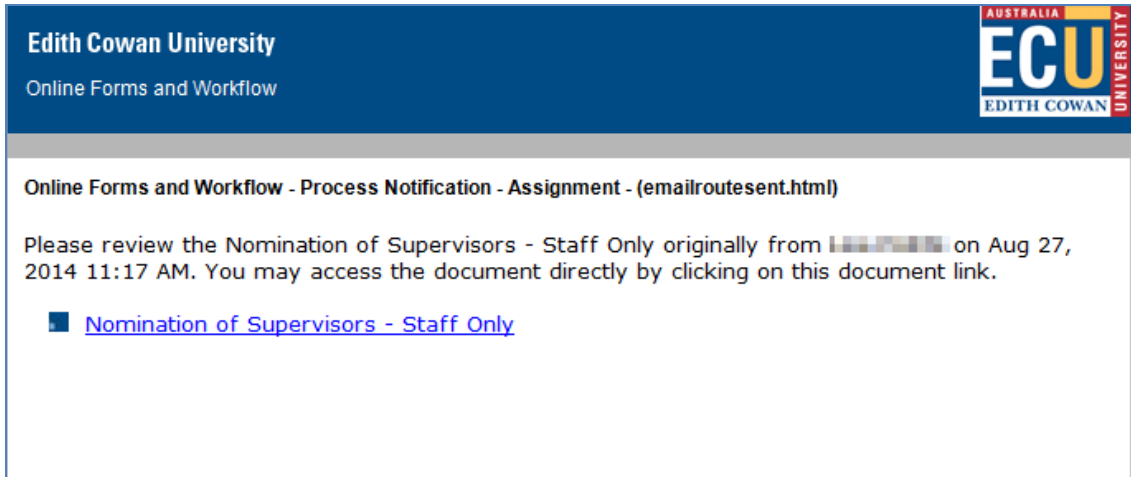


## Head of School Acceptance

The nominated Head of School or nominee is notified via email that a form has been assigned to them for review.

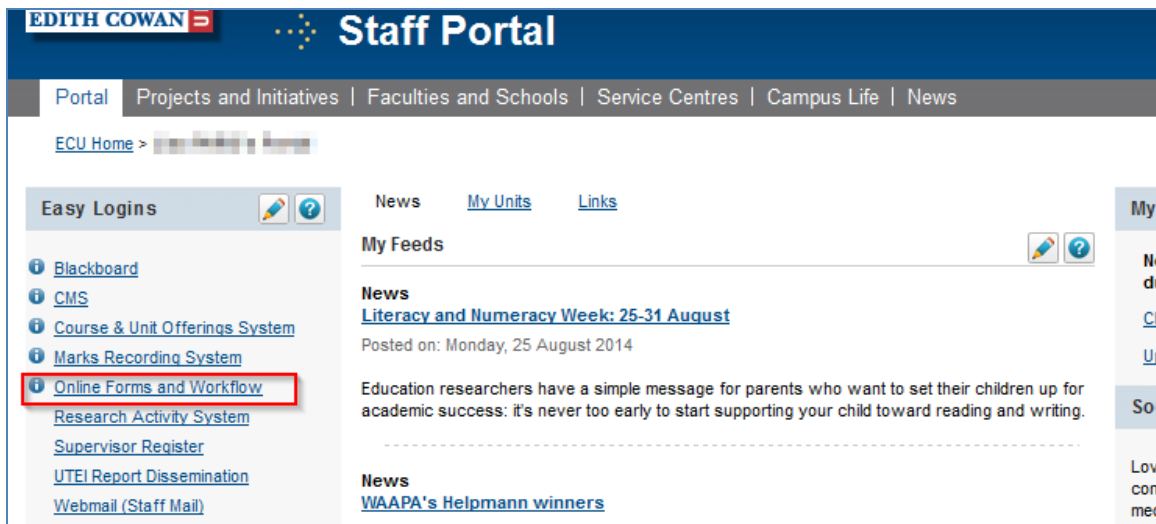


If the Head of School accepts the proposed supervision, the form will be forwarded to the student. The student will not be able to see the comments and history of the form. In the case where the Head of School declines the proposed supervision, the form will be returned to the originator.

## Getting Started

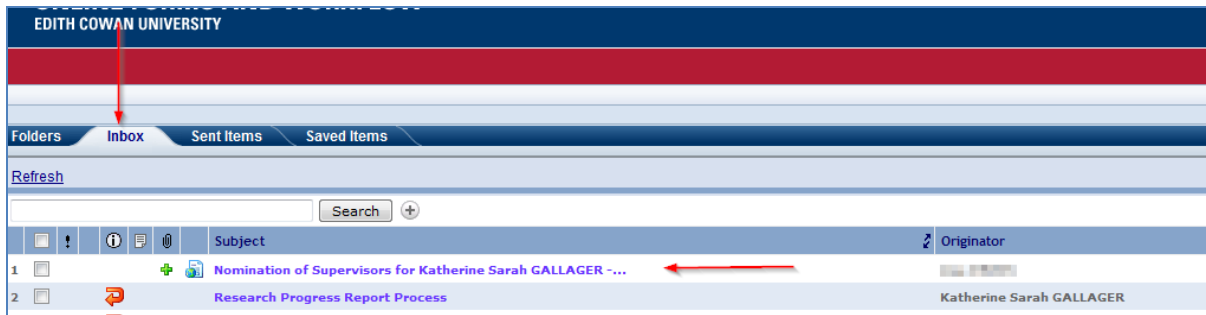
The form can be accessed via the link provided in the notification email, alternatively, it can be accessed via Online Forms and Workflow, following the steps below.

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	✓	✓	✓	
<b>Compliance criteria</b>				
	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	
<b>Compliance criteria</b>				
	Reason			
Complete Supervisions	9			
Current Supervisions	23			
Publications	4 publication(s) in 3 years			
Grants	4 grant(s) in 3 years			

