Managing Research Tracking

Managing Research Candidates

Research candidate records can be created through the following methods:

- Entry of an admissions application to a research eligible program or plan.
- Updating an existing admissions application to a research eligible program or plan.
- Using the Quick Admit process to a research eligible program or plan.
- Using the Student Program/Plan component to assign a research eligible program or plan.

Note: Research candidate information can be accessed through the Candidate Management component only after a candidate has been matriculated. Prior to matriculation, candidate information is accessed through the Admissions Application Entry and Application Maintenance components.

This section provides an overview of consumption and discusses how to:

- Review candidate information.
- Track research topics.
- Search for research topics.
- Assign candidate supervisors.
- Search for supervisors.
- Track consumption and submission.
- Track additional candidate assignments.
- Create assignments for multiple students.
- Update candidate management data using Admissions components.

Pages Used to Manage Research Candidates

Page Name	*Definition Name*	*Navigation*	*Usage*
Candidate Management – Information	SSR_RS_CAND_HDR	Records and Enrollment, Graduate Research Management, Candidate Management, Information	View summary information about candidates.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Candidate Management – Research Topic	SSR_RS_TOPIC	Records and Enrollment, Graduate Research Management, Candidate Management, Research Topic	View and edit information about a candidate's research topic.
Topic Search	SSR_RS_TPCSRCH_SEC	Click the Topic Search button on the Candidate Management - Research Topic page.	Search for available research topics.
Candidate Management – Supervisors	SSR_RS_SUPERVISORS	Records and Enrollment, Graduate Research Management, Candidate Management, Supervisors	Assign supervisors and edit supervisor information for the candidate's research project.
Supervisor Search	SSR_RS_SUPSRCH_SEC	Click the Supervisor Search button on the Candidate Management – Supervisors page.	Search for and select supervisors for the candidate's research project.
Consumption and Submission	SSR_RS_CONSMPTN	Records and Enrollment, Graduate Research Management, Candidate Management, Consumption and Submission	Assign and edit the candidate's thesis submission dates and research load.
Other Assignments	SSR_RS_OTHER_REQ	Records and Enrollment, Graduate Research Management, Candidate Management, Other Assignments	Add any new requirements that must be tracked on the Candidate Management component.
Create Assignments	SSR_RS_BAT_ASSIGN	Records and Enrollments, Graduate Research Management, Create Assignments	Create multiple new assignments for multiple students.
Candidature Details	SSR_RS_CNDDTRE_ADM	Student Admissions, Application Entry, Add Application, Candidature Details Student Admissions, Application Maintenance, Maintain Applications, Application Data	Access and update candidate management data using Admissions components.

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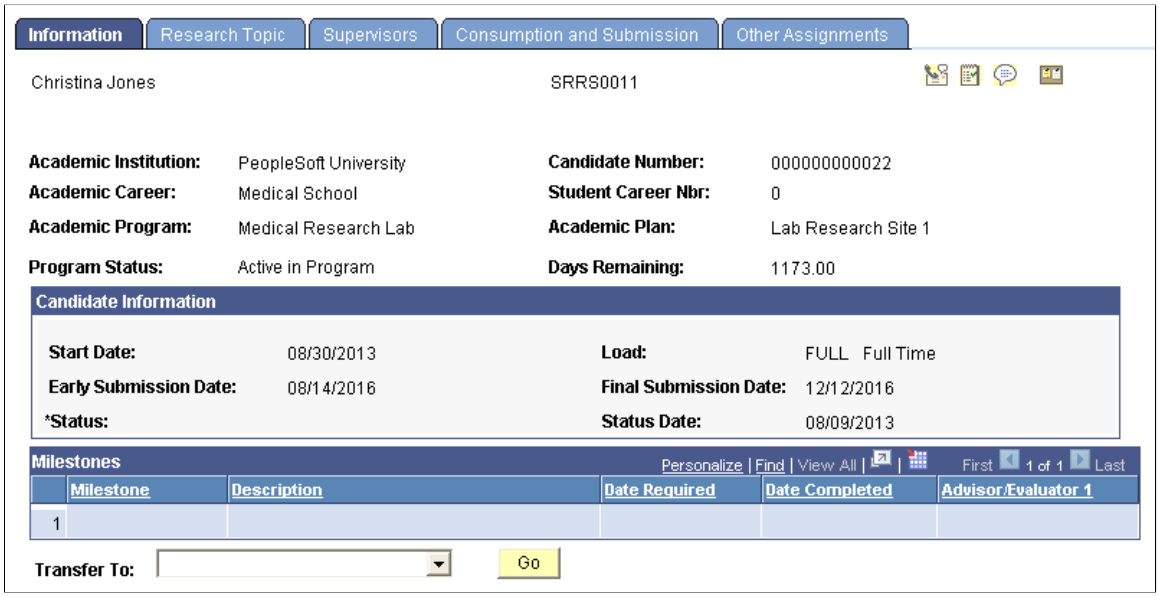
Reviewing Candidate Information

Access the Candidate Management - Information page (Records and Enrollment, Graduate Research Management, Candidate Management, Information).

Image: Candidate Management - Information page

This example illustrates the fields and controls on the Candidate Management - Information page. You can find definitions for the fields and controls later on this page.



This page provides basic high-level information about the candidate. All the fields on this page are display-only; to update the page, use the Consumption and Submission page.

See Tracking Consumption and Submission

For information about the Send Notification button,

See Using Online Notifications

Program Status

The status from the Student Program/Plan component.

See Maintaining Student Program Stacks

Candidate Information

This section contains the current high-level consumption information, taken from the Consumption and Submission page.

Milestones

This section contains a list of the uncompleted milestone events for the candidate.

Transfer To

You can access common Research-related components by selecting them from the drop-down list and clicking the Go button.

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Tracking Research Topics

Access the Candidate Management - Research Topic page (Records and Enrollment, Graduate Research Management, Candidate Management, Research Topic).

Image: Candidate Management - Research Topic page

This example illustrates the fields and controls on the Candidate Management - Research Topic page. You can find definitions for the fields and controls later on this page.

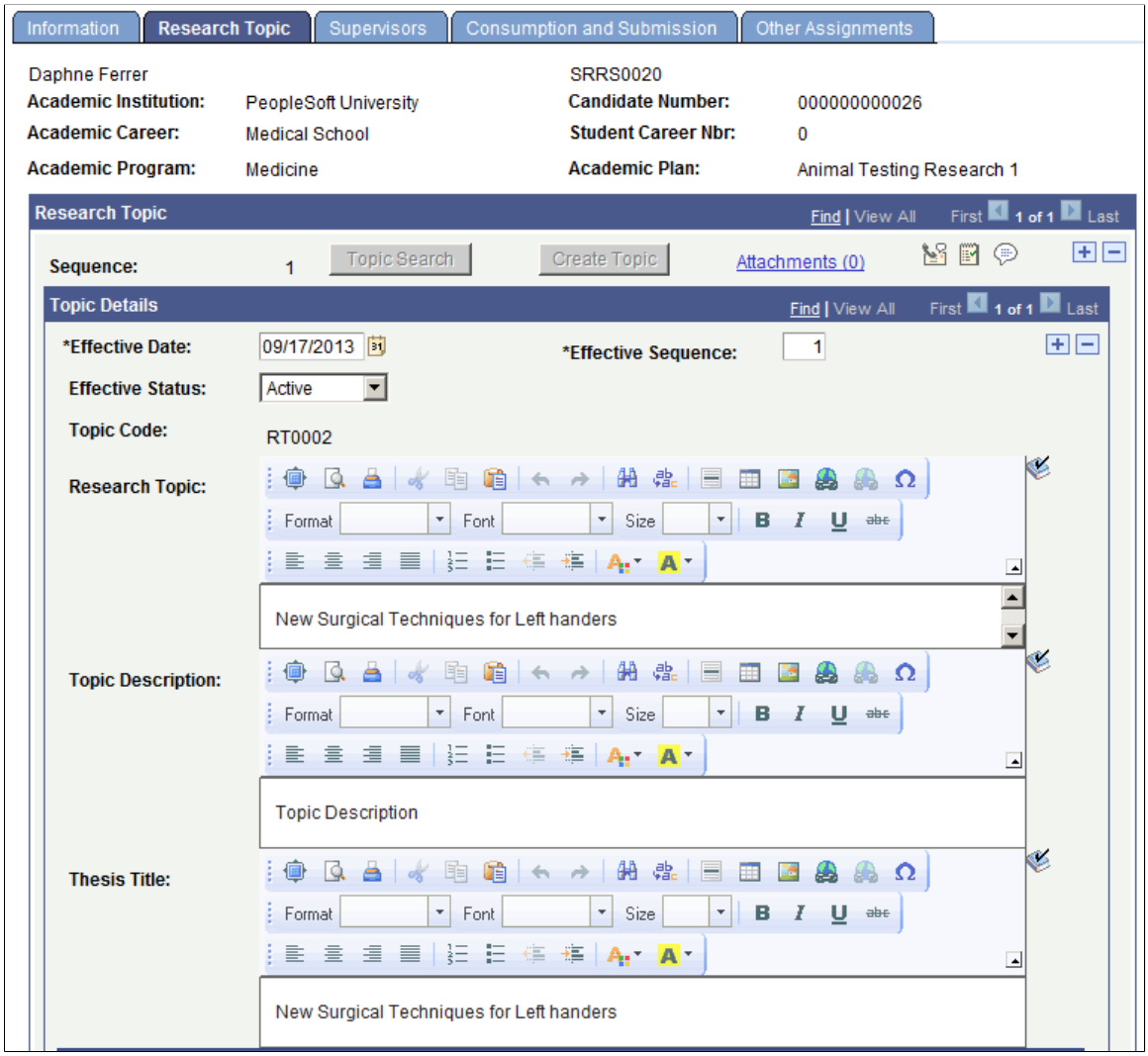

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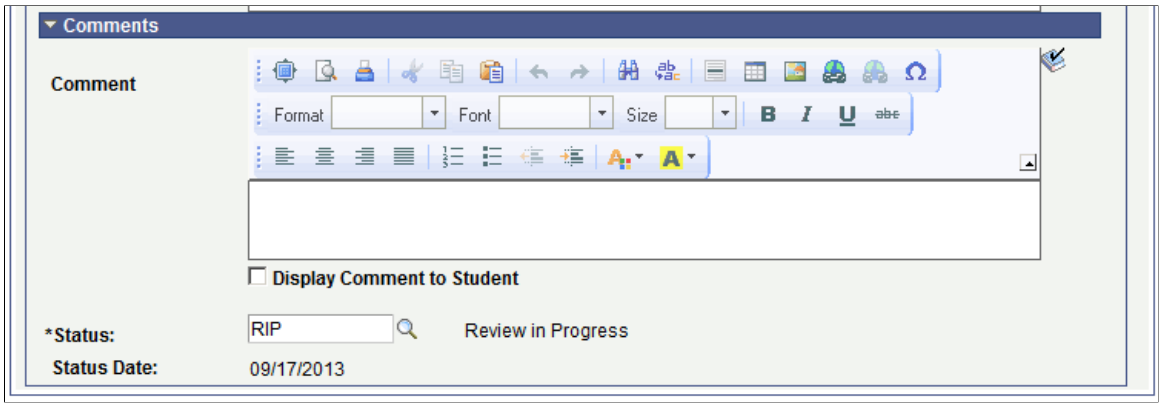
Image: Candidate Management - Research Topic page 2 of 2

This example illustrates the fields and controls on the Candidate Management - Research Topic page 2 of 2. You can find definitions for the fields and controls later on this page.



Use the Research Topic page to track the status of a research topic. Initial entry of the research topic is accomplished in one of two ways:

- Select a predefined research topic.
- Create a new research topic proposal.

The page supports the entry of multiple research topics, but only one should be active after the candidate is matriculated. The thesis title is displayed in the Thesis Management component.

Research Topic

This scroll area is used to insert and delete research topics. Use the Add or Delete buttons to perform these actions.

Sequence

Each number corresponds to a different research topic. Use the Add button at the Research Topic level to insert additional research topic records.

The Sequence number is incremented for each research topic added. Note that the 3Cs buttons are placed at this level so that communications created from this page are for a specific research topic. The Administrative function of TOPC supports this.

Attachments

Click this link to view or add attachments specific to the individual research topic. The number in parentheses indicates the number of attachments currently stored for the research topic.

In the File Attachments grid, the Visible to Student check box allows you to set whether or not the attachment is visible to students in the Candidate Center self service pages. By default, this check box is:

- Deselected in administrator pages so attachments are not visible to students.

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- Selected in Candidate Center self-service pages when candidates add attachments.

Create Topic

Click this button to open the fields on the page for update to allow the creation of a new topic. This bypasses the Topic Search functionality because a new research topic is being created instead of searching and selecting predefined research topics.

Topic Search

Click this button to display a search page to search for previously defined research topics.

Additional Information

This link appears only if common attributes have been created for the candidate's research topic using the Common Attribute Framework. Click the link to accesses a Common Attributes subpage where you can enter or modify the additional information.

Note: The fields that can be entered on this subpage are different from the fields that can be entered on the Research Topic Setup – Additional Information page.

See:

- "Understanding Common Attribute Framework *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"
- "Defining a Common Attribute *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"
- "Associating a Common Attribute to a Record *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

Comments

This field is intended for administrators to add contextual notes to the current row of data. When a new effective data row is entered, the field is reset to blank. When the user scrolls through the row of the record, the comment scroll area automatically opens so that the comment is not missed. In addition, candidates will have the ability to enter comments through the Candidate Center by initiating a Research Service Item.

Display Comment to Student

Select to allow candidates to view the comment in the Candidate Center. By default, this check box is:

- Deselected in administrator pages. Select this option if you would like to share the comment with the candidate.
- Selected in the Candidate Center self-service pages when candidates add comments.

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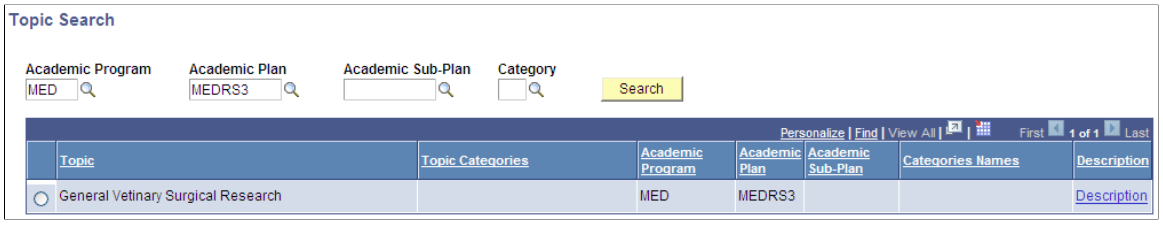
Searching for Research Topics

Access the Research Topic Search page (click the Topic Search button on the Candidate Management - Research Topic page).

Image: Research Topic Search page

This example illustrates the fields and controls on the Research Topic Search page. You can find definitions for the fields and controls later on this page.



