

Candidature Agreement Quick Reference Card

DEAN, RT 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

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

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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 the Workflow Status is Dean RT Review. (Figure 6).

Workflow Status
DeanRTReview

Figure 6 Workflow Status

5. Complete the Agreement

You may now complete your section of the Candidature Agreement by following the instructions provided in the form (Figure 7).

Progress Review Status: Cand Agreement

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 type="checkbox"/> PVC Approval	
<input type="checkbox"/> DEAN, Research Training	
▶ Declaration Dean RT	

Figure 7 Candidature Agreement

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