

TRIM NAMING PROTOCOL RESEARCH DEGREE STUDENTS

All paperwork for each transaction should be scanned as a single document where possible.

Student Name - Should include Full Student Name. Family name to be in capitals and first name in lower case (as per below).

All paperwork to be sent down to filing to go on existing files until end of 2008

As of 1 January 2009 any paperwork will be boxed in date order and sent down to filing.

CATEGORY	SUB-CATEGORY	FILE NAME FORMAT	EXAMPLE	PURPOSE
Admission	Enrolment	Admission - Enrolment - Course - Student Name	Admission - Enrolment - PhD - John William SMITH	Admission through candidature application process
	Scholarship	Admission - Scholarship - Course - Student Name	Admission - Scholarship - PhD - John William SMITH	Admission through scholarship round
Enrolment and Reenrolment	Enrolment	Enrolment - Course - Student Name	Enrolment - PhD - John William SMITH	Enrolment forms and subsequent hardcopy reenrolment forms. Re-enrolment Fee Waivers.
	Resumption Form	Enrolment - Resumption - Course - Student Name	Enrolment - Resumption - PhD - John William SMITH	Confirmation of return to studies after period of study away or leave
	Short letter	Enrolment - Short letter - Course - Student Name	Enrolment - Short letter - PhD - John William SMITH	Short letters requested by students to confirm enrolment/scholarship details, thesis submission, award of degree etc.
	Student Status	Enrolment - Student status - Course - Student Name	Enrolment - Student status - PhD - John William SMITH	Visas, RTS forms, copy of passport
	Enrolment Transfer	Enrolment Transfer - Course - Student Name	Enrolment Transfer - PhD - John William SMITH	Upgrading from masters to PhD; downgrading from PhD to Masters; or transferring from one research course to another.

CATEGORY	SUB-CATEGORY	FILE NAME FORMAT	EXAMPLE	PURPOSE
Student Enrolment	Student Enrolment	Student Enrolment - Course - <i>Type of Issue</i> - Student Name	Student Enrolment - PhD - <i>Employment Hours</i> - John William SMITH	General Candidature Issues (Text in <i>Italics</i> , indicates where free text is to be used describing type of issue)
	Academic transcript	Student Enrolment - Course - <i>Academic Transcript</i> - Student Name	Student enrolment - Course - <i>Academic Transcript</i> - John William SMITH	To be used when students submit their academic transcripts late
	Sanctions - Australian Government	Enrolment - Sanctions - Course - Student Name	Enrolment - Sanctions - PhD - John William SMITH	Security Access to be change: MIGR and Security Group: Australian Sanctions Compliance ONLY
Variation to Personal Details	Personal Details	Personal Details - Type of Variation - Course - Student Name	Personal Details - Change of Address - PhD - John William SMITH	Change of address, change of name
Variation to Enrolment and Scholarship	Change Attendance - with or without scholarship	Variation - Attendance - Course - Student Name	Variation - Attendance - PhD - John William SMITH	Any variation of attendance; transfer to full-time, transfer to part-time; transfer to part-time enrolment/scholarship; transfer to part-time enrolment end scholarship; transfer to external enrolment transfer to external enrolment end scholarship; transfer to external enrolment/scholarship; transfer to internal enrolment; writing up away; writing up away end scholarship.
	Change of Thesis Title	Variation - Change of Thesis Title - Course - Student Name	Variation - Change of Thesis Title - PhD - John William SMITH	Any changes to thesis title during enrolment.
	Change scholarship details	Variation - Change scholarship details - Course - Student Name	Variation - Change scholarship details - PhD - John William SMITH	Banking details forms, TFN Declaration, costing changes, stipend changes. (SECURITY ACCESS TO BE CHANGED TO: VIEW DOCUMENT & MODIFY RECORD ACCESS TO MIGR ONLY)
	Concurrent Enrolment Approval	Variation - Concurrent Enrolment - Course - Student Name	Variation - Concurrent Enrolment - PhD - John William SMITH	Committee approval for a student to be concurrently enrolled.

CATEGORY	SUB-CATEGORY	FILE NAME FORMAT	EXAMPLE	PURPOSE
	Conversion from full-time to part-time or part-time to fulltime	Variation - Conversion - Full-time to Part-time - Course - Student Name	Variation - Conversion - Full-time to Part-time - PhD - John William SMITH Variation - Conversion - Part-time to Full-time - PhD - JOHN WILLIAM SMITH	
	Coursework Approval	Variation - Coursework Approval - Course - Student Name	Variation - Coursework Approval - PhD - John William SMITH	Requests from Departments to approve research students to undertake coursework units.
	Discontinue Candidature with or without scholarship	Variation - Discontinue - Course - Student Name	Variation - Discontinue - PhD - John William SMITH	All withdrawal from candidature; withdrawal from candidature/scholarship; lapse of candidature.
	Discontinue Scholarship	Variation - Discontinue Scholarship Name - Course - Student Name	Variation - Discontinue MGS - PhD - John William SMITH	This is used where scholarship is to be discontinued but there are no changes to candidature.
	Extend Enrolment	Variation - Extend Enrolment - Course - Student Name	Variation - Extend Enrolment - PhD - John William SMITH	All extensions to enrolment end date.
	Extend Enrolment Not Approved	Variation - Extend Enrolment Not Approved Too Early - Course - Student Name	Variation Extend Enrolment Not Approved Too Early - PhD - John William SMITH	Extensions to enrolment that are applied for far too early for consideration of approval
	Extend Scholarship	Variation - Extend Scholarship Name - Course - Student Name	Variation - Extend MGS - PhD - John William SMITH	All extensions to scholarship end date.
	On Campus Research	Variation - On Campus Research - Course - Student Name	Variation - On Campus Research - PhD - John William SMITH	To be used for Joint Award enrolments to show "on-campus" research phase when student is either on-campus at the overseas institute or is at Monash to study on their research here as part of a joint award enrolment. This will also include extension periods for the same purpose.

