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# COMPOSITION OF PANEL

# QUEST EFORM USER GUIDE

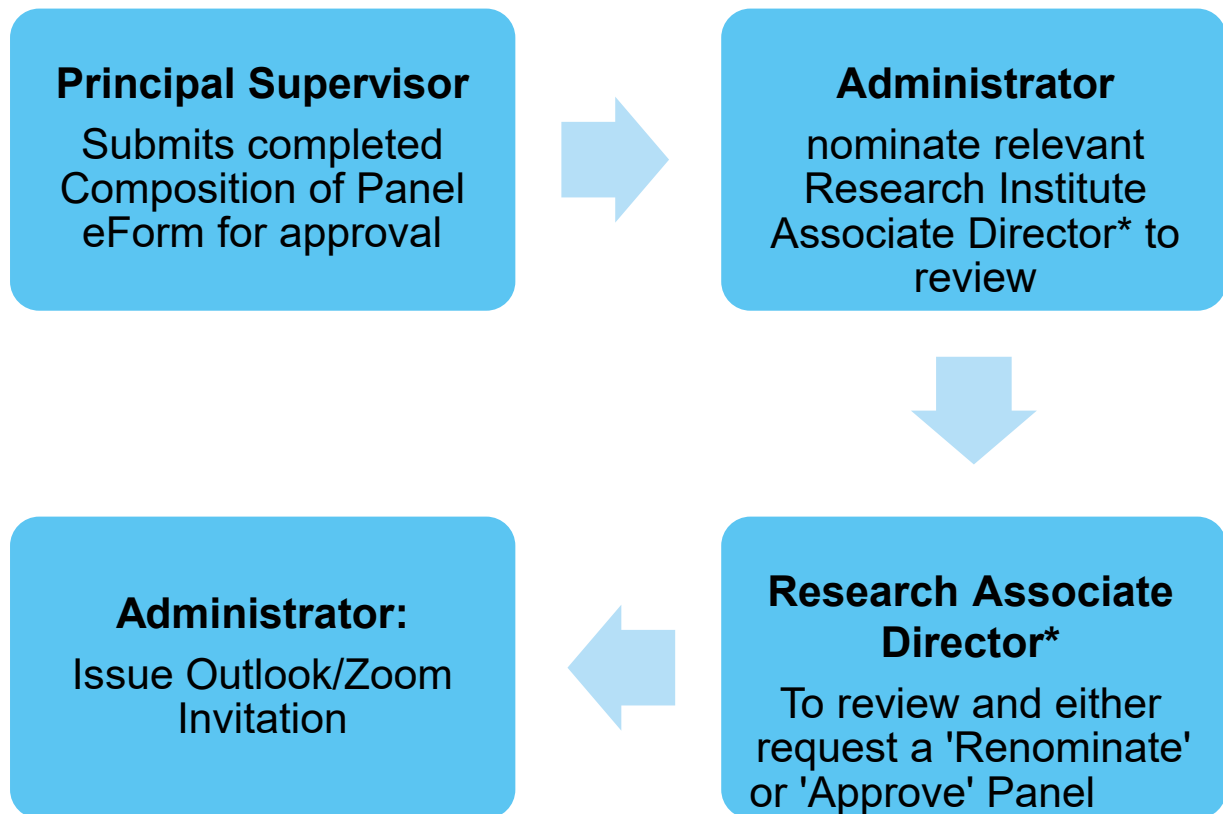
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**SUPERVISOR USE ONLY**

October 2024

## 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

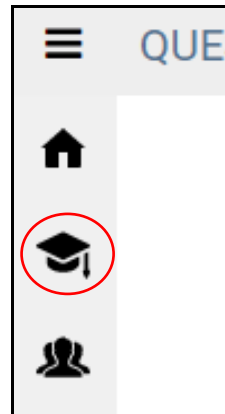
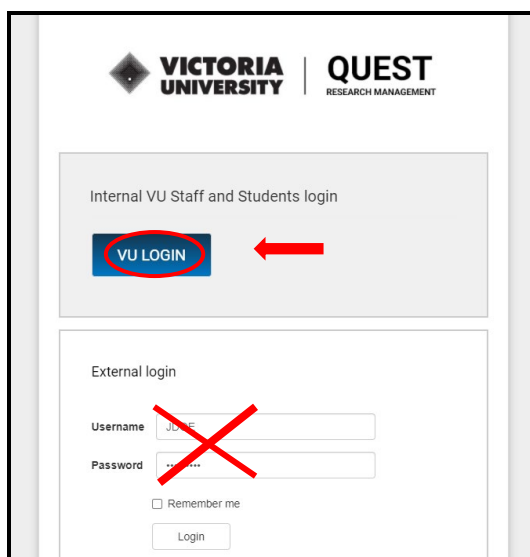
### Composition of Panel

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

(use Google Chrome or Microsoft Edge web platform)

