Candidature Agreement - RMENET Online Forms Quick Reference Card

HEAD of SCHOOL DECLARATION

Use this guide to review and approve a student’s candidature agreement that has been assigned to you as Head of School Nominee.

1. Login to RMENET

Visit the RMENET website using the link: https://rmenet.deakin.edu.au/rmenet/
Enter your Deakin staff username and password, then click Log In (Figure 1).

![Figure 1. Log In to RMENET](image)

2. Select Candidature Milestones from HDR menu

Click HDR from main menu and then click Candidature Milestones from the sub-menu (Figure 2).

![Figure 2. Candidature Milestones in HDR menu](image)

3. Select For Review

Click For Review (Figure 3). This will bring up all the candidature agreements that require your approval.

![Figure 3. For Review](image)

For help:
Contact HDR Adviser ph. +61 3 924 46977 or 924 45613, email research-hdr@deakin.edu.au
For technical issues ph. +61 3 522 72558
Candidature Agreement - RMENET Online Forms Quick Reference Card

HEAD of SCHOOL DECLARATION

Use this guide to review and approve a student’s candidature agreement that has been assigned to you as Head of School Nominee.

4. Select Candidature Agreement

Click Candidature Agreement for the student under the Report Name column (Figure 4).

Ensure that the Workflow Status for the relevant agreement is Head of School Review (Figure 5).

5. Complete the application

a) Click Expand to see all the sections that need to be completed (Figure 6).

b) All the questions are mandatory. If any of the mandatory fields have not been completed, an exclamation mark ! will appear next to the section (Figure 7).

Tip: The form cannot be submitted until all mandatory fields have been completed.

c) An error message will appear at the top of the screen when you try to submit with incomplete sections (Figure 8).

For help:
Contact HDR Adviser ph. +61 3 924 46977 or 924 45613, email research-hdr@deakin.edu.au
For technical issues ph. +61 3 522 72558
HEAD of SCHOOL DECLARATION

Use this guide to review and approve a student’s candidature agreement that has been assigned to you as Head of School Nominee.

d) A green tick displayed against the section means the section is complete (Figure 9).

6. Submit the application

a) Once completed, nominate the Pro-Vice Chancellor (PVC) or Nominee by clicking on the NOMINATE tab then clicking on Pro Vice-Chancellor (Figure 10).

b) Search for the PVC or Nominee by entering their name and clicking on the magnifying glass icon (Figure 11). Select the relevant PVC or Nominee.

c) Now go to the ACTION tab and click SUBMIT To PVC (Figure 12).

For help:
Contact HDR Adviser ph. +61 3 924 46977 or 924 45613, email research-hdr@deakin.edu.au
For technical issues ph. +61 3 522 72558