

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](#)

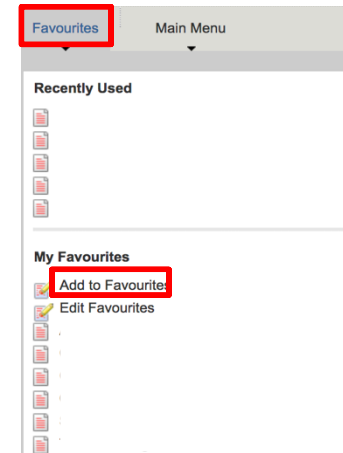
If a primary senior supervisor is going to be away when a candidate is ready to submit, re-submit or archive they can log in online from anywhere and approve.

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.



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.

Supervisor Centre

Filter by Status: Filter

Candidate Name	Candidate Id	Load	Status	Supervisor Role	Upcoming Milestone	Milestone Window	CA SP	Early Submission Date	Final Submission Date	Proposed Date	Extended Due Date	Supervisor Approval
1 Joe Bloggs	1234567	Full-Time	Completed Program	Associate Supervisor				21/07/2016	21/07/2017			
2 Jane Doe	7654321	Part-Time	Active in Program	Senior Supervisor	2nd Milestone Review	22/07/2016 - 03/02/2018		20/07/2020	21/07/2022			
3 John Smith	8910111	Full-Time	Active in Program	Associate Supervisor	3rd Milestone Review	18/02/2018 - 21/10/2018		21/10/2018	21/10/2019			
4 Muhammad Ali	1213145	Full-Time	Active in Program	Senior Supervisor	Milestones Completed			22/08/2017	22/08/2018			Approve

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.

- 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

I certify that:

- The candidate is currently enrolled and has completed all program requisites;
- The candidate’s citation meets [RMIT’s formatting standards](#) (only applies to PhD candidates);
- I have read the thesis/dissertation and it is suitable in format and content to be submitted for examination for the program that the candidate is actively enrolled in;
- The work set out in the thesis/dissertation is entirely the candidate’s own except where otherwise acknowledged and,
- The Recommended Panel of Examiners (RPOE) has been approved for this candidate;

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

Supervisor Approval

Thank you. Your approval has been forwarded to the relevant Delegated Authority

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

Supervisor Centre

Filter by Status: Filter

Candidate Name	Candidate ID	Load	Status	Supervisor Role	Upcoming Milestone	Milestone Window	CASP	Early Submission Date	Final Submission Date	Extended Date	Supervisor Approval
1 Joe Bloggs	1234567	Full-Time	Completed Program	Associate Supervisor			<input type="checkbox"/>	21/07/2016	21/07/2017		
2 Jane Doe	7654321	Part-Time	Active in Program	Senior Supervisor	2nd Milestone Review	22/07/2016 - 03/02/2018	<input type="checkbox"/>	20/07/2020	21/07/2022		
3 John Smith	9910111	Full-Time	Active in Program	Associate Supervisor	3rd Milestone Review	19/02/2018 - 21/10/2018	<input type="checkbox"/>	21/10/2018	21/10/2019		
4 Muhammad Ali	1213145	Full-Time	Active in Program	Senior Supervisor	Milestones Completed		<input type="checkbox"/>	22/09/2017	22/09/2018		<input type="button" value="Approved"/>

Note: If you are not the candidates’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

Error. Please contact School of Graduate Research sgr_examinations@rmit.edu.au

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

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

- On the DA Centre page locate the candidate you wish to approve and click on the **‘Approve’** button.

SAMS Quick Reference Guide – Supervisor and DA approval for submission, re-submission or archival lodgement

Delegate Authority Centre

Candidate Name	Candidate Id	Program	Submission Number	Submission Type	Primary Supervisor	Approval
1 Joe Bloggs	1234567	DR204	1	Examination	Adela McMurray	Approve
2 Jane Doe	7654321	DR204	1	Examination	Adela McMurray	Approve

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.

- 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.

Delegate Authority Approval

I certify that:

- The candidate is currently enrolled and has completed all program requisites;
- The candidate's citation meets [RMIT's formatting standards](#) (only applies to PhD candidates);
- I have read the thesis/dissertation and it is suitable in format and content to be submitted for examination for the program that the candidate is actively enrolled in;
- The work set out in the thesis/dissertation is entirely the candidate's own except where otherwise acknowledged and;
- The Recommended Panel of Examiners (RPOE) has been approved for this candidate;

Cancel

Approve

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

Delegate Authority Approval

Thank you. Your approval has been received by SGR. The candidate will now be able to upload their submission.

Close

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.

- By clicking **'Close'** you will be returned to the DA Centre page. The candidate should now be **'Approved'**.

Delegate Authority Centre

Candidate Name	Candidate Id	Program	Submission Number	Submission Type	Primary Supervisor	Approval
1 Joe Bloggs	1234567	DR204	1	Examination	Adela McMurray	Approved
2 Jane Doe	7654321	DR204	1	Examination	Adela McMurray	Approve

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