
COMPOSITION OF PANEL

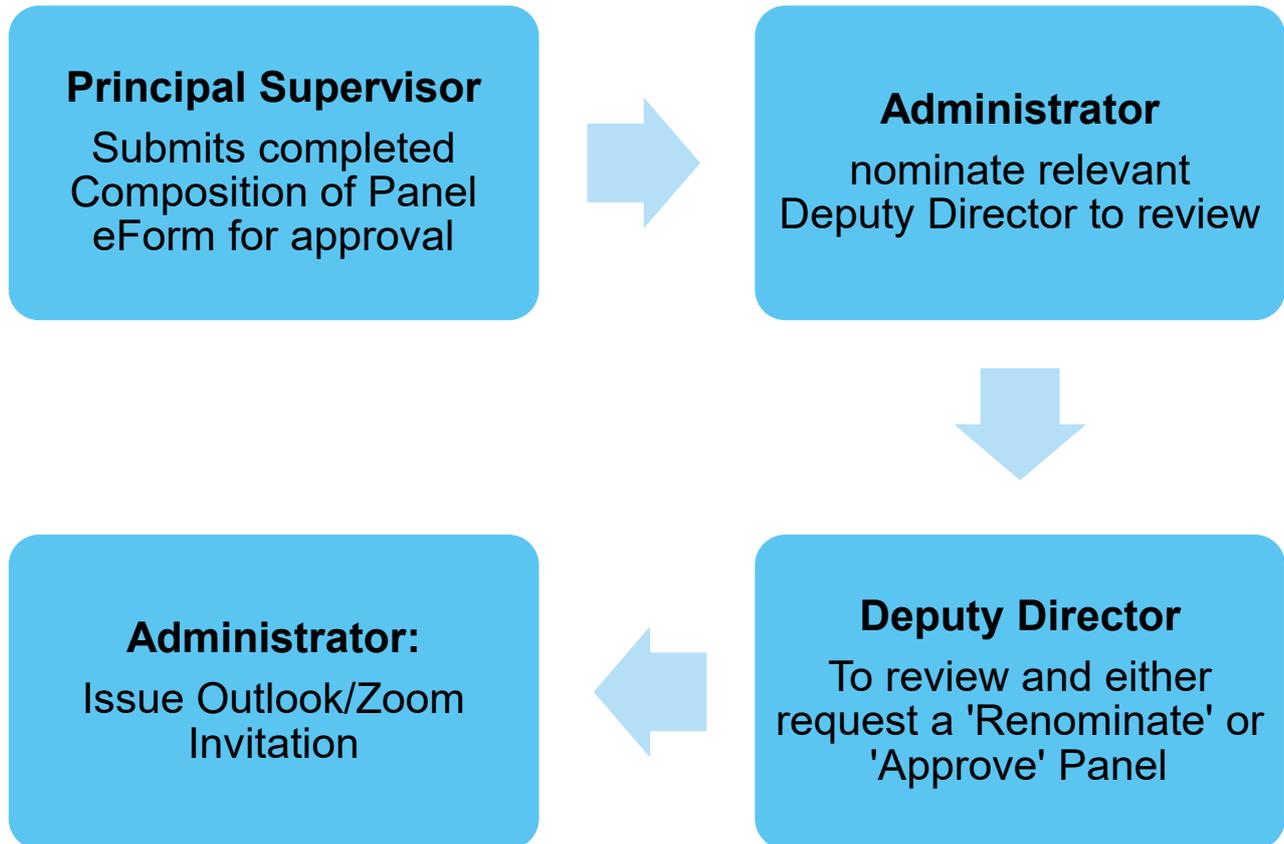
QUEST EFORM USER GUIDE

DEPUTY DIRECTOR USE ONLY

April 2022
Version 01

SECTION 1

Workflow



SECTION 2

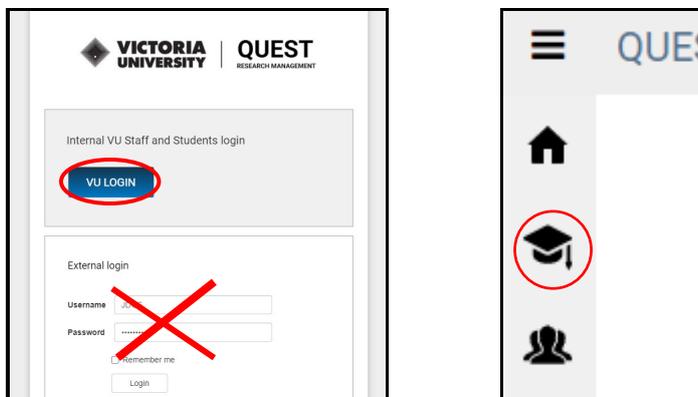
Composition of Panel Approval

Step 1. An email will be issued to the nominated Deputy Director alerting that a Composition of Panel application is pending approval.

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 password)



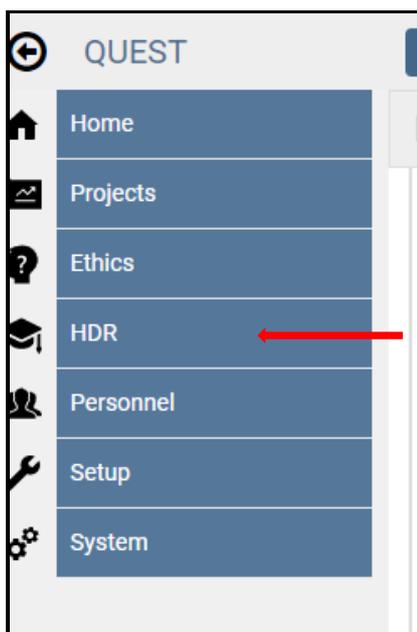
NOTE: The administrator will assign Composition of Panel work flow to relevant Institute Deputy Director for approval. An email notification will be issued to alert pending Composition of Panel to be approved.

Step 3. Select HDR (refresh screen if icons (see above) don't appear)

→ Manage HDR eForms

→ 'For Review' tab

→ Select 'pending' item



Find Clear Save Open + New Reports Columns Actions

My HDR forms **For Review** For Assessment Review Advanced Results Saved Search

