *New Supervised Candidates* button. This will open the below individual New Supervised Candidates page

Existing Supervised Candidates by Principal Supervisor

Supervised Candi... 1 ▾ Supervisory Role ▾ Study Load ▾ Candidate Stat... ▾

From the [Research Strate](#) may be selected.

New Supervised Candidates

Add Existing Supervised Ca...

Refresh

Flow >

Run Report >

Excel Templates >

Export Supervised Candi... >

See associated records

We didn't find anything to show here

Rows: 0

English Language Proficiency (ELP)

- Add each candidate by entering their name. This can be done by first name (but it must be the full name, shortened names won't be identified) or last name or student ID
- Supervisory Role - select Principal Supervisor or Co-Supervisor from the dropdown option
- Study Load - select full-time or part-time from the dropdown option
- Candidate Status will default as Continuing. Change to On Leave or Under Examination if applicable
- Save and Close after each candidate entry
- You may need to refresh the page for all details to populate within the Existing Supervised Candidates by Principal Supervisor table.

Example of initial page to add a candidate to your list of supervised candidates

New Supervised Candidates

General

Supervised Candidate: --

Supervisory Role: --

Study Load: --

Candidate Status: Continuing

English Language Proficiency (ELP)

This section must be completed to progress the AR

- Although ELP is not applicable to domestic, please choose 'Completed test for English proficiency' from the drop down menu to continue.
- Where applicable for international candidates, choose the applicable option from the dropdown menu
- Note if ELP waived is selected, comments must be added to advise the basis for waiver

English Language Proficiency (ELP)

Applies to International candidates or candidates born overseas.

English Language Proficiency: * English language proficiency waived (approved by Executive Dean only)

Basis for Waiver: add reason for waiver here

Intellectual Property (IP)

- Choose Yes, No or Not Applicable from the dropdown option

Intellectual Property (IP)

Please refer to the [IP Policy](#) if research is subject to contact with a third party.

Research IP Likely *

If Yes, the Office of Research Services and Graduate Studies should be consulted prior to submission of the Research Proposal Approval Form.

Proposed Course Details

Research Classifications - FOR, FOE and SEO

- Noting these are all mandatory fields, select from the list available, the most appropriate codes for the research topic. The easiest search method is *keyword or by the six digit code should you know it. NB. Codes must be six digits and cannot end in 99
- Definition of Research - more than one can be selected from the dropdown menu options.

Proposed Course Details

Field of Research (FoR) Code *

Field of Education (FoE) Code *

Socio-Economic Objective (SEO) Code *

Definition of Research *

Percentage split *

Research Area

More than one option can be selected from the dropdown menu

Research Area

From the [Research Strategy](#) select the theme(s) that align to the Research Proposal. Note more than one may be selected.

Research Area Theme *

Resources Required and Research/Study Sites

- Type in each mandatory field to enter the applicable information
- Insert N/A if other and facilities is unnecessary

Resources Required and Research/Study Sites

Please include what resources and/or facilities might be required, such as What Facilities and/or equipment are needed to undertake the research proposed as envisioned at this stage? and How will these facilities and/or equipment be provided/accessed?

Location of the research project *

Other *

Facilities Required *

Facility Access *

Probation Conditions

Include any coursework subjects required for Master/Doctor of Philosophy here
Whilst 'Select all' is an option, please select one only and add comments where applicable

- If Standard Probations Conditions is selected, insert N/A in the comments field

ELP

International applicants that were born in a Group One country or completed one qualification in a Group One country and the language in which the qualification was undertaken was English are not required to complete ELP test. Refer to the [International Course Entry Requirements](#) for more information.

- If HDR Induction Only is selected, add the name of the previous institute where probation was completed in the comments field
- If you are recommending the candidate complete coursework subjects during the probation period, choose Other and list the subject code(s), enrolment session and fund code. **Subjects approved for probation are funded by the Faculty, School or Institute.**

Probation Conditions

List the milestones the candidate or candidates must complete within the first 12 months (full-time enrolment) or 2 years (part-time enrolment) of their candidature. Resources: [Probation Conditions](#).

Probation Milestones * Standard Probation Conditions to apply

Comments * N/A

Prior Candidature/Credit

- Previous HDR, select Yes or No from the dropdown options
- If Yes is selected, complete the remaining fields as per the example screenshot below

Prior Candidature/Credit

Previous HDR * Yes

It is your responsibility to engage with the former institution regarding why the candidate is transferring. Please provide information in the comments box below.

Comments * N/A

Same Topic No

Previous Institution UNE

Navigate to Proposed Enrolment tab

Request Details Assessment & Decision Principal Supervisor **Proposed Enrolment**

The Principal Supervisor needs to review the recommended subjects for enrolment.

If the subjects need to be changed, navigate to the Assessment and Decision tab to add an internal comment with details of the new subjects.

To add a new internal comment, click on the ellipsis and then choose the + *New Internal Comment* button. This will open a 'Quick Create: Internal Comment' window for you to add comments, then save and close.

Navigate to the Assessment and Decision tab

Once all Principal Supervisor fields are populated, you must add your recommendation to progress the AR to the next stakeholder.

