Candidature Agreement - RMENET Online Forms Quick Reference Card

PRIMARY SUPERVISOR DECLARATION

Use this guide to complete your final declaration for your student’s candidature agreement and progress the agreement to the Head of School for approval.

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 students’ agreements that require your approval.

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

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

6. Complete the application

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

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).

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**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 the agreement with incomplete sections (Figure 9).

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

7. Submit the agreement

a) Once completed, nominate the Head of School (HOS) or Nominee by clicking on the NOMINATE tab and then clicking on Head of School (Figure 11).

b) Search for the HOS or Nominee by entering their name in the search field and clicking on the magnifying glass icon (Figure 12). Select the relevant HOS or Nominee.

c) Now click on the ACTION tab and click SUBMIT To HOS (Figure 13).

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