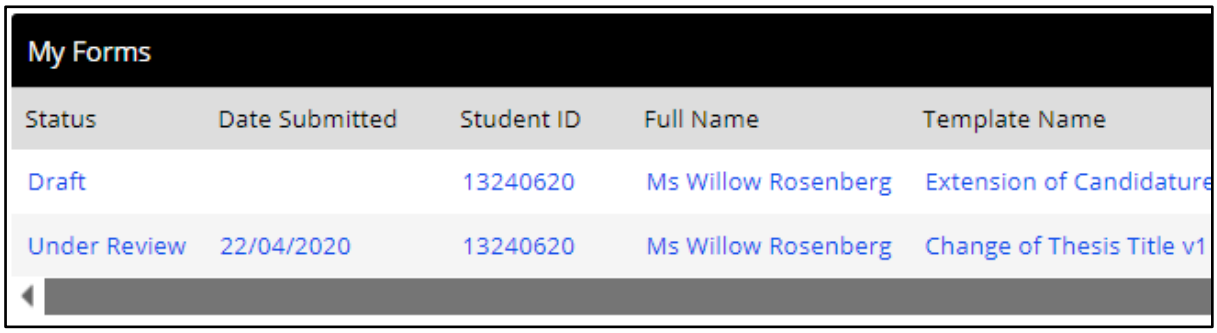
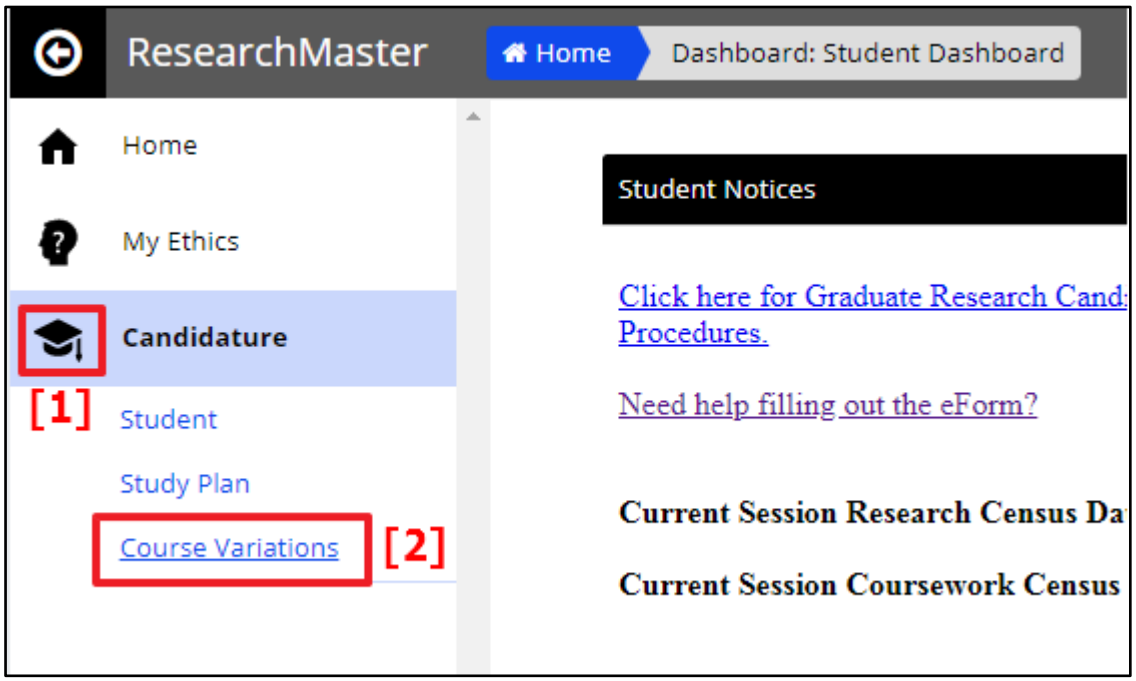
Help guide **Managing existing forms in Research Master – students**

Finding Existing Forms

Any existing forms can be found on your student dashboard homepage. You may need to scroll down to locate them:

