

# Higher Degree by Research (HDR) Student Records in TRIM

## HDR Student record types

The following record types are available in TRIM:

**STUDENT DOCUMENT** must be selected when registering the following student documents:

- Candidature Related – School Approved
- Milestone Reviews
- Supervisor Related
- Candidature Related – School Graduate Research (SGR) Approved
- Examinations Related

A **STUDENT FOLDER - HDR** is created for each student. All **STUDENT DOCUMENT** records created for a particular student must be saved in the respective **STUDENT FOLDER - HDR**, e.g.:

- HDR/2016/2     Student Management - Selection & Enrolment - 3267888 Rodriguez, Carlos
- HDR/2016/3     Student Management - Selection & Enrolment - 3587444 Sparrow, Jane
- HDR/2016/4     Student Management - Selection & Enrolment - 3251555 Wong, Michael

## Create a Student Document

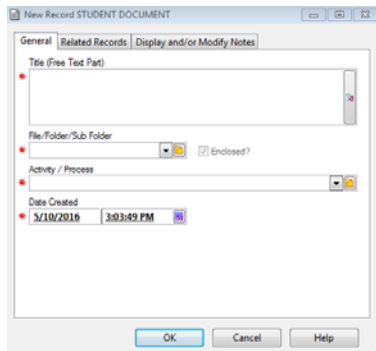
1. Select the **New Record/Object** icon from the standard toolbar



The **HP TRIM – New** window appears




2. Select **STUDENT DOCUMENT**
3. Click **OK**

The **New Record** window will appear



4. Complete the relevant fields as instructed in table below. Where there is a red asterisk \*, it denotes a mandatory field (i.e. the field must be populated).

STUDENT DOCUMENT	
Field	Action
<b>General Tab</b>	
<b>Title (Free Text Part) *</b>	Enter the <b>Student Number, Surname, First Name</b> and <b>Document Type</b> in the following format: 3267888 Rodriguez, Carlos – Confirmation of Candidature (Milestone Review) <b>Note: Refer to SGR Naming Convention for application type</b>
<b>File / Folder / Sub-Folder *</b>	<ol style="list-style-type: none"> <li>1. Click on the <b>Kwick Select</b> icon  to open the TRIM window</li> <li>2. Search for the relevant  <b>STUDENT FOLDER - HDR</b>, by performing the following steps: <ul style="list-style-type: none"> <li>• Enter the student number or surname in the <b>Title Word</b> field in the <b>Quick Find</b> toolbar  <div style="border: 1px solid gray; padding: 2px; width: fit-content;">                     Search By: <input type="text" value="Title Word"/> Equal To: <input type="text" value="3267888"/> Find                 </div> </li> <li>• Click <b>Find</b></li> <li>• If required, press <b>F7</b> to refine your search results to display only  <b>STUDENT FOLDER - HDR</b> The <b>Search for Records</b> window will display</li> <li>• Click <b>Record Types</b> tab  <div style="border: 1px solid gray; padding: 5px; width: fit-content;">                     Search for Records                      Search By: Student Number                      From: [Date]                      To: [Date]                      Current Selection: [List]                      [Next] [Print] [Delete] [Back] [Reset]                 </div> </li> <li>• Right Click on <b>Record Type &gt; Untag All</b>  <div style="border: 1px solid gray; padding: 5px; width: fit-content;">                     Tag All     Ctrl+A  <b>Untag All</b>     Ctrl+U                      Invert All Tags                      Tag Every     &gt;                      Untag Every     &gt;                 </div> </li> <li>• Tick  <b>STUDENT FOLDER - HDR</b></li> <li>• Click <b>OK</b></li> </ul> </li> </ol>

<b>Activity/Process *</b>	1. Click on the <b>Kwick Select</b> icon  and select one of the following:  2. Click <b>OK</b>
<b>Date Created *</b>	Update this field where required to reflect the <b>actual date</b> of the document. This field is otherwise automatically populated with the current date.
<b>Related Records Tab</b>	Relate to other TRIM records where appropriate.
<b>Display and/or Modify Notes Tab</b>	Apply  and add notes as required.

5. Click **OK**

- i** **Note:** To update any of the fields listed in table above:
1. Right Click on the TRIM record
  2. Click **Properties** > Update the relevant field/s
  3. Click **OK** to save

### Create a Student Folder - HDR

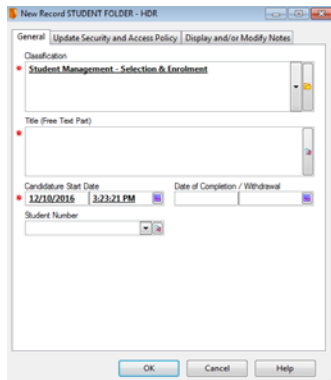
1. Select the **New Record/Object** icon from the standard toolbar




The **HP TRIM – New** window appears

2. Select **STUDENT FOLDER - HDR**
3. Click **OK**

The **New Record** window will appear



4. Complete the relevant fields as instructed in table below. Where there is a **red asterisk\***, it denotes a mandatory field (i.e. the field must be populated).

STUDENT FOLDER - HDR	
Field	Action
<b>General Tab</b>	
<b>Classification*</b>	Defaults to <b>Student Management - Selection &amp; Enrolment</b> . Do not change.
<b>Title (Free Text Part) *</b>	Enter the <b>Student Number, Surname and First Name</b> in the following format: 3267888 Rodriguez, Carlos <b>Note: It is important that this titling convention is strictly followed, in order to maintain consistency and to prevent duplication.</b>
<b>Candidature Start Date *</b>	Defaults to current date. Change to Candidature Start Date
<b>Date of Completion/Withdrawal</b>	Where relevant enter Date of Completion / Withdrawal
<b>Student Number</b>	Enter student number, e.g. 3267888
<b>Related Records Tab</b>	Relate to other TRIM records, where appropriate.
<b>Display and/or Modify Notes Tab</b>	Apply  and add notes, as required.

5. Click **OK**

- i** **Note:** Only School of Graduate Research staff can create **STUDENT FOLDER - HDR**.

### Contact

Send an email to [imhelp@rmit.edu.au](mailto:imhelp@rmit.edu.au)