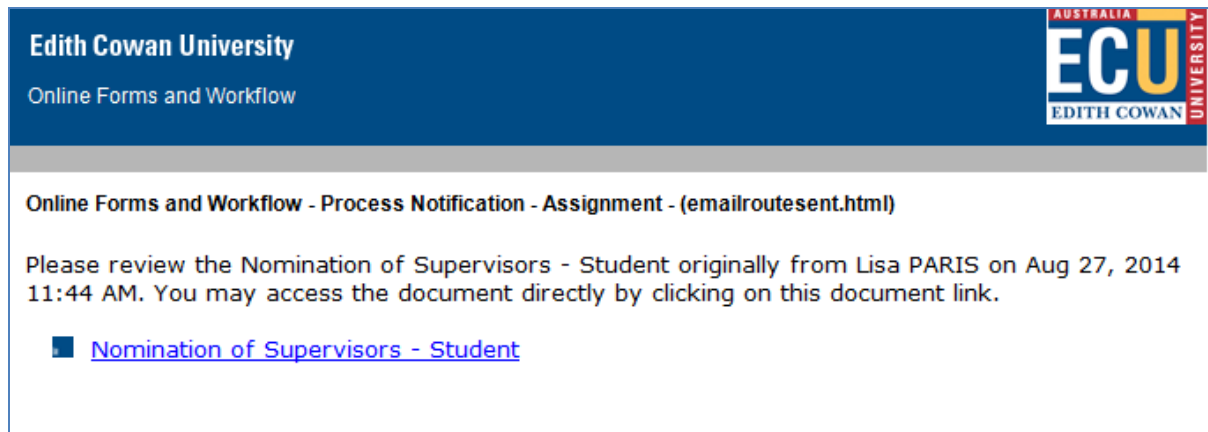


Student Review

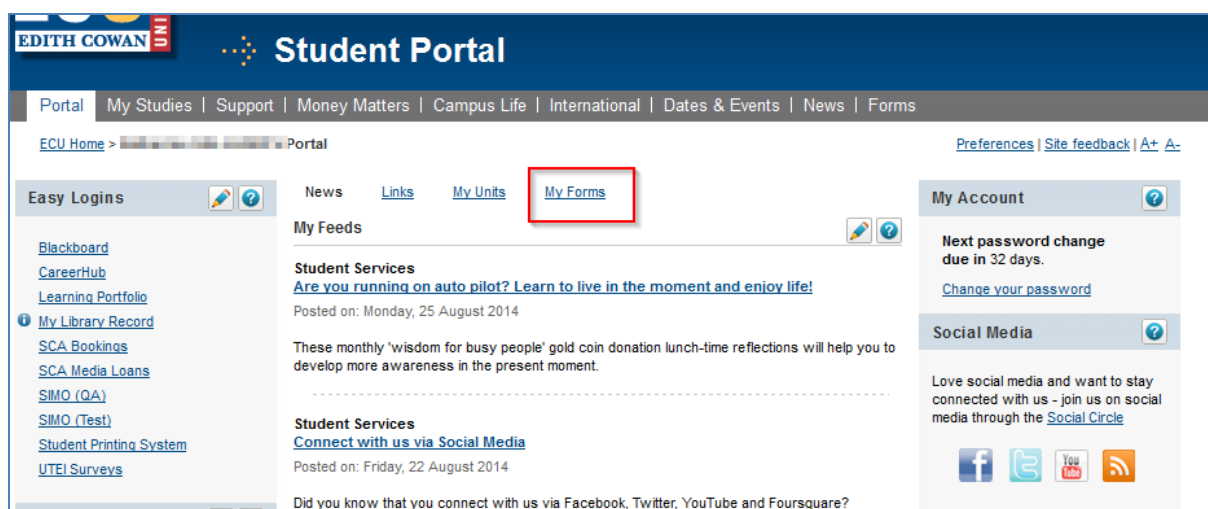
Once the nominated supervision is accepted by the Head of School (which is the Associate Dean Research) the student is notified via email. The student is required to accept or decline the proposed nomination of supervisors.



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 top navigation bar includes links for Portal, My Studies, Support, Money Matters, Campus Life, International, Dates & Events, News, and Forms. The main content area is titled 'Student Portal' and features a sidebar with 'Easy Logins' (Blackboard, CareerHub, Learning Portfolio, My Library Record, SCA Bookings, SCA Media Loans, SIMO (QA), SIMO (Test), Student Printing System, UTEI Surveys) and a 'Saved forms' section. The 'Forms I need to action' section is highlighted with a red box. It lists two forms: 'Research Progress Report' (Saved: 22-JUL-14) and 'Nomination of Supervisors - 0010' (Submitted: 26-AUG-14, Pending: Student Acceptance). The 'Action form' link for the 'Nomination of Supervisors' form is also highlighted with a red box.

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

The screenshot shows the 'Action' section of the form. It contains a text box with the instruction: 'Please select an action from the list of values then scroll to the bottom of the page to click Submit. The selection you make from this list of values may alter the mandatory fields on the rest of the form. Mandatory fields are marked with a green Action Required sticky note on the right of the page.' Below this is a dropdown menu labeled 'Action' with 'Complete Student Acceptance' selected. A green sticky note with a left-pointing arrow and the text 'ACTION REQUIRED' is visible on the right side of the page.

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' section of the form. It contains a text box with the instruction: 'Do you accept the proposed supervision as listed above:'. Below this are two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is selected. Below the radio buttons is a text box labeled 'Note' with the text 'I'm happy with the changes in supervision.' and a 'Date' field with the value '27/08/2014'. A 'Submit' button is located at the bottom of the section.

7. 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 all supervisors, Associate Dean Research and the student.

Edith Cowan University
Online Forms and Workflow

AUSTALIA
ECU
EDITH COWAN UNIVERSITY

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.