Instructions for HDR Supervisors completing 2014 Annual Report through eCentre

1. You will be sent an email from eCentre once one of your students has completed their report:

2. Using the link in the email, log into eCentre. You will be able to see tasks that need to be completed and clicking that link will take you through to the following screen, noting that if you have more than one report waiting for you there will be further entries:

3. Once you click the Open button you will be taken to the following screen:
The only change to these options will be where the student has indicated they do not wish to have their Supervisor see their completed form. The tabs won’t change but you won’t be able to see the candidate report.

4. Your area for completion will show as

5. However you can choose to read the full report before completing your part.

6. All fields marked with a red asterix *(see screen shot below) require completion.

7. You are required to choose the PVC delegate of your faculty at the end of the report -

8. You can save and exit your report at any time and continue at another time convenient to you.

9. Once you have completed your report you need to choose.

10. The report will then automatically be delivered to the PVC delegate.

11. The form should be completed by the students and submitted online by 5 December 2014 to the Principal supervisors.

12. Due to an early CDU closedown this year, Supervisors reports need to be completed and submitted by 5 January 2015.

For further information please contact research.degrees@cdu.edu.au or 8946 6458.