

Additional processes for Student-led Competition 2019

Reference process for 2019 competition

1. Applicant enters referee details on GradHub = name, position and email address
2. Applicant uploads all documents *except* reference and presses submit. An email is automatically triggered from the relevant HEI Admin email address (via GradHub) to the referee.

Applicant submission status becomes 'awaiting reference'

Email title includes name of applicant plus 'reference request'.

Email content requests the referee form to be downloaded from the GradHub link, completed and **returned by referee to HEI Admin Lead directly.**

3. Referee returns form to HEI Admin Lead
4. HEI Admin Lead manually uploads the reference to the student's form submission
5. Once uploaded, HEI Admin changes status through dropdown from '*awaiting reference*' to '*submitted*'

Applicant submission status is 'submitted'

Supervisor Statement process for 2019 competition (shortlisted candidates only)

1. Applicant ensures supervisor has 'Guidance Note for Supervisor's Statement of Support' (available on GradHub and website)
2. Once supervisor has completed the statement, supervisor returns it to the **applicant**, who will upload it as part of their completed application