

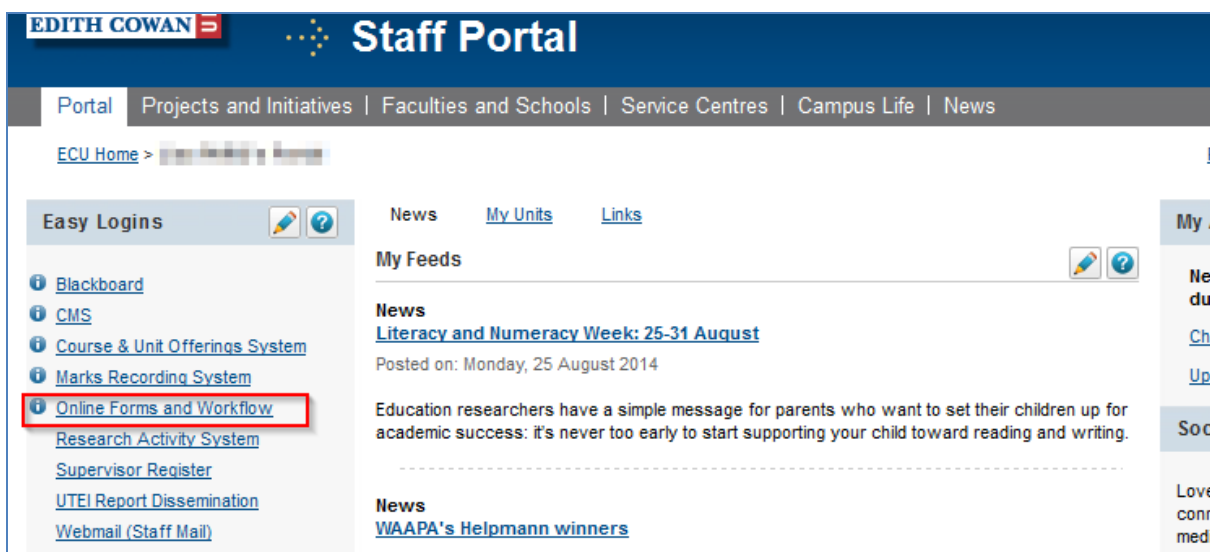
Nomination of Supervisors Form

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 Principal Supervisor using the Online Forms and Workflow (OFW) application. in the Staff Portal.

- The Principal 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 Principal 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 (which is the Associate Dean Research).
- The form will then be forwarded to the Associate Dean Research for the School to approve or reject the proposed supervision. If declined by the Associate Dean Research, the form is returned to the Principal Supervisor who originated the form.
- If approved by the Associate Dean Research, 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.

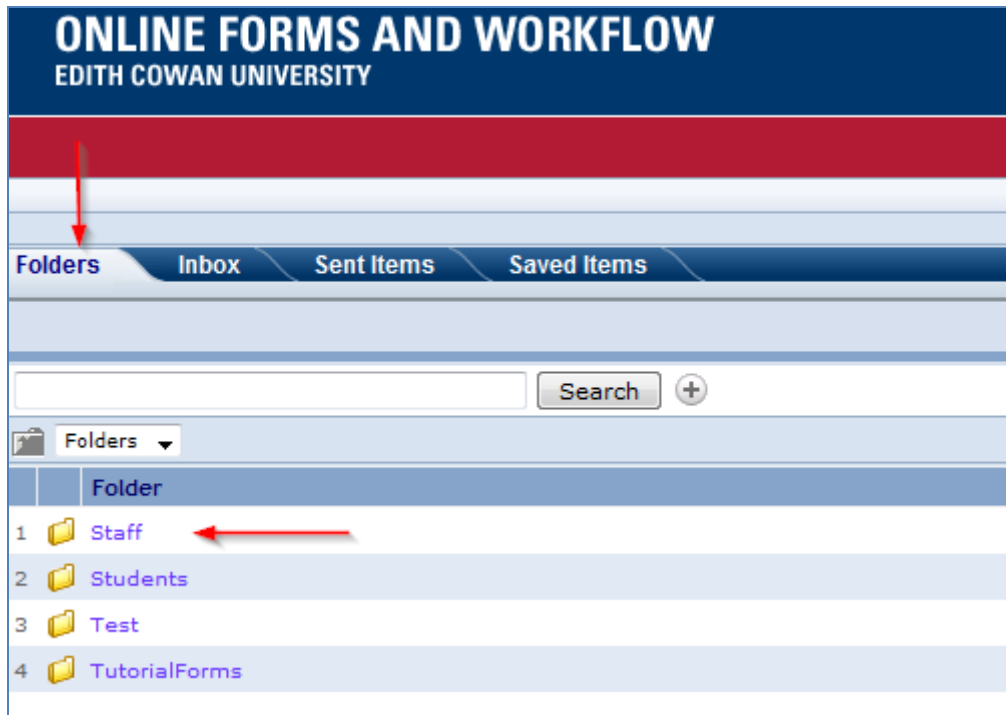
Getting Started

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*.