Use this page to search for available research topics for the candidate. By default, the candidate's academic program and plan will automatically be used to search for available research topics, but you can modify the filtering criteria, specifying Academic Program, Academic Plan, Academic Sub-Plan, and Category, and then use the Search button to locate additional available topics. Select a topic from the results grid to select the topic and display its details in the Research Topic page.

You should only select research topics where both the Academic Program and Academic Plan of the topic match the candidate's values. A warning message is displayed if the topic selected does not match the candidate's Academic Program and Academic Plan. You can click the Cancel button to return to the main page without making a selection.

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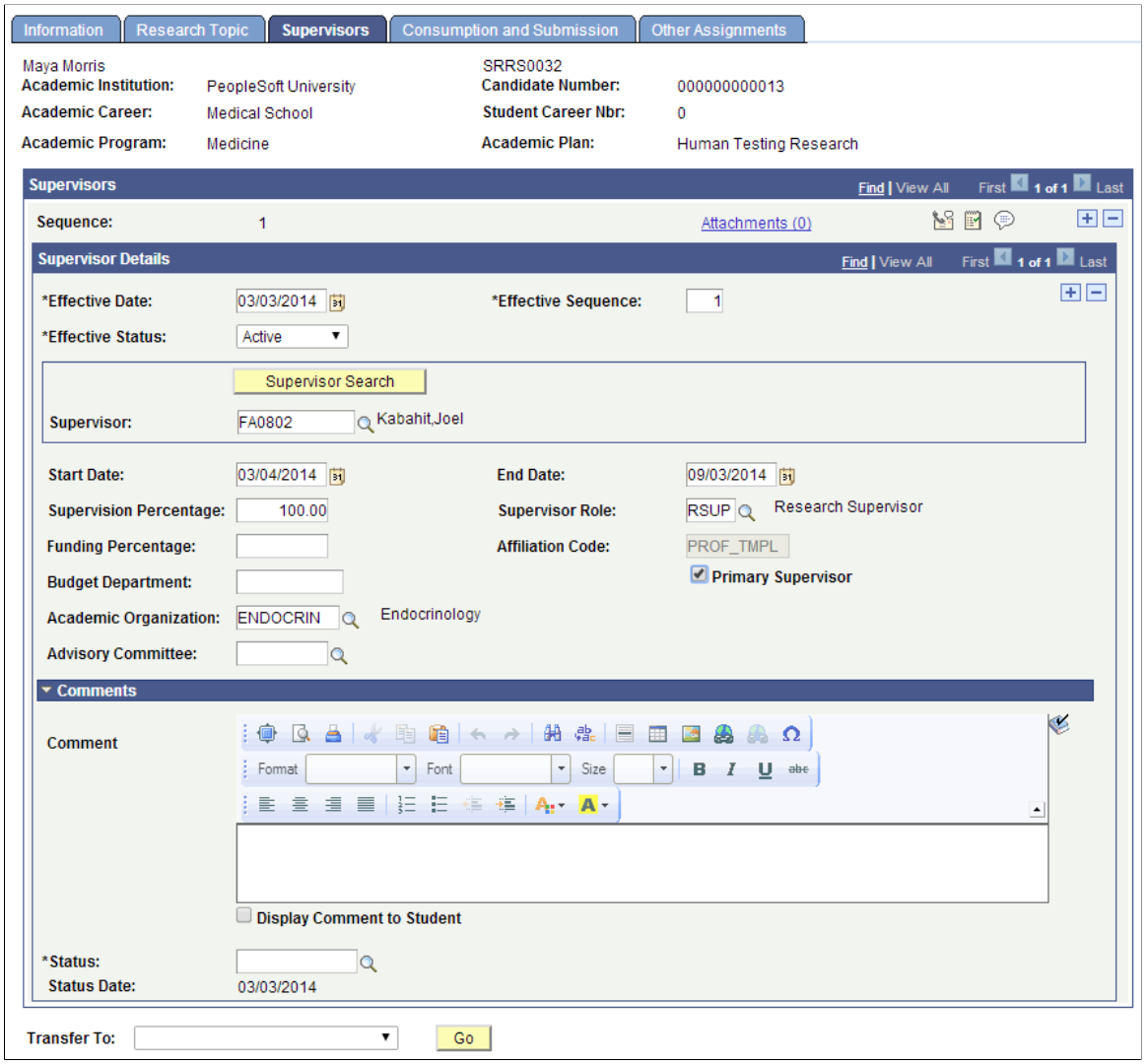
Assigning Candidate Supervisors

Access the Candidate Management - Supervisors page (Records and Enrollment, Graduate Research Management, Candidate Management, Supervisors).

Image: Candidate Management - Supervisors page

This example illustrates the fields and controls on the Candidate Management - Supervisors page. You can find definitions for the fields and controls later on this page.



Use this page to assign supervisors to the candidate. Multiple supervisors are supported.

Supervisors

Use this scroll area to insert and delete supervisor positions, using the Add and Delete buttons. The Sequence number increments for each supervisor position added. Note that the 3Cs buttons are placed at this level so that communications created from this page will be for a specific supervisor. The Administrative function of SUPR supports this.

Attachments Click this link to view and add attachments to the selected supervisor sequence. The number in parentheses indicates the number of attachments currently stored for the supervisor.

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In the File Attachments grid, the Visible to Student check box allows you to set whether or not the attachment is visible to students on the Candidate Center self-service pages. By default, this check box is:

- Deselected in administrator pages so attachments are not visible to students.
- Selected in Candidate Center self-service pages when candidates add attachments.

Supervisor Details

This scroll area maintains additional, candidate-specific information about the supervisor. In addition, schools can use this section to track the selection and approval of the supervisors. A supervisor position can be created without an actual person assigned until a later date. Research supervisors are defined in the Administrator Profile component.

Supervisor Search

Click this button to display the Supervisor Search page, where you can search for and select valid supervisors to include on the Supervisors page. A valid supervisor is one whose Academic Program or Academic Plan matches that of the candidate. Define supervisors using the Affiliations feature, the Academic Institution 10 page, and the Administrator Profile Management page.

See Setting Up Research Administrators.

Status

The status values are defined in the Research Status Code setup component. The available research status codes are those defined with the System Usage value equal to *Supervisor*. Schools will likely create status codes to track the approval of the research supervisors as well as track the availability of the supervisor over time. This is a required field.

Note: This field has underlying PeopleCode that supports 3C Engine triggers that occur in real time or store in a trigger table for processing later. Essentially, communications can be triggered automatically based on assigning a specific status value.

Additional Information

This link appears only if common attributes have been created for the candidate's research topic using the Common Attribute Framework. Click the link to accesses a Common Attributes subpage where you can enter or modify the additional information.

See:

- Using Common Attribute Framework for Research Tracking

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- "Defining a Common Attribute *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

Comments

This field is intended for administrators to add contextual notes to the current row of data. When a new effective data row is entered, the field is reset to blank. When the user scrolls through the row of the record, the comment scroll area automatically opens so that the comment is not missed. In addition, candidates will have the ability to enter comments through the Candidate Center by initiating a Research Service Item.

Display Comment to Student

Select to allow candidates to view the comment in the Candidate Center. By default, this check box is:

- Deselected in administrator pages. Select this option if you would like to share the comment with the candidate.
- Selected in the Candidate Center self-service pages when candidates add comments.

Related Links

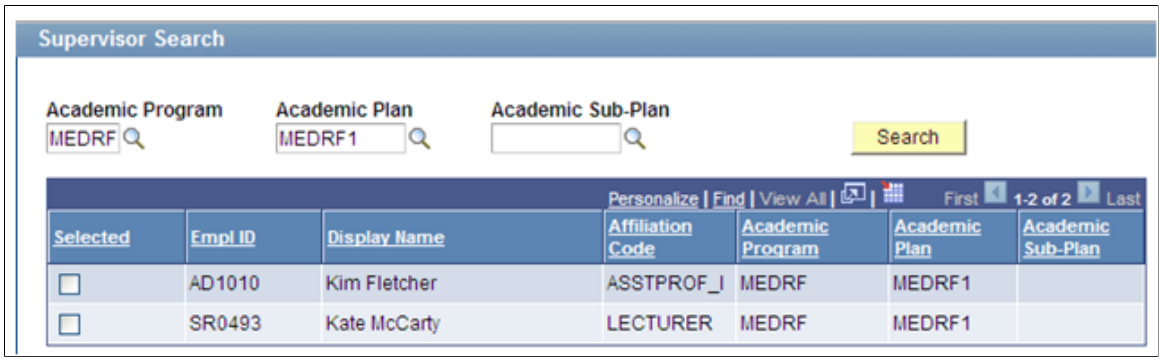
"Defining 3C Engine Triggers (PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)"

Searching for Supervisors

Access the Supervisor Search page (click the Supervisor Search button on the Supervisors page).

Image: Supervisor Search page

This example illustrates the fields and controls on the Supervisor Search page . You can find definitions for the fields and controls later on this page.



Use this page to search on Academic Program, Academic Plan, and Academic Sub-Plan in order to locate specific supervisors. Eligible research supervisors are defined in the Administrator Profile component. Select a topic from the results grid to display its details in the Supervisors page.

You can select only supervisors for whom either the Academic Program or Academic Plan relevant to the supervisor matches that of the candidate. Other supervisors in the search results are display-only.

Use the Cancel button to return to the main page without making a selection.

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For information about the Administrator Profile component, see Setting Up Research Administrators.

Tracking Consumption and Submission

This section discusses consumption and how to use the Consumption and Submission page.

Understanding Consumption

A challenge in monitoring research candidates is that they often do not follow an academic calendar while conducting their research. Research candidates are usually allocated a set amount of time to complete their research and submit their thesis for evaluation, so a method called Consumption is used to determine when the candidate has reached the limit of his or her allocated time.

This method is optional for schools to implement and does not replace the current methods for monitoring academic progress. As consumption is monitored, schools must determine the administrative action to be taken as the time allocated to a research candidate runs down.

The consumption process takes the amount of time allocated by the department to complete the research project, the rate at which research work is conducted (load), and the candidate's start date to determine the date at which the candidate's time runs down to zero. This is known as the final submission date. A current measure of the candidate's remaining time is maintained. Administrators can monitor this time remaining and initiate actions necessary to insure that the candidate is making progress.

Here is an example of a consumption calculation:

A research project is determined to require 90 days to complete at a full time rate. An applicant has accepted the research project set to begin on January 1, 2013, but will be conducted at a load of half time (.50). The consumption calculation would adjust the 90 full time days to reflect its consumption at a half time rate (90 days/50) and calculate 180 days to consume the allocated time. A final thesis submission date of June 30, 2013 is calculated.

The candidate begins his or her research as planned. On February 2 (32 days later), the consumption calculation would determine that the candidate has consumed 16 days (equals 32 calendar days x .5 consumption load) and has 74 days remaining (90 total allocated – 16 consumed).

Administrators can override the consumption settings for individual research candidates. For example, an adjustment to the start date may be required due to the nature of the research project or additional time may need to be added due to the availability of research topic. Adjustments made to a candidate's start date, total allocated days, and load result in a recalculation of the submission dates.

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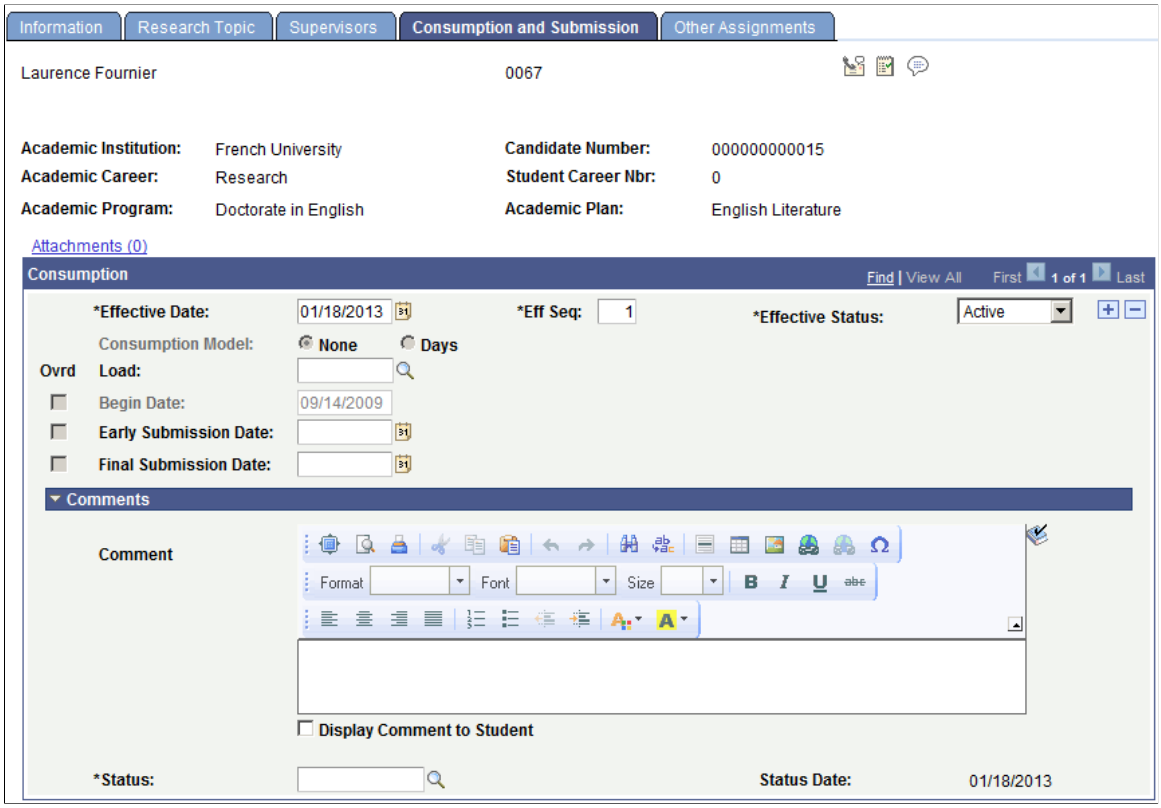
Note: If the consumption feature is not implemented for some or all of an institution's research candidates, schools still have the option of manually managing the load, begin date, and submission date fields for their research candidates. These fields may still be useful in monitoring the progress of their candidates.

Image: Consumption and Submission page example (Model is None)

Here is an example of the Consumption and Submission page if the consumption feature is not used (Consumption Model is None):



Suspending, Resuming, and Resetting Consumption

In addition to being able to make adjustments to the consumption calculation to more accurately reflect an individual research candidate's circumstances, administrators also have the ability to suspend (and later resume) or even reset the process. An example where suspension of the calculation may be applied is when the candidate takes a leave of absence from the university. The administrator must determine if suspension is required. For example, the candidate's research topic suddenly becomes unavailable for study. If consumption is suspended, any further calculations are halted. The days remaining, days consumed, and the submission dates become locked while the suspension is in place. When the candidate returns from leave, consumption would then be resumed. When consumption is resumed, the time period of the suspension is ignored (not counted as consumed), and the submission dates are recalculated based on the resumption date.

