

ONLINE GRS2 PROCESS

<i>GRS2 form and scheduled email timeframe</i>	<i>GRS2 process where supervision meeting or other academic engagement</i>	<i>GRS2 process where supervision meeting or other academic engagement</i>
1st day of the month Email to PGRs to advise GRS2 form open for month	PGR completes Part A and submits form	Lead Supervisor ticks “There has been no contact this month” and enters text in the “Reason for No contact” box and submits form
	Email to PGR and lead supervisor to advise that PGR has completed Part A and Part B ready for completion	
Two weeks after the beginning of the month Reminder to PGRs and lead supervisor if Parts A, B have not been completed	Supervisor or PGR completes Parts B and submits form	
	Supervisor completes Part C submits form	
5 days before the end of the month Reminder to PGR and lead supervisor if Parts A, B or C have not been completed	PGR completes Part C and submits form	Email to supervisor and PGR to confirm “no contact” and GRS2 form closed and no longer possible to make amendments to the form
	Reminder email to PGR if Part C not submitted	
2 days before the end of the month reminder to lead and co-supervisors if Parts A, B or C have not been completed	Email supervisor to advise where PGR has indicated that do not agree form is accurate summary of meeting	
Last day of the month GRS2 form closes	E-mail to PGR and supervisor to confirm form successfully submitted and no longer possible to make any amendments	

Postgraduate researchers commencing their studies after the beginning of the academic year will receive an email on their start date to confirm the GRS2 form is open and ready for completion providing they have completed online registration and have a registration status of normally registered (NR).

PGRs who are on leave of absence (LA) will not receive GRS2 emails as they are not required to complete a GRS2 form during the leave of absence period.