VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

THE NEW WAY TO DO UNI

COMPOSITION OF PANEL

QUEST EFORM USER GUIDE

SUPERVISOR USE ONLY

April 2022
Version 0.1

Workflow

Principal Supervisor Submits completed Composition of Panel eForm for approval	**Administrator** nominate relevant Deputy Director to review
Administrator: Issue Outlook/Zoom Invitation	**Deputy Director** To review and either request a 'Renominate' or 'Approve' Panel
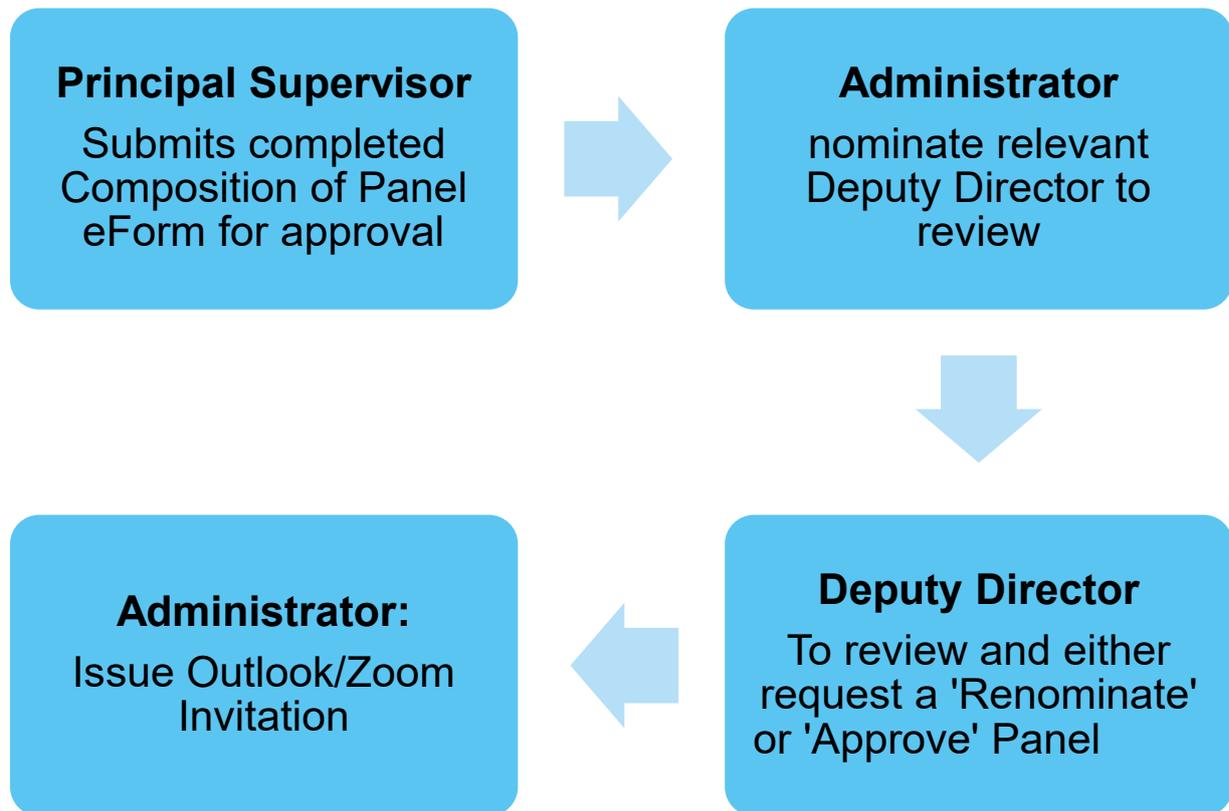
Guidelines and Deadlines

Candidature Milestone Review Guidelines

- Refer to the one guideline for all milestones – **Candidature Milestone Review Guidelines**

Submission Deadline

- 4 weeks prior to presentation

SECTION 2

Composition of Panel

Step 1. Enter Quest URL Address https://quest.vu.edu.au/

  (use Google Chrome or Microsoft Edge web platform)

Step 2. Select: 'VU Login'