The option to reset the consumption calculator can be used in the case where a candidate has already started his or her research project, but at some point the administrator wants to restart the consumption process, but preserve the previous consumption information. The old information is preserved for audit purposes, but the information is not used once the reset has been implemented. For example, a research candidate has been working on an approved research topic. For some reason, the research topic can no

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longer be studied and the candidate must change to another research area. The administrator could choose to perform a reset instead of other options such as making adjustments to the current consumption data (adding more days, changing the research load), or requiring the candidate to reapply for admissions under the new topic.

Program Stack Changes and Consumption

Similar to all students in the Campus Solutions system, the academic status of the research candidate is maintained in the program stack. Changes in the candidate's program status may have a downstream impact on how consumption should behave. Using the leave of absence example earlier: to grant the leave of absence, the status must first be entered in the Student Program/Plan component to update the program stack. Next, the consumption status in the Candidate Management component would need to be updated. To assist in coordinating program status and consumption status changes, an optional feature to automatically update the candidate's consumption information based on changes made to the program stack is available. A specific program action and action reason combination entered in the Student Program/Plan component can be made to trigger the insertion of a new consumption row for research candidates who have consumption enabled. Administrators can cause the consumption process to suspend, resume previously suspended consumption, or simply insert a new informational row to document that a change in the program stack had occurred. The new consumption row uses the same effective date as the new program action row.

An example of the sequence of events that may take place to process a leave of absence:

1. A candidate applies for a leave of absence by submitting a service request.
2. The request is administered in the Service Request Management component.
3. If the leave of absence is approved, a new row is saved in Student Program/Plan using a Program Action of LOA and an Action Reason of SUSP (suspend consumption).
4. A row is then automatically inserted in the Consumption record in the Candidate Management component. How the fields on the Consumption and Submission page are updated depends on the setup on the Program Action Process Setup page. For example, if the setup indicates that when the Program Action in Student Program/Plan is *LOA* and the Action Reason is *SUSP,* then the Consumption Action should be *Suspend* and the Status (consumption status) should be *LOA*–the Consumption Indicator and Status fields on the Consumption and Submission page are updated accordingly.
5. Consumption is calculated up to the date that the leave of absence takes effect.

See:

- Setting Up Consumption Actions for Program Actions
- Managing Service Requests
- Maintaining Student Program Stacks

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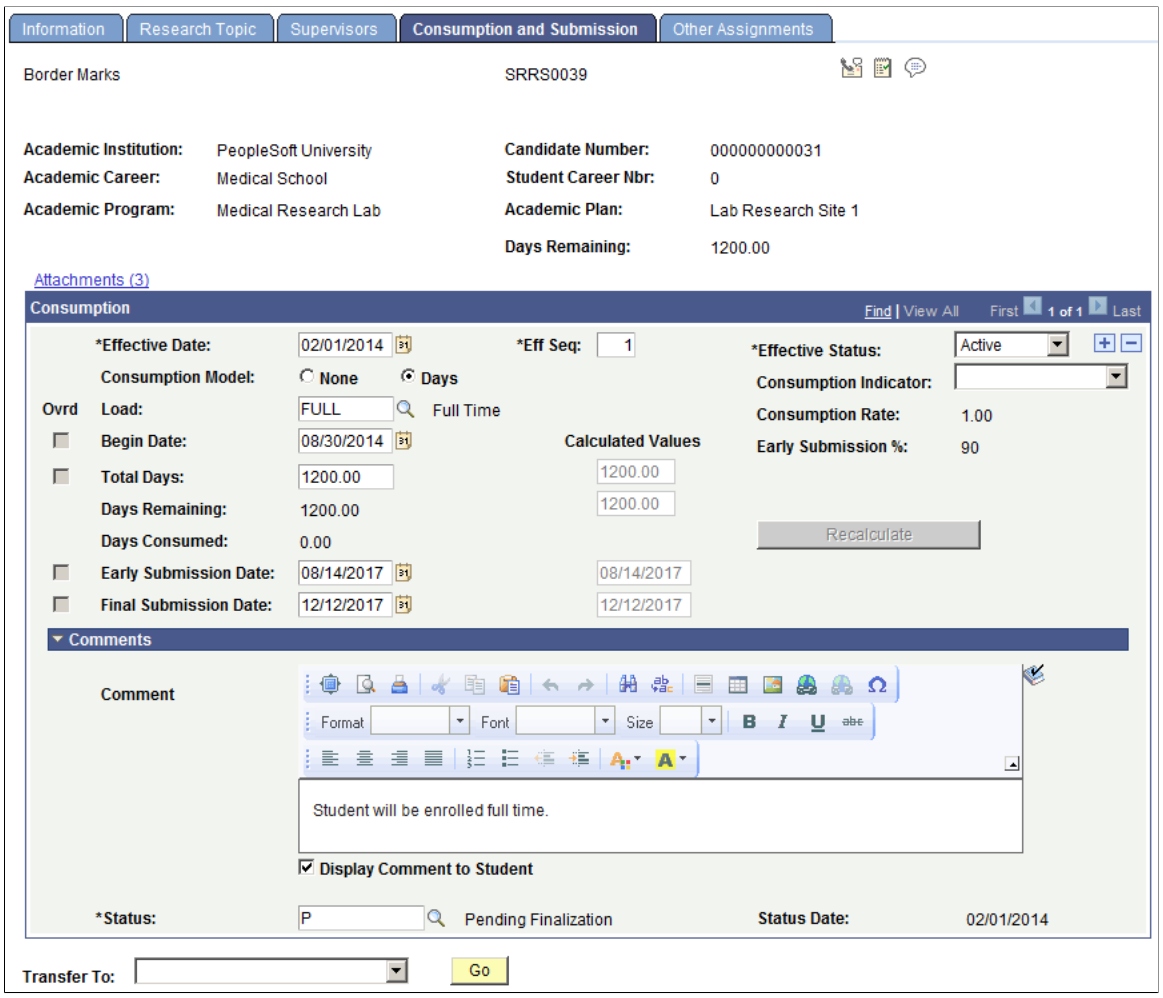
Using the Consumption and Submission Page

Access the Consumption and Submission page (Records and Enrollment, Graduate Research Management, Candidate Management, Consumption and Submission).

Image: Consumption and Submission page

This example illustrates the fields and controls on the Consumption and Submission page. You can find definitions for the fields and controls later on this page.



The Consumption and Submission page can be accessed only after a research candidate is matriculated into the program. Prior to matriculation, you can view and update consumption and submission data on the Candidature Management page in Admissions.

See Updating Candidate Management Data Using Admissions Components.

Consumption Model Indicates whether consumption calculations will be performed. Available fields change based on the model selected. After research has begun, the field cannot be changed. If the model is None, the page limits the display to the Load, Status, and Submission Date fields.

Load The consumption load of the candidate. If the load is changed, the submission dates are recalculated to reflect the change. A

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recalculation is performed either by pressing the recalculate button, or by a successful save of the page.

Begin Date

The date that the research program begins. After the research begins, you cannot override the date. If you need to override the date, delete all the consumption rows dated after the begin date, or use the consumption reset functionality.

Total Days

The time allocated to the candidate to complete his or her research. If modified, the submission dates are recalculated.

Days Remaining

Display-only field that shows the time remaining as of the effective date of the record. This value is calculated by subtracting the Days Consumed from the Total Days.

Days Consumed

Display-only field reflecting the amount consumed as of the effective date.

Note: The Days Remaining field located at level zero on the page always displays the amount consumed as of the current date. The value is not adjusted to reflect calendar days.

Early Submission Date

A calculated date based on the default consumption settings used for the candidate.

Final Submission Date

The calculated date when the Days Remaining becomes zero.

Status

Select a status from the available list. The status values are defined in the Research Status Code setup component. The available research status codes are those defined with the System Usage value equal to Consumption. This is a required field.

This field can be automatically updated when a row is saved in the Student Program/Plan, as explained in the “Understanding Consumption” section.

Consumption Indicator

Indicates whether the consumption calculation is suspended, resumed, or reset, as explained in the “Understanding Consumption” section.

Ovrd (override)

The column labeled Ovrd indicates whether the corresponding field (Begin Date, Total Days, Early Submission Date, Final Submission Date) has been overridden by the user.

The Ovrd check box is automatically selected when the user changes the default values derived from setup (begin date, total days) or from the initial consumption calculation (dates). The check boxes are deselected if the original value is restored.

Calculated Values: Total Days

Displays the default value derived from setup. When the actual Total Days field is modified, the Ovrd check box is selected when the two value do not equal.

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Calculated Values: Days Remaining This is the actual Days Remaining value adjusted to reflect the number of calendar days (divide the actual days remaining by the Consumption Rate).

Calculated Values: Early Submission Date Calculated from the current consumption settings displayed on the page. The Ovrd check box is selected when the actual Early Submission Date does not match.

Calculated Values: Final Submission Date Calculated from the current consumption settings displayed on the page. The Ovrd check box is selected when the actual Final Submission Date does not match.

Recalculate When you click this button, a recalculation of consumption for the current row occurs. By default, the button is not available unless a new row is inserted or a field that impacts the consumption calculation in the current row is modified. Note that when the consumption record is saved, a recalculation is always performed.

Comments

This field is intended for administrators to add contextual notes to the current row of data. When a new effective data row is entered, the field is reset to blank. When the user scrolls through the row of the record, the comment scroll area automatically opens so that the comment is not missed. In addition, candidates will have the ability to enter comments through the Candidate Center by initiating a Research Service Item.

Display Comment to Student Select to allow candidates to view the comment in the Candidate Center. By default, this check box is:

- Deselected in administrator pages. Select this option if you would like to share the comment with the candidate.
- Selected in the Candidate Center self-service pages when candidates add comments.

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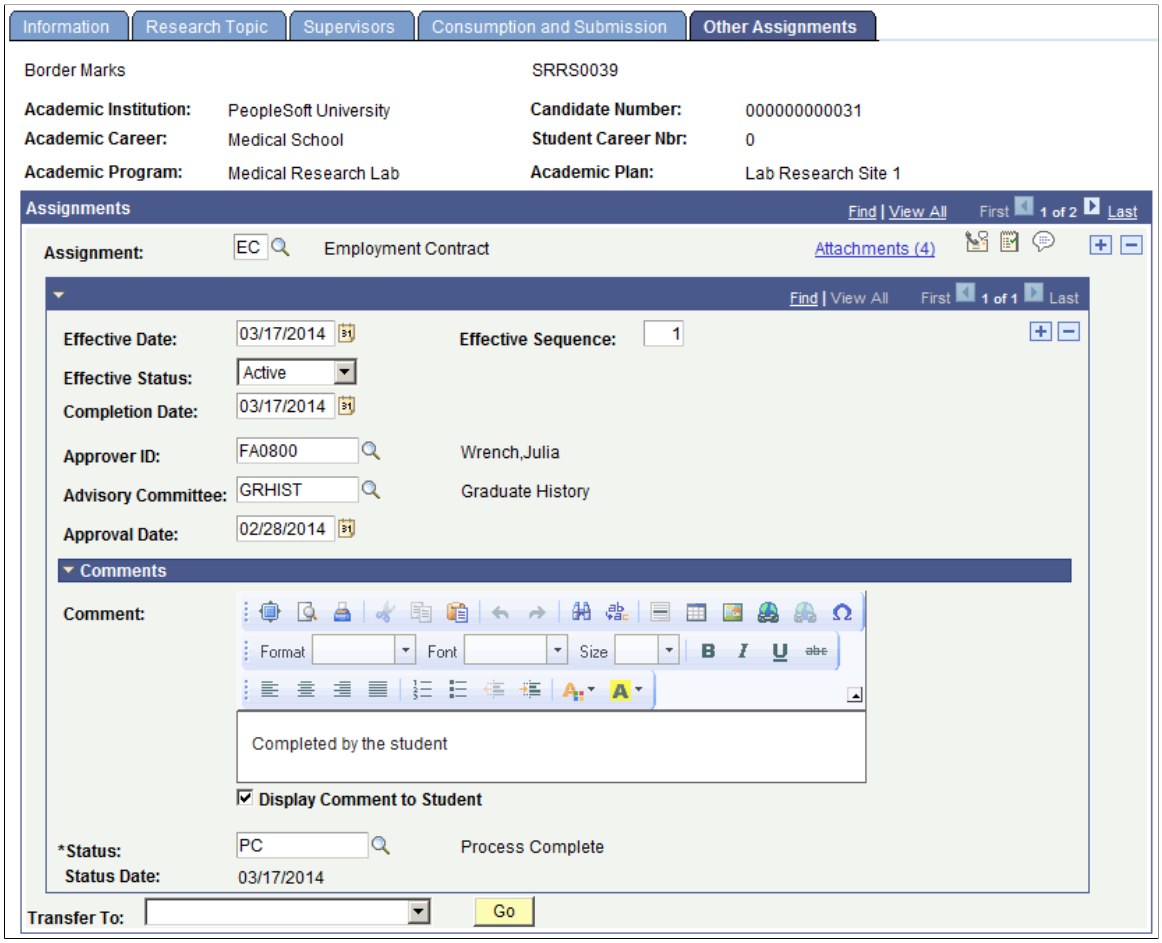
Tracking Additional Candidate Assignments

Access the Other Assignments page (Records and Enrollment, Graduate Research Management, Candidate Management, Other Assignments).

Image: Other Assignments page

This example illustrates the fields and controls on the Other Assignments page. You can find definitions for the fields and controls later on this page.



Use this page to add new assignments to be tracked on the Candidate Management component.

For information about how to create assignments for multiple students, see Creating Assignments for Multiple Students.

For information about how to set up assignments, see Defining Additional Business Assignments.

The setup determines the fields that are displayed for the assignment. Multiple assignments are supported.

Assignment

Use this area of the page to add and delete assignments. Note that the 3Cs buttons are placed at this level so that communications created from this page will be for a specific assignment. The Administrative function of RREQ supports this.

Assignment Assignments are defined in the Assignment Types component.

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Attachments

Click this link to view and add attachments to the selected assignment. The number in parentheses indicates the number of attachments currently stored for the supervisor.

In the File Attachments grid, the Visible to Student check box allows you to set whether or not the attachment is visible to students on the Candidate Center self-service page. By default, this check box is:

- Deselected in administrator pages so attachments are not visible to students.
- Selected in Candidate Center self-service pages when candidates add attachments.

Detail

At this level, the fields that appear are controlled by the Assignment definition performed in setup. The possible fields that may appear are:

Completion Date

The expected or actual completion date of the assignment.

Approver ID

The person who approves the assignment.

Committee ID

The committee that approves the assignment.

Approval Date

The date of the approval.

Comments

A rich text format field for free-form comments.

This field is intended for administrators to add contextual notes to the current row of data. When a new effective-dated row is entered, this field is reset to blank. When the user scrolls through the row of the record, the comment scroll area automatically opens so that the comment is not missed.