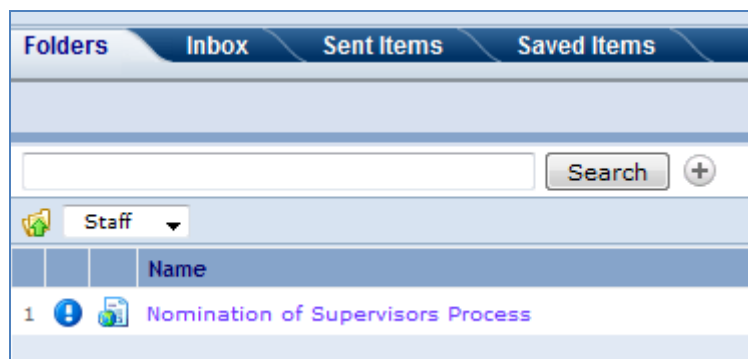
A screenshot of the Edith Cowan University Staff Portal. The header shows 'EDITH COWAN' and 'Staff Portal'. Below the header is a navigation bar with links for 'Portal', 'Projects and Initiatives', 'Faculties and Schools', 'Service Centres', 'Campus Life', and 'News'. The main content area is divided into sections. On the left, there is an 'Easy Logins' section with a list of links: 'Blackboard', 'CMS', 'Course & Unit Offerings System', 'Marks Recording System', 'Online Forms and Workflow' (highlighted with a red box), 'Research Activity System', 'Supervisor Register', 'UTEI Report Dissemination', and 'Webmail (Staff Mail)'. The main content area has 'News', 'My Units', and 'Links' tabs. Below these is a 'My Feeds' section with a news item titled 'Literacy and Numeracy Week: 25-31 August' posted on Monday, 25 August 2014. The text of the news item reads: 'Education researchers have a simple message for parents who want to set their children up for academic success: it's never too early to start supporting your child toward reading and writing.' There is also a second news item titled 'WAAPA's Helpmann winners' posted on Tuesday, 19 August 2014.

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.

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



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



- 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:

- Select One
- Lodge New Form
- Save for later
- Cancel

Student:

- 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, Chrome or Microsoft Edge 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 contains a "Supervisor Type" dropdown menu (set to "PRINCIPAL SUPERVISOR") and a "Supervision %" input field (with "70" entered).
- 3. Enter the Funding %**
This section contains a "Funding %" input field (with "70" entered) and instructions to "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 two buttons: "Close" and "Add".

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 must 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	

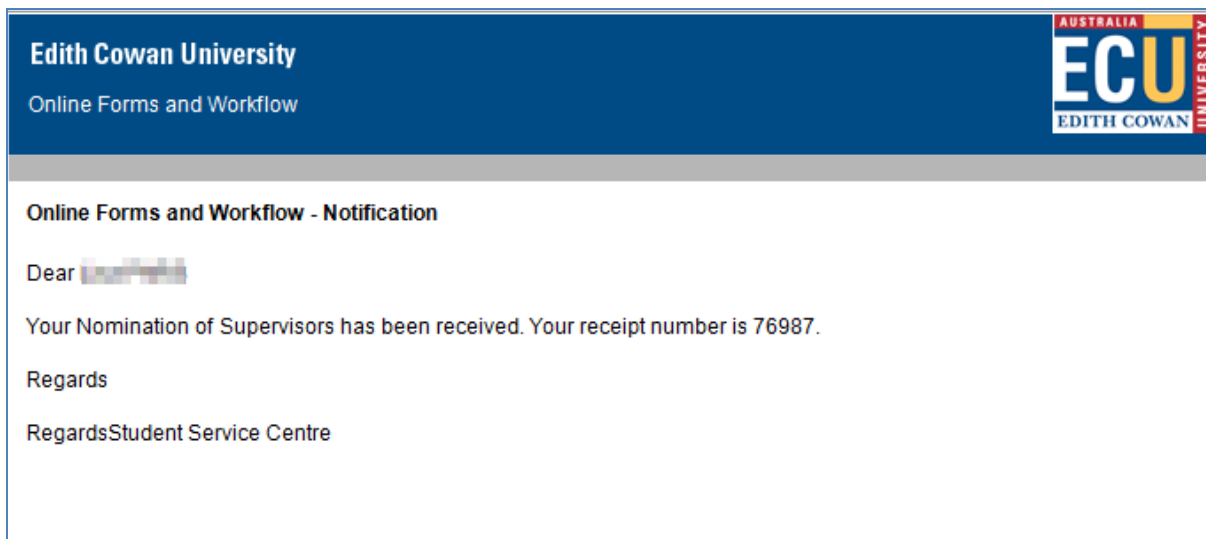
External: Add Supervisor

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

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.