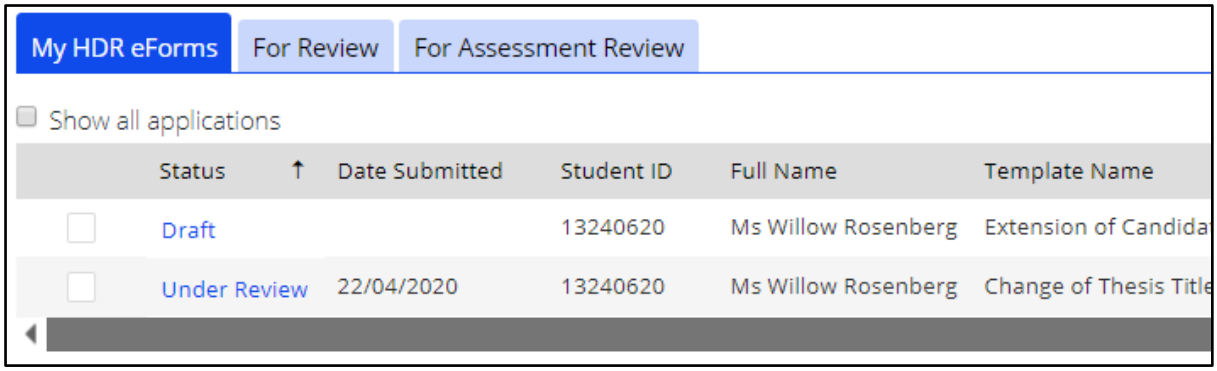


You can also find existing forms from the Course Variations page under ‘Candidature’:



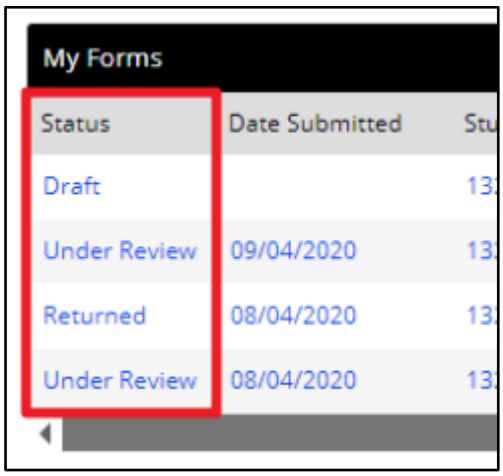
You can get to ‘Course Variations’ any time by clicking on the cap icon [1] on the left navigation bar, then selecting ‘Course Variations’ [2] from the expanded menu.

This will provide a similar view to the Dashboard shortcut:



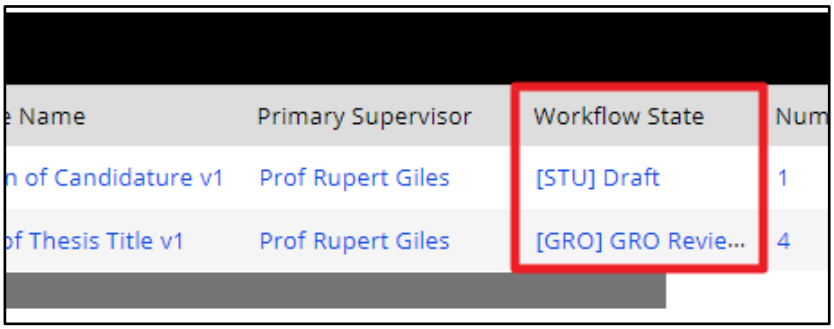
Tracking the Progress of Existing Forms

Your form will go through several stages as it progresses towards approval. Two relevant pieces of information will show you what stage of the process the form is at, and who the next action sits with:



Status provides information about the current state of the form. These statuses might include:

- Draft
- Under Review
- Returned
- Re-submitted
- Processing
- Approved
- Not Approved