In addition, candidates will have the ability to enter comments through the Candidate Center by initiating a Research Service Item.

Display Comment to Student

Select to allow candidates to view the comment in the Candidate Center. By default, this check box is:

- Deselected in administrator pages. Select this option if you would like to share the comment with the candidate.
- Selected in the Candidate Center self-service pages when candidates add comments.

Several fields will always appear in this section: these include the Effective Date, Effective Sequence and Effective Status.

Status

Select a status from the available list. Available statuses include those assigned to a research group code that is associated with a user defined requirement type.

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The status values are defined in the Research Status Code setup component. The available research status codes are those defined with the System Usage value equal to Requirement. This is a required field.

Note: This field has underlying PeopleCode that supports 3C Engine triggers that occur in real time or store in a trigger table for processing later. Essentially, communications can be triggered automatically based on assigning a specific status value.

Additional Information

This link appears only if common attributes have been created for the candidate's research topic using the Common Attribute Framework. Click the link to accesses a Common Attributes subpage where you can enter or modify the additional information.

See:

- Using Common Attribute Framework for Research Tracking
- "Understanding Common Attribute Framework *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"
- "Defining a Common Attribute *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

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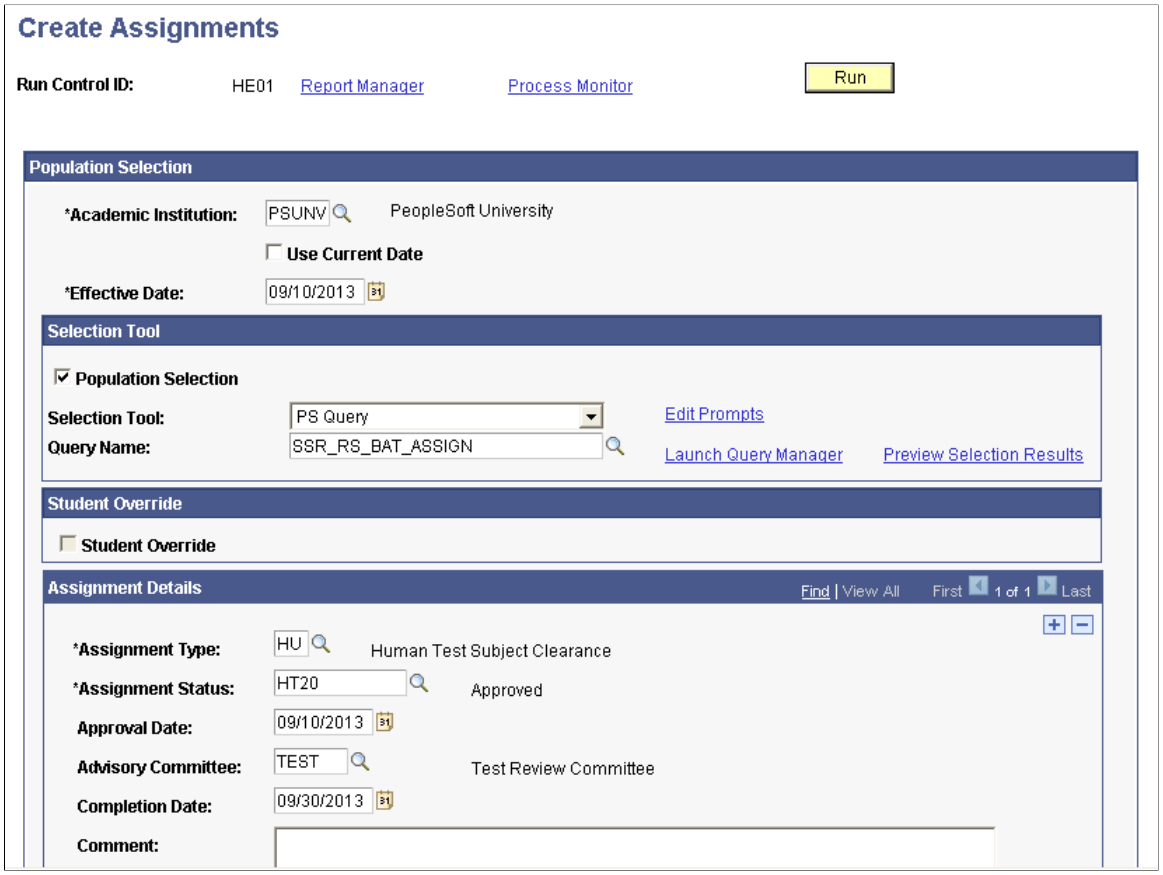
Creating Assignments for Multiple Students

Access the Create Assignments page (Records and Enrollments, Graduate Research Management, Create Assignments).

Image: Create Assignments page

This example illustrates the fields and controls on the Create Assignments page. You can find definitions for the fields and controls later on this page.



Use this page to insert multiple, new assignments into existing research and project records.

This Application Engine process enables you to create assignment records for a group of EmplIDs, instead of using the Candidate Management-Other Assignments page or the Project Management-Additional Details page to create assignments for individual students.

You can either use the Population Selection framework to identify a population of students or manually enter a list of EmplIDs in the Student Override region.

Population Selection

Select this check box to run the process using Population Selection.

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool

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that you select. The fields behave the same way from within the group box on all run control pages and application processes. If your institution uses a specific delivered selection tool (PS Query, Equation Engine equation, or external file) to identify IDs for a specific transaction, you must use it.

The PeopleSoft system delivers a sample query (SSR_RS_BAT_ASSIGN) for the Create Assignments process.

If you select the Population Selection check box, the Student Override check box is unavailable for entry.

See "Using the Population Selection Process *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*".

Student Override

Select this check box to specify one or more EmplIDs for which you want to run the Create Assignments process.

If you select the Student Override check box, the Population Selection check box is unavailable for entry.

Note: If you select the Student Override option, only those EmplIDs that have an active Candidate Header or Project record are available. However, the system cannot enforce this rule if you use Population Selection. It is important to review the delivered sample query or sample Equation Engine equation to see how to select your target populations. In addition, use the SSR_PROJECT_IND field to distinguish between research candidate and student project records.
When you run the Create Assignments process using Population Selection, if the process finds an EmplID without an active Candidate Header or Project record, then the process skips the record and moves on to the next EmplID in the selection. The process message log displays the EmplIDs for all assignments created and those that were skipped.

After the process creates the new assignments, use the Candidate Management-Other Assignments page and the Project Management-Additional Details pages to manage them.

Assignment Details

For information about these fields, see Tracking Additional Candidate Assignments.

Note: If an assignment record exists for a particular assignment type, the process does not create a duplicate record for the same.

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Updating Candidate Management Data Using Admissions Components

Access the Candidature Details page (Student Admissions, Application Entry, Add Application, Candidature Details).

Image: Candidature Details page (1 of 3)

This example illustrates the fields and controls on the Candidature Details page (1 of 3). You can find definitions for the fields and controls later on this page.

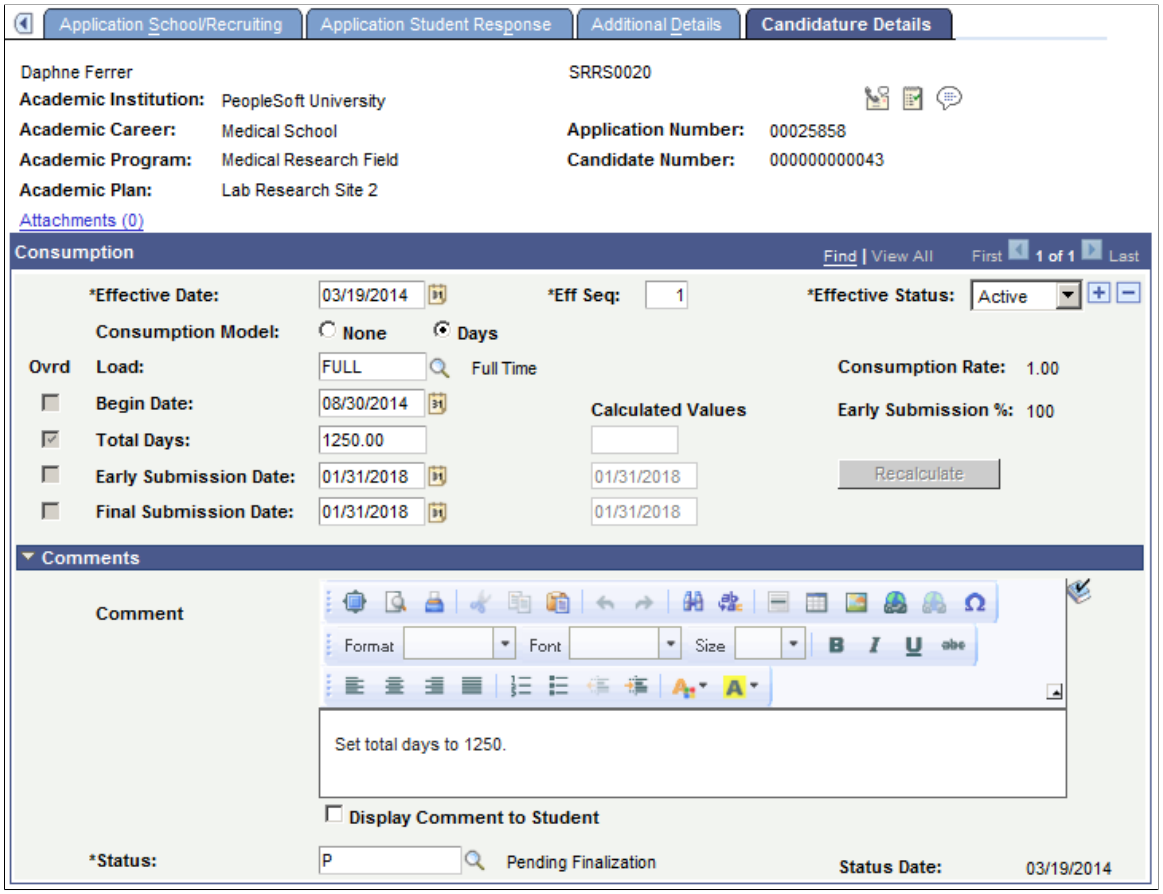

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Image: Candidature Details page (2 of 3)

This example illustrates the fields and controls on the Candidature Details page (2 of 3). You can find definitions for the fields and controls later on this page.

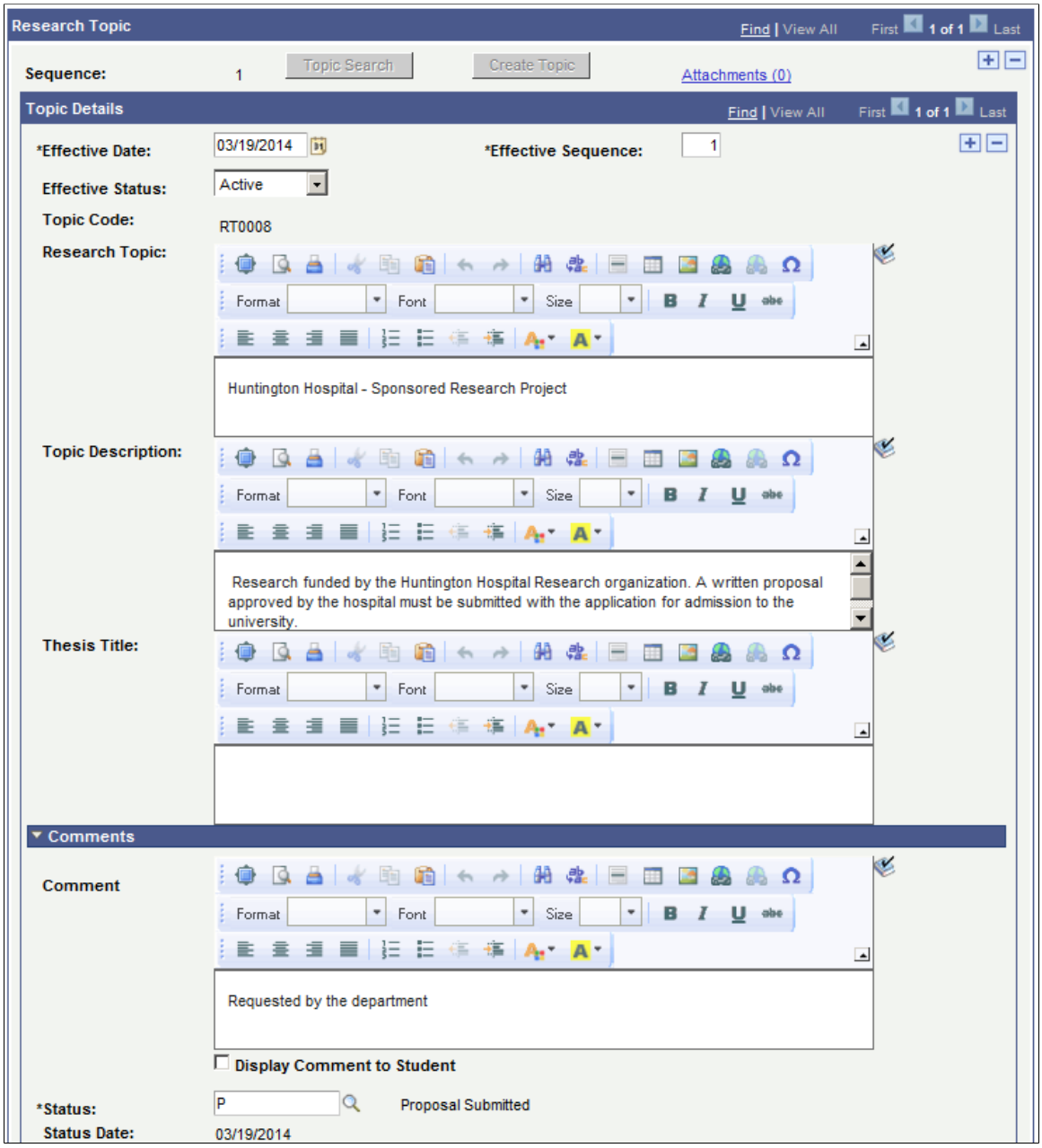

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Image: Candidature Details page (3 of 3)

This example illustrates the fields and controls on the Candidature Details page (3 of 3). You can find definitions for the fields and controls later on this page.

