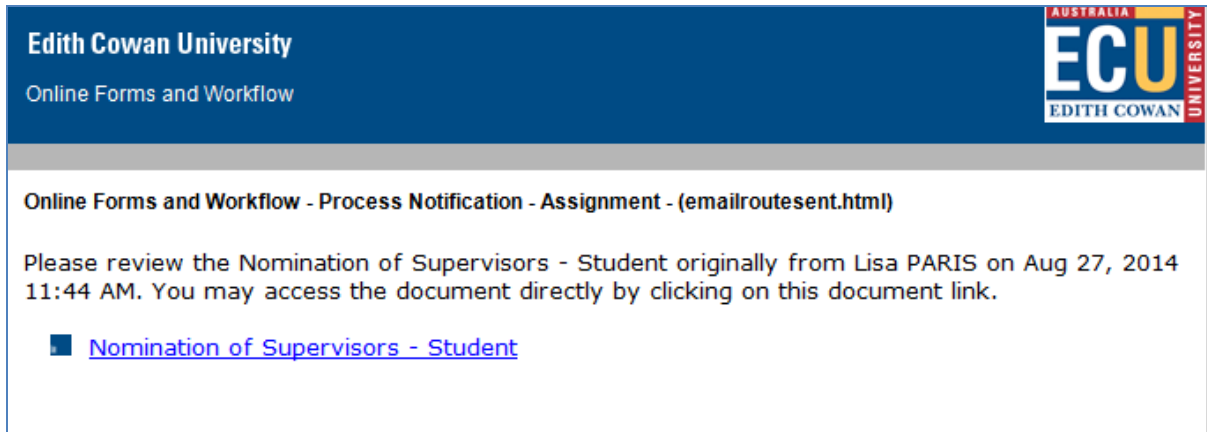


Student Review

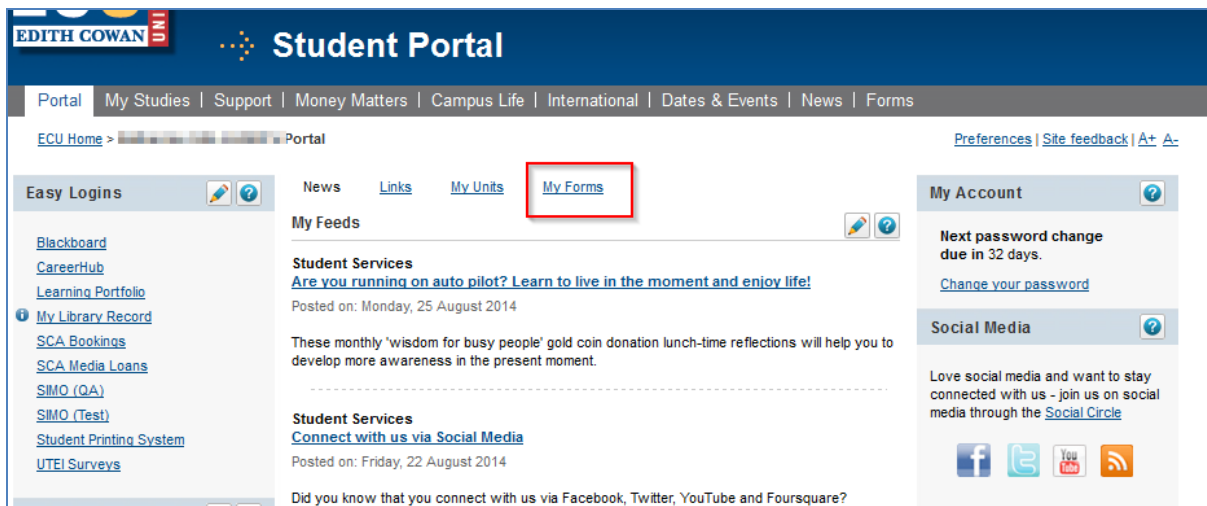
Once the nominated supervision is accepted by the Head of School the student is notified via email. The student is required to accept or decline the proposed nomination of supervisors.



Whilst the form is with the student, a daily reminder will be sent to the student to indicate that action is required. After five working days, if the action is still pending, an email will be sent to the originator to follow up.

Getting Started

1. On the ECU home page, locate and click the *Student and Staff Portal*
2. Enter your Student login details
3. Click on the *My Forms* link as shown below



4. Under the *Forms I need to action* section, click the *Action form* link to open the form.

The screenshot shows the Edith Cowan University Student Portal. The main navigation bar includes 'Portal', 'My Studies', 'Support', 'Money Matters', 'Campus Life', 'International', 'Dates & Events', 'News', and 'Forms'. Below the navigation bar, there are sections for 'Easy Logins' (with links to Blackboard, CareerHub, Learning Portfolio, My Library Record, SCA Bookings, SCA Media Loans, SIMO (QA), SIMO (Test), Student Printing System, and UTEI Surveys), 'News', 'Links', 'My Units', and 'My Forms'. The 'Saved forms' section lists two forms: 'Research Progress Report' (Saved: 22-JUL-14) and 'Nomination of Supervisors - 0010' (Submitted: 26-AUG-14, Pending: Student Acceptance). The 'Forms I need to action' section highlights the 'Action form' link for the 'Nomination of Supervisors - 0010' form.

5. Select *Complete Student Acceptance* as the Action.

The screenshot shows the 'Action' selection form. The 'Action' dropdown menu is set to 'Complete Student Acceptance'. A green sticky note on the right side of the page indicates 'ACTION Required'.

Note: Look for the green stickers to find out where action is required by the person completing the form.

6. After reviewing the proposed supervision details, scroll down to the *Student Acceptance* section and select *Yes* to accept and *No* to decline. Any comments required can be added in the text box provided.

The screenshot shows the 'Student Acceptance' form. The 'Do you accept the proposed supervision as listed above:' section has the 'Yes' radio button selected. The 'Note' section contains the text 'I'm happy with the changes in supervision.' The date is 27/08/2014. A 'Submit' button is at the bottom.

- Once the proposed supervision is accepted, your student record is updated with the new supervision arrangement. An email noting the change has been applied will be sent to the originator, all supervisors, Head of School and the student.

Edith Cowan University
Online Forms and Workflow

Online Forms and Workflow - Notification

To Whom It May Concern

The recent changes in supervisor for
Student: Katherine Sarah GALLAGER
Course: course U93 Doctor of Philosophy
have been approved and are effective as at 26/08/2014'.

The supervisory panel consists of:

ECU Supervisors:

Supervisor	Supervisor Type	Supervision Percentage
Dr PARIS, Lisa	PRINCIPAL SUPERVISOR	70
A/Prof GRAY, Jan	ASSOCIATE SUPERVISOR	30

External Supervisors:

Supervisor	Supervisor Type	Supervision Percentage
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Regards
Student Service Centre

If the student declines the proposed changes to supervision, the form goes back to the originator.

Assistance with the form

Technical Support

If you have a technical issue that is preventing you from accessing or completing the form, please report it to IT Service Desk, via email: itservicedesk@ecu.edu.au or phone extension 6000.

If the form is not proceeding as per the accepted process flow, contact Business Support for assistance, via email: Business.Support@ecu.edu.au or telephone 6304 3931.