

USER GUIDE

HIGHER DEGREE RESEARCH

(HDR)

WITHDRAWAL

eFORM

TABLE OF CONTENTS

ROLE – CENTRAL HDR	3
1. ACCESSING THE CI ANYWHERE PORTAL	3
2. ACCESSING MY TASKS	4
3. NAVIGATING THE MY TASKS AREA	5
4. OPENING A TASK.....	6
5. NAVIGATING TO CENTRAL HDR ADMIN - SECTION.....	7
6. ENDORSE THE REQUEST.....	9
7. ENDORSE WITH AN ALTERNATIVE DATE.....	11
8. NOT ENDORSE THE REQUEST.....	13
9. REQUEST FURTHER INFORMATION	14
10. COMPLETE THE WORKFLOW.....	15

ROLE – CENTRAL HDR

1. ACCESSING THE CI ANYWHERE PORTAL

1.1

Go to the Ci Anywhere portal and click on Login using the OneID

1. Click on Login with OneID

GO TO THE Ci Anywhere portal

1.2

Enter your Username and Password and Click Sign in.

If you have trouble signing in, contact the relevant department

Login using your OneID Username and Password

1. Enter your Username

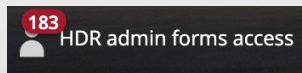
2. Enter your Password

2. Click on Sign in

2. ACCESSING MY TASKS

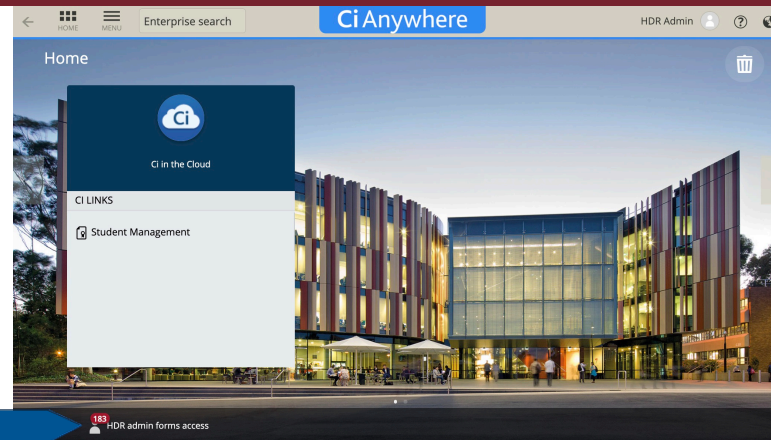
2.1

On the Ci Anywhere Home screen click at the bottom of the screen on the icon



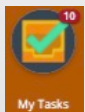
1. Click on HDR access

Accessing My tasks

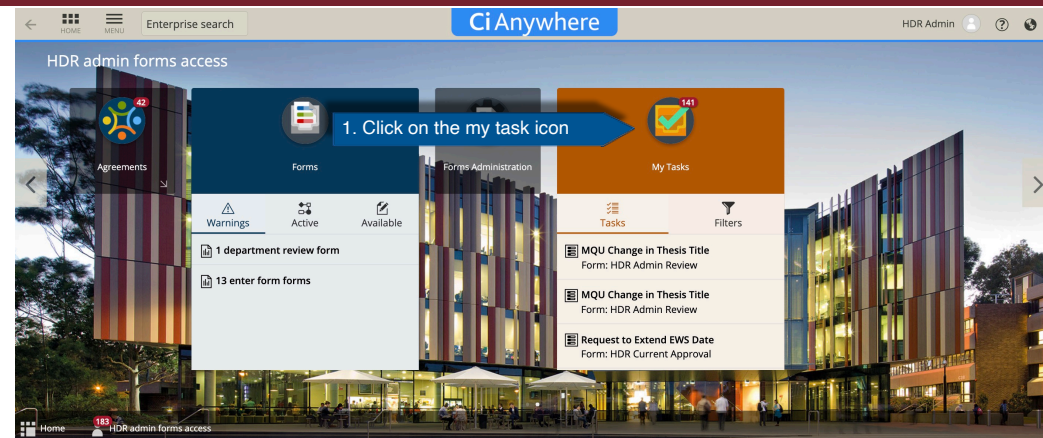


2.2

On the HDR admin forms access, click on My tasks



Login using your OneID Username and Password



3. NAVIGATING THE MY TASKS AREA

3.1

Search can be used to look for specific tasks, with the use of Student ID, Name etc.