  → Enter user name and password (VU Employer ID and VU password)
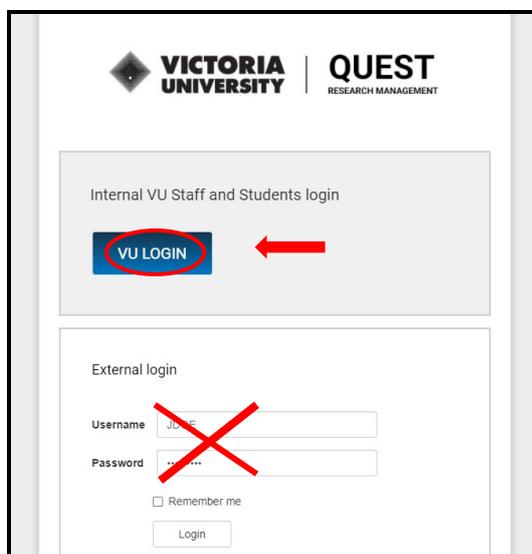
Step 3. Select HDR (refresh screen if icons don't appear)

  → Manage HDR eForms

   → Select + New
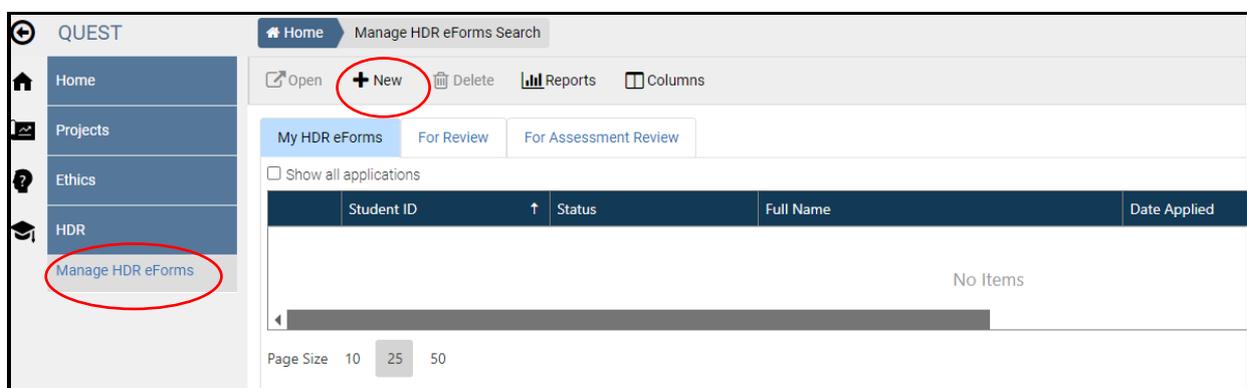
Step 4 Click on template name 'Composition of Panel'

> **→ Select 'OK'**
>> **→ Select student**
>>> **→ Select course**
>>>> **→ Select 'OK'**

Create eForm   ×

eForm Templates

Abbreviation	Template Name	Description	Date Modified
🔍	🔍	🔍	🔍 📅
VU- SupRegFV6.0_UAT	VU-Supervisor Registration Form v6.0_UAT	VU-Supervisor Registration Form v6.0_UAT	14/01/2022
CoC-V0.7.9	Confirmation of Candidature - V0.7.9	HDR Confirmation of Candidature - V0.7.9 La...	22/12/2021
CoP-V0.4.5	Composition of Panel V0.4.6	Composition of Panel V0.4.6 Last Updated: 2...	21/12/2021

Page 1 of 1 (3 items)   1

Please select a Student

| 0012 - John Doe ✖ | ▼ |

Please select a Course

| School of Sport and Exercise Science (Arts) | ⌄ |

OK   Cancel

Step 5:   Review Composition of Panel guidelines

> **→ Select next page to add Panel information**

Pages   📌

Guidelines
▸ **Composition of Panel Guidelines**
Panel details
▸ Panel details

Composition of Panel Guidelines

The Principal Supervisor will be responsible for submitting the Composition of Panel form for approval by the Research Institute Deputy Director, or nominee.