**Step 2. Select: 'VU Login'**

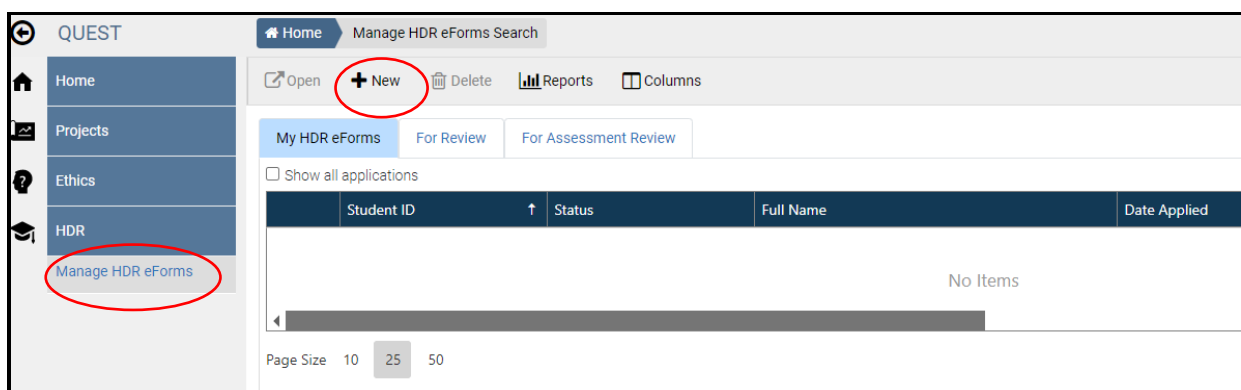
→ Enter user name and password (VU Employer ID and VU password)



**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

Page 1 of 1 (3 items) 1

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](mailto: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

Page Size 5 10 25 Page 1 of 752 (3758 items) 1 2 3 4 5 ...

3 item(s) selected

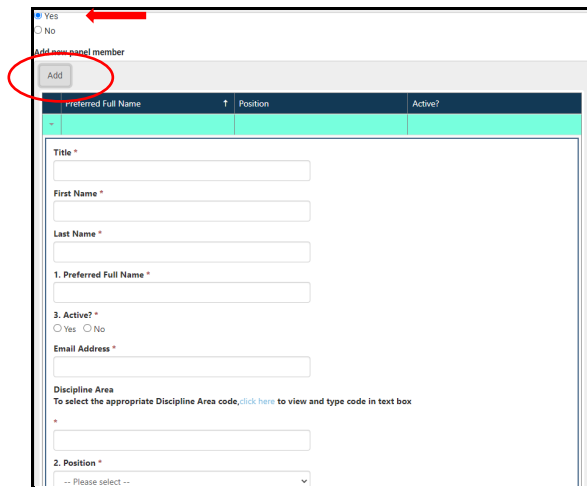
E0000052 - MR NICHOLAS ZAKULA x E5000124 - MS ANNE GRAHAM x E5012068 - MR BARRY LAING x

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)



Yes  No

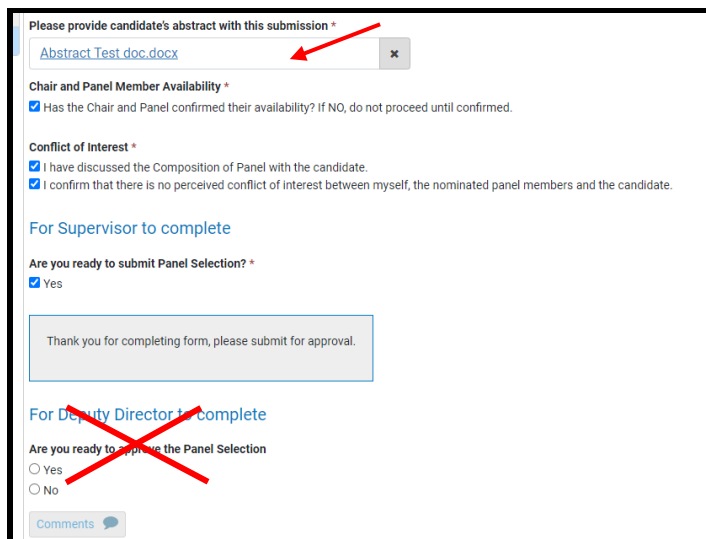
Add external panel member

Add

Preferred Full Name	Position	Active?
Title *		
First Name *		
Last Name *		
1. Preferred Full Name *		
3. Active? *		
Email Address *		
Discipline Area To select the appropriate Discipline Area code, <a href="#">click here</a> to view and type code in text box		
2. Position *		

→ Attach Abstract and complete all mandatory fields

→ Select 'Yes'



Please provide candidate's abstract with this submission \*

Abstract Test.doc.docx

Chair and Panel Member Availability \*

Has the Chair and Panel confirmed their availability? If NO, do not proceed until confirmed.

Conflict of Interest \*

I have discussed the Composition of Panel with the candidate.

I confirm that there is no perceived conflict of interest between myself, the nominated panel members and the candidate.

For Supervisor to complete

Are you ready to submit Panel Selection? \*

Yes

Thank you for completing form, please submit for approval.

~~For Deputy Director to complete~~

~~Are you ready to approve the Panel Selection~~

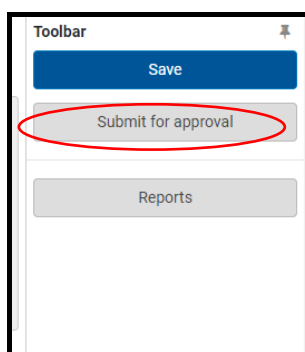
~~Yes~~

~~No~~

Comments

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

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



Toolbar

Save

Submit for approval

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

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.

**\*References to 'Deputy Director' on eForm = Research Institute Associate Director**