Search bar

Selected task

Tasks list, Scrollable

Accessing My tasks

Enterprise search My Tasks Profile Name HDR Admin

Assigned to me (168)

Search

Request to withdraw from course
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Submit

3.2

Left hand pane lists all the tasks currently assigned to your role

Right hand pane list the summary list and is used to administer the form

Accessing My tasks

Enterprise search My Tasks HDR Admin

Left hand pane

Search

Request to withdraw from course
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Right hand pane

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course


Originator
Tanya Appleby


Submit

4. OPENING A TASK

4.1

Select the task you want to open

Click on the  icon

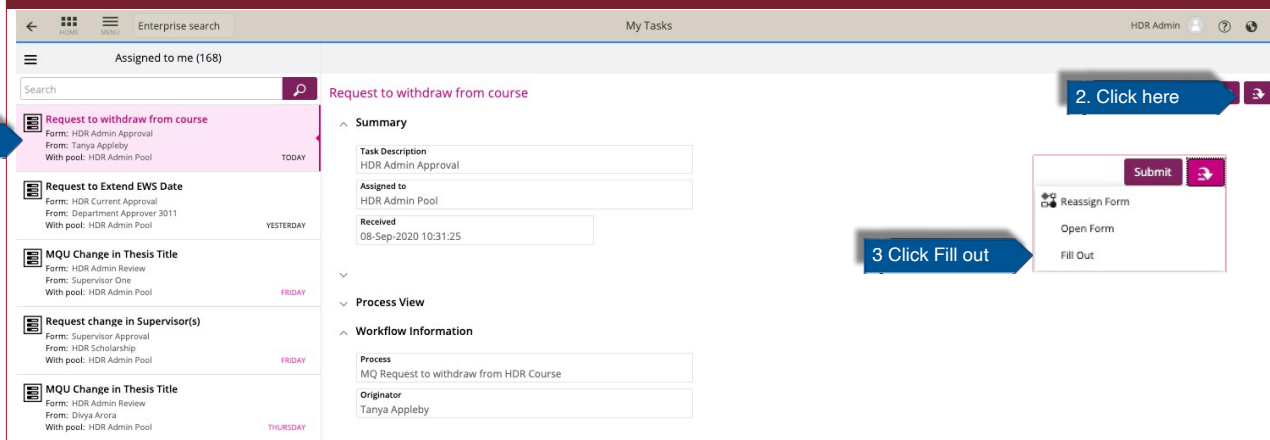
From the options shown after clicking the  icon

Click on the Fill out option

Fill Out

1. Select task

Opening the Withdrawal from Course request



The screenshot displays the 'My Tasks' interface. On the left, a list of tasks is shown under the heading 'Assigned to me (168)'. The first task, 'Request to withdraw from course', is highlighted in pink and marked 'TODAY'. Other tasks include 'Request to Extend EWS Date' (YESTERDAY), 'MQU Change in Thesis Title' (FRIDAY), 'Request change in Supervisor(s)' (FRIDAY), and 'MQU Change in Thesis Title' (THURSDAY). A blue arrow labeled '1. Select task' points to the first task. On the right, the detailed view of the 'Request to withdraw from course' task is shown. It includes a 'Summary' section with fields for 'Task Description' (HDR Admin Approval), 'Assigned to' (HDR Admin Pool), and 'Received' (08-Sep-2020 10:31:25). Below this is a 'Process View' and 'Workflow Information' section. A blue arrow labeled '2. Click here' points to a 'Fill out' icon in the top right corner of the task view. On the far right, a 'Submit' button and a 'Fill out' icon are visible. A blue arrow labeled '3 Click Fill out' points to the 'Fill out' option in a dropdown menu that appears after clicking the 'Fill out' icon.

5. NAVIGATING TO CENTRAL HDR ADMIN - SECTION

5.1

In the new form section that opens up, scroll down to the bottom area, with the section heading as **Central HDR Admin**

Navigating to the Central HDR Admin section

Assigned to me (168)

Search

Request to withdraw from course

Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool

Request to Extend EWS Date

Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool

MQU Change in Thesis Title

Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool

Request change in Supervisor(s)

Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool

MQU Change in Thesis Title

Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool

Request to withdraw from course

Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course

Cancel Save

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

Comments for student *

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

5.2

Click on the dropdown in the **Central HDR Admin** section to see the available options

Navigating to the Central HDR Admin section - Request options

Assigned to me (168)

Search

Request to withdraw from course

Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool

Request to Extend EWS Date

Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool

MQU Change in Thesis Title

Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool

Request change in Supervisor(s)

Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool

MQU Change in Thesis Title

Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool

Request to withdraw from course

Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course

Cancel Save

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

Comments for student *

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

Click dropdown

5.3

Refer to following sections to see the procedure for each option

Navigating to the Central HDR Admin section - Request options

Enterprise search

My Tasks

HDR Admin

Assigned to me (168)

Search

- Request to withdraw from course**
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY
- MQ Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY
- MQ Change in Thesis Title**
Form: HDR Admin Review
From: Divya Anora
With pool: HDR Admin Pool
THURSDAY
- Request to withdraw from course**
Form: HDR Admin Approval
From: Divya Anora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow information

Process
MQ Request to withdraw from HDR Co

Originator
Tanya Appleby

Request to withdraw from your course

Cancel Save X <<

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

- Endorse the request
- Endorse with an alternative date
- Not endorse the request
- Request further information

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

6.1 Endorse the request

7.1 Endorse with an alternative date

8.1 Not Endorse the request

9.1 Request further information

6. ENDORSE THE REQUEST

6.1

Select **Endorse the request**, from the available list of options

Endorse the request

Enterprise search My Tasks HDR Admin

Assigned to me (168)

Search

Request to withdraw from course
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course Cancel Save X

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

Endorse the request

Endorse with an alternative date

Not endorse the request

Request further information

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

Click Endorse the request

6.2

Add comments

Endorse the request

Enterprise search My Tasks HDR Admin

Assigned to me (168)

Search

Request to withdraw from course
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course Cancel Save X

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

Comments for student *

1. Add comments

Comments added in here are visible to students

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

2. Add comments

Comments added in here are added into AMIS

Check all the manual options Click **Save**

Go to **Complete the Workflow - 10.1**

Enterprise search

My Tasks

HDR Admin

Assigned to me (168)

Request to withdraw from course

Form: HDR Admin Approval

From: Tanya Appleby

Web pool: HDR Admin Pool

TODAY

Request to Extend EWS Date

Form: HDR Current Approval

From: Department Approver 3011

Web pool: HDR Admin Pool

YESTERDAY

MQU Change in Thesis Title

Form: HDR Admin Review

From: Supervisor One

Web pool: HDR Admin Pool

FRIDAY

Request change in Supervisor(s)

Form: Supervisor Approval

From: HDR Scholarship

Web pool: HDR Admin Pool

FRIDAY

MQU Change in Thesis Title

Form: HDR Admin Review

From: Divya Arora

Web pool: HDR Admin Pool

THURSDAY

Request to withdraw from course

Form: HDR Admin Approval

From: Divya Arora

Web pool: HDR Admin Pool

THURSDAY

Request to withdraw from course

Summary

Task Description

HDR Admin Approval

Assigned to

HDR Admin Pool

Received

08-Sep-2020 10:31:25

Process View

Workflow Information

Process

MQ Request to withdraw from HDR Course

Originator

Tanya Appleby

What System will do

- Withdraw Course and TBU
- Add withdrawal comment

Manual Tasks for HDR Admin to complete

☐ Prior to Confirming withdrawal*

- Check HDCC or HDRT - If any units currently enrolled (without grades) - contact Faculty to resolve the grades.
- Withdraw HDCC or HDRT course
- As required, adjust Study Rate prior to finalisation of form
- As required, update SSP Scholarship screen for non school holders

☐ After withdrawal is processed*

- Check Account Details: if candidate has any credit balance after withdrawal, inform them how to apply for a refund and send a refund request form.
- If an international candidate, report to DHA upon withdrawal.
- Prepare and send Withdrawal email with Supervisor, Faculty and Scholarship Team in copy.

3. Click Save

Save

7. ENDORSE WITH AN ALTERNATIVE DATE

7.1

Select **Endorse with an alternative date**, from the available list of options

Endorse with an alternative date

Assigned to me (168)

Search

- Request to withdraw from course**
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY
- Request to withdraw from course**
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course

Cancel Save X

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

Endorse the request

Endorse with an alternative date

Not endorse the request

Request further information

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

Click Endorse with an alt. Date

7.2

Add New Date
Add Comments

Endorse with an alternative date

Assigned to me (168)

Search

- Request to withdraw from course**
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY
- Request to withdraw from course**
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course

Cancel Save X

After due consideration of the requested changes, my decision is to: *

Endorse with an alternative date

Please specify the date that the course withdrawal should take effect.

