

Field Description – Postgraduate Module

This guide provides detailed descriptions of the generic buttons and fields in the ResearchMaster (RM) database. It also gives detailed explanations of the fields in its Postgraduate Module and their data sources.

About ResearchMaster Database

ResearchMaster is a database used by researchers, research managers and higher degrees by research (HDR) supervisors to collect, store and report on research activity. ResearchMaster is also used by HDR administrators in conjunction with Peoplesoft to manage and report on HDR student candidature.

Research activity includes:

- Basic details of research staff and students
- All funded research projects and grant applications
- Published research outputs by academic staff and HDR students, including books, book chapters, journal articles, conference papers, exhibitions, films, novels, curatorial work etc
- HDR completions for individual research supervisors
- Key research candidature details of HDR students enrolled in 2005 onwards (in conjunction with PeopleSoft)

Data stored in ResearchMaster is exported to various reports and web applications, including:

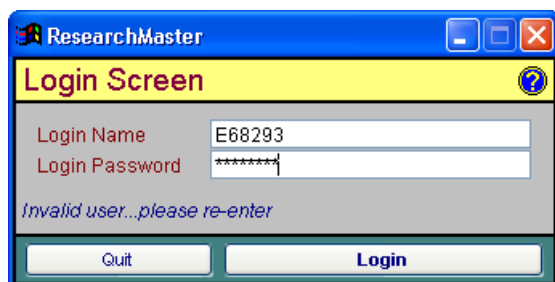
- HERDC and ERA reports
- MyResearchOutputs
- MyResearch
- RMIT Research Repository
- myRMIT

Contents

About ResearchMaster Database	1
Contents	1
Generic Interface Items	2
1 Login Screen	2
2 Record Access	2
3 Control Desk	3
Postgraduate Module Items	4
4 Postgraduate Selection Criteria	4
5 Postgraduate Entry – Core Details	6
6 Postgraduate Entry – Progress	8
7 Postgraduate Entry – Contact Details	10
8 Postgraduate Entry – Citizenship	11
9 Postgraduate Entry – Coursewrk/Other	11
10 Postgraduate Entry – Thesis Details	12
11 Related Data	13

Generic Interface Items

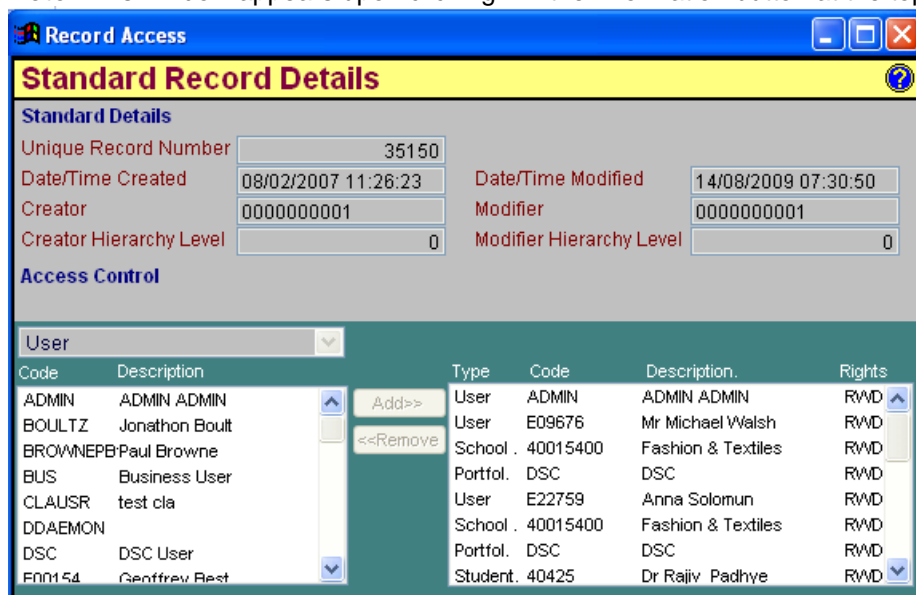
1 Login Screen



Item	Description
Login Name	Staff ID, stating with 'e'
Login Password	Provided by the relevant unit once access is granted
	Help button, available on the top-right corner of each screen throughout the application
<i>Italic Text</i>	Message, e.g. <i>Invalid user...please re-enter</i>
	Quit Login button
	Login button