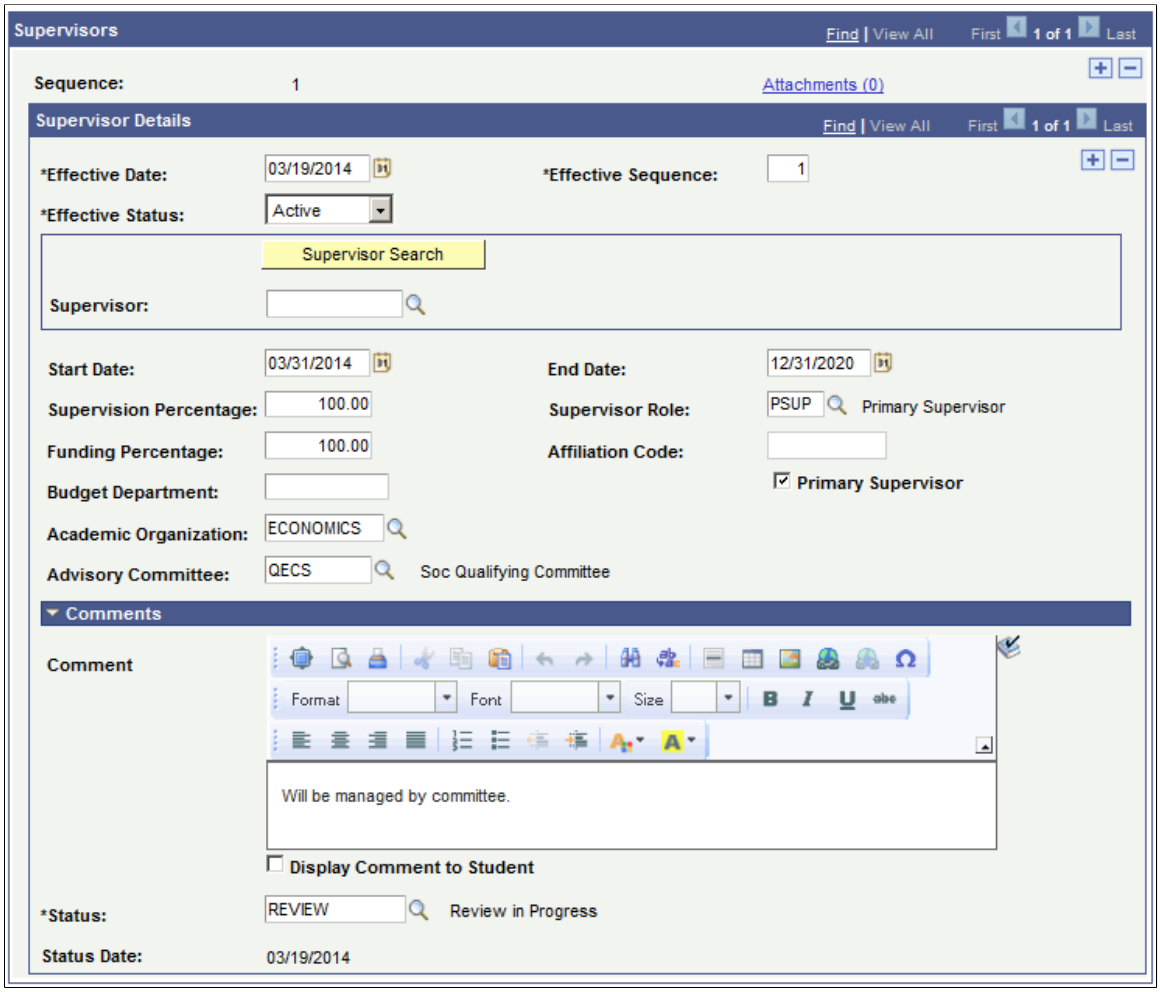

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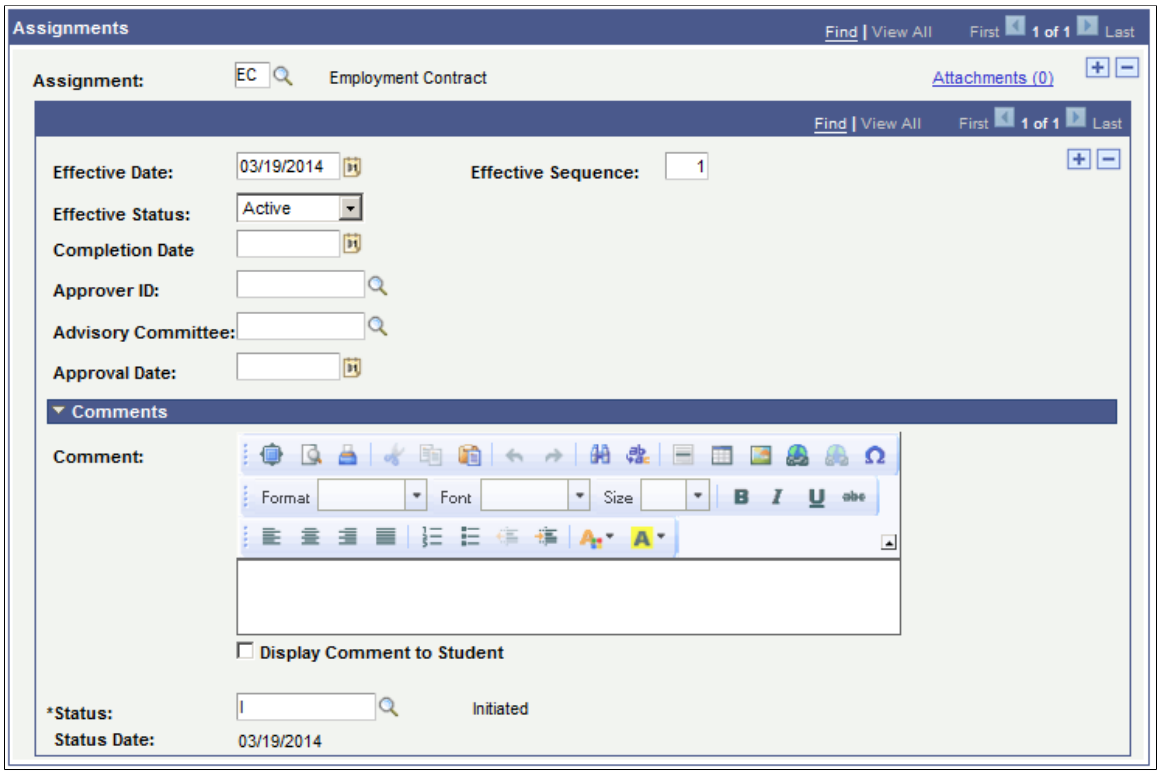
Image: Candidature Details page (4 of 4)

This example illustrates the fields and controls on the Candidature Details page (4 of 4). You can find definitions for the fields and controls later on this page.



This page is available only if the candidate has a research-eligible academic program or academic plan (the Use Research Processing check box is selected on the Research Processing Options page in the Academic Program Table or Academic Plan Table components).

See:

- Setting Up Research Tracking Options for Academic Programs
- Setting Up Research Tracking Options for Academic Plans

Each subpage follows the design of, and behaves similarly to, the pages used in the Candidate Management component (Records and Enrollment, Graduate Research Management, Candidate Management).

Attachments

Click this link to view and add attachments to the candidate. Attachments uploaded to this link are stored at the candidate level. The number in parentheses indicates the number of attachments currently stored.

In the File Attachments grid, the Visible to Student check box allows you to set whether or not the attachment is visible to students on the Candidate Center self-service page. By default, this check box is:

- Deselected in administrator pages so attachments are not visible to students.

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- Selected in Candidate Center self-service pages when candidates add attachments.

Additional Information

If common attributes have been created for the candidate's consumption and submission information, this link appears. Click the link to access a Common Attributes subpage where you can enter or modify the additional information.

See:

- Using Common Attribute Framework for Research Tracking
- "Understanding Common Attribute Framework *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

Comment

This field is intended for administrators to add contextual notes to the current row of data. When a new effective data row is entered, the field is reset to blank. When the user scrolls through the row of the record, the comment scroll area automatically opens so that the comment is not missed. In addition, candidates will have the ability to enter comments through the Candidate Center by initiating a Research Service Item.

Display Comment to Student

Select to allow candidates to view the comment in the Candidate Center. By default, this check box is:

- Deselected in administrator pages. Select this option if you would like to share the comment with the candidate.
- Selected in the Candidate Center self-service pages when candidates add comments.

For information about Research Topic, Supervisors, and Assignment sections of this page, refer to the documentation about the related pages in the Candidate Management component earlier in this section.

The following information is about the Consumption section of the page. (The example page above shows data for an applicant who has not been matriculated).

Admissions Processing: Understanding Consumption

By its definition, consumption does not begin until the candidate begins their research program. During the admissions process, you can establish the inputs to the consumption calculation and submission dates can be calculated; none of the values are finalized until the candidate has been admitted and matriculated. The following explains the consumption behavior during the admissions cycle.

Research-Eligible Application is Submitted:

A program or plan is research-eligible if the Use Research Processing check box is selected on the Research Processing Options page in the Academic Program Table or Academic Plan Table component.

When a research-eligible application is submitted, consumption information is populated in the Admissions component.

Candidate is Admitted into the Research Program:

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During the Admissions process, before matriculation, an administrator might make changes to the application data that affect consumption calculation–for example, a change to the load or the time allocated for a candidate to complete the research.

Candidate is Matriculated into the Research Program:

After a candidate is matriculated, you must use the Candidate Management component (Records and Enrollment, Graduate Research Management, Candidate Management) to update candidate information, including consumption.

Consumption Model

This value appears by default from the value in the Consumption Controls group box on the (Academic Program or Academic Plan) Research Processing Options page.

Ovrd(override)

This check box is selected for fields for which you have changed the value. For example if you change the value for Begin Date, the Ovrd check box is selected for that field. A recalculation of the Submissions dates occurs using the new Begin Date value. The exception is that if the Early Submission Date or Final Submission Date fields have been overridden, the overridden Submission date values remain.

Load

The rate and intensity at which the candidate's research is conducted. This is similar in concept to Academic Load, but is based on the candidate’s research effort, not on enrollment.

The Load value appears by default from the Consumption Load value in the Consumption Controls group box on the (Academic Program or Academic Plan) Research Processing Options page. You can change the load–the Submission dates are recalculated (except if the dates have been overridden).

Begin Date

Derived from the start date of the Admit Term. You can change the date–the Submission dates are recalculated (except if the dates have been overridden).

Total Days

The value appears here by default from the Candidacy Duration – Days value on the (Academic Program or Academic Plan) Research Processing Options page. You can change the number of days–the Submission dates are recalculated (except if the dates have been overridden).

Note: Time is not consumed until after matriculation and therefore Days Remaining is never calculated/does not appear in the Admissions components (it appears in the Candidate Management component after matriculation).

Early Submission Date

The earliest date on which candidates can submit their thesis for review. This date is initially calculated based on the Consumption Controls setup in the Academic Program Table or Academic Plan Table components. The Early Submission Date is recalculated if a change is made to the Load, Begin Date,

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or Total Days (except if the Early Submission Date has been overridden).

Final Submission Date

The latest date on which the candidate can submit the thesis for review. This date is initially calculated based on the Consumption Controls setup in the Academic Program or Academic Plan components. It is recalculated if changes are made to the Load, Begin Date, or Total Days (except if the Final Submission Date has been overridden).

Status

This is the Consumption status. Values appear here based on the values defined on the Research Status Code Setup page (System Usage value is Consumption).

The Status codes should be used to describe the reason that the consumption record was modified. This is a required field.

Note: This field has underlying PeopleCode that supports 3C Engine triggers that occur in real time or store in a trigger table for processing later. Essentially, communications can be triggered automatically based on assigning a specific status value.

Calculated Values

When the system recalculates consumption (due to a change in load, for example), then if the Early Submission Date or Final Submission Date values (or the Remaining Days value after the student is matriculated) have been overridden, the system also calculates consumption based on the original values from setup (it ignores the overridden values) and provides that data here in the Calculated Values fields.

Consumption Rate and **Early Submission %**

These values appear by default from the (Academic Program or Academic Plan) Research Processing Options page.

Recalculate

This button is available when you enter a new row or change a value in a field, so that you can see the calculation results before you save the page. Regardless of whether you use the Recalculate button, a recalculation occurs when you save the page.

Related Links

Setting Up Research Tracking Options for Academic Programs

Setting Up Research Tracking Options for Academic Plans

"Updating Applications (PeopleSoft Recruiting and Admissions 9.0 PeopleBook)"

Managing a Candidate's Thesis

This section provides an overview of thesis management and discusses how to:

- Enter thesis details.

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- Enter thesis evaluation.
- Enter thesis comments.
- Enter additional information.
- Store thesis attachments.

Understanding Thesis Management

The Thesis Management component is the main administrative component that tracks the progress of the thesis and its evaluation. A single thesis record is part of the research candidate structure, and you can enter information after the research candidate has been created. The component interacts with the Evaluation Management feature to capture the evaluation status and any prize or honors recommendations.

See "Understanding Evaluation Management *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

See "Understanding Evaluation Management Setup *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

Pages Used to Manage a Candidate's Thesis

Page Name	***Definition Name***	***Navigation***	***Usage***
Thesis Submission	SSR_RS_THESIS_MAIN	Records and Enrollment, Graduate Research Management, Thesis Management, Thesis Submission	This is the main thesis management page, containing the general details of the thesis.
Thesis Management – Evaluation	SSR_RS_THESIS_FNL	Records and Enrollment, Graduate Research Management, Thesis Management, Evaluation	After results are obtained, complete the details on this page and review any awards for the candidature.
Thesis Management – Comments	SSR_RS_THESIS_CMNT	Records and Enrollment, Graduate Research Management, Thesis Management, Comments	Enter and review comments relating to the candidate's thesis.
Thesis Management – Additional Information	SSR_RS_THESIS_CA	Records and Enrollment, Graduate Research Management, Thesis Management, Additional Information	Enter and review Common Attribute fields associated with the candidate's thesis. This page appears only if Common Attribute fields have been created using the Common Attribute Framework.
Thesis Management – Attachments	SSR_RS_THESIS_ATTCH	Records and Enrollment, Graduate Research Management, Thesis Management, Attachments	View and add attachments associated with the thesis.