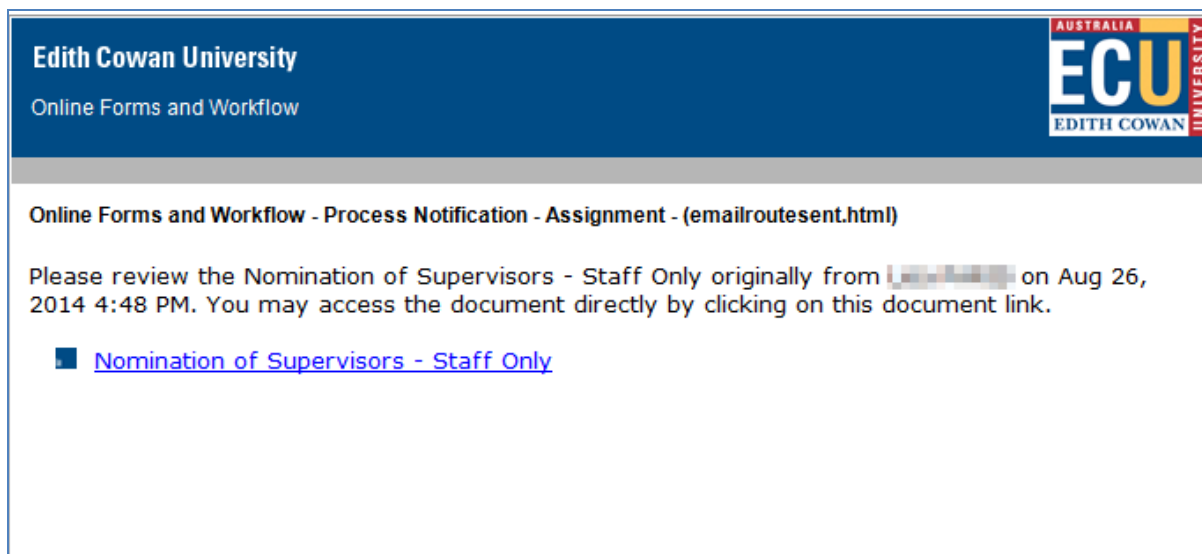
Accept or Decline Nomination

Once the Nomination of Supervisor form has been submitted, the workflow will then sequentially be assigned to each person in the supervision panel. The supervisors in the panel can choose to accept or decline the proposed supervision. If the supervisor accepts, the workflow will direct the form to the next supervisor; if declined the form will be returned to the Principal Supervisor who originated the request.

While the form is with the supervisor, a daily reminder will be sent to indicate that action is required. After five working days, if there is still no action, the form will transfer back to the originator.

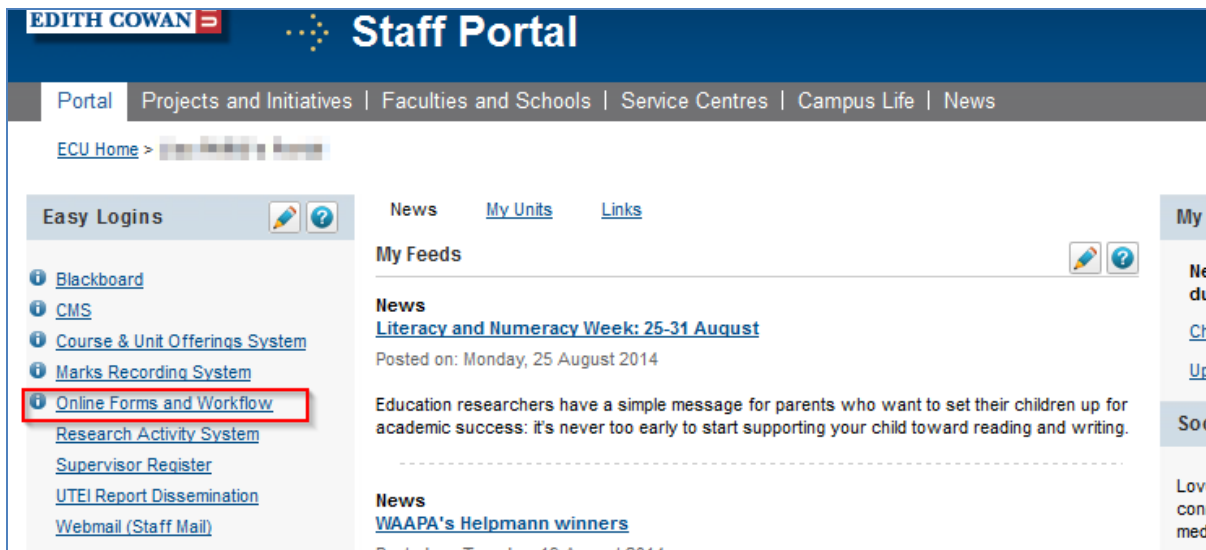
Getting Started

An email notification is received from onlineforms@ecu.edu.au stating that action is required by the nominated supervisor.