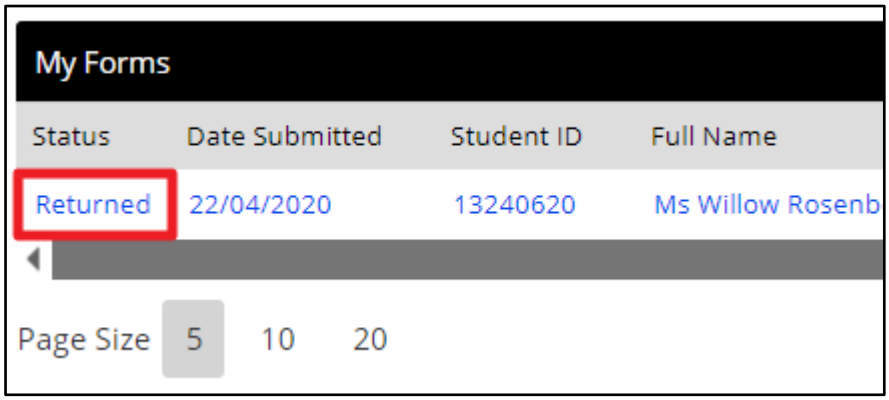
Workflow State will indicate which role or office the form currently sits with, and usually refers back to the status. Roles and offices can include:

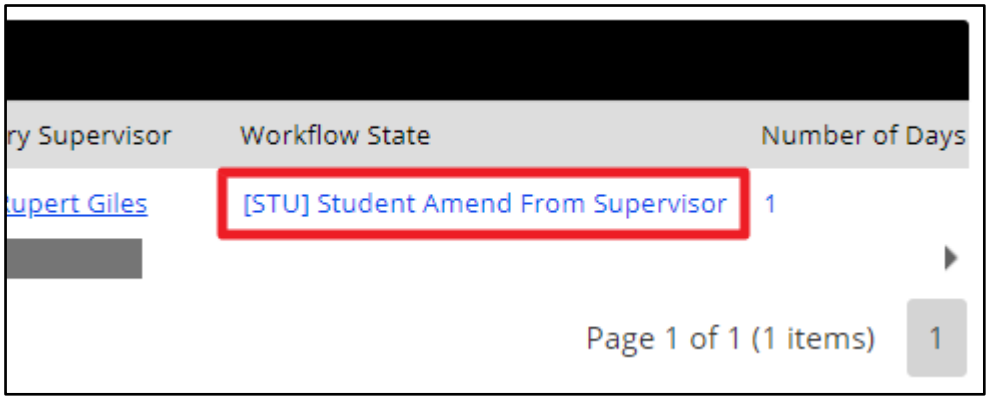
- [STU] - Student
- [SUP] - Supervisor
- [FACRO] - Faculty Research Officer
- [UTS] - UTS International
- [GRO] - Graduate Research Officer
- [END] - Completed

Revising Returned Forms

Throughout the various stages of review, your form may come back to you for clarification. It will usually have comments for you to respond to before resubmitting. An Action Comment might ask for changes to be made, and requires an explicit Comment Reply. A General Comment may also ask for changes, but does not require an explicit reply in the comments section.

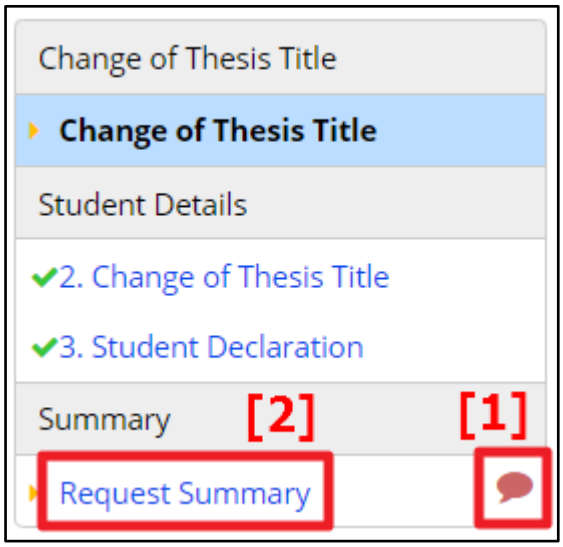
If a form has been returned, you'll see it appear in your summary, and the Workflow State will return to Student [STU]:



