

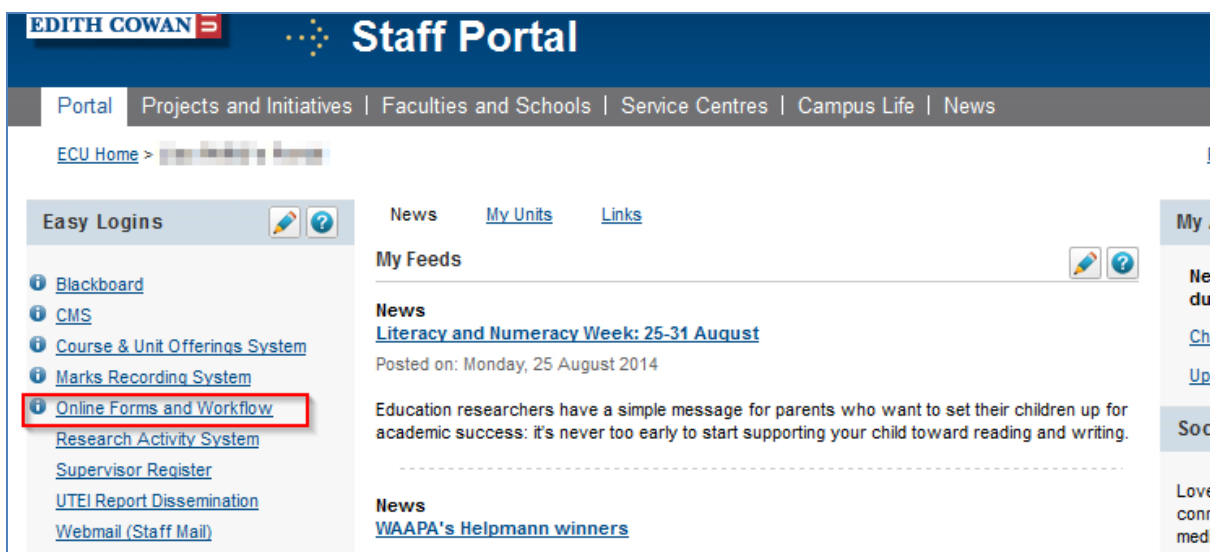
## Nomination of Supervisors Form

This form is completed for Research Students, in order to nominate the supervisory panel that will oversee their studies. The form can be initiated by the Research Coordinator or Supervisor using the Online Forms and Workflow (OFW) application.

- The Research Coordinator or Supervisor will initiate the workflow by submitting the Nomination of Supervisor form.
- The form will then be assigned to each person in the supervisory panel. They can choose to accept or decline the proposed supervision. If accepted, the form moves on to the next supervisor. If rejected, the form goes back to the coordinator or supervisor who originated the form.
- Once acceptance is received from all supervisors, the form will go back to the originator, who will be responsible for nominating the Head of School.
- The form will then be forwarded to the Head of School to approve or reject the proposed supervision. If declined by the Head of School, the form is returned to the Research Coordinator or Supervisor who originated the form.
- If approved by the Head of School, the form will be forwarded to the student who is required to accept or decline the proposed supervision. If the student accepts the supervision, the form will update Callista records. If the student declines the proposed supervision, the form is sent back to the originator, who can either make changes and re-submit the form, or start the form again.