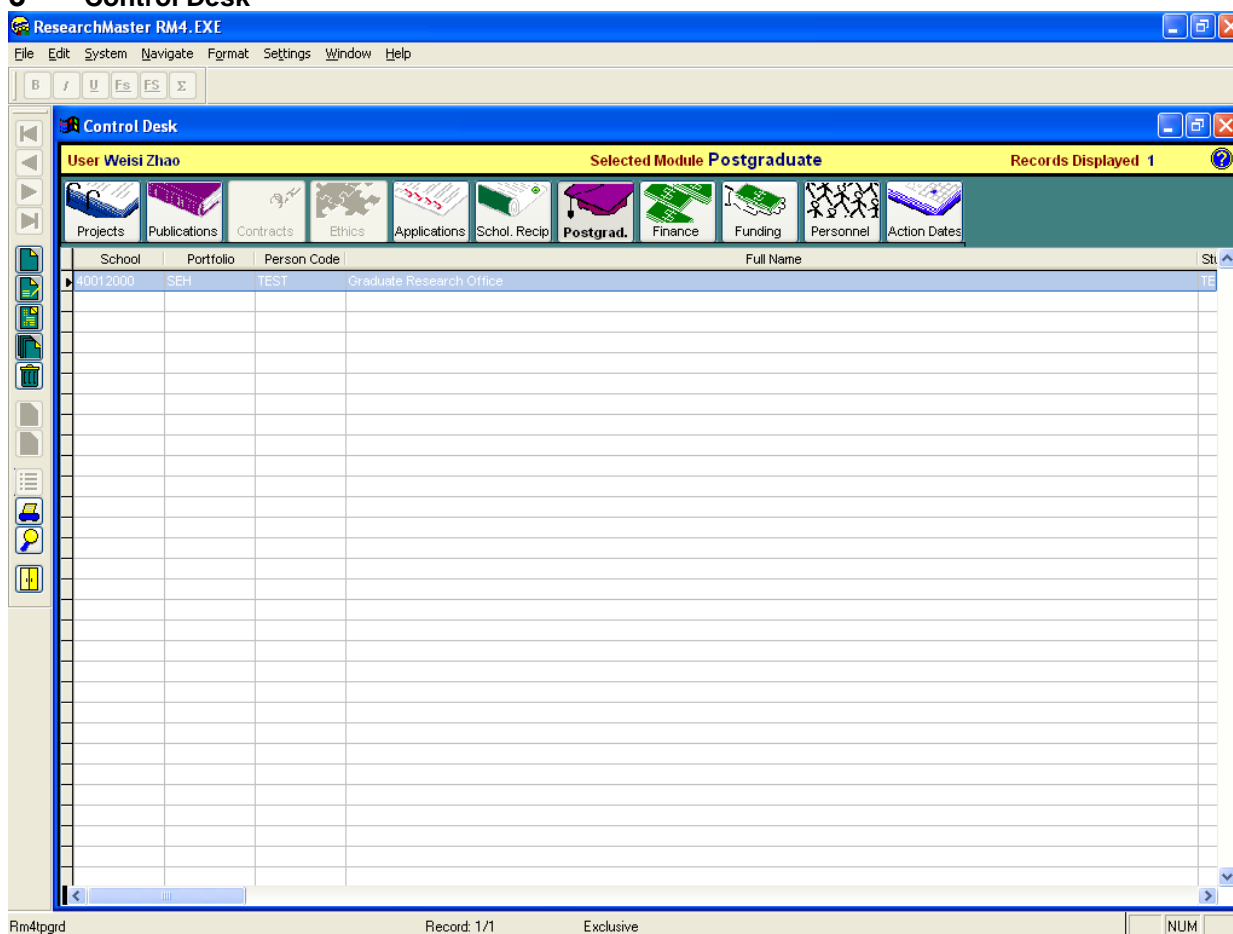
2 Record Access













Note: This window appears upon clicking the Information button at the top-right corner of each record.



