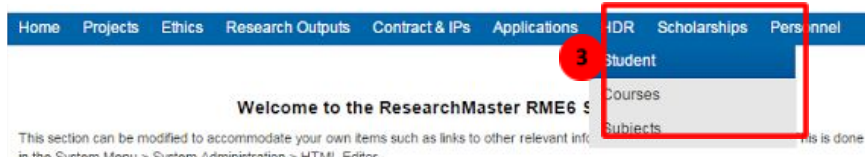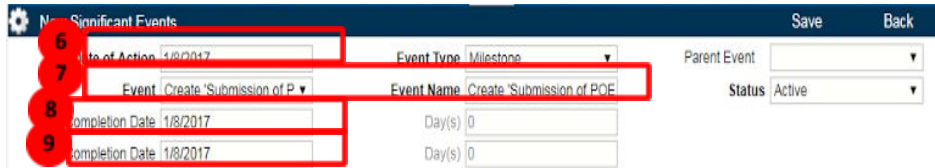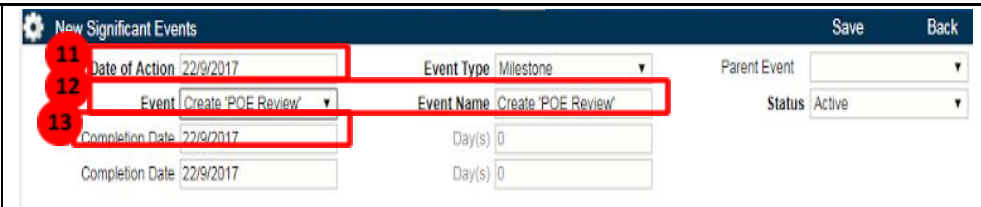# Checking Recommended Panel of Examiners (RPOE) forms

This guide shows staff at the School of Graduate Research (SGR) how to check and process RPOE forms in the Higher Degrees by Research (HDR) module of Research Master (RM). This guide shows the RM-related steps of this process and does not outline the full administrative process.

1. Check for conflicts of interest and submit the RPOE for approval, as per the process	
2. In RM, select **HDR** from the top menu and then select **Student** from the drop down menu 3. Search and select the Student record you wish to update 4. Scroll down to **Significant Events** and select **ADD**	
5. For **Date of Action,** enter the Date of Receipt of the forms 6. From the Event drop down list, select Create '**Submission of POE'** (The event name will automatically repeat this, but may be overwritten if required) 7. In the **Est. Completion Date**, enter the Date of Receipt of the forms 8. In the **Completion Date**, enter the Date of Receipt of the forms **SAVE / BACK**	
9. Scroll down to **Significant Events** and select **ADD** 10. For **Date of Action**, enter the date of the next approval meeting	

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11. From the Event drop down list, select **Create 'POE Review'** (The event name will automatically repeat this, but may be overwritten if required) 12. In the **Est. Completion Date**, enter the date of the next approval meeting **SAVE / BACK**	

13. Save the form to: I:\Committees\Candidature and Examinations Approvals\Working Docs\To be processed\Exams

Refer to 'Approval Meeting' instructions for preparing these forms for the weekly approval meeting.

For guidance on searching in bulk for RPOE conflicts of interest, please refer to the process.