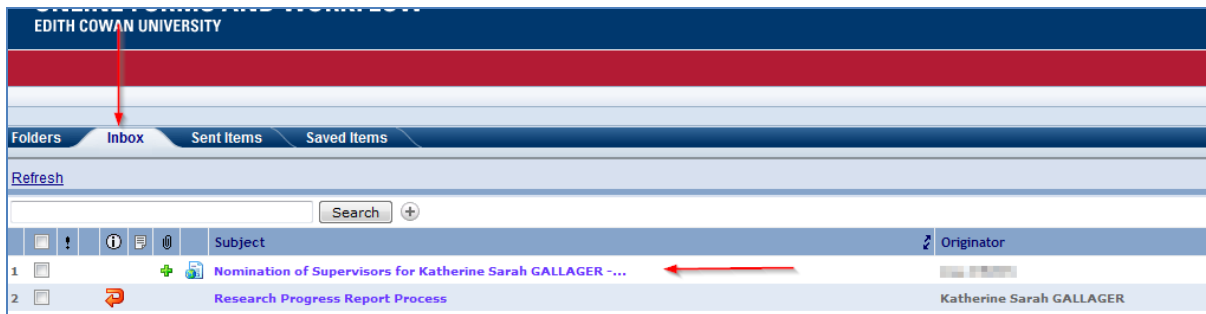
The form can be accessed via the link provided in the notification email, alternatively, the supervisor can access the form via Online Forms and Workflow, following the steps below.

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 *Inbox* tab and then click on the unread '*Nomination of Supervisors for ...*' message to open the form assigned to you.



5. Click on the *Form* tab and, select *Complete Supervisor Acceptance* as the Action
6. Student details and proposed supervision details will be displayed on the form.
7. Scroll down to the green *Action required* Sticker, you will now have to accept or decline the proposed supervision and tick the acknowledgement check boxes.

Dr PARIS, Lisa

Do you accept the proposed supervision as listed above:

No
 Yes

I acknowledge that by accepting this supervisory role, I will be responsible for completing the student's Research Progress Report.

I acknowledge that where applicable I have received acceptance from any External Supervisors.

Date: 27/08/2014

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

8. All staff/supervisors should make comments as required in the *Comments* section at the end of the form so that a history can be kept. This comment history will not be shown to the students.
9. Click the *Submit* button at the bottom of the form.
10. The form will now be sent to the next supervisor for acceptance, once acceptance is received from all supervisors in the panel the workflow will forward the form to the originator of the form, who is then responsible for nominating the Head of School (which is the Associate Dean Research).

Assistance with the form

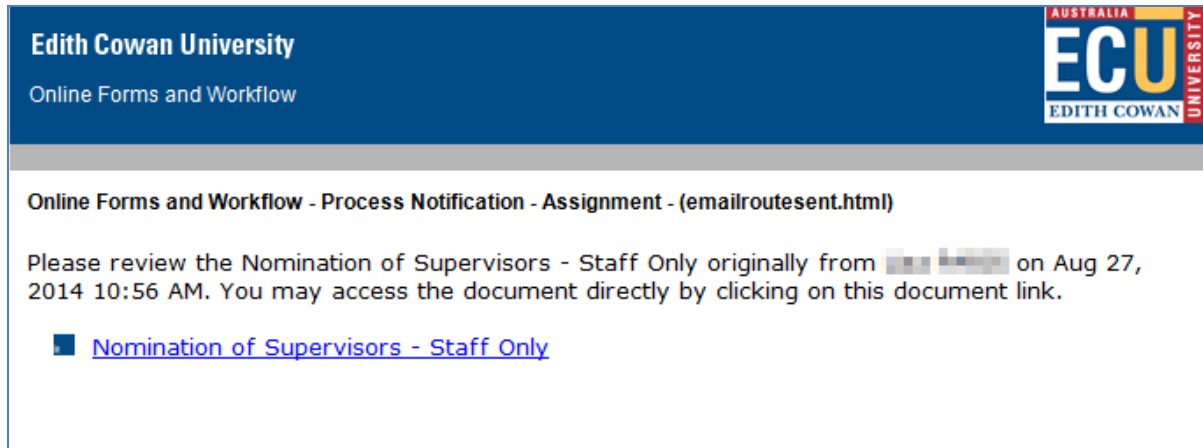
Technical Support

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.