Item	Description
Date/Time Created	Date/time the record was originally created
Creator	ID of the person originally created the record
Date/time Modified	Date/time the record was last saved by clicking - there may of may not be changes. Therefore, it is important to use
Modifier	ID of the person originally created the record by clicking - there may of may not be changes

3 Control Desk



Item	Description
Records Displayed 0	Shows the number of records displayed on the control desk, available on the top-right corner of each screen throughout the application
 Postgrad.	Module button, for switching to the Postgrad. Module
	Create New Record button, R&I use only
	Modify Selected Record button – Allows editing of the top-half screen for each record, i.e. Core Details , Progress, Contact Details, Citizenship, Coursework/Other, and Thesis Details.
	View Selected Record button – Allows editing of the bottom-half screen for each record, i.e. Related Items such as Confirmation of Candidature, Leave, Supervisors.
	Browse All Records button – Not used
	Delete Selected Records button – R & I use only (records refuse to be deleted when linked to key related records in other modules)
	Save Changes to Record button – only use this button to switch between the top-half and the bottom-half of each record if there are changes to be saved
	Cancel Changes to Record button – always use this button to switch between the top-half and the bottom-half of each record if no change has been made
	List data button – only appears when a list of data is available for selection to populate a field
	Display Print Screen button – for running reports
	Display Find Criteria Screen button
	Exist Active Window button

Postgraduate Module Items

4 Postgraduate Selection Criteria

Postgraduate Selection Criteria Current Set System Defaults

Table	Field	Flags	Operator	Value(s)
<input type="checkbox"/> Postgraduate	Postgraduate Code	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Postgraduate	School	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Postgraduate	Portfolio	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Postgraduate	Scholarship Recipient?	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Postgraduate	Full Name	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Includes	
<input type="checkbox"/> Postgraduate	Staff ID	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Includes	
<input type="checkbox"/> Postgraduate	Current Record?	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> All
<input type="checkbox"/> Postgraduate	Internal/External/Student	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Includes	
<input type="checkbox"/> Postgraduate	Student ID	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Includes	

Clear Criteria Find Records Retrieve Save


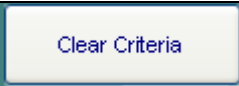



Postgraduate Selection Criteria Current Set System Defaults

Table	Field	Flags	Operator	Value(s)
<input type="checkbox"/> [Dropdown]		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Postgraduate		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Linked School		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Budget Financials		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Classifications		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Significant Dates		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Program Enrolments		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Examiners		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> [Dropdown]		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> [Dropdown]		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> [Dropdown]		<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	

Clear Criteria Find Records Retrieve Save

Item	Description
Tick-box	The tickbox is automatically ticked as soon as the corresponding field(s) are populated
Table	Dropdown list of data groups which correspond to the core details (top-half screen) or each related item (bottom-half screen)
Field	Dropdown list of specific data items
Flags	Case Sensitive; Negative indicator
Operator	Includes, Equal to, Greater than, Less than etc.

ResearchMaster Quick Guide
Field Description – Postgraduate Module

Item	Description
Value(s)	Fill out the value or select from a list by clicking  the List data button as appropriate
	Clear Criteria button – resets the Selection Criteria screen
	Find Records button – list all records that meet the entered selection criteria on the Control Desk
	Retrieve button – automatically populate fields according to a saved combination of criteria
	Save button – save a combination of criteria in your selected location which can later be retrieved/reused.
Standard Criteria tab	Key criteria
Postgraduate Code	Candidature ID, e.g. 3151925
School	Academic School, e.g. Architecture and Design
Portfolio	Academic College, e.g. DSC, SEH, BUS, General
Scholarship Recipient?	Recipient of SGR Administered scholarships
Full Name	Student Full Name
Staff ID	Staff ID of a student, if available
Current Record?	If none of the radio buttons is selected, the system default the selection criteria to 'Yes'. Current: Overall Status 'Current', 'On Leave', 'At Risk', or 'On Leave (At Risk)', 'Submitted' Not Current: Overall Status 'Withdrawn', 'Completed', 'Closed', 'Deceased'
Internal/External/Student	Not used
Student ID	Each person only has one Student ID; each Student ID may have multiple Candidature ID / Person Code.
Related from Postgraduate tab	Criteria related to data stored in
Related from Other Modules tab	Criteria related to data stored in other modules

