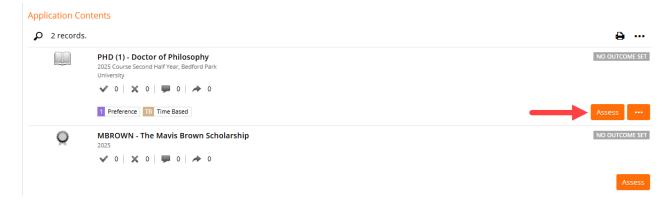


This QRG is only relevant when a student submits an application for both a HDR course and a scholarship within the same application.

Important: 'Complete Assessment' process should not be used until the scholarship has also been assessed and a decision has been recorded (not successful/successful) for the scholarship. The OGR team is responsible for the 'Complete Assessment' of HDR course + scholarship applications

Assess the course application as per normal process

- · Assign the workflow to yourself.
- Assess the course using the 'Assess' button. Student Finance and Scholarships team will also complete their assessment process.



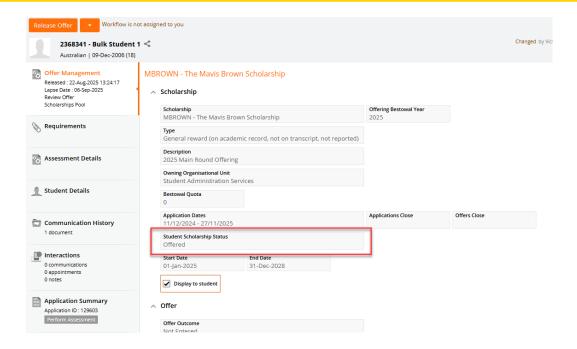
Before 'Complete Assessment' step, check the scholarship status

 If the scholarship is successful, the Offer Status will have changed from 'Candidate Selection' to 'Review Offer'

Application Contents 2 records. PHD (1) - Doctor of Philosophy 2025 Course Second Half Year, Bedford Park University 1 Preference 15 Time Based Manage offer MBROWN - The Mavis Brown Scholarship 2025 2025 MBROWN - The Mavis Brown Scholarship 2025 MBROWN - The Mavis Brown Scholarship 2025 Manage offer Manage offer



Select 'Manage offer' on the scholarship record to view the 'Student Scholarship Status', this should show a status of 'Offered'



Further information is available in the 'Process view' at the bottom of the record.

Candidate selection will show as 'Successful'

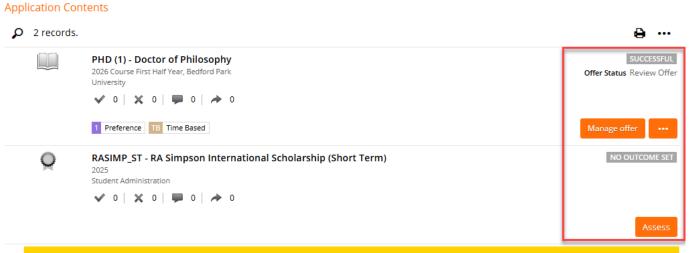
Process View





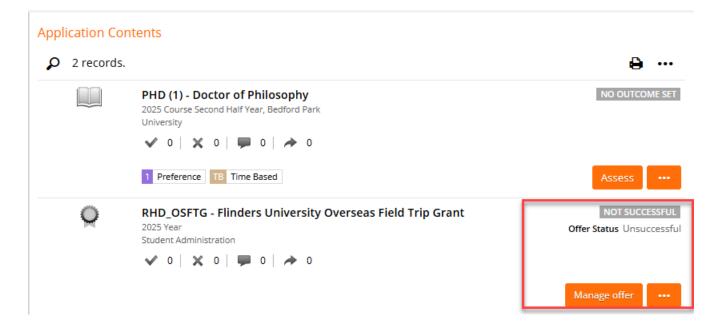
Note: If scholarship is not yet assessed, the scholarship will show as 'No outcome set'

- If the **course** has been assessed as 'Successful' and scholarship assessment **has not yet started** (status is 'No outcome set') then the 'Complete Assessment' button can be used. This will move the workflow to the 'Assess Scholarship' stage and Student Finance and Scholarships will still be able to assess the scholarship.
- HOWEVER, the scholarship will need to be monitored by OGR and 'Complete Assessment'
 will need to be used again once the scholarship has been made successful/unsuccessful to
 finalise the workflow. Alternatively, wait until the scholarship has moved to 'Review offer'.



Unsuccessful scholarship

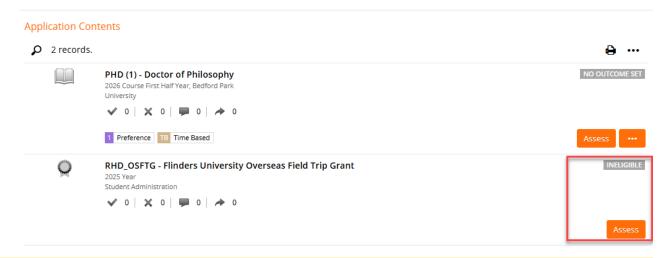
• If the scholarship is **unsuccessful**, the Offer Status will have changed from 'Candidate Selection' to 'Unsuccessful'





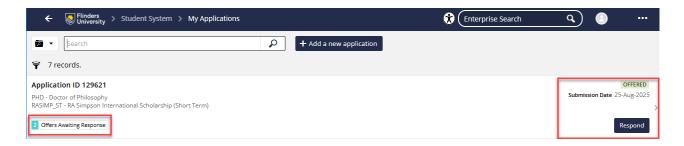
Ineligible scholarship

 If the student is deemed as ineligible for a scholarship, the Status will have changed from 'Candidate Selection' to 'Ineligible'



Proceed with 'Complete Assessment'

- Once the scholarship status has been confirmed, the 'Complete Assessment' button can be used
- This will move the status from 'Under Assessment' to 'Offered' for a student



If both the course and scholarship are successful, students will see two offers in the portal