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Nominate Head of School (Associate Dean Research)

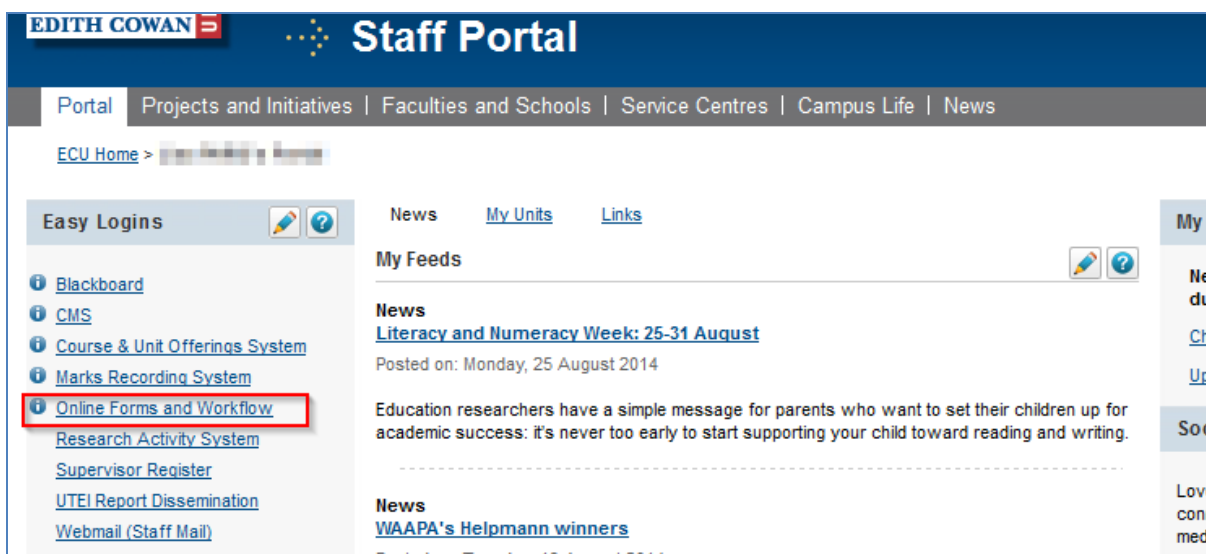
Once the Nomination of Supervisor has been accepted by all supervisors on the supervisory panel, the originator of the form is sent an email notification for review and selection of Head of School.



Getting Started

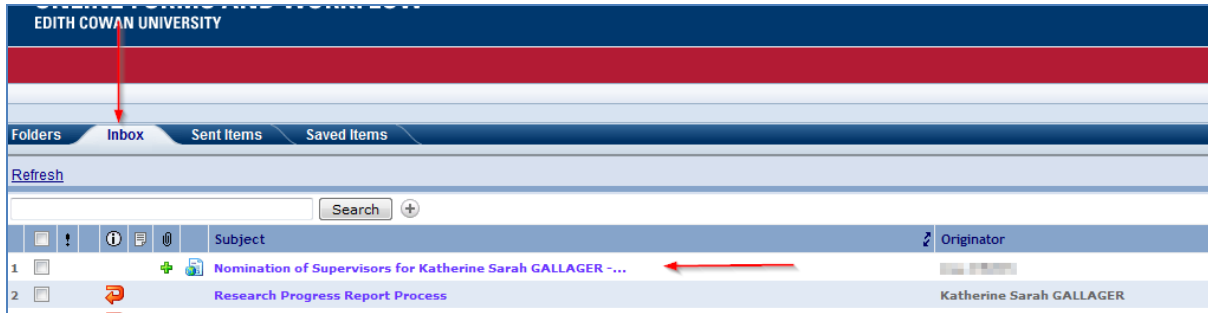
The form can be accessed via the link provided in the notification email, alternatively, it can be accessed via Online Forms and Workflow, following the steps below.

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

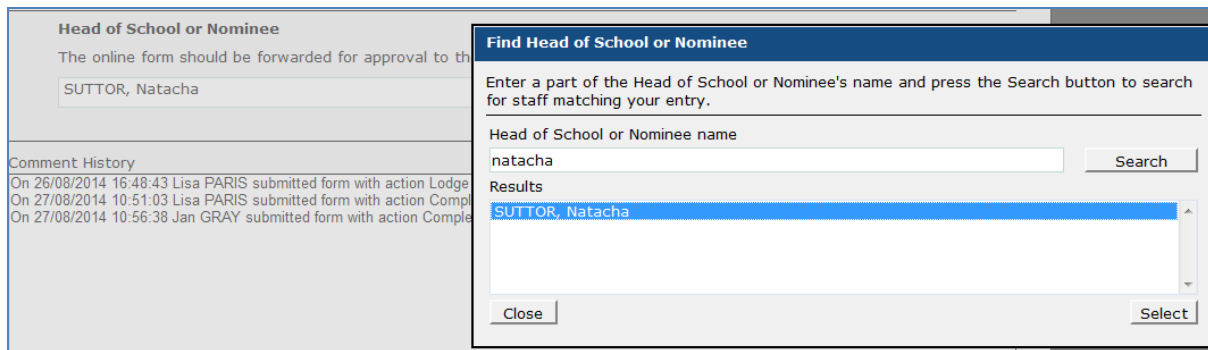


Note: If this link does not appear in the Easy Logins menu, click the pencil icon next to easy Logins. Click the checkbox next to Online Forms and Workflow and click Apply. The OFW link will then become available under the Easy Logins menu.