5 Postgraduate Entry – Core Details

The screenshot shows the 'Postgraduate Entry' application window. The title bar reads 'Postgraduate Entry'. The main window has a yellow header with 'Postgraduate Ms Student Test' and 'Full-time Research Doctorate by Research Current No'. Below the header are several tabs: 'Core Details', 'Progress', 'Contact Details', 'Citizenship', 'Coursework/Other', and 'Thesis Details'. The 'Core Details' tab is active, showing a form with the following fields and values:

- Student Code: 68293
- Surname: Weisi
- Given Name: Zhao
- Middle Name: (empty)
- Title: Ms
- Honours: (empty)
- Full Name: Ms Student Test
- Preferred Names: Surname: Test, Given Name: Student, Middle Name: (empty), Title: Ms, Full Name: Ms Student Test
- Male/Female: Female (selected)
- Scholarship Recipient: (unchecked)
- Confidential: (unchecked)
- Current: (checked)
- Study Type: Research (selected)
- Study Classification: Doctorate by Research
- Student Type: Local
- Person Category: Not Specified
- Primary School: 50019869
- College: GENERAL
- Student ID: (empty)
- Staff ID: 68293
- Overall Status: Withdrawn
- Internal Order #: (empty)
- Program: DR040
- Thesis/Project: PHD (Social Scienc...

Item	Description	Data Source
Core Details tab		
	Information button	n/a
Student Code	Unique ID for this candidature entitlement (same as Student ID for the latest candidature entitlement but different from Student ID for past candidature entitlements)	PeopleSoft as at application; RM generated after the record is archived
Surname	Official surname of the student	PeopleSoft as at application / EoL update by student
Given Name	Official given name of the student	PeopleSoft as at application / EoL update by student
Middle Name	Official middle name of the student	PeopleSoft as at application / EoL update by student
Title	Title of the student as provided in application or updated in EoL	PeopleSoft as at application / EoL update by student
Honours	Not used	n/a
Full Name	Official full name	PeopleSoft as at application / EoL update by student
Preferred Names		
Surname	Preferred Surname for use in informal communication	PeopleSoft as at application / EoL update by student
Given Name	Preferred Given Name for use in informal communication	PeopleSoft as at application / EoL update by student
Middle Name	Preferred Middle Name for use in informal communication	PeopleSoft as at application / EoL update by student
Title	Preferred Title for use in informal communication	PeopleSoft as at application / EoL update by student
Full Name	Preferred Full Name for use in informal communication	PeopleSoft as at application / EoL update by student
Male/Female	Gender	PeopleSoft as at application
Scholarship Recipient	Indicates if the person has linked Funding / scholarships	RM/Scholarship Module
Confidential	Used for publications	Manual (ERA)
Current	Ticked for students with an Overall Status: 'Current', 'At Risk', 'On Leave', 'On Leave (At Risk)' and 'Submitted'	Manual (SGR)
Study Type	Differentiate between research and coursework students / programs	Manual (SGR)

Item	Description	Data Source
Study Classification	'Master's by Research' for MR programs; 'Doctorate by Research' for DR programs; 'PhD by Publication' for PH programs; 'Not Specified' for DC programs.	PeopleSoft initially; Manual update after (SGR)
Student Type	'Local' or 'International'	Manual (SGR based on the fund source)
Person Category	Not used	n/a
Primary School	Academic school enrolled in	PeopleSoft initially; RM generated after manual update of the Linked School related item when a change of program is involved; requires manual removal of redundant college items due to program changes
Portfolio	Academic College	PeopleSoft initially; RM generated after manual update of the Linked School related item when a change of program is involved; requires manual removal of redundant college items due to program changes
Student ID	One student per Student ID	PeopleSoft
Staff ID	Some students are staff members or once were staff members	Manual (SGR)
Overall Status	'Current' – enrolled in the current semester 'At Risk' – enrolled in the current semester with unsatisfactory results for at least the past two progress reports 'On Leave' – taking Leave of Absence in the current semester 'On Leave (At Risk)' – taking Leave of Absence in the current semester with unsatisfactory results for at least the past two progress reports 'Submitted' – submitted thesis/project for examination and not yet received a result 'Completed' – submitted archival copy of thesis/project, 'Closed' – after the student has graduated in absentia or at a graduation ceremony, and the physical files have been archived 'Withdrawn' – student voluntarily discontinued or cancelled by the university due to failure to re-enrol by RMIT deadline or Census Date (A student may apply for late re-enrolment after being cancelled due to failure to re-enrol by RMIT deadline. If the student fails to reenrol by the following Census Date, s/he will be cancelled again.) 'Terminated' – cancelled by the university due to unsatisfactory progress / at least three unsatisfactory progress reports 'Deceased' – student deceased prior to graduation	Manual (SGR/college/school)
Internal Order	Not used	n/a
Program	DRxxx, DRxxxRTS, MRxxx, MRxxxRTS, PHxxx, or DCxxx. Those with the 'RTS' suffix indicate that the commencement of the current HDR candidature entitlement* commenced after 1 st Sept 2000.	PeopleSoft initially; RM generated after manual update of the Linked School related item when a change of program is involved
Thesis/Project	Type of HDR output	Manual (SGR after submission)