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Entering Thesis Details

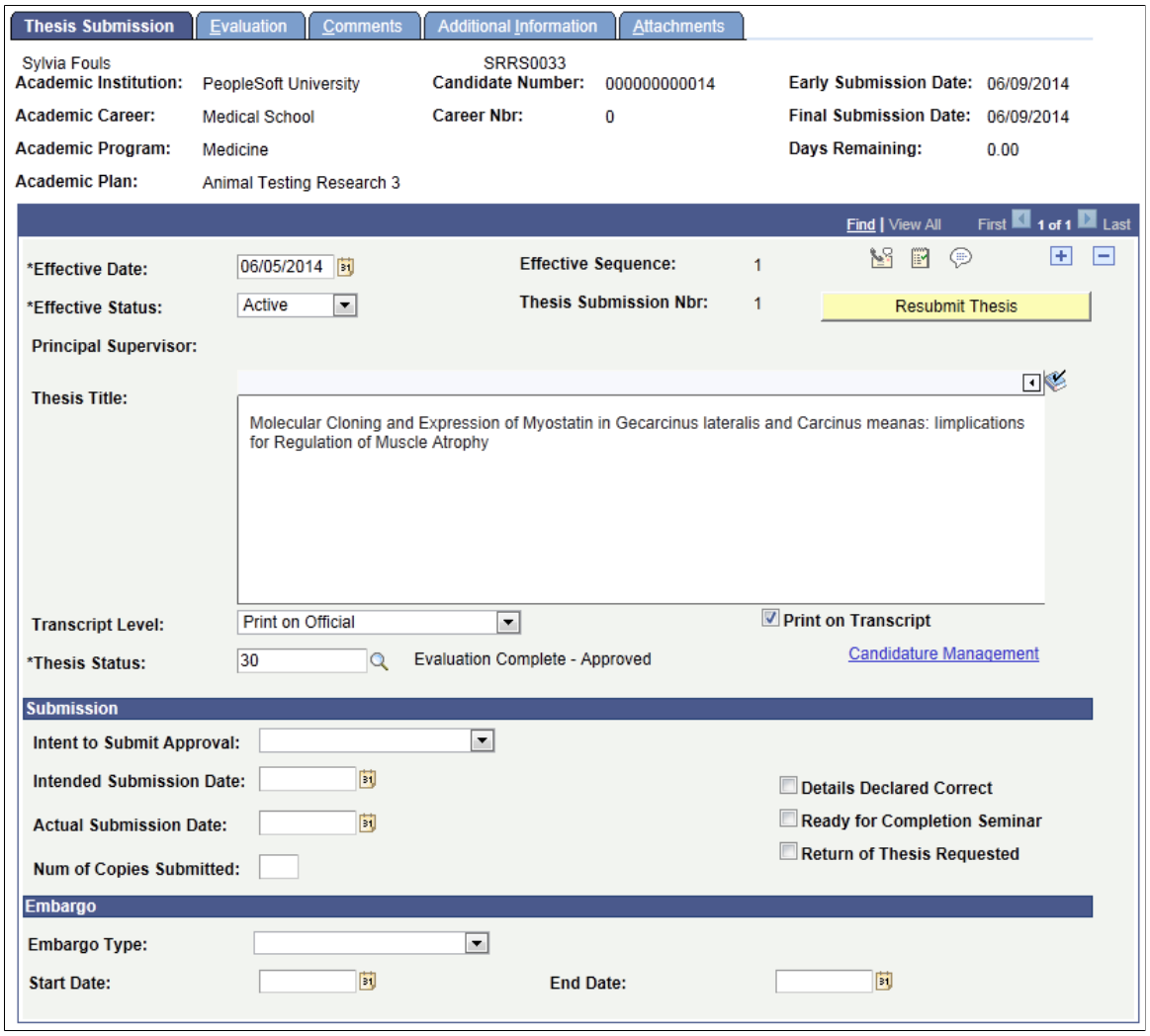
Bundle 34

Added “Transcript Level” and “Print on Transcript” fields to support Thesis Title information on transcripts.

Access the Thesis Submission page (Records and Enrollment, Graduate Research Management, Thesis Management, Thesis Submission).

Image: Thesis Submission page

This example illustrates the fields and controls on the Thesis Submission page. You can find definitions for the fields and controls later on this page.



This is the main thesis management page containing the general details of the thesis from the time the request for a Notice of Intention to Submit is issued through the submission of the thesis. The Thesis Management record is created when the system first recognizes the person as a research candidate. The thesis record structure is effective dated, so you must insert a new effective dated row in the component as data is modified. Central to this is the updating of the Thesis Status, which should explain the reason for the data modification.

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Any user with access to the Thesis Management component can view or edit this page. Generally, however, update access is restricted to staff in the Research Office or Heads of Department (or similar level academic staff members).

Note: Because the thesis record becomes linked to the evaluation records created in the Evaluation Management System, validations have been placed to prevent deleting all related thesis data rows if an evaluation record has already been created.

For information about the Send Notification button,

See Using Online Notifications

Thesis Submission Nbr (Thesis Submission Number)

A counter field that generally corresponds to a separate evaluation. The initial value is *1,* and the value is generated by the system each time a new Submission row is inserted (as distinct from a new effective dated row), by clicking the Resubmit Thesis button. An example of use: The initial value of *1* is used to track the submission and evaluation of the thesis. The evaluation results in a request for the thesis to be modified and resubmitted for evaluation. The number is incremented by one to track the resubmission of the thesis and to create a new evaluation.

Principal Supervisor

The current supervisor nominated as being principally responsible for the candidature. This principal supervisor is the person identified in the Candidate Management, Supervisor page with the Principal Supervisor check box selected.

Thesis Title

Enter a thesis title. If you are using the Thesis Title field on the Research Topic page to develop the candidate's thesis title, that value is automatically copied if the field here is blank.

Transcript Level

Select the Transcript Level at which you want the Thesis Title information to be published.

Print on Transcript

Select this check box if you want to print the Thesis Title information on the transcript.

Note: It is possible to print multiple Thesis Titles from a single thesis record. The transcript process selects the most recent row for each unique thesis submission number where the transcript level is set and the Print on Transcript option is selected.

Thesis Status

This field works closely with the Effective Date and Effective Sequence fields to indicate the current stage of the candidate’s thesis.

The Status values are defined in the Research Status Code setup component. The available research status codes are those defined with the System Usage value equal to *Thesis.* This is a required field.

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Note: This field has underlying PeopleCode that supports 3C Engine triggers that occur in real time or store in a trigger table for processing later. Essentially, communications can be triggered automatically based on assigning a specific status value.

Resubmit Thesis

Occasionally it is necessary for a candidate to completely rewrite a thesis after the first examination and resubmit it several months later, possibly with new examiners. This effectively restarts the thesis examination and grading process. Clicking the Resubmit Thesis button enables the processing of a resubmission by inserting a new row and resetting all fields to the correct values ready for a new Notice of Intention to Submit and the resubmission of the thesis.

Note: Inserting a new effective-dated row without using the Resubmit Thesis button carries forward all field values from the previous row; because the resubmission process is used infrequently, use the button instead and thus ensure that the correct values are set automatically.

If clicking the Resubmit Thesis button causes the maximum number of submissions to be exceeded (based on the maximum defined on the Research Processing Options page) a Warning message appears.

See Setting Up Research Tracking Options for Academic Programs

Candidate Management

Click this link to navigate to the Candidate Management component.

Submission

These fields relate to the Notice of Intent to Submit (NOITS) process which generally must be completed before the thesis can be evaluated.

Intent to Submit Approval

This field specifies whether the supervisor has approved the candidate's intent to submit the thesis.

Intended Submission Date

This is the date when the candidate plans to submit the thesis in the NOITS (and when it has been approved by the supervisor). The Research Administrator manually enters this date.

Actual Submission Date

This field indicates when the thesis was actually delivered to the Research Administrator, ready to be examined.

Num of Copies Submitted (Number of Copies Submitted)

This field indicates the number of copies of the thesis submitted for examination.

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Details Declared Correct Select this check box to indicate that the candidate's supervisor has declared that the details provided by the student in the NOITS are correct. The check box is deselected by default.

Ready for Completion Seminar Select this check box to notify the Head of Department to schedule the seminar using the Events module. The check box is deselected by default.

Return of Thesis Requested Select this check box to indicate that the candidate has requested the return of the thesis after examination. The check box is deselected by default.

Embargo

These fields relate to the treatment of the thesis and examiners once the evaluation process has been completed.

Embargo Type The reason for the withholding the thesis from the public (Embargo). Select from: *Intellectual Property, Ethical Considerations, National Security,* and *Unembargoed* (default value).

Start Date and **End Date** The start and end dates of the embargo period.

See "Understanding Evaluation Management *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*".

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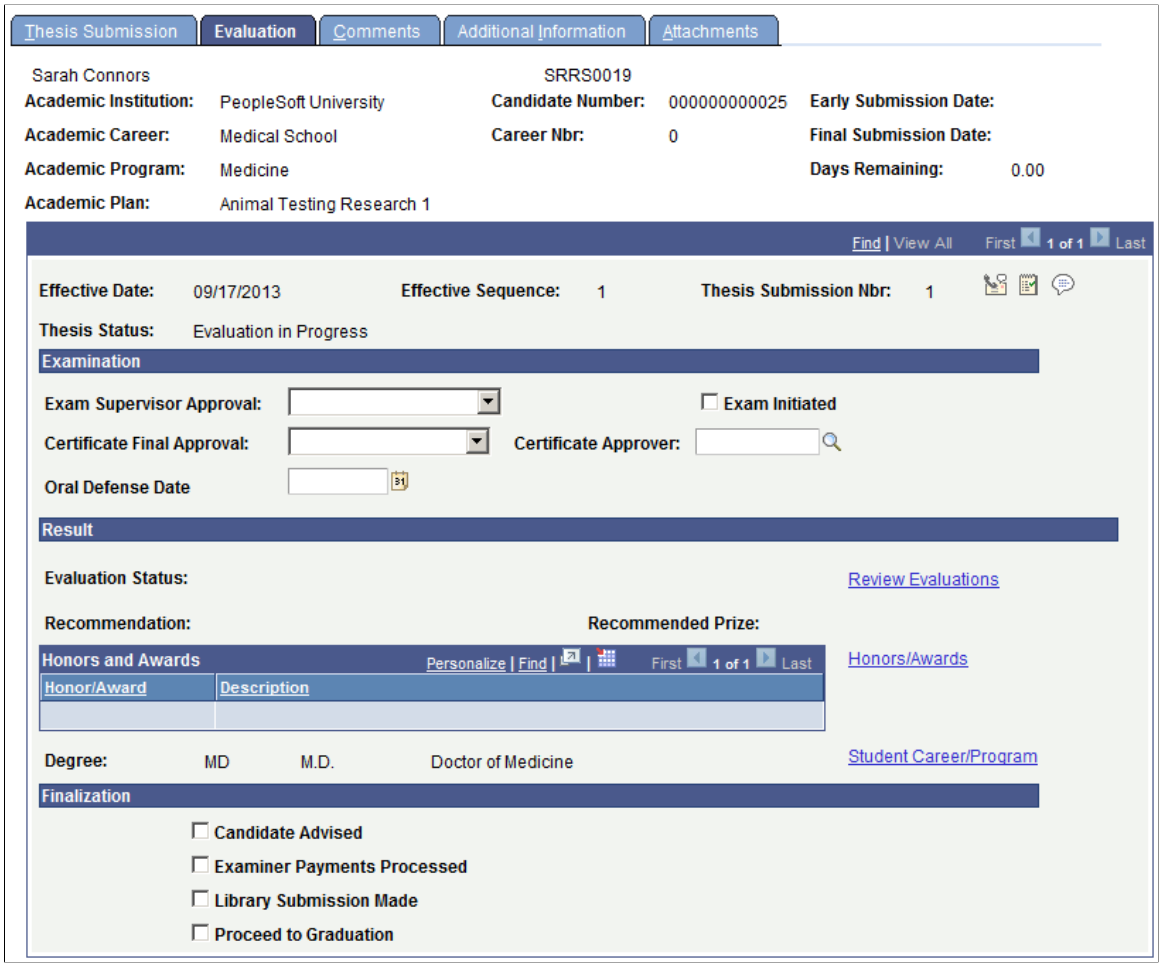
Entering Thesis Evaluation

Access the Thesis Management – Evaluation page (Records and Enrollment, Graduate Research Management, Thesis Management, Evaluation).

Image: Thesis Management – Evaluation page

This example illustrates the fields and controls on the Thesis Management – Evaluation page. You can find definitions for the fields and controls later on this page.



After all the results required to determine the outcome of the candidature have been obtained, the appropriate *prescribed authority* completes the details on this page and records the award for the candidature. Generally, only members of a specific senior academic role should update this page, consistent with the role of Chair of Examiners, Dean, or similar.

Examination

Exam Initiated

Select this check box to indicate that the candidate has submitted the examination certificate. You can select this check box only if the Intent to Submit Required check box on the Research Processing Options page has been selected.

Exam Supervisor Approval

This field indicates whether the candidate's supervisor has approved or rejected the examination certificate. If the Exam

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Certificate Required check box is selected on the Research Tracking Options page, you must enter a value in this field.

Certificate Final Approval This field indicates whether the Head of Department (or perhaps the Dean or Chair of Examiners) has approved or rejected the examination certificate, which has been endorsed by the supervisor. If the Exam Certificate Required check box is selected on the Research Tracking Options page, you must enter a value in this field.

Certificate Approver This field defaults to the current user. Because it is likely that the thesis data will be updated by an administrator or some other user on behalf of a professor or a dean, you can look up and select an approver from an available list.

See Setting Up Research Tracking Options for Academic Programs

See Setting Up Research Tracking Options for Academic Plans

Result

Evaluation Status This display-only field from the Evaluation Management component shows the current value of the Evaluation Status field for the highest evaluation number row for the subject candidate number. This is the current overall status of the thesis evaluation.

Review Evaluations Click this link to begin the evaluation process. When you click the link for the first time, you are prompted to create the candidate's evaluation records in the Manage Evaluation component, in which the actual evaluation detail takes place. The Evaluation Category and Evaluation Code parameters that have been defined for the candidate's academic program or academic plan are used to create the appropriate evaluation committee schemes and rating components. You can override these settings if a different evaluation makeup is necessary.

If an existing evaluation has previously been created for the candidate, the link takes you to the Manage Evaluation component to view this information.

Recommendation This field is read-only and displays data from the Recommendation field in the Manage Evaluation component. This information is displayed only when the candidate’s evaluation code is equal to that specified in the Final Evaluation Result Code field; if no result code is shown, the evaluation process is not yet complete.

Recommended Prize This read-only field shows the prize nominations (if any) for the candidate in the Manage Evaluations component.

Honors and Awards More than one Honor or Award can be associated with the final result. They are displayed in this table.

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Honors/Awards	Click this link to access the Honors and Awards Table (Set Up SACR, Product Related, Campus Community, Define Campus Community, Setup, Honors and Awards Table). The Prescribed Authority reviews the prize nominations and identifies the prize awarded to the candidate here (usually following a determination by the relevant committee).
Degree	This field displays the name of the degree with which the candidate is eligible to graduate. This is a read-only field of the degree granted the academic plan.
Student Career/Program	Click this link to access the Student Program/Plan component.

Finalization

Candidate Advised	Select this check box when the candidate has been or is about to be advised of the outcome of the thesis examination and overall grade.
Examiner Payments Processed	Select this check box to indicate that the thesis examiner's payments have been processed. You manually set this field after determining that all payment processing is completed.
Library Submission Made	Select this check box to indicate that the archival copy of the final thesis has been sent to the University Library.
Proceed to Graduation	Select this check box to indicate that this candidate is ready to be processed for graduation (and is now moving out of the responsibility of Thesis Management).