CATEGORY	SUB-CATEGORY	FILE NAME FORMAT	EXAMPLE	PURPOSE
	Leave from Enrolment or Scholarship	Variation - Leave - Course - Student Name	Variation - Leave - PhD - John William SMITH	All forms of leave, both on pay and without scholarship: leave of absence; leave of absence/suspension; special leave; special leave/sick leave; special leave/maternity leave.
	Study Away Enrolment or Enrolment & Scholarship	Variation - Study Away - Course - Student Name	Variation - Study Away - PhD - John William SMITH	All study away both on pay and without scholarship with the exception of those students awarded a travel grant - see awards below.
	Supervision Changes	Variation - Supervision - Course - Student Name	Variation - Supervision - PhD - John William SMITH	All changes to supervision and change of dept with supervision change.
	Return to Study	Variation - Return to Study - Course - Student Name	Variation - Return to Study - PhD - John William SMITH	All applications lodged to MIGR indicating returning to normal study.
Academic Progress	Academic Grievance	Academic Progress - Academic Grievance - Course - Student Name	Academic Progress - Grievance - PhD - John William SMITH	All Academic Grievances
Used Prior to 2010. New Proforma is now Annual Questionnaire	Annual Progress Reports	Academic Progress - Annual Report - Course - Student Name	Academic Progress - Annual Report - PhD - John William SMITH	All Annual Progress Reports
	Annual Questionnaire	Academic Progress - Confidential - Annual Questionnaire - Course - Student Name	Academic Progress - Annual Questionnaire - PhD - John William SMITH	All Annual Questionnaires (ALL SECURITY ACCESS CONTROLS TO BE CHANGED TO MIGR ONLY)
	Enrolment	Academic Progress - Enrolment - Course - Student Name	Academic Progress - Candidature - PhD - John William SMITH	Extensive notes that need to be attached to any student file that is more than just a file note, in relation to candidature progress.
	Confirmation	Academic Progress - Confirmation - Course - Student Name	Academic Progress - Confirmation - PhD - John William SMITH	Confirmation of candidature and extensions to confirmation of candidature
	Interim Progress Reports	Academic Progress - Interim Report - Course - Student Name	Academic Progress - Interim Report - PhD - John William SMITH	All Interim Progress Reports

CATEGORY	SUB-CATEGORY	FILE NAME FORMAT	EXAMPLE	PURPOSE
	Mid-Candidature Review	Academic Progress - Mid-Candidature Review - Course - Student Name	Academic Progress - Mid Candidature Review - PhD - John William SMITH	All Mid-Candidature Review Reports
	Pre-Submission Seminar	Academic Progress - Pre-Submission Seminar - Course - Student Name	Academic Progress - Pre-Submission Seminar - PhD - John William SMITH	All Pre-Submission Seminar Reports
	Research Misconduct	Academic Progress - Research Misconduct - Course - Student Name	Academic Progress - Research Misconduct - PhD - John William SMITH	Research Misconduct Investigations
	Termination of candidature with or without scholarship	Academic Progress - Termination - Course - Student Name	Academic Progress - Termination - PhD - John William SMITH	All terminations of candidature and termination of candidature/scholarship due to poor progress or discipline reasons
	Termination of Scholarship	Academic Progress - Termination Scholarship Name - Course - Student Name	Academic Progress - Termination MGS - PhD - John William SMITH	Termination of scholarship for discipline reasons or poor progress, where candidature will continue
Thesis Examination		Examination - Course - Student Name	Examination - PhD - John William SMITH	All examination documentation
Thesis Examination	Failed examinations	Examination - Failed - Course - Student Name	Examination - Failed - PhD - John William SMITH	All examination documentation
Scholarship		Scholarship - Scholarship Name - Course - Student Name	Scholarship - MDS - PhD - John William SMITH	All scholarships not awarded through central round plus upgrades of central scholarships: MDS; Doctoral Completion Scholarships; upgrade MGS to APA; MRS, NHMRC; etc.
	Miscellaneous (When naming Describe Type of Issue rather than using miscellaneous)	Scholarship - <i>Type of Issue</i> - Course - Student Name	Scholarship - <i>IPRS extension reminder</i> - PhD - John William SMITH	All Miscellaneous documents: Tuition scholarships extension reminder; change of residency reminder; overpayment reminder; etc (Text in Italics, indicates where free text is to be used describing type of issue)

CATEGORY	SUB-CATEGORY	FILE NAME FORMAT	EXAMPLE	PURPOSE
		Scholarship - Banking details/TFN - Course - Student Name	Scholarship - Banking details - PhD - John SMITH	Scholarships banking details form and TFN declaration forms only (SECURITY ACCESS TO BE CHANGED TO: VIEW DOCUMENT & MODIFY RECORD ACCESS TO MIGR ONLY)
Awards		Award - Award Name - Course - Student Name	Award - Travel Grant - PhD - John William SMITH	All awards: travel grants; CTS; PPA; Mollie Holman; etc.
Student File Note	Enrolment	File Note - Course - Student Name	File Note - PhD - John William SMITH	Letters or emails that need to be kept on the student file for future reference.