Candidature Agreement - RMENET Online Forms Quick Reference Card

CANDIDATE DECLARATION

Use this guide to complete the second section of your candidature agreement online form.

1. Login to RMENET

Visit the RMENET website using the link: https://rmenet.deakin.edu.au/rmenet/

Enter your Deakin student username and password, then click Log In (Figure 1).

2. Select Candidature Milestones from the HDR main menu

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

3. Select My Progress Reviews

Click on My Progress Reviews and then click Cand Agreement Due (Figure 3).

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
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4. Select application template

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

5. Complete the application

a) Click Expand to see all of the sub sections (Figure 5). Make sure to review the comments made by your supervisor thoroughly in the Primary Supervisor Review section.

b) All of the questions are mandatory.

If any of the mandatory fields have not been completed, an exclamation mark ! will appear next to the section (Figure 6).

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

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c) An error message will appear at the top of the screen when you try to submit with incomplete sections (Figure 7).

d) A green tick displayed against the sub section means the section is complete (Figure 8).

e) Submit the agreement

Go to the ACTION tab and click SUBMIT to Primary Supervisor (Figure 9).

Figure 7. Error message at the top of the screen

Figure 8. Green tick indicating all the mandatory fields in the section is completed

Figure 9. Submit the agreement