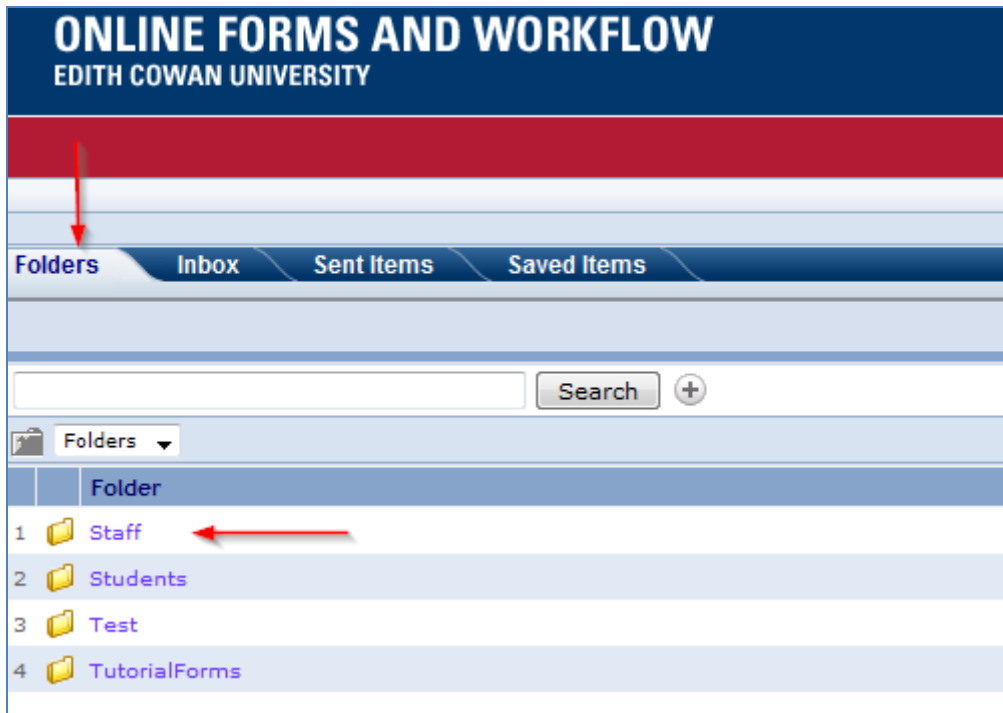
## Getting Started

1. On the ECU home page, locate and click the *Student and Staff Portal*
2. Enter your login details
3. Under the *Easy Logins* located on the left hand side of the Staff Portal, click the link entitled *Online Forms and Workflow*.

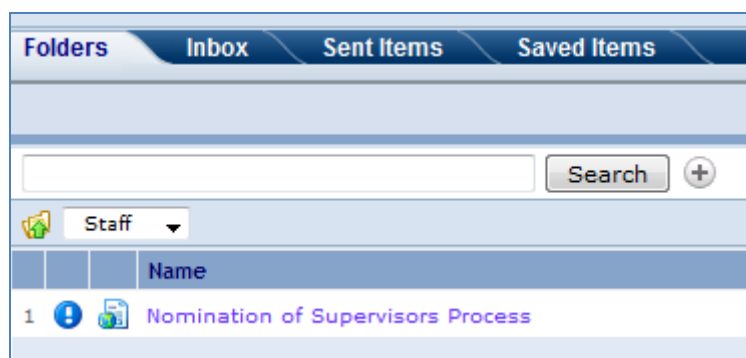


**Note:** If this link does not appear in the Easy Logins menu, click the pencil icon next to easy Logins. Click the checkbox next to Online Forms and Workflow and click Apply. The OFW link will then become available under the Easy Logins menu.

4. The *Online Forms and Workflow* desktop tool opens. Click on the *Folders* tab and then Click on the folder entitled *Staff*, as shown below.



5. Click on the *Nomination of Supervisors Process* to open the form.



6. Click on the *Form* tab to start a new form and against the *Action Required* flag, select *Lodge a New Form* as shown in the next screenshot.

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

Important Notes **Form** Help RSH-0010(1)

**Action:**  
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.

Action:  (dropdown menu open with options: Select One, Lodge New Form, Save for later, Cancel)

Student:

**ACTION Required** (sticky note)

- You can type in the *student ID* or alternatively click on the *Search by name* button to search the student using their surname, given name or email. Once the relevant student is selected, the form will display their course details and current supervision records (if applicable).

Important Notes **Form** Help RSH-0010(1)

**Action:**  
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.

Action:

Student ID:

Student Details	Correspondence Address	Contact Information
Katherine Sarah GALLAGER kgallage@our.ecu.edu.au.blah 904080	9 Heatherton Mews HILLARYS WA 6025	9307 3654 (Home) 9431 3806 (Work) 0438401427 (Mobile)

**Course**  
If a change affects more than one course, multiple forms must be used.

Commenced	Home campus	Attendance %	Consumed Canditure	Owning School
22-FEB-11	Joondalup	75	3.47	Psychology and Social Science

**Current Supervision:**

Name	Supervisor Type	Start Date	Supervision %	Funding %	Org Unit
PARIS, Dr Lisa	PRINCIPAL SUPERV	30/04/2012	70	70	Nursing and Midwifery
WILKINSON, Prof Anne	CO-PRINCIPAL SUP	30/04/2012	30	30	Nursing and Midwifery

8. Scroll down to the Proposed Supervision section of the form. Click *Add Supervisor* in the ECU section and search an ECU supervisor using their surname or email address. Click *Search Supervisor* and select the supervisor's name in the search result. Use the list of options to select the *Supervisor type* and add the *Supervision %* and *Funding %*.

**Note:** If your search returns no results when adding the second supervisor or retains information from your previous search, it may be that the Internet Explorer version on your computer is not compatible with the form. In that case please use Firefox or Chrome to lodge the form.

9. Type the Organisation unit in the *Org Unit* field and click on *Search Org Unit* button. Select the 4 digit Org Unit in the search result and click *Add*.

