

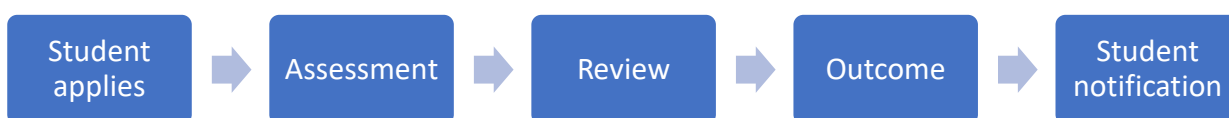
Departmental Scholarship Assessment Guide

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Overview

All postgraduate research scholarship applications include a departmental scholarship assessment that needs to be completed by the department as part of the scholarship application process. This is usually completed by the Thesis Supervisor, Head of Department (HoD), Postgraduate Coordinator or a Client Services administrator on behalf of the supervisor/HoD.



Overview of Scholarship application

It is important that the departmental scholarship assessments are completed **promptly** so no delays occur in processing the application for the student.

This is especially important for doctoral scholarship applications that go to a monthly Doctoral Scholarships Panel meeting held on the last Tuesday of each month. For these applications the cut off is three Fridays before the meeting is held. Delays mean the application will have to be held up until the next monthly meeting, causing significant delays to the student and the rest of the application process.

Departments are usually notified that a scholarship assessment is due as part of the email notification alerting them that a research proposal assessment is to be completed, however this only occurs for students who apply for a scholarship at the same time as they complete their programme application. Occasionally, students apply for a scholarship after the programme application, so it is important that the departmental staff member responsible for recording the scholarship assessment regularly checks eVision for scholarship assessments due.

Navigating to the search screen and retrieving applications

There are two ways to access departmental scholarship assessments.

1. Go to *Graduate research* in the grey ribbon at the top, then search for a student using the *Proposal assessment & search* and click on the *Scholarships* button. This method is useful if you are searching for a particular student.

The screenshot shows the 'Graduate research' page. The top navigation bar includes 'Home', 'Process applications', 'Student and academic maintenance', 'Timetables', 'Examinations and results', 'Graduation', 'Graduate research' (circled in red), and 'Scholarships and awards'. The main content area is titled 'Graduate research' and is divided into three sections: 'Overview', 'Research proposal', and 'Research examination'. The 'Research proposal' section contains links for 'Research proposal assignment', 'Proposal assessment & search' (circled in red), 'Change of research details', and 'Manage programme directors'. The 'Research examination' section contains links for 'Examiner nomination' and 'Examination management'. The 'Department role management' section contains links for 'Manage department role', 'Manage external person details', and 'Manage HoD nominee'. The 'International' section is also visible.

The screenshot shows the 'Research proposal assessment and student management' page. The top navigation bar includes 'Staff tasks', 'Assigned to department', 'Recommendation entered', 'Recommendation submitted', and 'Approved'. The main content area is titled 'Research proposal assessment and student management' and contains a form for student details. The form includes fields for 'Name', 'ID', 'Programme: Doctor of Philosophy', 'Stage: Doctoral Provisional 2', and 'Primary supervision: Food Science'. Below the form is a navigation bar with buttons for 'Student Details', 'Progress Reporting', 'Thesis Management', and 'Scholarships' (circled in red). At the bottom of the page, there is a 'Background' section and an 'Exit (No Save)' button.

Or

2. From the eVision *Home* page, click *See more* in the *Scholarships and awards* container and click on the *Scholarship applications* link. This method is useful for checking all scholarship assessments assigned to you or your department.

Home

<p>Process applications See more</p>	<p>View student details Student search</p>
<p>Examinations and results See more</p>	<p>Student and academic maintenance See more</p>
<p>Graduate research See more</p>	<p>Graduation See more</p>
<p>Scholarships and awards See more</p>	<p>Timetables See more</p>
	<p>Access My access Staff access search Student account search</p>

Home Process applications Student and academic maintenance Timetables Examinations and results Graduation Graduate research Scholarships and awards [+](#)

Scholarships and awards

Scholarship application processing

[Scholarship applications](#)

Retrieving scholarship applications

1. On the *Scholarship application assessment* screen, enter the relevant search options for *Scholarship type* and *Year* from the dropdown menus.
 Select *Application status: Application submitted* and *Application stage: DEPT REVIEW*

Scholarship application assessment

Scholarship application search

* Indicates mandatory fields.

Scholarship type*	Please select
Year	2022
Due date	<input type="text"/>
Application status	Not Defined
Application stage	Any
Student ID	<input type="text"/>
International/Domestic	Both
Include emailed?	Yes

[Help](#)

[Back](#) [Search](#)

3. Check the box on the left of the scholarship you wish to assess and click on *Record assessment*.

Scholarship application assessment

Search results

Listed below are the scholarship applications that met your search criteria.
Use the Select tick boxes to select one or more applications.
To view or print selected applications click the View selected button.
Use the Record Assessment button to enter your assessment of the student's applications.