6 Postgraduate Entry – Progress

Item	Description	Data Source
Progress tab		
Original Study Mode	Academic load for the first enrolment period (needs to match with the System Generated Initial Study Mode (SGISM) date in the related data area and Peoplesoft data)	Manual (SGR)
Enrolment	Enrolment date for the (first) program in the candidature (not used in any RM report)	PeopleSoft
Start	Commencement date of the current candidature (start date of the first program in the candidature); matches with / triggers change of the SGISM date in the related data area	Manual (SGR)
Min. Completion	Completion prior to this date needs to be approved by SGRAB	RM generated based on Start date and three Significant Date items: Leave, Study Mode Change, and Previous Program History (external only)
Funded Completion	The end of 4 EFT for a DR program or 2 EFT for a MR program or a PH program	RM generated based on Start date and three Significant Date items: Leave, Study Mode Change, and Previous Program History (external only)
Max. Completion	Same as 'Funded Completion'	RM generated based on Start date and three Significant Date types: Leave, Study Mode Change, and Previous Program History (external only)
Total Leave (days)	Accumulation of approved leave days	RM generated based on Significant Date: Leave (Approved Leave types only)
Special Consideration Requested	Not used	n/a
Extension Requested	Extension beyond Maximum Completion Date requested (school extension should only be recorded as a Progress Comment)	Manual (SGR)

ResearchMaster Quick Guide
Field Description – Postgraduate Module

Item	Description	Data Source
Extension Approved	Ticked when approval for Extension beyond Maximum Completion date is received	Manual (SGR)
Extension From	Same as the Maximum Completion Date	Manual (SGR)
Extension To	Must be greater than the Extension From date	Manual (SGR)
Funding Mode	e.g. International Onshore Full Fee; International Offshore Full Fee; COG RTS; COG Pre-RTS; COG Research Overtime; Domestic Full Fee; Domestic Fee Waiver.	PeopleSoft
Prior Load	Consumed time in the current higher degree by research candidature entitlement at another Australian university	RM generated based on Previous Program History (external HDR enrolments only)
Start Load	Full-time or part-time enrolment at RMIT in the first enrolment period of the current HDR candidature entitlement	RM generated based on Significant Date type: Study Mode Change (System Generated Initial Study Mode: Full-time=1.0; Part-time=0.5)
Present Load	Full-time or part-time enrolment at RMIT in the current enrolment period of the current HDR candidature entitlement	RM generated basing on Significant Date type: Study Mode Change
Consumed Load	Consumed time in the current HDR candidature entitlement at RMIT	RM generated based on Start date and three Significant Date types: Leave, Study Mode Change, and Previous Program History (external only)
Balance	Remaining time in the current HDR candidature entitlement before Maximum Completion Date	RM generated based on Total entitlement of the program and Consumed Load
Progress Comments	e.g. extension to recommended thesis/project submission date at the school level	Manual (SGR/college/school)

7 Postgraduate Entry – Contact Details

The screenshot shows the 'Postgraduate Entry' window with the 'Contact Details' tab selected. The form is divided into several sections:

- Address:** Address Line 1 (Level 2, RMIT Building 91), Address Line 2 (110 Victoria St), Suburb (Melbourne), State (VIC), Country (Australia), Postcode (3001).
- Postal Address:** Address Line 1 (Level 2, RMIT Building 91), Address Line 2 (110 Victoria St), Suburb (Melbourne), State (VIC), Country (Australia), Postcode (3001).
- Contact Numbers:** Home Phone, Work Phone (+61 3) 99258305, Seating Location (91.2.1.46), Mobile (0423521523), Email Address (sgr@rmit.edu.au).
- Other:** Campus, Comment(s) (No Code), Fax (99254089).

