Candidature Agreement - RMENET Online Forms Quick Reference Card

PRIMARY SUPERVISOR REVIEW

Use this guide to complete the Primary Supervisor Review section of your student’s candidature agreement online form.

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).

2. **Select Candidature Milestones from HDR menu**

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

3. **Select For Review**

   Click For Review (Figure 3). This will bring up all your relevant students’ agreements to be reviewed.

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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 Candidature Agreement

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

5. Select relevant agreement

a) Ensure you are listed as Primary Supervisor for the candidate (Figure 5).

b) Ensure the Workflow Status for the relevant agreement is Primary Supervisor Review (Figure 6).

6. Complete the application

a) Click Expand to see all of the sections that need to be completed (Figure 7).

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

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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 8).

c) An error message will appear at the top of the screen when you try to submit with incomplete sections (Figure 9).

d) A green tick displayed against the section means the section is complete (Figure 10).

Figure 8. Red Exclamation mark to show that the section is incomplete

Figure 9. Error message at the top of the screen

Figure 10. Green tick indicating all sections are complete

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e) Once all sections under Primary Supervisor Review have been completed, click on the ACTION tab and progress the agreement by clicking on Submit to Candidate (Figure 11).

Figure 11. Submitting the agreement to the candidate