Candidature Agreement - RMENET Online Forms Quick Reference Card

PRO-VICE CHANCELLOR or NOMINEE APPROVAL

Use this guide to review and approve a student’s candidature agreement that has been assigned to you.

1. **Login to RMENET**

   Visit the RMENET website using the link: [https://rmenet.deakin.edu.au/rmenet/](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](image1)

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

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

![Figure 2. Candidature Milestones in HDR menu](image2)

3. **Select For Review**

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

![Figure 3. For Review](image3)

For help:

Contact HDR administrator 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).

Ensure that the Workflow Status for the relevant agreement is PVC Review (Figure 5).

5. Complete the agreement

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).

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d) A green tick against the section means all the mandatory fields are completed (Figure 9).

![PVC Approval](image)

Figure 9. Green tick indicating all mandatory fields are complete

e) Complete the agreement by clicking on the ACTION tab then clicking on Submit Finalised Agreement (Figure 10).

![Submit Finalised Agreement](image)

Figure 10. Submit finalised agreement

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