Item	Description	Data Source
Contact Details tab		
Address		
Address Line 1	Home address line 1	PeopleSoft (Home Address 1)
Address Line 2	Home address line 2	PeopleSoft (Home Address 2)
Suburb	Home address suburb	PeopleSoft
State	Home address state	PeopleSoft
Country		PeopleSoft
Postcode		PeopleSoft
Postal Address		
Address Line 1		PeopleSoft (Mail Address 1)
Address Line 2		PeopleSoft (Mail Address 1)
Suburb		PeopleSoft
State		PeopleSoft
Country		PeopleSoft
Postcode		PeopleSoft
Contact Numbers		
Home Phone		PeopleSoft
Work Phone		PeopleSoft
Seating Location	Building.Level.Room.Desk e.g. 14.12.3.2	Manual (school)
Mobile		PeopleSoft
Email Address		PeopleSoft
Campus	Not used	n/a
Comment(s)		Manual (SGR/college/school)

Note: Contact details are no longer updated when a record has the 'Current' tickbox unticked, i.e. the Overall Status as 'Completed', 'Closed', 'Withdrawn', or 'Deceased'. The student may provide new contact details, including a personal email address, to RMIT Graduation for graduation / alumni purposes.

8 Postgraduate Entry – Citizenship

The screenshot shows the 'Postgraduate Entry' window with the 'Citizenship' tab selected. The form contains the following fields:

- Birth Place:** China
- Date of Birth:** 27/10/1978
- Visa From:** / /
- Visa To:** / /
- Citizenship:** Australia (dropdown menu)
- Citizenship Comments:** (empty text area)
- Language:** (empty text field)
- Disability:** (empty text field)

Item	Description	Data Source
Citizenship tab		
Birth Place	Country of birth	PeopleSoft
Date of Birth	Date of birth	PeopleSoft
Citizenship	Not used – default to 'Australia'	n/a

9 Postgraduate Entry – Coursewrk/Other

The screenshot shows the 'Postgraduate Entry' window with the 'Coursewrk/Other' tab selected. The form contains the following fields:

- ABS:** No Code
- TOEFL:** No Code
- Fund Source:** AC (Aust Fee Paying and Enterprise)
- Admit Term:** No Code
- Custom 3:** No Code
- Custom 4:** No Code
- HECS:** 302 (Australian Fee Paying)

Item	Description / Example	Data Source
Coursework/Other tab		
Fund Source	e.g. AC Aust Fee Paying and Enterprise (see PeopleSoft for a full list)	PeopleSoft
HECS	e.g. 302 Australian Fee Paying (see PeopleSoft for a full list)	PeopleSoft

