ROLE – SUPERVISOR

1. ACCESSING THE CI ANYWHERE PORTAL

1.1 Go to the Ci Anywhere portal and click on Login using the OneID

1.2 Enter your
- Username
- Password and
- Click Sign in.

If you have trouble signing in, contact the relevant department
2. ACCESSING MY TASKS

2.1 On the Ci Anywhere Home screen click at the bottom of the screen on the icon

1. Click on HDR academic approval

2.2 On the HDR academic approver forms access screen click on My Tasks

1. Click on the my task icon
3. Navigating the My Tasks Area

3.1 Search can be used to look for specific tasks, with the use of Student ID, Name etc.

3.2 Left hand pane lists all the tasks currently assigned to your role
Right hand pane list the summary list and is used to administer the form
4. OPENING A REQUEST

4.1 Select the task you want to open
   Click on the icon

   From the options shown after clicking the icon
   Click on the Fill out option

4.2 In the new form section that opens up, scroll down to the bottom area, with the section heading as Supervisor Approval
5. APPROVE THE REQUEST

5.1 In the Supervisor Approval section of the form click on the dropdown:

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the HDR Supervision Policy and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to:

- [ ] Approve the request
- [ ] Not approve the request
- [ ] Request further information
- [ ] Partially approve the request

1. Click here

5.2 From the available list of dropdown options, select Approve the request.

Go to Save and Proceed

For other options, see the sections 6 - 8

1. Select Approve the request
6. NOT APPROVE THE REQUEST

6.1 In the Supervisor Approval section of the form click on the dropdown

1. Click here

Not Approve the Change in Supervisor request

Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the HDR Supervision Policy and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: *

- [ ] I have reviewed the request for non-MQ supervisor*

6.2 From the available list of dropdown options, select Not Approve the request.

1. Select Not Approve the request

Not Approve the Change in Supervisor request

Approve the request
Not approve the request
Request further information
Partially approve the request
6.3
Add comments justifying or explaining why the request was not Approved

Go to 8.4 - Save and 9.1 - Proceed
7. REQUEST FURTHER INFORMATION

7.1 In the Supervisor Approval section of the form click on the dropdown

After due consideration of the requested changes, my decision is

1. Click here

After due consideration of the requested changes, my decision is to: *

I have reviewed the request for non-MQ supervisor*

7.2 From the available list of dropdown options, select Request further information

1. Select Request further information

Request further information for the Change in Supervisor request

Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the HDR Supervision Policy and understand that it applies to all members of the supervisory panel.

Approve the request

Net approve the request

Request further information

Partially approve the request

I have reviewed the request for non-MQ supervisor*
7.3
Post selecting the request for further information option, Add comments in the new section

Go to 8.4 - Save and 9.1 - Proceed

For other options, see the sections 6 - 8

7.3.1
Upon submitting a further information request, Student responses can be reviewed by going to the section as shown.

The request decision needs to be updated based on the review of information provided

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Request further information for the Change in Supervisor request

- **Supervisor Approval**

  I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the HDR Supervision Policy and understand that it applies to all members of the supervisory panel.

  After due consideration of the requested changes, my decision is to:

  - [ ] Request further information

- **Further Information Requested by Supervisor**

  Please detail the additional information you require in the comment box below. This information will be visible to the candidate when the form is returned to them.

  Further Information Requested

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Request further information for the Change in Supervisor request

- **Further Information Requested by Supervisor**

  Please detail the additional information you require in the comment box below. This information will be visible to the candidate when the form is returned to them.

  Further Information Requested

  Provide details on Candidature

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Your supervisor has requested additional information to support your request (please refer to comments above). Please upload a word document containing the requested information.

- **Further information provided by the student**

  Attachments

  ...
8. PARTIALLY APPROVE THE REQUEST

8.1 In the Supervisor Approval section of the form click on the dropdown

1. Click here

8.2 From the available list of dropdown options, select Partially approve the request

1. Select Partially approve the request

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the HDR Supervision Policy and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: *

- I have reviewed the request for non-MQ supervisor*
8.3
Post selecting the request for further information option, Add comments in the new section

Go to 8.4 - Save and 9.1 - Proceed

8.4
Click Save, post making all the changes to the form
9. **COMPLETING THE WORKFLOW**

9.1 **Click Proceed**, post making all the changes to the form and when the form has been saved.
10. REASSIGN FORM

10.1 In the request to be reassigned, click on the icon.

On change of supervisor form, reassign will be used for the following scenarios:
1. PhD/MPhil Student - Requests to Change Principal Supervisor
2. PhD/MPhil Student - Requests to Change Acting Principal Supervisor
3. MRes Student - Requests to Change Research Masters Supervisor
4. MRes Student - Request to Change Acting Research Masters Supervisor

10.2 Click Reassign Form
10.3
Add details for the New Supervisor

Assign to a New Supervisor

Click Proceed, post making all the changes to the form and when the form has been saved

Click Reassign form

Add details for the New Supervisor

Add Assign to

Add Comments

Click OK