See: Setting Up Evaluation Management

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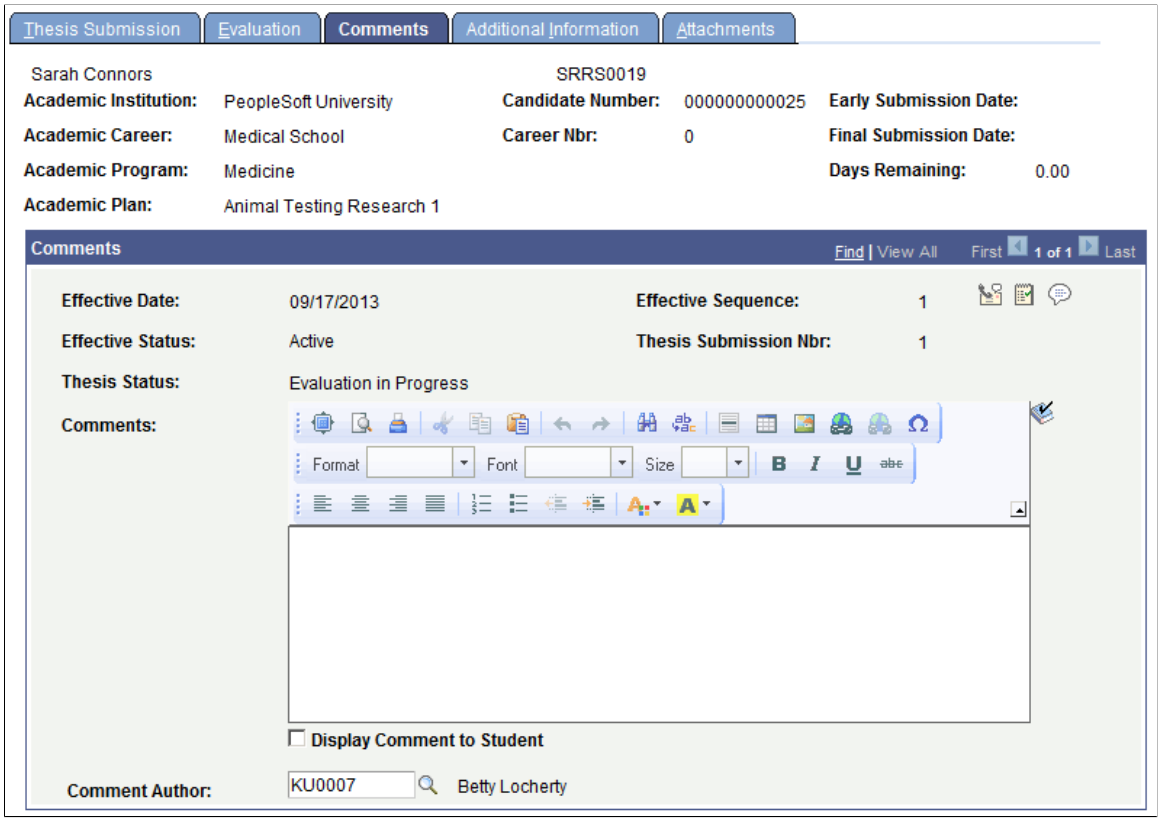
Entering Thesis Comments

Access the Thesis Management – Comments page (Records and Enrollment, Graduate Research Management, Thesis Management, Comments).

Image: Thesis Management – Comments page

This example illustrates the fields and controls on the Thesis Management – Comments page. You can find definitions for the fields and controls later on this page.



Any user with access to the Thesis Management component can view or edit this page. You can add or delete comments only through the Thesis Submission page. Comments are specific to each effective dated row and will reset to blank each time a new row is inserted.

Comments

Enter your comments in the text box. By default, the field is empty.

Display Comment to Student

Select to allow candidates to view the comment in the Candidate Center. By default, this check box is:

- Deselected in administrator pages. Select this option if you would like to share the comment with the candidate.
- Selected in the Candidate Center self-service pages when candidates add comments.

Comment Author

Select the OPRID of the user who updated the comment field from the available list. The Author defaults to the current user, but it is likely that the thesis data will be updated by an administrator or some other user on behalf of a professor or a

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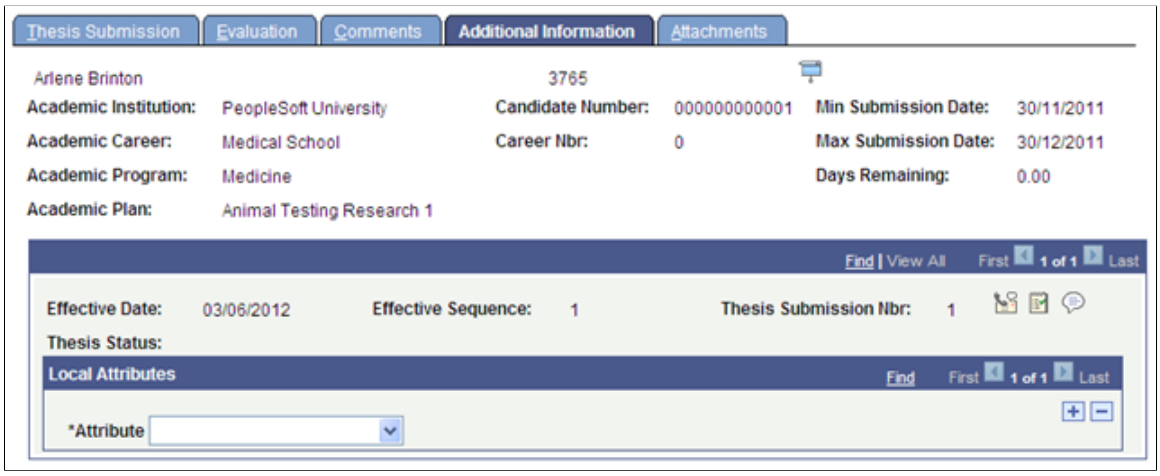
dean. The name associated with the OPRID is also displayed on the page.

Entering Additional Information

Access the Thesis Management - Additional Information page (Records and Enrollment, Graduate Research Management, Thesis Management, Additional Information).

Image: Thesis Management - Additional Information page

This example illustrates the fields and controls on the Thesis Management - Additional Information page. You can find definitions for the fields and controls later on this page.



Enter and review Common Attribute fields associated with the candidate's thesis. This page appears only if Common Attribute fields have been created using the Common Attribute Framework.

See:

- Using Common Attribute Framework for Research Tracking
- "Understanding Common Attribute Framework *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"
- "Defining a Common Attribute *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

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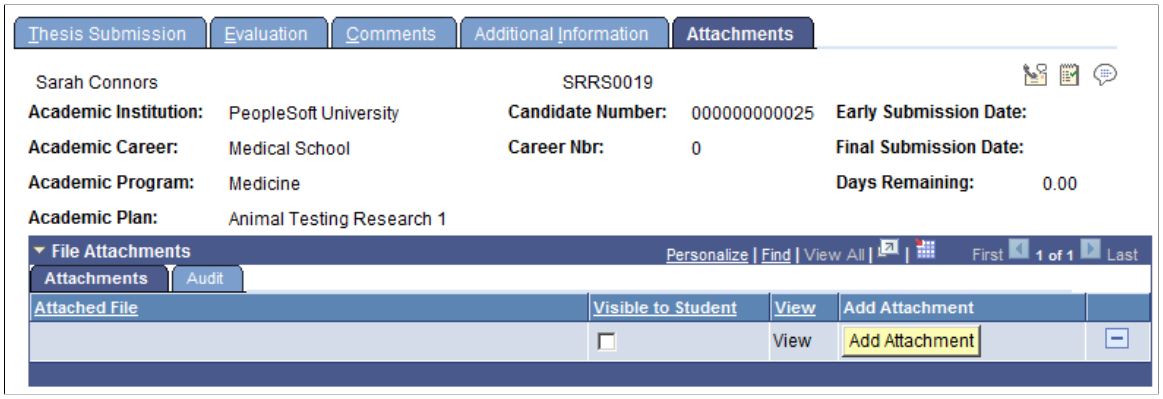
Storing Thesis Attachments

Access the Thesis Management - Attachments page (Records and Enrollment, Graduate Research Management, Thesis Management, Attachments).

Image: Thesis Management - Attachments page

This example illustrates the fields and controls on the Thesis Management - Attachments page. You can find definitions for the fields and controls later on this page.



This page is used to store thesis-specific attachments.

Visible to Student	Select to set whether or not the attachment is visible to students on the self service page. By default, attachments added to administrator pages are not visible to students.
Add Attachment	Click this button to add an attachment to the page.

Managing Service Requests

A service request is any request that research candidates might make to their department for which the department would want to track and maintain the status of each request. Examples of service requests can include:

- Appointment requests.
- Leave of absence requests.
- Return from leave notifications.
- Change of research topic.
- Request for extension of the thesis due date.
- Request for a new supervisor.
- Submission of the thesis for review.

See Setting Up Research Service Requests

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See "Creating and Updating Service Requests (Candidates) *(PeopleSoft Campus Self Service 9.0 PeopleBook)*"

See "Administering Service Requests (Administrators) *(PeopleSoft Campus Self Service 9.0 PeopleBook)*"

See Setting Up Service Request Assignments

Page Used to Manage Service Requests

Page Name	***Definition Name***	***Navigation***	***Usage***
Service Request Management	SSR_RS_REQUESTS	Records and Enrollment, Graduate Research Management, Service Request Management	Manage service requests.

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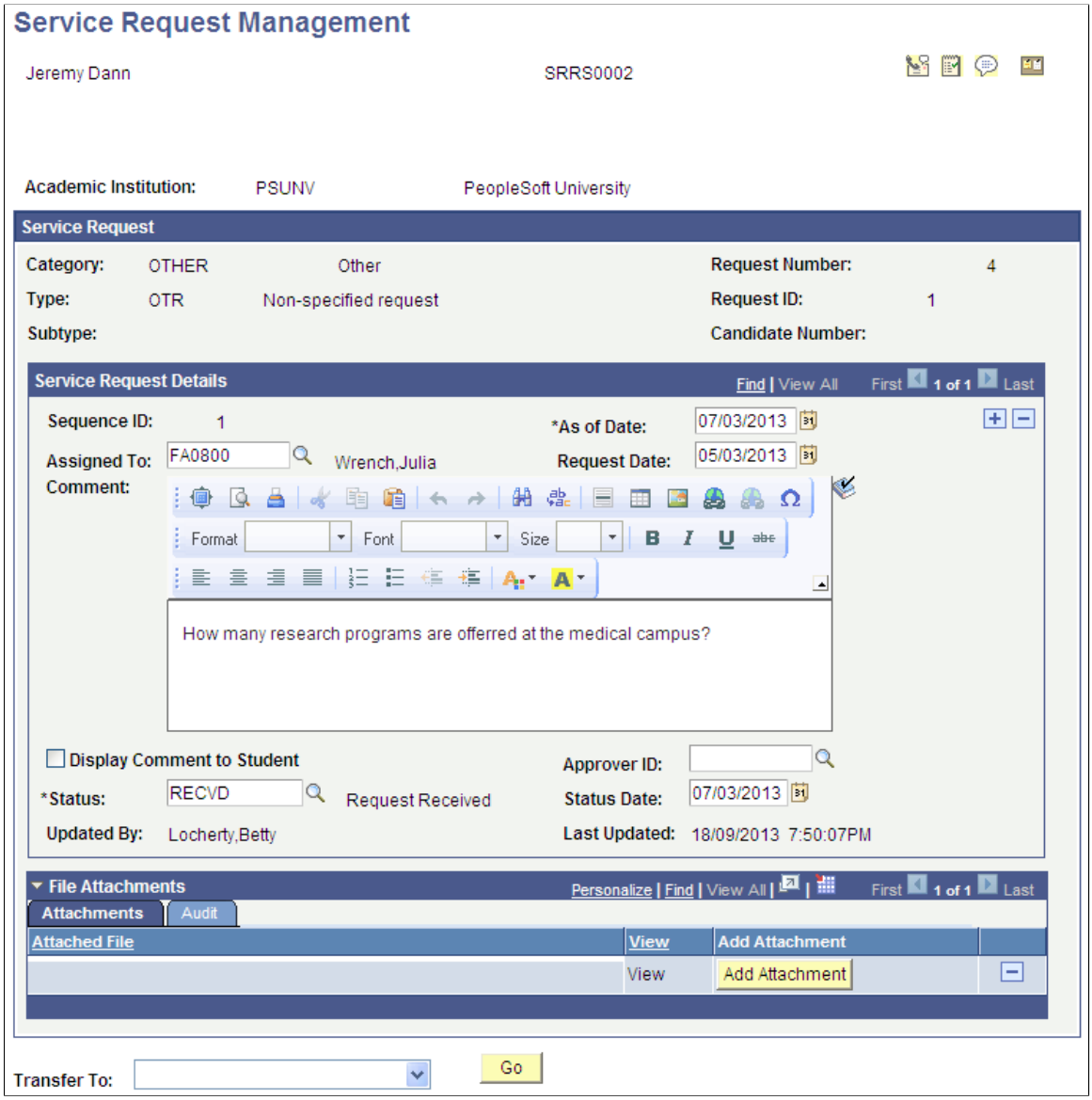
Managing Service Requests

Access the Service Request Management page (Records and Enrollment, Graduate Research Management, Service Request Management).

Image: Service Request Management page

This example illustrates the fields and controls on the Service Request Management page. You can find definitions for the fields and controls later on this page.



Service requests that result in changes to the candidate's information require changes to be made in the Candidate Management component.

Use this page to review and process service requests made by the candidate–for example, a request for a leave of absence.

For information about the Send Notification button,

See Using Online Notifications

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Category (service request category) The values available here are defined on the Service Request Categories page.

Type (service request type) The values available here are defined on the Service Request Type page.

Subtype (service request subtype) The values available here are defined on the Request Subtype group box of the Service Request Type page.

This is a required field if the institution has defined a subtype for the service request type.

Candidate Number Because service requests can be submitted prior to the candidate being admitted to a research program, this field may initially be blank. Once assigned to a research program, assign the candidate number if the service request is related.

Service Request Details

This effective dated section of the page tracks the initial service request details and then documents the review and resolution of the request by the administrator.

Request Date Enter the date of the service request.

Comment A rich text format field for free form comments.

Display Comment to Student Select if you want the text entered in the Comment field to be displayed on the My Request Detail self-service page for the student.

Assigned To Displays the EmplID of the administrator to whom the service request is assigned. The system automatically assigns the service request to an administrator. Users can reassign the service request to another administrator if needed.

See Setting Up Service Request Assignments

Approver ID If required, select the EmplID of the person that approved the service request.

Status Select a status from the available list. Available statuses include those assigned to a research group code that is associated with a user defined requirement type.

The Status values are defined in the Research Status Code setup component. The available research status codes are those defined with the System Usage value equal to *Requests.* This is a required field.

Status Date The date when the status was entered.

Updated By The user who last updated the service request.

Last Updated The date and time when the service request was last updated.

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File Attachments Add and view attachments for the specific service request.

Related Links

Tracking Consumption and Submission

Managing Candidate Eligibility Edit Messages

This section provides an overview of candidate eligibility edits and discusses how to review and override candidate information.

Understanding Candidate Eligibility Edits

Research candidates are determined to be research-eligible based on their participation in an eligible academic program or academic plan. When a candidate changes his or her academic program or plan, edits reevaluate the candidate's research eligibility. These edits are triggered by the components in which a modification of the candidate's academic program or academic plan can be made.

