Introduction

The Return from Leave form is the only one of the various ‘Student Forms’ that needs to be routed to both an RHD Specialist and a Melbourne Scholarships Office Specialist, as MSO needs to process the return from scholarship leave. This was previously dealt with by having both of these in the Assessor grid, however this caused workflow problems whereby the RHD specialist could not approve the form until it was actioned by MSO.

To address this, the MSO specialist has been removed from the Assessor grid and instead a special field has been added called Scholarship Processing in the general details section. This field will appear once the form has been approved and is for MSO use only.

Instructions for RHD Specialists

Return from leave forms should continue to be processed as normal (searching in the ISIS online help for ‘candidature variations’ will show the appropriate system help pages for this process). The difference you will see is that MSO Specialist will no longer appear in the Assessor grid. This means that you can now set the form to Approved without having to wait for action by MSO. You can also continue to tick the processed box once you have actioned the form.

Once the form is Approved, MSO will receive an alert. They will then update the Scholarship processing field to either processed or not applicable (eg. If the student does not have a scholarship or is not on scholarship leave)

On rare occasions, you may receive a return from leave request for a student who is on scholarship leave only, with no associated course leave. If you wish to view scholarship leave, this can be seen in Student Reward Leave Enquiry. In this circumstance, you should do the following:

- Set the RHD Specialist assessment in the Assessor grid to Not applicable.
- Put a note in the Notes field to say that the student is not on course leave
- Set the overall form status to Approved (this will ensure it gets routed to MSO)
- Tick the Processed box (remembering that this box does not necessarily mean that processing has been done in ISIS, but rather than any associated tasks have been completed)
Figure 1 – Return from Leave form, showing new field to be entered by MSO

The screenshot below shows the new field. Note that the MSO specialist no longer appears in the assessor grid.

Points to note
- Under no circumstances should RHD specialists update the Scholarship processing field. Even if you have been informed of the status of the scholarship, this field must be updated by MSO to ensure that the correct processing takes place in ISIS to resume scholarship payments.
- Currently, you will notice the field still appears when the form has been Withdrawn or Rejected. This can be ignored and will have no impact on the form and will not cause it to still appear in alerts.
Contact ISIShelp for user help

Phone ISIShelp
8344 2690

Log a web request for help
Help Request

How do I get more information?

- Visit the ISIS website [www.isis.unimelb.edu.au](http://www.isis.unimelb.edu.au) for more information and:
  - Read the [ISIS Update](http://isis.unimelb.edu.au) newsletters.
  - Read [Cheat Sheets](http://isis.unimelb.edu.au) for tips on using key functions within ISIS.
  - Check out the [FAQ’s](http://isis.unimelb.edu.au) for help with specific questions.
  - View the [Top Tasks](http://isis.unimelb.edu.au) for infrequent users.