	Student ID	Status	Full Name	Date Applied	Primary Supervisor	Workflow State
	0012	Pending	John Doe		Alex Vanden Plas	DD Review

Page Size 10 25 50 Page 1 of 1 (1 items) 1

Step 4: Select 'Panel Details' and scroll through the information for review

Guidelines

- ✓ Composition of Panel Guidelines
- Panel details
 - ✓ **Panel details**

Panel details

Details of the candidate

Candidate ID: 0012

Candidate Full Name: John Doe

Thesis Title:

Candidate Code *: 0012

Institute *: Institute for Health & Sport

Step 5: Expand to review Panel member information

Nominated Panel Members

Add

	Preferred Full Name	Position	Active?
	DR IAN BENNETTS	Discipline Leader	✓
	MR NICHOLAS ZAKULA	Chair	✓

Page Size 5 10 25 Page 1 of 1 (2 items) 1

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

Do you wish to manually add a Panel Member/s?

Yes
 No

Add new panel member

Add

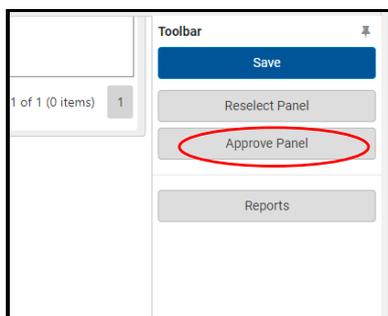
	Preferred Full Name	Position	Active?
	Professor John Smith	Active Researcher	Yes

