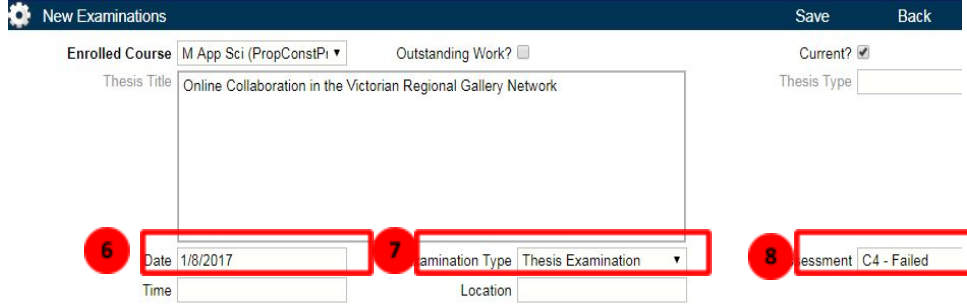


Failing a Candidate

This guide shows staff at the School of Graduate Research (SGR) how to check and process a failed examination in the Higher Degrees by Research (HDR) module of Research Master (RM). This guide shows the RM-related steps of this process and does not outline the full administrative process.

Follow these steps after the weekly approvals meeting, and the candidate has been notified of the outcome.

Failed examination or re-examination - Research Master (RME6)

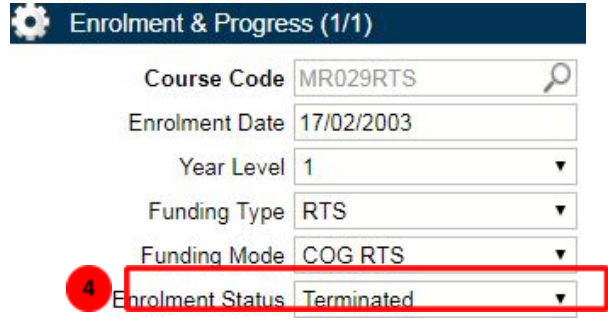
<ol style="list-style-type: none"> From the home screen, select HDR from the top menu and then select Student from the drop down menu Search and select the Student record you wish to update 	
<ol style="list-style-type: none"> From the main student record, scroll down to Examinations and select the appropriate program Enter the Date of the Meeting in the Date field As the Examination Type, select either “Thesis Examination” or “Project Examination” For Assessment, select either “C4- Failed” for a first examination or “Fail Re-examination” <p>Note: you will need to check that the Enrolment status updates 24 hours after the SAMS data entry is completed. If this does not occur, you will need to scroll to Enrolments & Progress, select the correct program and update the Enrolment status to “withdrawn” or “terminated”</p>	

SAVE / BACK	
7. Complete the SAMS data entry, as per the process	

Failure to re-submit for a re-examination or lodge a passed thesis/project

Rarely, a candidate will not re-submit for re-examination or lodge their passed thesis/project. Once there is written evidence that the School (both SGR and the enrolling School) have made several attempts to contact the candidate, and been informed of the consequences of failing to action their submission/lodgement by a certain date, do the following:

Failure to re-submit for a re-examination or lodge a passed thesis/project - Research Master (RME6)

1. Complete the SAMS data entry, as per the process	
2. In RME6, select HDR from the top menu and then select Student from the drop down menu 3. Search and select the Student record you wish to update 4. Scroll down to Enrolment & Progress and select the appropriate program 5. Check that the SAMS feeder has updated the status to “withdrawn” . If this has not occurred, update the Enrolment Status to “withdrawn” or “Terminated”	
6. Complete TRIM filing, as per the process	