

## RMENET Online Forms Quick Reference Card

### CREATING YOUR CANDIDATURE AGREEMENT - CANDIDATE

#### 1. Login to RMENET

Visit the RMS website using the link <http://www.deakin.edu.au/research-services/rms/>.

Click on **Login** to RMENET (Figure 1).

Enter your Deakin user name and password, then click login (Figure 2).



Figure 1 RMS website



Figure 2 Login to RMENET

#### 2. Select Candidature Milestones from HDR module

Click on the **HDR module** and then click on the Candidature Milestones sub-menu (Figure 3).



Figure 2 Candidature Milestones menu in HDR module

#### 3. Create Progress Review

Click on **Create Progress Review** (Figure 4).



Figure 3 Create new agreement

For help:

Contact HDR administrator ph. +61 3 924 46977 or 924 45613, email [research-hdr@deakin.edu.au](mailto:research-hdr@deakin.edu.au)

For technical issues ph. +61 3 522 72558

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#### 4. Select application template

Click on the Candidature Agreement template under the **Title** column (Figure 5).

Abbreviation	Title
Candidature Agreemen	Candidature Agreement

Figure 5 New Candidature Agreement template

#### 5. Complete the application

A new candidature agreement is created (Figure 6).

You may now complete your candidature agreement by following the instructions provided in the online form.

Form	Action
Expand » Collapse «	
<input type="checkbox"/> Candidature Agreement	▶ Candidature Agreement
<input checked="" type="checkbox"/> Candidate Enrolment Details	▶ Candidate Details ▶ Enrolment Details
<input type="checkbox"/> Principal Supervisor Review	
<input type="checkbox"/> Supervisors Approval	
<input type="checkbox"/> Candidate Declaration	
<input type="checkbox"/> Principal Supervisor Declaration	
<input type="checkbox"/> HOS Approval	
<input type="checkbox"/> PVC Approval	
<input type="checkbox"/> DEAN, Research Training	

Figure 6 Candidature Agreement

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