MANAGE MY DEGREE HDR EFORM APPROVALS WORKFLOW

Version 2.0
1 May 2018
1 **eForm Approvals Workflow**

As the MMD HDR form is combining several forms into one package, the approvals process of the form varies depending on what Action is selected by the student, as well as the circumstances of the student. E.g. Australia Awards Students must have approval from the Australia Awards Team. The diagrams below show the approvals process for each action type and the conditions which require additional approvers.

### 1.1 Apply for Leave

1. Student
2. Has EPEE? Yes/No
   - Yes: College Admin Endorsement
   - No: Chair of Panel Endorsement
3. Delegated Authority Approval
4. Australia Awards Recipient Approval
   - Yes: STAR
   - No: Australia Awards Team Approval

### 1.2 Return From Leave / Voluntary Discontinuation

1. Student
2. STAR
1.3 Add / Drop Coursework Courses

1.4 Change Thesis Details
1.5 Change Intensity

Student → Chair of Panel Endorsement → Delegated Authority Approval → Australia Awards Recipient

Delegated Authority determines if the reasons for Change of Intensity are Compassionate and Compelling or Academic

Australia Awards Team Approval

No

Onshore with Compassionate and Compelling reasons

Yes

ASQO Approval

No

STAR

1.6 Change Program Level

Student → Chair of Panel Endorsement → Head of School Endorsement → Delegated Authority Approval → Australia Awards Recipient

Australia Awards Team Approval

No

STAR

Yes
1.7 Extend Program

Student → Has EPE or has taken over 6 months leave → No → Chair of Panel Endorsement

Head of School determines whether the school/centre will fully or partially sponsor the student's fees and OSHC → Yes

College Admin Endorsement → Yes → Head of School Endorsement → Yes → Delegated Authority Approval → Yes → Australia Awards Recipient

No → No → STAR

1.8 Extend Scholarship

Student → Chair of Panel Endorsement → Head of School Endorsement

Head of School determines which of the Scholarship Extensions will be supported → Yes → Delegated Authority Approval

No → Australia Awards Recipient

Yes → Australia Awards Team Approval

STAR determines for which of the Scholarship Extensions the student is eligible.