Page Size 5 10 25 Page 1 of 1 (1 items) 1

Step 6: APPROVE PANEL – refer to ‘For Deputy Director to Complete’ section

→ Select Yes

→ Select ‘Approved Panel’ button – see right hand menu list



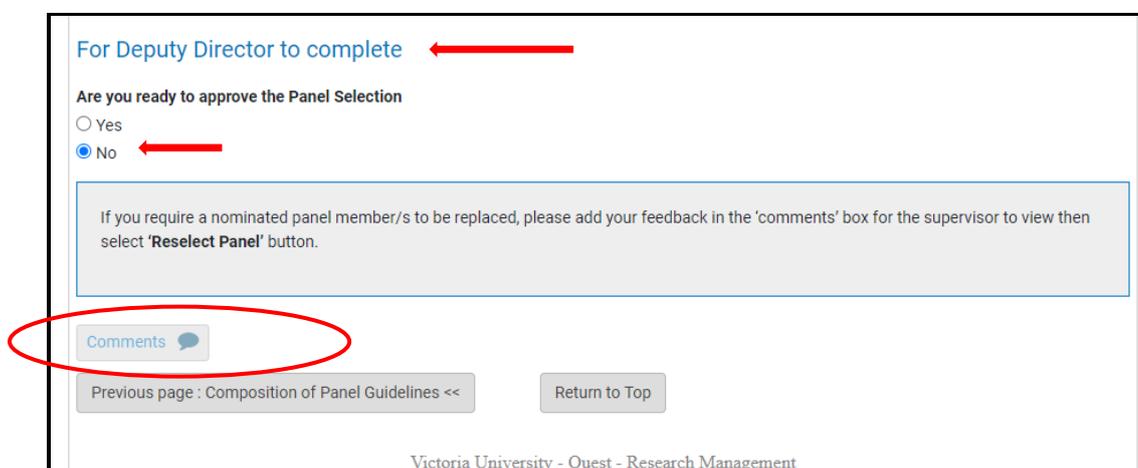
Step 7: PANEL NOT APPROVED – DO NOT select ‘Reselect Panel’ button until comments have been added.

Refer to ‘For Deputy Director to Complete’ section

→ Select ‘No’ **

→ Expand ‘Comments’ button

→ Add an ‘Action’ or ‘Comment’ then ‘Post’

A screenshot of a web form titled 'For Deputy Director to complete'. The form asks 'Are you ready to approve the Panel Selection' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below the question is a text box with the instruction: 'If you require a nominated panel member/s to be replaced, please add your feedback in the 'comments' box for the supervisor to view then select 'Reselect Panel' button.' At the bottom of the form, there is a 'Comments' button with a speech bubble icon, which is circled in red. There are also navigation buttons: 'Previous page : Composition of Panel Guidelines <<' and 'Return to Top'. A red arrow points to the title 'For Deputy Director to complete', and another red arrow points to the 'No' radio button. The footer of the page reads 'Victoria University - Quest - Research Management'.

NOTE: Reselection of Panel Member/s:

Provide **clear and concise comments** on the reason why a panel member/s has not been approved and requires reselection.

This is important information in the event a Deputy Director is on leave and the eForm needs to be re-assigned to another to authorise approval. Clear and concise information will assist the approving Deputy Director to determine the outcome.

IMPORTANT: All 'Comments' or 'Action' text can be viewed by all parties throughout the Confirmation of Candidature workflow

For Deputy Director to complete

Are you ready to approve the Panel Selection

Yes

No

If you require a nominated panel member/s to be replaced, please add your feedback in the 'comments' box for the supervisor to view then select 'Reselect Panel' button.

Comments

Action Comments **+ Add**

Composition of Panel

B I U S x² x₂ A [List Icons]

Alternative Chair to be nominated due to inexperience.

DD name

Post Cancel

General Comments **+ Add**

Previous page : Composition of Panel Guidelines << Return to Top

→ Select: 'Reselect Panel' button

1 of 1 (0 items) 1

Save

Reselect Panel

Approve Panel

Reports

COMPLETED

A notification will be sent to Principal Supervisor to renominate panel member and re-submit application for approval. The resubmitted eForm will be sent back to you for approval.