

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.	1. Check for conflicts of interest and submit the RPOE for approval, as per the process						
2. 3. 4.	In RM, select HDR from the top menu and then select Student from the drop down menu Search and select the Student record you wish to update Scroll down to Significant Events and select ADD	Home Projects Ethics Research Outputs Contract & IPs Applications IDR Scholarships Personnel Student Universes Subjects Subjects Subjects Subjects Subjects Subjects Subjects Subjects					
5. 6. 7.	For Date of Action , enter the Date of Receipt of the forms From the Event drop down list, select Create ' Submission of POE' (The event name will automatically repeat this, but may be overwritten if required) In the Est. Completion Date , enter the Date of Receipt of the forms	Mon Significant Events Save Back 5 to of Action 18/2017 Event Type Milestone Parent Event Image: Status 7 Event Create 'Submission of P Image: Status Event Active Image: Status Image: Status 8 ompletion Date 1/8/2017 Day(s) 0 9 completion Date 1/8/2017 Day(s) 0					
8. SAV	In the Completion Date , enter the Date of Receipt of the forms						
9. 10.	Scroll down to Significant Events and select ADD 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	New Significant Events		Save	Back		
event name will automatically repeat this, but may be overwritten	Date of Action 22/9/2017	Event Type Milestone v	Parent Event	•		
if required)	Event Create 'POE Review'	Event Name Create 'POE Review'	Status Active	۲		
12. In the Est. Completion Date , enter the date of the next approval meeting	Completion Date 22/9/2017 Completion Date 22/9/2017	Day(s) 0 Day(s) 0				
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.						