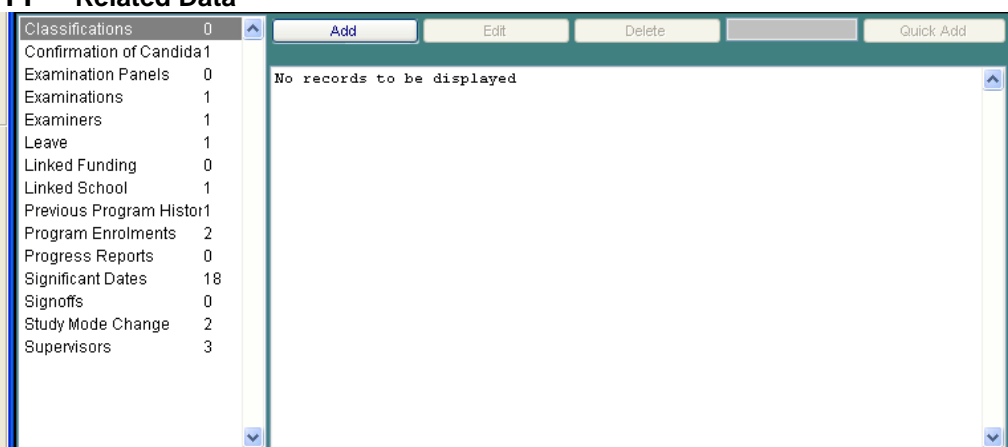
10 Postgraduate Entry – Thesis Details

The screenshot shows a web application window titled "Postgraduate Entry". The main header includes "Postgraduate Graduate Research Office" and navigation tabs for "Full-time", "Research", "Doctorate by Research", and "Current Yes". Below this is a tabbed interface with "Thesis Details" selected. The form contains the following fields:

- Expected Completion Date: 16/01/2012
- Lodged Date: 01/01/2011
- Lodged Location: School of Graduate Research
- Catalogue Number: (empty)
- Thesis Title: Mobile Language Learning
- Special Characters: (button)
- Abbreviated title: Mobile Language Learning
- Special Requirements: (empty)
- Comments: (empty)

Item	Description	Data Source
Thesis Details tab		
Expected Completion Date	Not used at the university level – some schools set an earlier submission date for their students, normally 6-12 months EFT before the Maximum Completion Date	Originally populated as the Maximum Completion Date; schools can modify the date manually to be the school Expected Completion Date, but need to continue modifying the date if there are leave periods or academic load changes; if the content in the field is removed, upon saving the screen, it is auto populated with the Maximum Completion Date
Lodge Date	Date of first submission of thesis/project for examination	Manual (SGR)
Lodged Location	School of Graduate Research	Manual (SGR)
Thesis Title	Title of the thesis/project	Manual (Initial Entry by School; Finalised by the SGR - following thesis/project submission)
Special Characters button	For special fonts and special characters	Manual (SGR)
Abbreviated title	Abbreviated title	Manual (SGR)
Special Requirements	Not used	Manual (SGR)
Comments	Number of copies submitted	Manual (SGR)

11 Related Data



Item	Description	Data Source
	Add button for adding additional items	n/a
	Edit button for editing a selected item	n/a
	Delete button for deleting a selected item	n/a
	Quick Add button for some items, such as Program Enrolments	n/a
Confirmation of Candidature	Confirmation of Candidature (0850 onward commencements) and Program Approval (previous cohorts)	Manual (SGR for 0850 onward commencements / school for previous cohorts)
Examinations	Examination Classifications (C1, C2, C3, C4, C5, Pass-reexamination, or Fail-reexamination)	Manual (SGR)
Examiners	Examiner details and their recommendations (R1, R2, R3, R4, R5)	Manual (SGR)
Leave	Approved Leave, Maternity Leave, and Withdrawn Leave (gap between two enrolments)	Manual (school/college)
Linked Funding	Scholarships such as Australian Postgraduate Award and RMIT PhD Scholarships	Initially RM generated after manual data-entry in the Scholarship Module by (SGR); subsequent updates are manually done by SGR
Linked School	School currently enrolled in (mark as 100% and tick the Current and Primary boxes)	PeopleSoft initially; Manual (SGR) modification required if change of program involves change of school
Previous Program History	Previous enrolments in a HDR program within Australia	Manual (SGR)
Program Enrolments	Program currently enrolled in	PeopleSoft initially; Manual (SGR) modification required if program change is involved
Progress Reports	Six-monthly progress report results (not required for the period when Confirmation of Candidature/Program Approval is required)	Manual (school/college)
Significant Dates	Any key actions need to be recorded; emails to be sent which link to particular actions	Manual (SGR for all, but 'At Risk' Interview Held by school)
Signoffs	Induction, Needs Analysis, Research Method subject, Ethics approval, IP approval	Manual (college/school)
Study Mode Change	SGISM, Change of study mode from Full-time (EFTSL=1) to Part-time (EFTSL=0.5) or vice-versa; or enrolment cancellation, submission, termination, deceased (EFTSL=0)	PeopleSoft; Manual (SGR) modification required for academic load changes on non-Semester Start Date and all changes to 0 EFTSL
Supervisors	Details of current and previous Senior Supervisor and Second Supervisors	Manual (SGR)