- The *Online Forms and Workflow* desktop tool opens. Click on the *Inbox* tab and then click on the unread '*Nomination of Supervisors for ...*' message to open the form assigned to you.



- Click on the *Form* tab and, select *Nominate Head of School* as the Action
- Student details, new supervision details, acceptance or rejection and comments made by supervisors will be displayed on the form.
- Scroll down to the green *Action required* Sticker in the *Head of school or Nominee* section.
- Click on the *Search* button and type in the name of the Head of School or Nominee and Click *Select*.



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

- Comments can be added as required in the *Comments* section at the end of the form so that a history can be kept. This comment history will not be shown to the students.
- Click the *Submit* button at the bottom of the form.
- The form will now be sent to the Associate Dean of Research for School for acceptance.

Assistance with the form

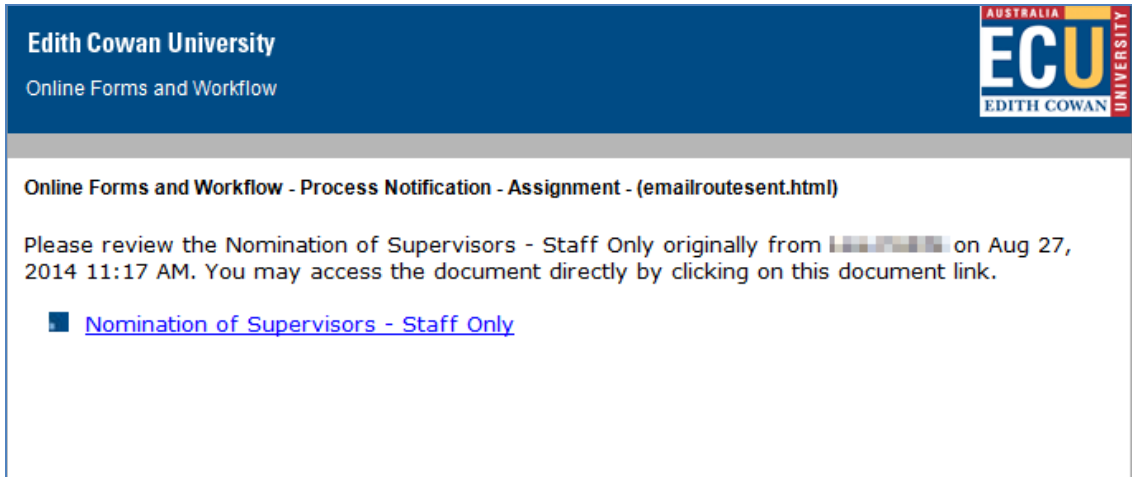
Technical Support

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Head of School (Associate Dean Research) Acceptance

The nominated Associate Dean Research is notified via email that a form has been assigned to them for review.

