

How to Decline/Waitlist or make a Referral Application

Once you have reviewed the application and are ready to issue a decision, you can do so through the section on the top left of the Reviewers screen.

You will notice the **'Review Status'** will by default be set to **'Not Started'**.

◀ NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	🔒 12/11/2019
Recommended Action	--
Review Status	Not Started

To add the applicant decision **Declined by Programme Director**, click on the magnifying glass across from the **'Recommended Action'** field. This will return a list of all available decisions for that application. Select the decision **Declined by Programme Director** on that application, and this will populate that field. A reason for Decline can also be added to the application by filling in the textbox across from the reason for decline.

Please note that if English is or is Not their 1st Language, the conditions section for a declined by programme director application will disappear.



◀ NUIG Application Review

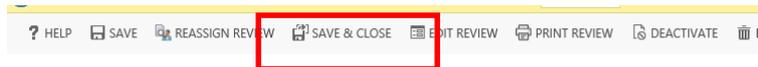
Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	🔒 07/11/2019
Recommended Action	🔒 Declined by Programme Director
Reason for Decline	🔒 Academic background does not suit programme
Review Status	🔒 Completed

If the review of this application is not yet complete, change the **'Review Status'** to **'In Progress'**.

If you have finished the application and are happy with the decision, change the review status to **'Completed'**. The last step of the review process is to save your actions. You can do this by clicking

on the 'Save' or 'Save and Close' buttons. The review is now complete, and the decisions have been recorded.



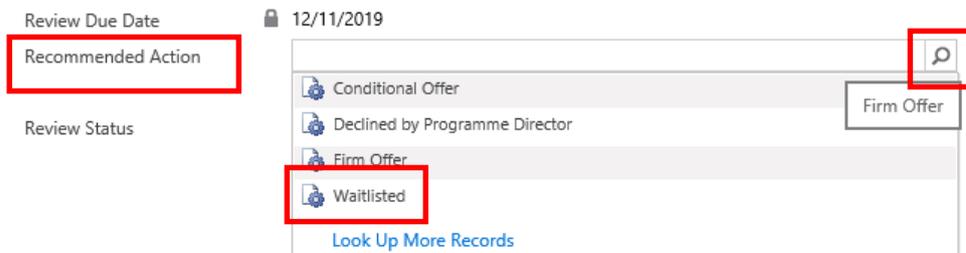
NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date 12/11/2019
Recommended Action --

Review Status	Not Started
	Early Read
	In Progress
	Completed

To add the applicant decision **Waitlisted**, click on the magnifying glass across from the 'Recommended Action' field. This will return a list of all available decisions for that application. Select the decision **Waitlisted** on that application, and this will populate that field. A ranking field will then appear with an option to enter a number ranking, this field is not mandatory.



NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date 17/11/2019

Recommended Action Waitlisted

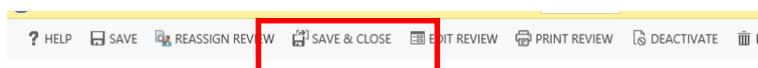
Ranking 4

Review Status Not Started

Please note that if English is or is Not their 1st Language, the conditions section for a Waitlisted application will disappear.

If the review of this application is not yet complete, change the 'Review Status' to 'In Progress'.

If you have finished the application and are happy with the decision, change the review status to 'Completed'. The last step of the review process is to save your actions. You can do this by clicking on the 'Save' or 'Save and Close' buttons. The review is now complete, and the decisions have been recorded.



NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	12/11/2019
Recommended Action	--
Review Status	<input type="radio"/> Not Started <input type="radio"/> Early Read <input type="radio"/> In Progress <input type="radio"/> Completed

It is important to note that if you wish to change the status from Waitlisted to make offer for an application, you must request this in writing by email to postgradadmissions@nuigalway.ie and the Postgraduate Admissions Office team will organise.

If a reviewer selects **Declined by Programme Director or Waitlisted**, an option to refer the applicant to another programme can be made in the **Referral section**, the reviewer can select a course they wish to refer the applicant to, selecting the academic load Part-time or Full-time. You can also enter the reason for the referral across from the Message for Reviewer (ref program) field.

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	17/11/2019
Recommended Action	<input type="radio"/> Waitlisted
Ranking	4
Review Status	Not Started

Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')

Select Program/ Course	Accounting (Master of) - AY
Academic Load *	Full Time

Message for Reviewer (ref program) Think applicant would suit this course better

• NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	17/11/2019
Recommended Action	Declined by Programme Director
Reason for Decline	not suited to this course
Review Status	Not Started

Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')

Select Program/ Course: Accounting (Master of) - AY

Academic Load *: Full Time

Message for Reviewer (required): Think applicant would suit this course better

If the review of this application is not yet complete, change the **'Review Status'** to **'In Progress'**.

If you have finished the application and are happy with the decision, change the review status to **'Completed'**. The last step of the review process is to save your actions. You can do this by clicking on the **'Save'** or **'Save and Close'** buttons. The review is now complete, and the decisions have been recorded.



• NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	12/11/2019
Recommended Action	--
Review Status	<div style="border: 2px solid red; padding: 2px;"> <p>Not Started</p> <p>Early Read</p> <p>In Progress</p> <p>Completed</p> </div>

Once the review status is set to **Completed**, a new application is created for the selected referral programme.

When reviewing a Referral application, the referral section will disappear and a **note** telling the reviewer that this is a referral application, it may also include notes from the original reviewer if they had added one in and provides you with both the original application reference and academic program for reference.

Please Add Conditions

Conditional Results --
Other Conditions --

Note:	This is a Referral Application. See Original Application Ref # & Course applied for below:
Message for Reviewer	testing this message for reviewer that it gets to you safely....
Org App Ref #	12d24ef52007b985
Org Ac Program	MMM - MSc (Marketing Management)

Note, you cannot make a referral application that has already been referred and you can only refer to programs that are not PhD's, Research Masters or Adult Learning.