

## Candidature Agreement Quick Reference Card

### HEAD of SCHOOL DECLARATION

#### 1. Login to RMENET

Visit the RMS website using the link <http://www.deakin.edu.au/research-services/rms/>.

Click on **Login** to RMENET (Figure 1).

Enter your Deakin user name and password, then click login (Figure 2).



Figure 1 RMS website



Figure 2 Login to RMENET

#### 2. Select Candidature Milestones from HDR module

Click on the **HDR module** and then click on the Candidature Milestones sub-menu (Figure 3).



Figure 2 Candidature Milestones menu in HDR module

#### 3. Review

Click on **For Review** (Figure 4).

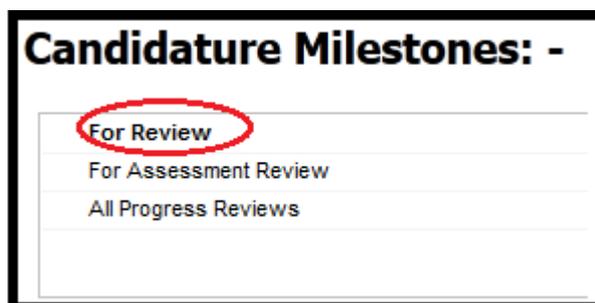


Figure 3 For Review

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#### 4. Select relevant report

Click on the Candidature Agreement for the student under the **Report Name** column (Figure 5).

Due Date	Report Name
31/12/2012	Candidature Agreement

Figure 5 Candidature Agreement

Make sure Workflow Status is Head of School Review (Figure 6.)

Workflow Status
Head of School Review

Figure 6 Head of School Review

#### 5. Complete the Declaration

You may now complete the declaration in the online form (Figure 7).

Please proceed to nominate the PVC or Nominee and submit the form (see the pages below).

Form	Action
Expand »	Collapse «
<input type="checkbox"/> Candidature Agreement	
<input type="checkbox"/> Candidate Enrolment Details	
<input type="checkbox"/> Primary Supervisor Review	
<input type="checkbox"/> Supervisors Approval	
<input type="checkbox"/> Candidate Declaration	
<input type="checkbox"/> Primary Supervisor Declaration	
<input type="checkbox"/> HOS Approval	
<input checked="" type="checkbox"/> Declaration Head of School	
<input type="checkbox"/> PVC Approval	
<input type="checkbox"/> DEAN, Research Training	

Figure 7 Candidature Agreement

For help:

HDR Administrator +61 3 924 46977 or 925 17768, Technical issue +61 3 522 72558 or 522 72184

Email: [research-hdr@deakin.edu.au](mailto:research-hdr@deakin.edu.au)

## Candidature Agreement Quick Reference Card

### Nominate and Submit the form to PVC or Nominee for review

#### 1. Complete your Declaration.

Complete your Declaration. (Figure 1)

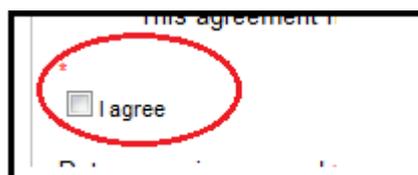


Figure 1 Complete the Declaration

#### 2. REVIEW Tab

Go to the "REVIEW" tab in the left hand side of the page (top menu). (Figure 2)

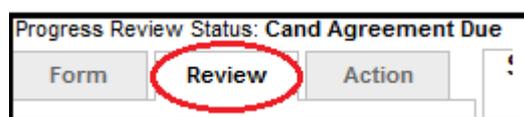


Figure 2 Review tab in the left hand top menu

#### 3. Select the PVC/Nominee to review

Type in Part name or full name and click the magnifying glass to select the reviewer. (Figure 3)

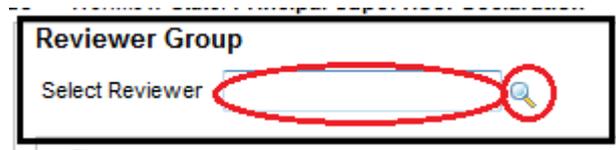


Figure 3 Choosing the PVC or Nominee

#### 4. Confirm the PVC/Nominee to review

Once selected, click on the PVC or Nominee. (Figure 4)

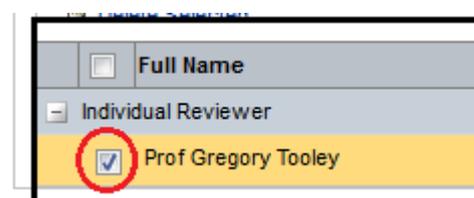


Figure 4 Confirming the PVC or Nominee

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### Nominate and Submit the form to PVC or Nominee for review

#### 5. Deadline for Review (optional)

Select the Review by date.

Generally one or two weeks. (Figure 5)

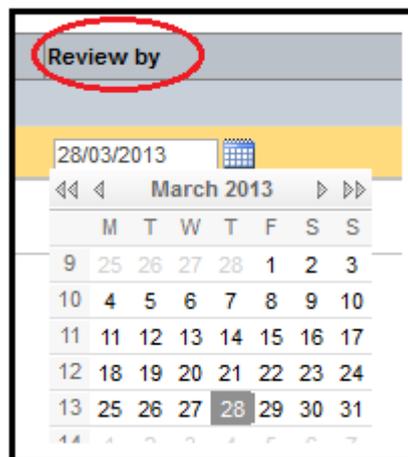


Figure 5 Selecting the Review due date

#### 6. Forwarding the form.

Go to the "ACTION" tab on the left hand top menu. (Figure 6)

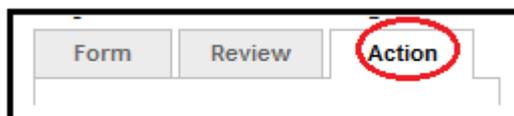


Figure 6 ACTION tab in the left hand menu

#### 7. Submitting the form.

Click the SUBMIT button in the action tab to submit it to the nominated PVC or Nominee. (Figure 7)

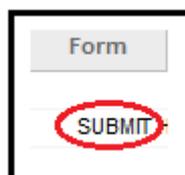


Figure 7 SUBMIT button in the ACTION tab.