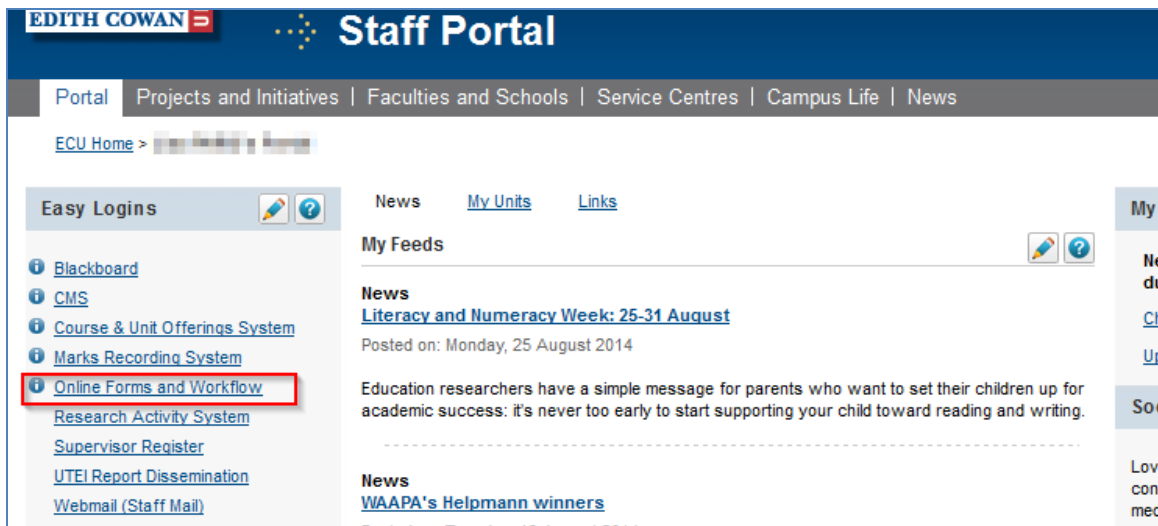


If the Associate Dean Research accepts the proposed supervision, the form will be forwarded to the student. The student will not be able to see the comments and history of the form. In the case where the Associate Dean Research declines the proposed supervision, the form will be returned to the originator.

Getting Started

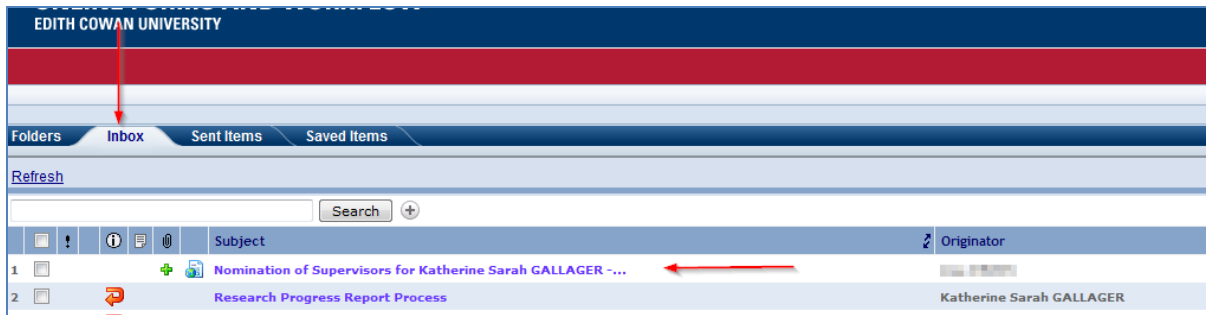
The form can be accessed via the link provided in the notification email, alternatively, it can be accessed via Online Forms and Workflow, following the steps below.

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.

- The *Online Forms and Workflow* desktop tool opens. Click on the *Inbox* tab and then click on the unread *'Nomination of Supervisors for ...'* message to open the form assigned to you.



- Click on the *Form* tab and, select *Complete Head of School Acceptance* as the Action.
- Student details, new supervision details, acceptance and comments made by supervisors will be displayed on the form.
- Scroll down to the *Head of School Summary* section to view supervisory and compliance details of every nominated supervisor.

Head of School Summary				
Name	Supervisor Type	Supervision %	Funding %	Org Unit
[Redacted]	PRINCIPAL SUPERVISOR	70	70	E401 - Law and Justice
Current Supervisor Load is 3.7 EFTSL. Note that acceptance of the proposed supervision will impact this.				
Supervisor is approved in the following roles:				
	Doctoral Student	Master by Research Student	Honours Student	
Principal or Co-Principal	X	✓	X	
Associate Supervisor	X	X	✓	
External Supervisor	✓	✓	✓	
Coordinating Supervisors	✓	✓	✓	
Compliance criteria				
	Reason			
Complete Supervisions	1			
Current Supervisions	4			
Publications	0 publication(s) in 3 years			
Grants	2 grant(s) in 3 years			
Doctoral Qualification	Yes			
Masters by Research	Yes			
Honours	No			
Training	No			
Training Expiry	22/02/2010			
Name	Supervisor Type	Supervision %	Funding %	Org Unit
[Redacted]	ASSOCIATE SUPERVISOR	30	30	E401 - Law and Justice
Current Supervisor Load is 5.77 EFTSL. Note that acceptance of the proposed supervision will impact this.				
Supervisor is approved in the following roles:				
	Doctoral Student	Master by Research Student	Honours Student	
Principal or Co-Principal	X	X	X	
Associate Supervisor	X	X	X	
External Supervisor	X	X	X	
Coordinating Supervisors	X	X	X	
Compliance criteria				
	Reason			
Complete Supervisions	9			
Current Supervisions	23			
Publications	4 publication(s) in 3 years			
Grants	4 grant(s) in 3 years			

8. Complete the *Head of School Acceptance* section and check/click the acknowledgement check boxes.

Head of School Acceptance

Do you accept the proposed supervision as listed above:

No

Yes

I acknowledge that in accepting the proposed supervision, I have revised the supervisor load (EFTSL) of all supervisors in line with University Policy.

I acknowledge that in accepting the proposed supervision I have revised the compliance of all supervisors in line with University Policy.

