Supervisor and delegated authority approval process

What, why, when?

This document provides step by step guidance on how to approve a candidate’s submission, re-submission or archival lodgement as a supervisor and as a School delegated authority (DA) via the research module in SAMs.

Candidates will be unable to submit, re-submit or archive via the Candidate Centre in Enrolment Online (EOL) until they have received supervisor and DA approval.

Please refer to the HDR Policy for more information.

Who?

Primary supervisors, School DAs and School HDR Administrators.

Before you begin

Confirm that:

- The candidate is currently enrolled
- The candidate has completed all three milestones
- The candidate has completed the mandatory research strategies/methods course(s) for their degree program
- You have seen a copy of the candidate’s thesis/dissertation and it is suitable for examination/re-examination/archival lodgement.
- Examiners have been approved for the candidate. To nominate examiners please complete the Recommended Panel of Examiners form and send it to your School’s HDR administration team.
- The candidate has received a revise and re-submit outcome (for re-submission only)
- The candidate has received a passing outcome (for archival lodgement only)

Included in this instruction

Supervisor approval

Primary senior supervisors can approve a submission, re-submission or archival lodgement via the Supervisor Centre.

School DA approval

Once primary senior supervisors have approved a submission, re-submission or archival lodgement, DAs will receive a notification stating that there is an approval request waiting on their Delegated Authority Centre page. Once DAs have approved, candidates will be able to upload their thesis/dissertation via the Candidate Centre in EOL.

Submitting without supervisor/DA approval

If a candidate is considering submitting their thesis/dissertation without supervisor and/or DA approval, the candidate or yourselves must contact the SGR Examinations Team for further advise.

Submitting without approval is not recommended and steps should be taken to try and resolve any issues before getting to this stage.

Notifying SGR if a supervisor/DA is unable to approve

If a primary senior supervisor is going to be away when a candidate is ready to submit, re-submit or archive they can log in online from anywhere and approve.
Alternatively, the supervisor can contact the SGR Examinations Team (sgr.examinations@rmit.edu.au) who will be able to approve on their behalf.

If a DA will be unavailable and unable to complete any current or future approval requests, the School HDR administration must inform the SGR Examinations team.

A new DA will then be set up for the duration of the absence, and all current and future approval requests will be transferred to the new DA.

**Note:** A DA who currently is/has been a supervisor for a particular candidate will not be able to complete DA approval requests for that candidate.

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**Supervisor approval**

To see a list of your current HDR candidates please navigate to the Supervisor Centre in SAMS.

**Navigation**

Records and Enrolment > Graduate Research Management > Supervisor Centre

The Supervisor Centre is also accessible through the Researcher Portal.

**Note:** You can bookmark the Supervisor Centre page by clicking on the ‘Favourites’ menu and then ‘Add to favourites’. To navigate to this page again you can click ‘Favourites’ which will provide you with a direct link to the Supervisor Centre.

1. On the Supervisor Centre page, locate the candidate you wish to approve and click on the ‘Approve’ button.

**Note:** An ‘Approve’ button for submissions will only appear once the candidate has completed all three milestones. For candidates that are re-submitting or archiving, an ‘Approve’ button will only appear once they have received an outcome.

You should only approve a submission, re-submission or archival lodgement after you have seen the thesis/dissertation and it is ready for examination, re-examination or archival lodgement. Please refer to RMIT’s formatting guidelines for more information.
2. You will be redirected to the declaration page. Please read the text and if you agree click the ‘Approve’ Button. The ‘Cancel’ button will return you to the Supervisor Centre page.

   ![Supervisor Approval](image)

   If you experience any problems whilst trying to approve a candidate’s submission, re-submission or archival lodgement please contact sgr.examinations@rmit.edu.au

3. If your approval is successful you should receive the following message that your approval has been forwarded on to the DA;

   ![Supervisor Approval](image)

4. By clicking ‘Close’ you will be returned to the Supervisor Centre page. The candidate should now be ‘Approved’.

   ![Supervisor Centre](image)

Note: If you are not the candidate’s primary supervisor you will be unable to approve their submission, re-submission or archival lodgement. If you try and approve will receive the following message;

   ![Supervisor Approval](image)

School DA approval

Once a supervisor has given their approval, Das will receive an email notification stating that they have an approval request;

- There is a submission request that requires your approval (Joe Bloggs, 123456)
- Please go to the SAMs Delegated Authority Centre page (Delegated Authority) to review and approve this request.
- Need assistance? Please visit the SGR webpages to access the submission approval user guide.
- Alternatively please contact the SGR Examinations team sgr.examinations@rmit.edu.au.

To approve a candidate’s submission, re-submission, or archival lodgement you will need to navigate to the Delegate Authority Centre page in SAMs.

Navigation

Records and Enrolment > Graduate Research Management > Delegate Authority Centre

1. On the DA Centre page locate the candidate you wish to approve and click on the ‘Approve’ button.
Note: Only HDR candidates that require your approval will appear in the DA Centre. You should only approve a submission, re-submission or archival lodgement after you have seen the thesis/dissertation and agree it is ready for examination, re-examination or archival lodgement. Please refer to RMIT’s formatting guidelines for more information.

2. You will be redirected to the declaration page. Please read the text and if you agree click the ‘Approve’ Button. The ‘Cancel’ button will return you to the DA Centre page.

3. If your approval is successful you should receive the following message that your approval has been forwarded on to SGR;

Note: The candidate will now be able to upload their submission, re-submission or archival lodgement via the Candidate Centre in EOL. Candidates will be notified by SGR once your approval has been reviewed.

4. By clicking ‘Close’ you will be returned to the DA Centre page. The candidate should now be ‘Approved’.

Note: When you refresh the DA centre page, the candidate you have just approved will no longer appear on your list.