The screenshot shows a web form titled "Add ECU Supervisor". It is divided into three numbered sections:

- 1. Enter a part of the Supervisor's name or email address and press the Search Supervisor button to find supervisors matching your entry.**  
This section contains two input fields: "Supervisor Name" (with "paris%" entered) and "Supervisor Email". A "Search Supervisor" button is to the right. Below is a "Search Results" list with one entry: "Dr PARIS, Lisa. lparis@blar", which is highlighted in blue.
- 2. Select a Supervisor type and enter a Supervision %.**  
This section has a "Supervisor Type" dropdown menu (set to "PRINCIPAL SUPERVISOR") and a "Supervision %" input field (with "70" entered).
- 3. Enter the Funding %**  
This section has a "Funding %" input field (with "70" entered) and instructions: "Enter a part of the org unit description and press the Search Org Unit button to find Org Units matching your entry." Below are an "Org Unit" input field (with "%law and justice%" entered) and a "Search Org Unit" button. A "Search Results" list shows "Select an org unit" with two entries: "E4 - Law and Justice" and "E401 - Law and Justice". The "E401 - Law and Justice" entry is highlighted in blue and has a red rectangular box drawn around it.

At the bottom of the form are "Close" and "Add" buttons.

10. Repeat the same process to add more supervisors. If external Supervisors are to be nominated the *External Supervisor* details can be added under the Proposed Supervision. If the External Supervisor details don't come up in the search, the supervisor may enter their details.

11. In the field *Change to be effective as of*, add the date in the format DD/MM/YYYY. The effective date is mandatory and must be a date after start date from the current supervision block. The *Reason for change* field is also mandatory.

**Proposed Supervision:**

**ECU:** Add Supervisor

Name	Supervisor Type	Supervision %	Funding %	Org Unit	Delete
Dr PARIS, Lisa	PRINCIPAL SUPERV	70	70	E401 - Law and Justice	
A/Prof GRAY, Jan	ASSOCIATE SUPERV	30	30	E401 - Law and Justice	

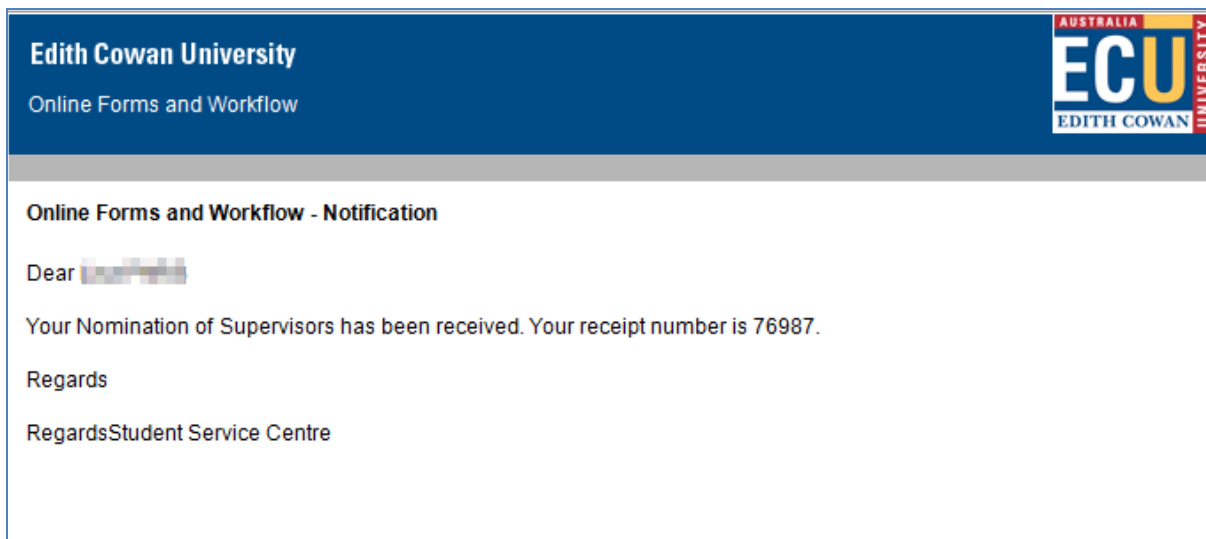
**External:** Add Supervisor

Surname	Given Names	Title	Gender	Supervisor Type	Supervision %	Email Address	Delete

Change to be effective as of:

Reason for change

12. Once the nomination is complete, click on the Submit button. Once submitted, you will receive a confirmation email.



**Edith Cowan University**  
Online Forms and Workflow

**Online Forms and Workflow - Notification**

Dear [Name],

Your Nomination of Supervisors has been received. Your receipt number is 76987.

Regards

Regards Student Service Centre

**Note:** If you are the principal supervisor, upon submission of the form, you will also receive an email notifying you to review the new supervision.

## 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](mailto: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](mailto:Business.Support@ecu.edu.au) or telephone 6304 3931.