
COMPOSITION OF PANEL

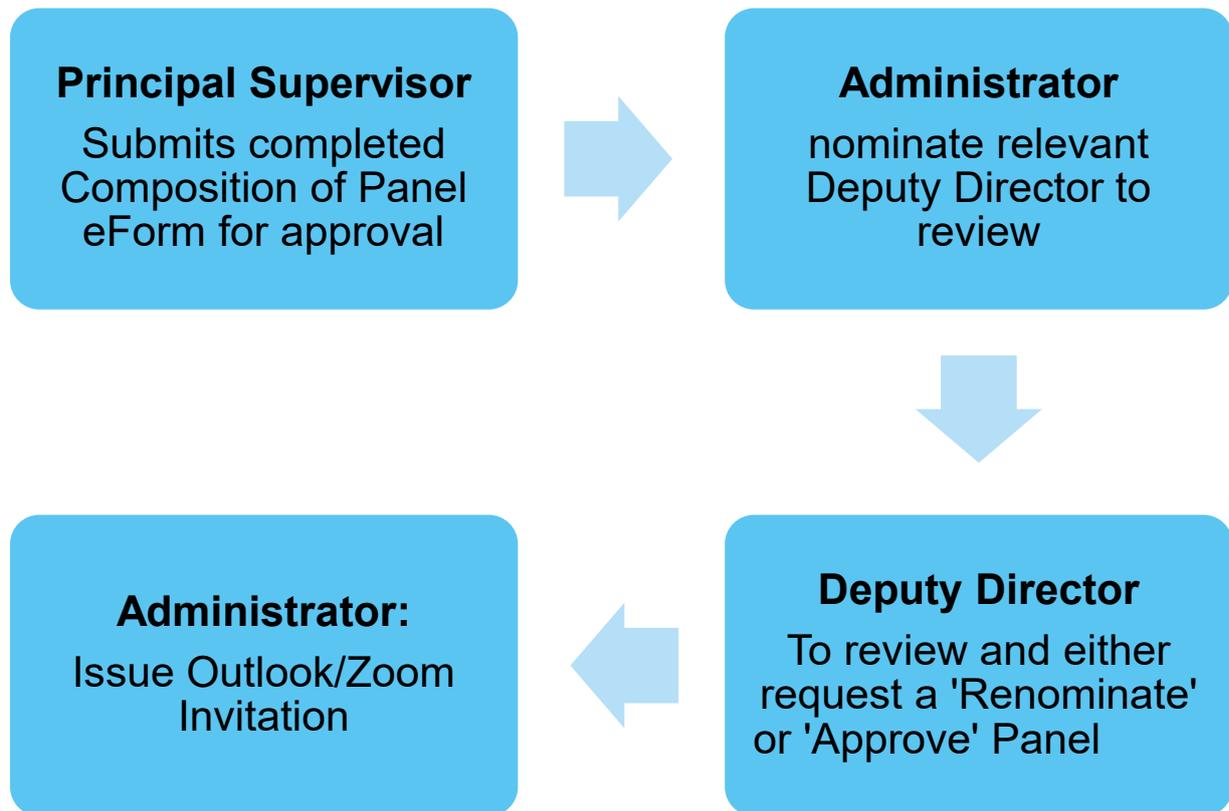
QUEST EFORM USER GUIDE

SUPERVISOR USE ONLY

April 2022
Version 0.1

SECTION 1

Workflow



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

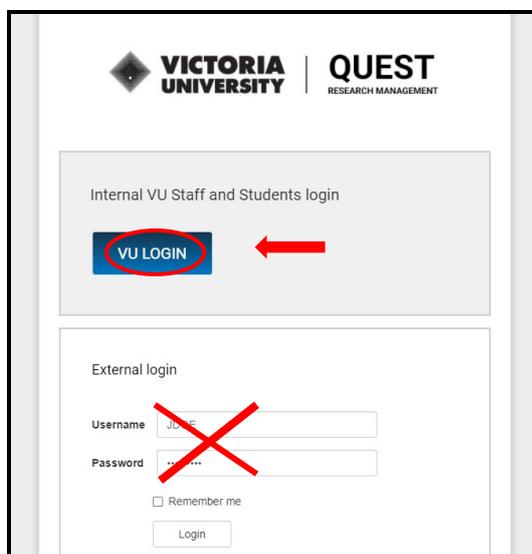
Composition of Panel

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

(use Google Chrome or Microsoft Edge web platform)

Step 2. Select: 'VU Login'