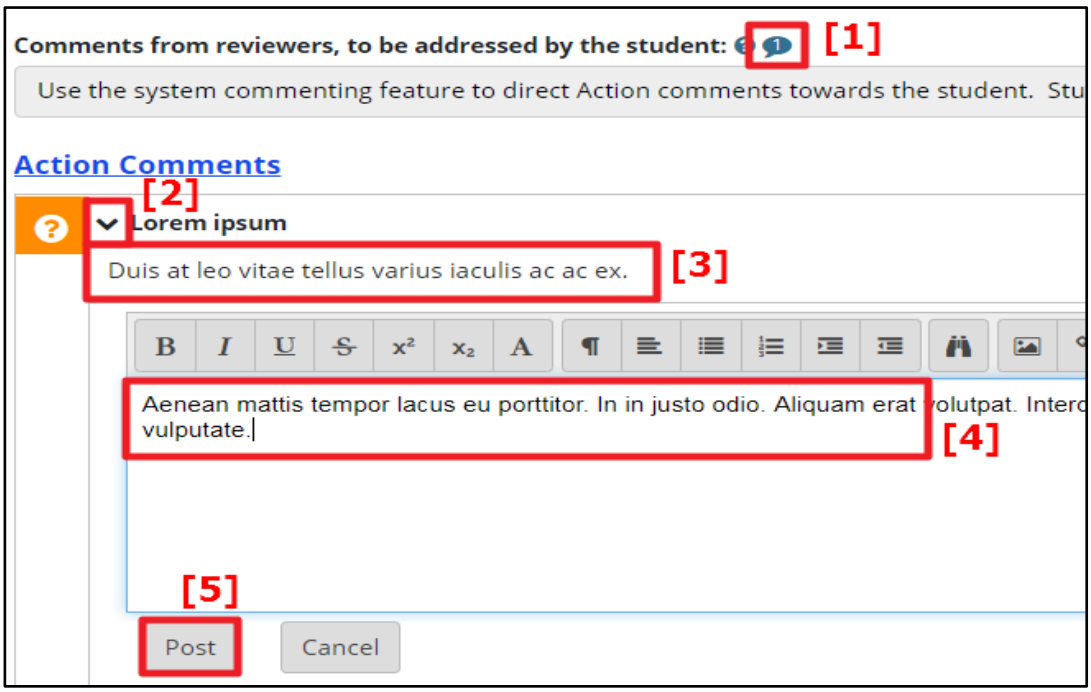


Click in any link on the form summary to open it up for editing.

If you look at your form's table of contents on the left hand navigation, you'll see a red speech bubble icon [1] next to the Request Summary:

