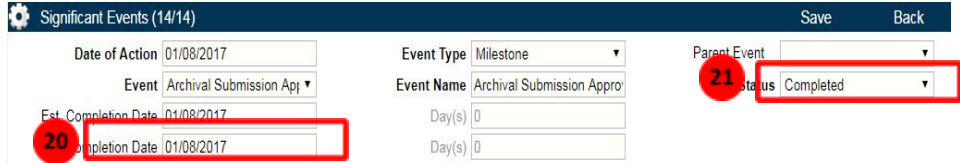
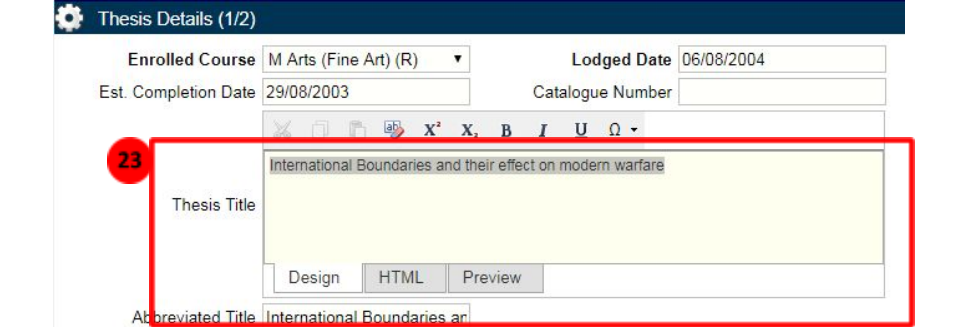


## Processing Completions

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

<p>1. Check the candidate's record in iExplore and input the final grade and thesis title in SAMS</p>	
<p>2. In RM, within the student record, scroll down to <b>Significant Events</b> and select the event "Archival Submission Approval"</p> <p>3. Update the <b>Completion Date</b> to the date the approval meeting was held</p> <p>4. Update the <b>Status</b> to "Completed"</p> <p><b>SAVE / BACK</b></p>	
<p>5. From within the student record, scroll down to <b>Thesis Details</b> and select the appropriate program</p> <p>6. Ensure the Thesis Title and the Abbreviated Title both match the Equella record</p> <p><b>SAVE / BACK</b></p>	

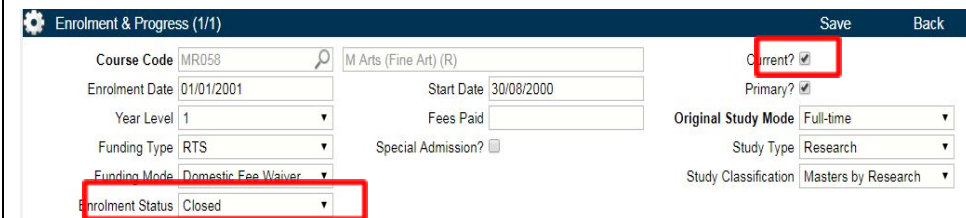
7. Update TRIM and close candidate's file, notify the candidate, process Equella record, check embargo status and update the weekly approvals spreadsheet, as per the process

8. Refer to the instructions 'Using the Student Completions Database' for the next step

If the enrolment status has not updated in RM 24 hours after completion row has been entered in SAMS (this should occur after completion database data entry has been completed):

Open the student record, scroll down to **Enrolment & Progress** and select the appropriate course, update the **Enrolment Status** to "completed" and un-tick the **Current?** Tickbox

**SAVE / BACK**



Enrolment & Progress (1/1)		Save	Back	
Course Code	MR058	M Arts (Fine Art) (R)	Current? <input checked="" type="checkbox"/>	
Enrolment Date	01/01/2001	Start Date	30/08/2000	
Year Level	1	Fees Paid	Original Study Mode	Full-time
Funding Type	RTS	Special Admission?	Study Type	Research
Funding Mode	Domestic Fee Waiver		Study Classification	Masters by Research
Enrolment Status	Closed			