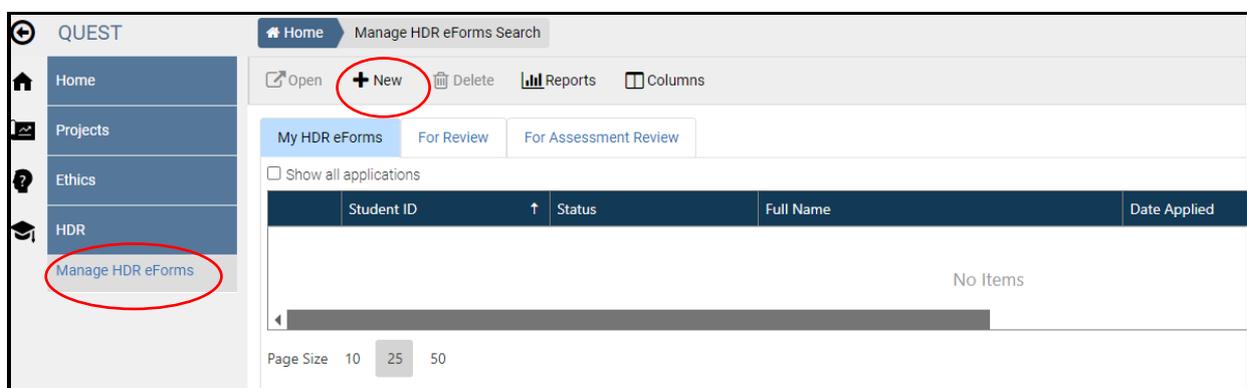
→ Enter user name and password (VU Employer ID and VU password)



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

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Please select a Student

0012 - John Doe x

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

Panel details

Candidature Milestone Type

Please select milestone type *

Confirmation of Candidature

Mid candidature Review

Towards Submission Review

Details of the candidate

Candidate ID

Candidate Full Name

Thesis Title

→ Nominated Panel Members

→ Select 'Add' and search for VU academics

Nominated Panel Members

Add

Preferred Full Name	Position	Active?
No Items		

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If panel member cannot be found within list, please see next question and add their details manually.

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

Add Examiners

Search ...

Ecode	Name
E0000052	MR NICHOLAS ZAKULA
E5000124	MS ANNE GRAHAM
E5012068	MR BARRY LAING
E5011086	DR IAN BENNETTS
E5018700	DR JENNIFER LEE

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3 item(s) selected

E0000052 - MR NICHOLAS ZAKULA x E5000124 - MS ANNE GRAHAM x E5012068 - MR BARRY LAING x

Add 3 Selected Cancel

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)

The screenshot shows a web form titled "Add external panel member". At the top left, there are radio buttons for "Yes" (selected) and "No". Below this is the "Add external panel member" title and a circled "Add" button. The form contains several input fields: "Preferred Full Name", "Position", "Active?", "Title", "First Name", "Last Name", "1. Preferred Full Name", "3. Active?", "Email Address", "Discipline Area" (with a link to view codes), and "2. Position".

→ Attach Abstract and complete all mandatory fields

→ Select 'Yes'

The screenshot shows a form titled "Please provide candidate's abstract with this submission". It features a file upload field with "Abstract Test.doc.docx" and a close button. Below are sections for "Chair and Panel Member Availability" (checked), "Conflict of Interest" (checked), "For Supervisor to complete" (with "Are you ready to submit Panel Selection?" checked "Yes"), and "For Deputy Director to complete" (crossed out with a red X). A "Comments" field is at the bottom.

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

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

The screenshot shows a "Toolbar" menu with three buttons: "Save", "Submit for approval" (circled in red), and "Reports".

Step 8: Panel Review Outcome/s

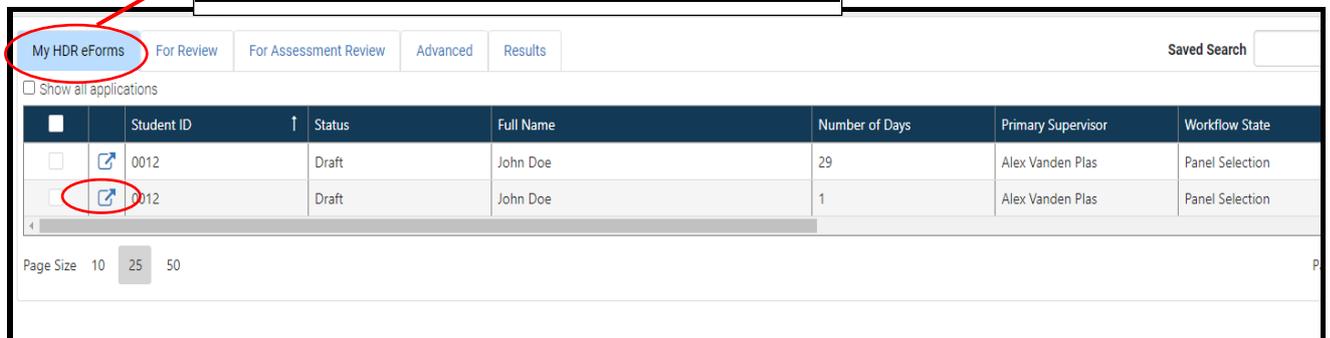
1. NOT APPROVED:

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
<input type="checkbox"/>	0012	Draft	John Doe	29	Alex Vanden Plas	Panel Selection
<input type="checkbox"/>	0012	Draft	John Doe	1	Alex Vanden Plas	Panel Selection

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2. PANEL APPROVED:

1. Candidature Administrator to issue Outlook/ Zoom invitation
2. Room bookings (if required) are the responsibility of the Principal Supervisor.