- Under the Recommendation(s) heading, select New Recommendation (if not visible, enlarge the screen)

Recommendation(s)

+ New Recommendation

Recommendation... Recommendation... Recommendation... ↓

We didn't find anything to show here

Research classification codes

Field of Research (FOR) and SEO -> [ANZRC @ ABS](#)

Field of Education (FOE) -> [A SCED @ Department of Education](#) or [ABS page](#)

The codes entered into the FoE, FoR and SEO fields are essential in identifying the research project with the relevant codes, which the Australian government provides. The most appropriate code must be entered. We want to report accurately to the government the project areas the university is engaged in, ensure that our internal reporting is across the required areas and aligns with CSU's research strategy and priorities and that the research areas match with the supervisor's area of expertise.

- Select Recommendation from the dropdown menu, and then complete the remaining fields (reason for decline and/or additional comments) if required



Probation conditions

If additional coursework is required as set probation conditions, add the subject code and Faculty account code (as coursework subjects will be paid from Faculty accounts) in the comments section.

- Click Save and Close

Final Step

Once the Principal Supervisor has entered a recommendation, and is ready to send the AR request to the Head of School or Institute Director, select Save and Progress.

Head of School/Institute

The Head of School/Institute needs to review the information provided by the Principal Supervisor, specifically in the

- Principal Supervisor tab
- Assessment and Decision tab > Recommendation section

NB. The supporting application documents are kept within the Timeline of the Assessment and Decision tab for reference. These can also be viewed from the Request Details tab.



Discuss directly with Principal Supervisor

If the Head of School/Institute has any concerns or questions they need to discuss this directly with the Principal Supervisor before proceeding to complete the recommendation section.

After this discussion they can still choose 'Recommend to Decline' if they do not support the admission recommendation.

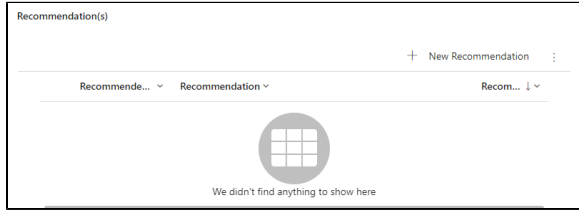
Navigate to the Assessment and Decision tab and complete

Scoring Tool Results (used to endorse Tuition Fee-Offset)

- Open the scoring matrix document to assess the candidate as instructed.
- Enter the applicant's overall score and any comments as per the below screenshot.

Recommendation(s)

- Under the Recommendation(s) heading, select New Recommendation (if not visible, enlarge the screen). This must be completed before the AR can progress.



- Complete the below fields as applicable

New Recommendation - Unsaved

HDR AR Recommendation

Head of School/Institute Director

Does this candidate's research project FOR code (as stated on the Principal Supervisor tab) align with the school's current priority Field of Research code(s)? I agree No

Based on the [scoring matrix](#) does this candidate's research experience and education identify them as an outstanding applicant (Scoring 30 or above), with an excellent chance of completion, or I agree No

The candidate has scored below 30 but a qualifying statement (below) details how other esteem factors or criteria that evidence an excellent chance of completion, or I agree No

Outline how the candidate will be aligned with existing or emerging research strength teams, support networks, and research culture within the school/institute and what strategies are in place for identifying and managing early problems or issues.

Additional Comments

Segoe UI 11 B I U S

Enter text...

I certify that adequate financial and physical resources are available for this Candidate and have consulted DFM where necessary. I agree No

Recommendation

Reason For Decline

Recommended By

Recommended On

Final Step

Once the Head of School or Institute Director is ready to send the request to the Sub-Dean Graduate Studies, select Save and Progress.



Sub-Dean Graduate Studies

The Sub-Dean Graduate Studies needs to review the information provided by the Principal Supervisor and Head of School/Institute, specifically in the

- Principal Supervisor tab
- Assessment and Decision tab > Recommendation section

NB. The supporting application documents are kept within the Timeline of the Assessment and Decision tab for reference. These can also be viewed from the Request Details tab.



Discuss directly with Principal Supervisor

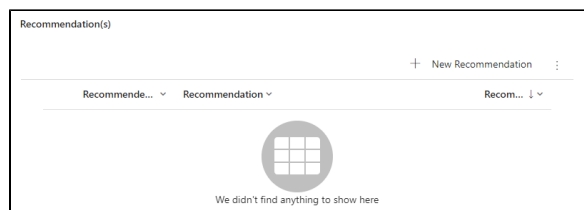
If the SDGS has any concerns or questions they need to discuss this directly with the Principal Supervisor and/or Head of School/Institute Director before proceeding to complete the recommendation section.

The SDGS can contact the GSLO directly or discuss further in the fortnightly meetings.

After this discussion they can still choose to 'Recommend to Decline' if they do not support the admission recommendation.

Navigate to the Assessment and Decision tab and complete

This must be completed before the AR can progress. Select New Recommendation



Select Recommendation, and then complete the remaining fields as applicable

Sub Dean

I endorse this recommendation for admission of the Candidate. I agree No

I certify that the Proposed Supervisors are sufficiently expert in this area of research and have the time and commitment to be able to provide appropriate supervision. I agree No

I certify that the nominated supervisors are registered on the Graduate Research Supervisor register. I agree No

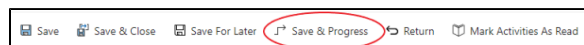
Recommendation

Reason For Decline

Additional Comments

Final Step

Once the Sub-Dean Graduate Studies is ready to send the request to the GSLO for verification, select Save and Progress.



Returning Requests

This option is to be used when seeking additional information or querying the application for any reason. An internal comment should be added to the AR Request explaining why it's being returned and what's needed before progressing further.

To return a AR Request to a previous stakeholder, select Return at the top ribbon menu.