Withdrawal Effective Date *

Comments for student *

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

1. Add new Date

2. Add comments

3. Add comments

Comments added in here are visible to students

Comments added in here are added into AMIS

7.3

Check all the manual options Click **Save**

Go to **Complete the Workflow - 10.1**

Endorse with an alternative date

Enterprise search
My Tasks
HDR Admin

Assigned to me (168)

Search

- Request to withdraw from course**
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY
- Request change in Supervisor(s)**
Form: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY
- Request to withdraw from course**
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course

3. Click Save

Save

What System will do

- Withdraw Course and TBU
- Add withdrawal comment

Manual Tasks for HDR Admin to complete

☐ Prior to Confirming withdrawal*

☐ After withdrawal is processed*

☐ Check Account Details: If candidate has any credit balance after withdrawal, inform them how to apply for a refund and send a refund request form.

☐ If an international candidate, report to DHA upon withdrawal.

☐ Prepare and send Withdrawal email with Supervisor, Faculty and Scholarship Team in copy.

1. Check box

2. Check box

8. NOT ENDORSE THE REQUEST

8.1

Select **Not Endorse the request**, from the available list of options

Not Endorse the request

Assigned to me (168)

Search

- Request to withdraw from course**
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY
- Request to withdraw from course**
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course

Cancel Save X

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

Endorse the request

Endorse with an alternative date

Not endorse the request

Request further information

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

Click Not Endorse the request

8.2

Add **Comments**
Click **Save**

Go to **Complete the Workflow - 10.1**

Not Endorse the request

Assigned to me (168)

Search

- Request to withdraw from course**
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY
- Request to withdraw from course**
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

Received
08-Sep-2020 10:31:25

Process View

Workflow Information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

Request to withdraw from your course

Cancel Save X

Central HDR Admin

Time Based Unit
EDST990

Unit SSP status
ENR

After due consideration of the requested changes, my decision is to: *

Comments for student *

This comment will be recorded in AMIS in the Student Comments screen.

AMIS Student Comment *

1. Add comments

2. Add comments

3. Click Save

9. REQUEST FURTHER INFORMATION

9.1

Select **Request further information**, from the available list of options

Request further information

Assigned to me (168)

Search

Request to withdraw from course
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course
Task Description: HDR Admin Approval
Assigned to: HDR Admin Pool
Received: 08-Sep-2020 10:31:25

Process View

Workflow information
Process: MQ Request to withdraw from HDR Course
Originator: Tanya Appleby

Request to withdraw from your course
Cancel Save X

Central HDR Admin
Time Based Unit: EDST990
Unit SSP status: ENR
After due consideration of the requested changes, my decision is to: *
Endorse the request
Endorse with an alternative date
Not endorse the request
Request further information
This comment will be recorded in AMIS in the Student Comments screen.
AMIS Student Comment *

Click Request further information

9.2

Add **Comments**
Click **Save**

Go to **Complete the Workflow - 10.1**

Request further information

Assigned to me (168)

Search

Request to withdraw from course
Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course
Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course
Task Description: HDR Admin Approval
Assigned to: HDR Admin Pool
Received: 08-Sep-2020 10:31:25

Process View

Workflow information
Process: MQ Request to withdraw from HDR Course
Originator: Tanya Appleby

Request to withdraw from your course
Cancel Save X

Further information request
After due consideration of the requested changes, my decision is to: *
Request further information
Please briefly describe to the student what further information is required in order to assess their request. Students will be sent a request for further information and will be able to respond by adding attachments in the section below.
Further information requested *
As per the HDR Admin's request above, please click the "Add" button to attach further notes or documents to support your request.
Further information
Attachments

1. Add comments

2. Click Save

Documents submitted by students can be reviewed through attachments.

10. COMPLETE THE WORKFLOW

10.1

After making all the changes and **Saving** the form, click on **Submit**

Complete the Workflow

Enterprise search

My Tasks

Saved HDR Admin

Assigned to me (168)

Search

Request to withdraw from course

Form: HDR Admin Approval
From: Tanya Appleby
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date

Form: HDR Current Approval
From: Department Approver 3011
With pool: HDR Admin Pool
YESTERDAY

MQU Change in Thesis Title

Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
FRIDAY

Request change in Supervisor(s)

Form: Supervisor Approval
From: HDR Scholarship
With pool: HDR Admin Pool
FRIDAY

MQU Change in Thesis Title

Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Form: HDR Admin Approval
From: Divya Arora
With pool: HDR Admin Pool
THURSDAY

Request to withdraw from course

Summary

Task Description
HDR Admin Approval

Assigned to
HDR Admin Pool

From
Tanya Appleby

Received
08-Sep-2020 10:31:25

Process View

Workflow information

Process
MQ Request to withdraw from HDR Course

Originator
Tanya Appleby

1. Click Submit

Submit