Processed By: Natacha SUTTON Processed Date: 27-Aug-2014

9. Comments can be added as required in the *Comments* section at the end of the form so that a history can be kept. This comment history will not be shown to the students.
10. Click the *Submit* button at the bottom of the form. The form will now be forwarded to the student for acceptance.

If the proposed supervision is accepted by the student, their record is updated in Callista and you will be notified of the changes applied.

Assistance with the form

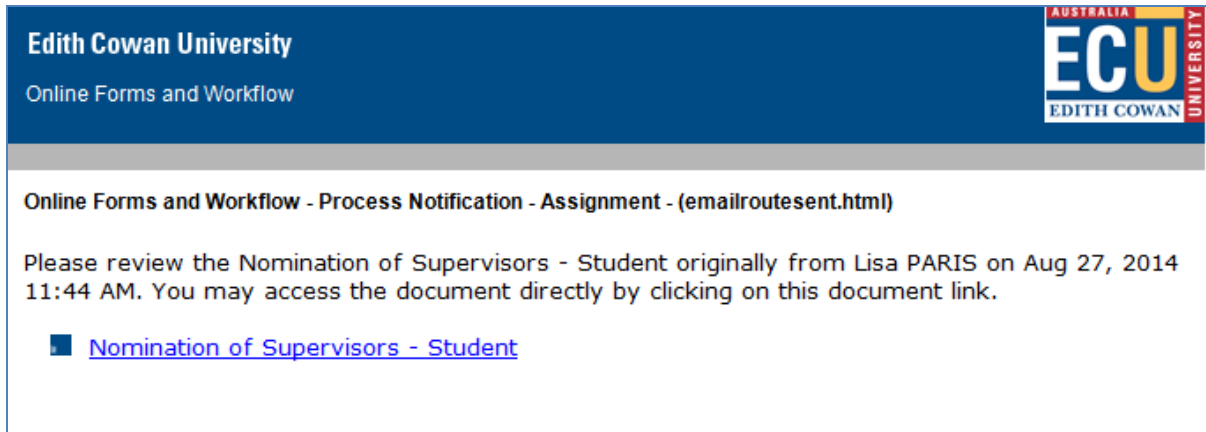
Technical Support

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Student Review

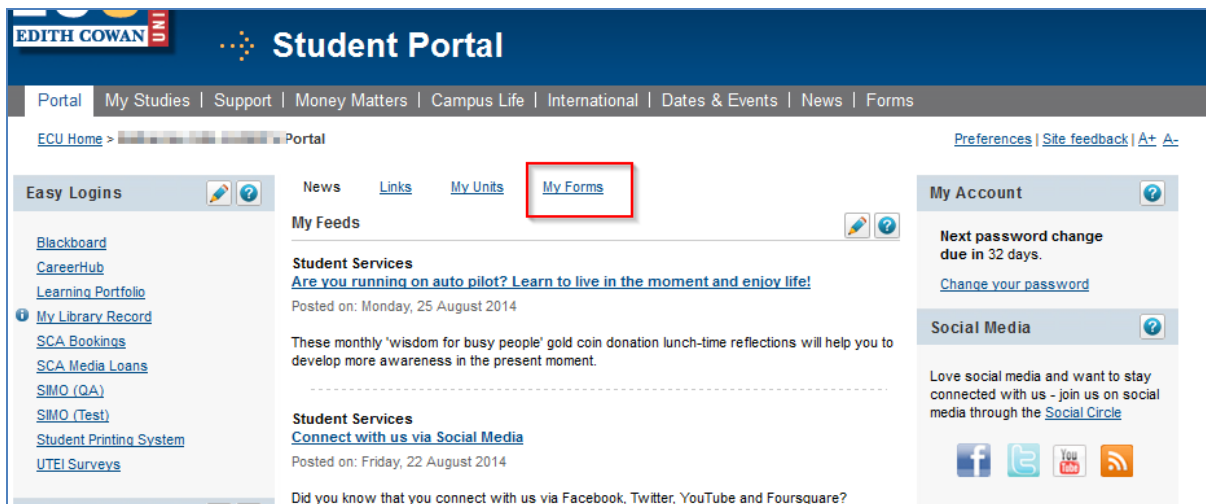
Once the nominated supervision is accepted by the Head of School (which is the Associate Dean Research) the student is notified via email. The student is required to accept or decline the proposed nomination of supervisors.



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 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' (Blackboard, CareerHub, Learning Portfolio, My Library Record, SCA Bookings, SCA Media Loans, SIMO (QA), SIMO (Test), Student Printing System, UTEI Surveys), 'News', 'Links', 'My Units', and 'My Forms'. The 'Saved forms' section lists '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 'ACTION Required' sticker is visible on the right side of the form.

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' text box contains the comment '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 all supervisors, Associate Dean Research 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.

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