When a change to the candidate's academic program or academic plan warrants a review of the candidate's records, two things occur:

1. Every time the candidate’s records are viewed in the Candidate Management component, a warning message appears. The warning message continues until the conditions that caused the warning are removed.
2. A *Candidate Review Required* message appears on the top of the Candidate Management component.

Use the Candidate Management Override component to resolve both conditions.

Page Used to Review A Candidate’s Edit Messages

Page Name	***Definition Name***	***Navigation***	***Usage***
Candidate Management Override	SSR_RS_CAND_OVRD	Records and Enrollment, Graduate Research Management, Candidate Management Override, Candidate Management Override	Review records that have been flagged for review due to program or plan discrepancies.
Candidate Management Messages	SSR_RS_MSGS_SEC	Click the Messages link on the Candidate Management Override page.	Read the messages that indicate why the candidate's records must be reviewed.

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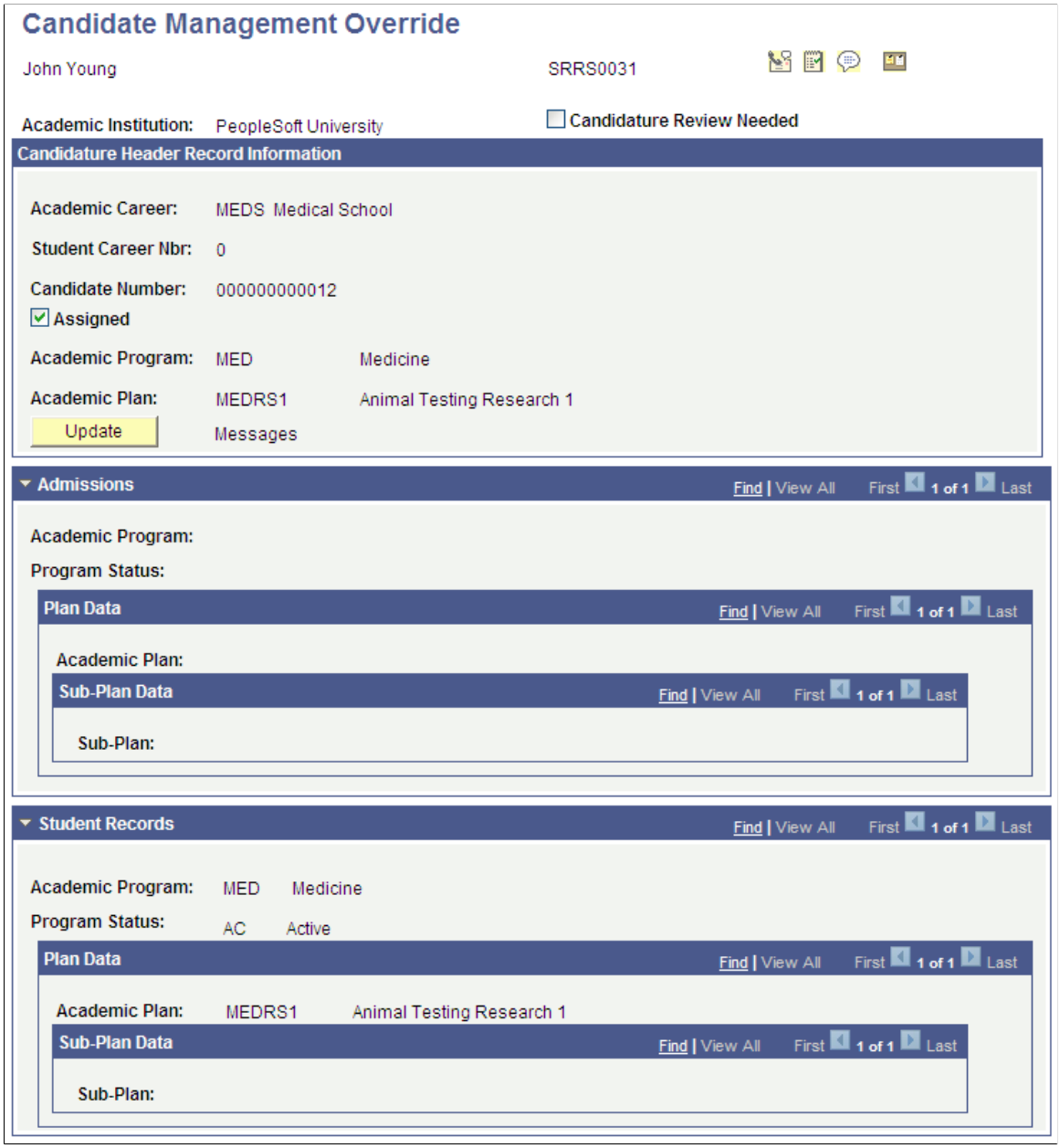
Reviewing and Overriding Candidate Information

Access the Candidate Management Override page (Records and Enrollment, Graduate Research Management, Candidate Management Override, Candidate Management Override).

Image: Candidate Management Override page

This example illustrates the fields and controls on the Candidate Management Override page. You can find definitions for the fields and controls later on this page.



Use this page to review records that have been flagged for review due to program or plan discrepancies. The page includes three sections: information from the Candidate Header Record (the main identifying record in the research data structure), information from Admissions, and information from Student Records.

When a candidate makes a change to his or her academic program or academic plan, the change does not automatically update the candidate section after matriculation. The main reason for this is that the impact

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of the change (on the research topic, supervisors, and thesis submission dates) cannot be determined by the system. The administrator must make the appropriate adjustments to the candidate's information and then, if the candidate remains eligible, update the Candidature Header information so that the academic program and plans now match the Student Record values.

You can override the Candidate Header Academic Program or Academic Plan values in order to sync with the admissions or program information.

For information about the Send Notification button,

See Using Online Notifications

Candidature Header Record Information

The fields displayed in this section contain the main research candidate records: Academic Career, Student Career Number, Candidate Number, Academic Program, and Academic Plan. Additional fields include the following:

Assigned

If this check box is selected, it indicates that the research candidate information on display is assigned to the candidate and is considered *active.* If the check box is deselected, it indicates that the information is unassigned, meaning that this represents an inactive set of candidature information. For example, if a research candidate changes his or her academic program or academic plan and no longer is research eligible, the Assigned check box is deselected and the student is no longer treated as a research candidate. If this occurs during the admissions process, the Candidate page on the admissions components will no longer be visible.

Messages

This becomes a link if any edit messages have been triggered. The link opens Candidate Management Messages page where you can read the messages which indicate why the candidate's records must be reviewed.

Update

Click this button to make the Academic Program, Academic Plan, and Student Career Nbr fields editable.

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Reviewing Messages

Access the Candidate Management Messages page (click the Messages link on the Candidate Management Override page).

Image: Candidate Management Messages page

This example illustrates the fields and controls on the Candidate Management Messages page.

Using Administrative Functions for Research Tracking

PeopleSoft delivers the administrative functions that can be used to create 3C communications for Research Tracking.

See "Understanding Administrative Functions *(PeopleSoft Campus Community 9.0 Fundamentals PeopleBook)*"

The functions are available from the Candidate Management and Thesis Management components.

Using Online Notifications

Use the Create Notification page to send online notifications. This page uses the Notification Framework to send predefined alerts, emails, or SMS to persons defined in the Campus Solutions database.

Page Used to Create Online Notifications

Page Name	*Definition Name*	*Navigation*	*Usage*
Create Notification	SCC_NTF_ADHOC	Click the Send Notification button on various Research Tracking and Academic Project pages.	Initiate online notifications using predefined notification templates.

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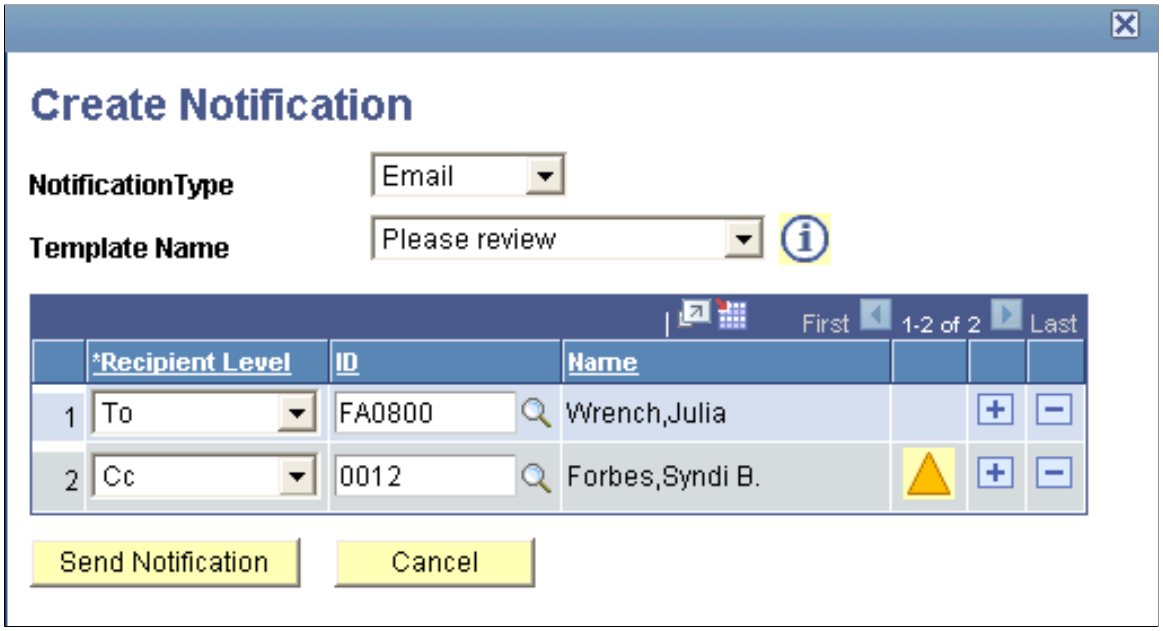
Creating Online Notifications

Access the Create Notification page (click the Send Notification button on various Research Tracking and Academic Project pages).

Image: Create Notification page showing the permissions warning icon

This example illustrates the fields and controls on the Create Notification page (showing the permissions warning icon). You can find definitions for the fields and controls later on this page.



The Send Notification button which launches the Create Notification page appears on the following pages in Research Tracking and Student Academic Project components only if the Notification Consumer ID defined for the component has been set up and is set to Active:

- Candidate Management - Information page
- Candidate Management Override page
- Thesis Submissions page
- Administrator Profile Management page
- Project Management page
- Service Request Management page
- Service Request Dashboard (self service)

Notification Type The values available here (for example Alert, Email) are defined by the user based on the notification requirements of the administrator component.

Template Name The templates available here are the active templates defined for the selected notification type. Click the Template Details button to view details about the template.

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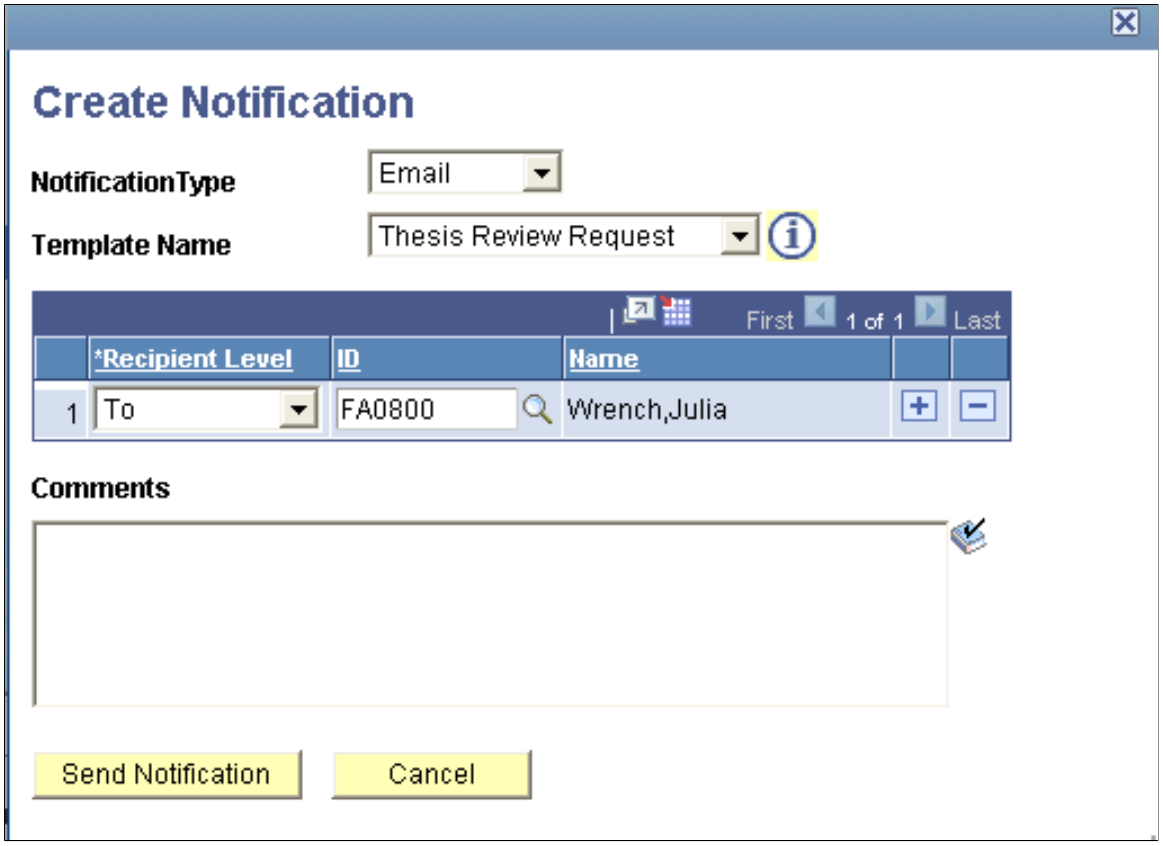
The selected notification type and template determine valid recipient levels (To, Cc, Bcc). Depending on the notification type, you can notify multiple recipients but at least one of them must be addressed as the To recipient. When the notification type is email or SMS, the system verifies that the recipient has granted permission to be notified. If permission has not been granted, a warning icon appears with an explanatory message. You can also configure the Create Notification page to capture and include ad hoc comments in the notifications.

Image: Create Notification page showing the Comment box

This example illustrates the Create Notification page (showing the Comment box).



See Setting Up Online Notifications

See the Campus Community documentation: Setting Up and Consuming the Notifications Framework

Viewing Sent Notifications

Administrators can use the Admin Notifications page (Campus Community, Notifications, Admin Notifications) to view all notifications sent to a person. They can also use the self-service Notification Center for this purpose (Self Service, Notifications Center).

See the Campus Community documentation: Setting Up and Consuming the Notifications Framework

Viewing Administrator Notifications

Administrators can use the Service Request Dashboard Notifications pagelet to view all their notifications.

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See "Administering Service Requests (Administrators) *(PeopleSoft Campus Self Service 9.0 PeopleBook)*"

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