Panel Composition is as follows:

- **Chair:** please nominate an experienced Chair (Level 3 Principal Supervisor)

- **A Program Leader or academic** who has expertise relevant to the candidate's research area, but has not been involved in the candidate's supervision;

- **An academic and active researcher** with appropriate qualifications and relevant supervisory experience. This person may, but does not necessarily have to be, an expert in the specific field of research, provided they have broad knowledge and expertise in relation to research in the field. It is expected that this panel member should be external to the Field of Research (FoR) in which the candidate is enrolled.

Refer to Preparing for Candidature webpage to view a copy of the relevant candidature milestone guidelines and eForm user manual.

* Where possible, the Panel should be the same Panel convened for Confirmation of Candidature.

For queries relating to this please contact candidature@vu.edu.au

Return to Top   Next page : Panel details >>

Step 6: Populate fields in 'Panel Details' section

→ **Nominated Panel Members**

→ **Select 'Add' and search for VU academics**

Adding Internal VU Academics:

→ **Enter panel name into search field** 🔍

NOTE: You can select 3 panel members at the same time and then enter their role: (1) Chair (2) Discipline Leader or Academic and (3) Academic or Active Researcher

Adding External Panel Members

→ **Select 'Add' and manually enter details**

(Quest administrator will create and notify external panel member their temporary user ID and Password)

→ **Attach Abstract and complete all mandatory fields**

→ **Select 'Yes'**

The default is Zoom. The supervisor to book room if on campus

Step 7: → **Select 'Submit for Approval' – see right hand menu**

Step 8: Panel Review Outcome/s

1. NOT APPROVED:

If a panel member is not approved, you will receive an email requesting a renomination.

Log back into Quest eForm to view the Deputy Director feedback in the 'Comments' section and action accordingly.

NOTE: Approvals can be monitored, under 'MyHDR eForms' when logged into Quest / My HDR eForms

NOTE: Track all your candidates application workflow progress via the **My HDR eForms** tab
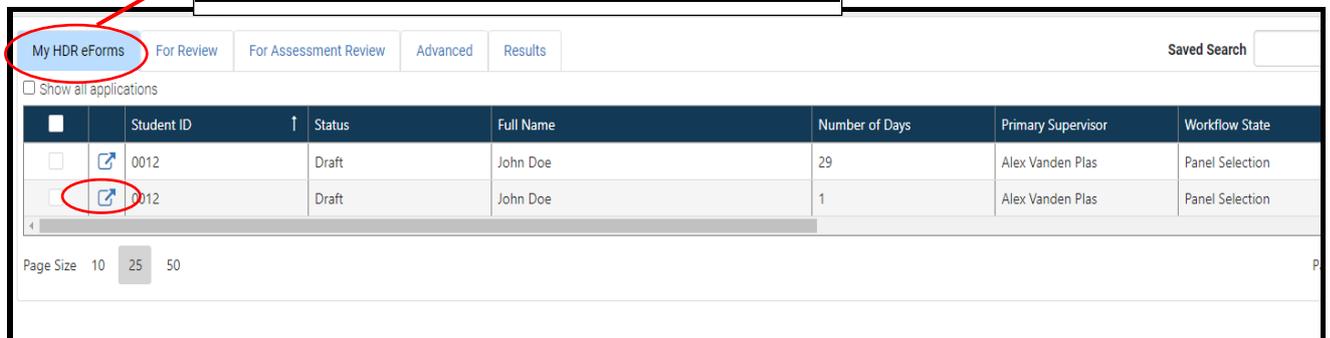
		Student ID	↑	Status	Full Name	Number of Days	Primary Supervisor	Workflow State
☐	🔗	0012		Draft	John Doe	29	Alex Vanden Plas	Panel Selection
☐	🔗	0012		Draft	John Doe	1	Alex Vanden Plas	Panel Selection

My HDR eForms | For Review | For Assessment Review | Advanced | Results   Saved Search

☐ Show all applications

Page Size 10 25 50

2. PANEL APPROVED:

1. Candidature Administrator to issue Outlook/ Zoom invitation

2. Room bookings (if required) are the responsibility of the Principal Supervisor.