Select all

Show 10 entries

Filter:

Select	Student details	Scholarship	International / Domestic	Dept. asst.	GPA	Uni rank	No of apps	Status	App. stage	Score	Rank	Due date
<input checked="" type="checkbox"/>	[Redacted]	Doctoral Scholarship	International	-	-	-	1	Application submitted	DEPT REVIEW	0	0	11/Jun/2021

Showing 1 to 1 of 1 entries

Previous 1 Next

Exit Back View selected Record assessment Email

Recording the department scholarship assessment

The scholarship assessment consists of:

- 3 questions
- A supporting statement from the Head of Department and/or proposed Primary supervisor, and
- Academic references, as required.

Department responses

In addition to the responses below, please provide:

1. A supporting statement from the Head of Department and/or proposed Primary supervisor
Such a statement might provide information on how the candidate has been assessed as a suitable doctoral/masters candidate, reference to objective indicators of the candidate's abilities and an overall assessment of the candidate.
2. At least two academic references are required for external applicants who are not well known to the supervising department.
3. A reference addressing the quality of the applicant's previous research work is essential in cases where an applicant's main research (for example their Master's thesis) is ungraded or graded as pass/fail only.
Ideally this reference will include:
 - o a comparison of the thesis to University of Otago standards
 - o the student's ranking in class, with class size.

These documents are to be attached using the Upload a Document button on the Research proposal assessment and student management page (use document type "Research Application Other").

In your department's experience of PhD candidates this candidate is expected to be: Please select

How well suited is the applicant's proposed research to your Department? Please select

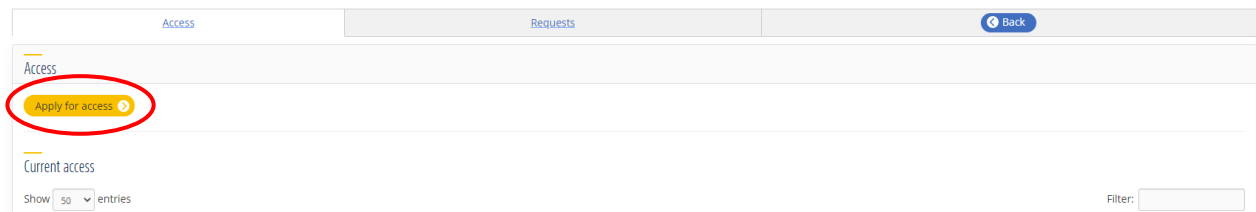
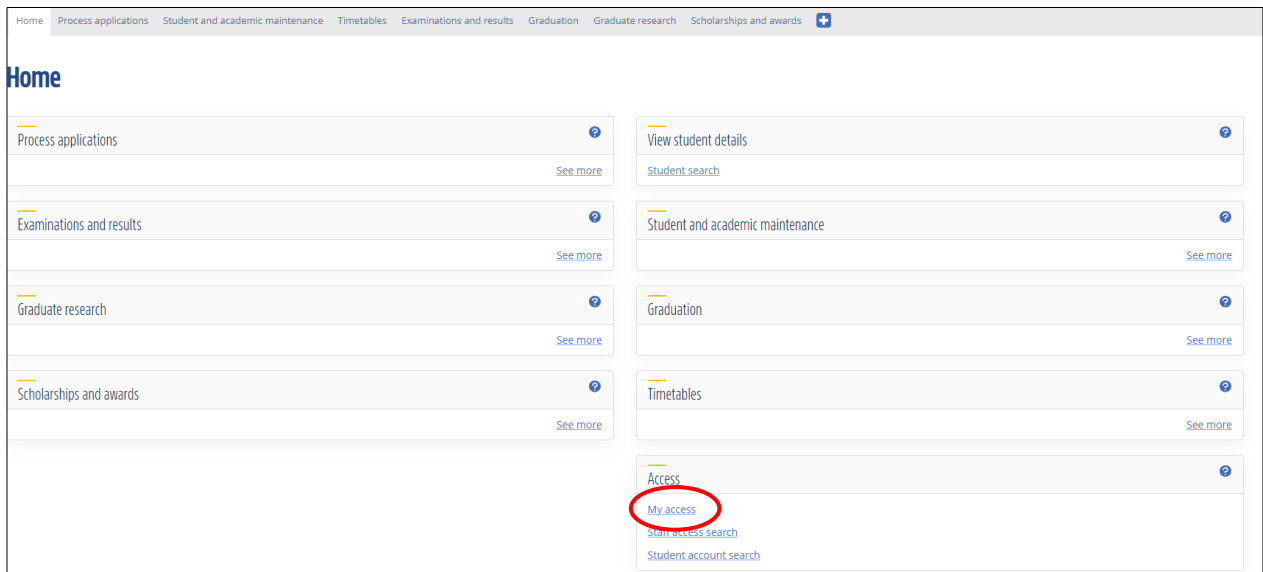
Do you support the awarding of a scholarship to this candidate? Please select

Back Store

For further information on supporting documentation requirements, see the [Document Guide](#).

Requesting access to the Scholarship application assessment in eVision

If you require access to the Scholarship application assessment, go to *My access* on the eVision home page, click the *Apply for access* button and select *Scholarships – Assessment (container)*.



Further resources

[Blackboard training](#) > [eVision Training](#) > [Scholarships and Awards](#) (please note that there have been a few minor changes to eVision screens since this was produced but it is still very helpful).

[AskOtago](#) also has a number of relevant articles and FAQs.