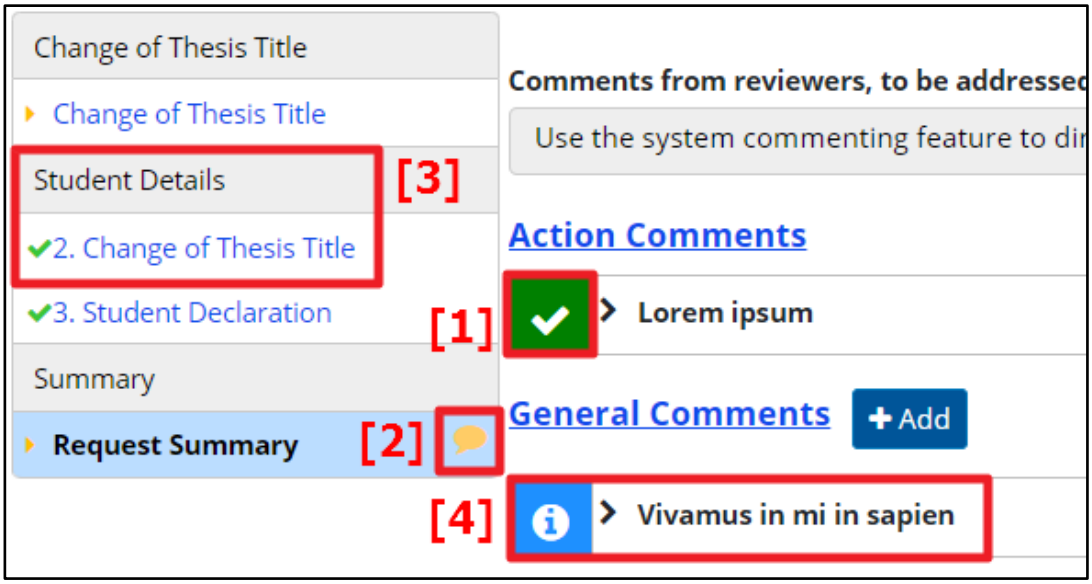


The red icon indicates that there is a comment that needs to be addressed before the form can be resubmitted and proceed. Click on the Request Summary link to access your supervisor's comments [2].
Near the top of the Request Summary you'll see a small blue icon with a number next to it [1]. The number indicates the number of comments you need to respond to. To view and respond to comments:



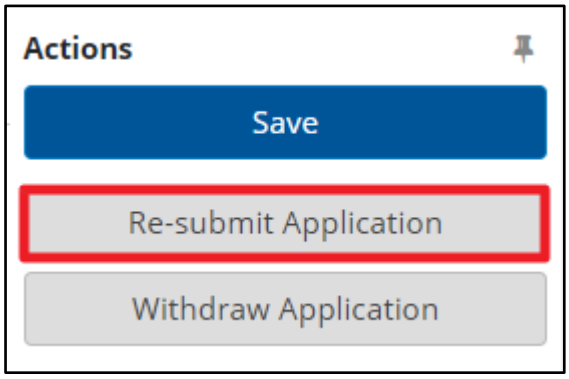
Click the comment number [1], click on the down arrow [2] to expand the comment details [3], enter in your response [4], and post your comment [5].

Once you've responded to the Action Items, you'll see the indicator turn into a green tick [1], and the red comment bubble will turn yellow [2]:



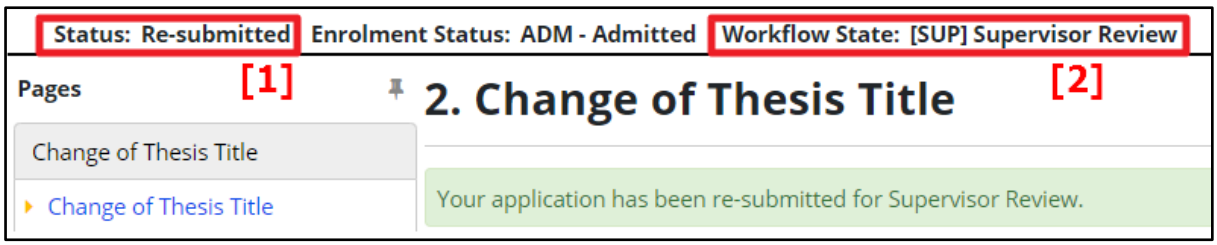
Note that in responding to Action Items, you'll likely need to also go back and adjust details on a Student Details page, including uploading new documentation. You can use the navigation menu [3] to go back and make any adjustments. There may be additional information under General Comments [4], but these don't need a comment reply.

Once you've made your adjustments and replied to any Action Comments, you're ready to re-submit, which you can do through the link in the top right-hand corner:



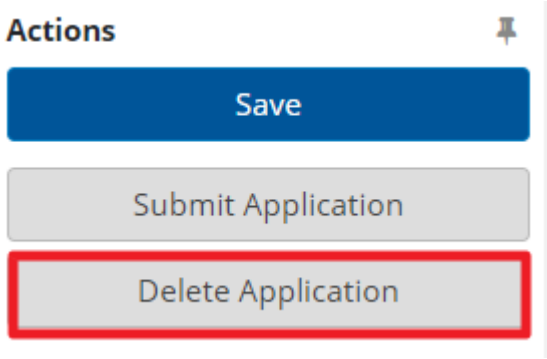
Confirm the resubmission.

You'll see the "Status" has now changed to "Re-submitted" [1], and the "Workflow State" [2] indicates it's now with your supervisor for review:



Deleting/Withdrawing Forms

You can only Delete a form if it is still in Draft state and has not been submitted:



You can only Withdraw a form if it is in a Returned state and the workflow sits with [STU] Student.

To cancel an application at any other time, please contact the Graduate Research School via email grs@uts.edu.au