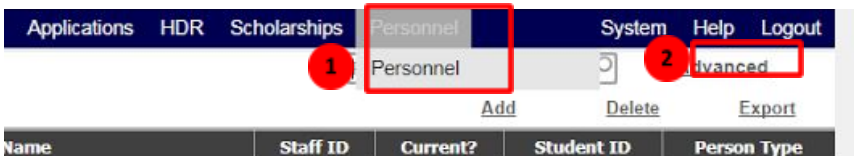
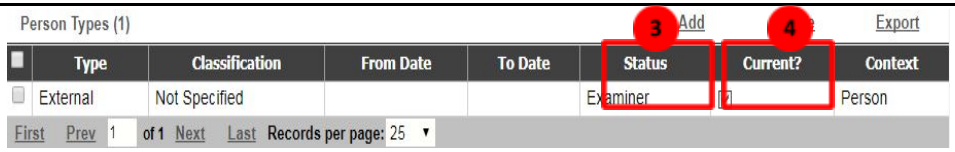
RPOE form approved

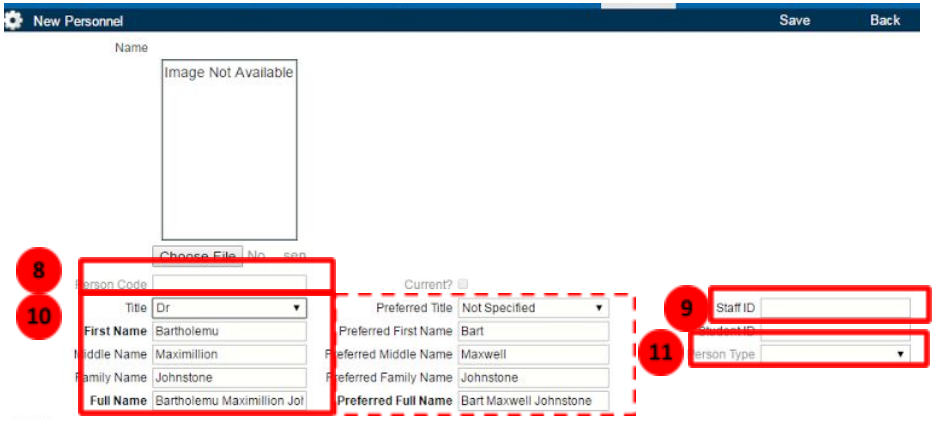
This guide shows staff at the School of Graduate Research (SGR) how to record an approved RPOE in the Higher Degrees by Research (HDR) module of Research Master (RM). This guide shows the RM-related steps of this process and does not outline the full process.

Refer to the SGR process 'RPOE form not approved' if any forms need to be returned to the School.

If the examiners have been approved a record for each examiner will need to be created or updated in Research Master (RME6) and added to the candidate's record.

Create (or Update) examiner records in Research Master (RME6)

1. From the home screen, select **Personnel** and then select **Personnel** again 2. Using the advanced search function, search for the examiner using their surname	
If the existing record for the examiner is listed: 3. Ensure that their Status is set to Examiner 4. Scroll down to Person Type and confirm that their record is current	
5. Scroll down to Contact details and click on the heading to expand the section 6. Confirm the details are correct ● Click on the line item to update	

• Click on Add to attach a new contact record	
If no existing record exists for the examiner: 7. Click on the Add button 8. Create a **Person Code** as per the instructions below 9. If Applicable, record former internal **staff ID** 10. Complete the following fields o **Title** *(Salutation: Mr, Mrs, Prof, Dr. etc)* o **First Name** o **Middle Name** o **Family Name** • **Preferred** names will default to names entered but may be overridden • The **Full Name** (and **Preferred Full Name**) is automatically created based on other names entered 11. **Select a Person** Type of **External** Save	
Person Code • The First seven (7) letters of the SURNAME (capitalized)	

- The first letter of the First/Given Name (capitalized)
- The dash/minus symbol "-"
- Sequence number starting at 1

For example, the ID of the first John Smith entered would be: **SMITHJ-1**
If you then created a Juliette Smith, it would be: **SMITHJ-2**

12. Scroll down to **Person Type** and select **Add**
13. Select a **Type** of External
14. Select a **Status** of Examiner
15. Ensure the **Current** box is ticked (default)

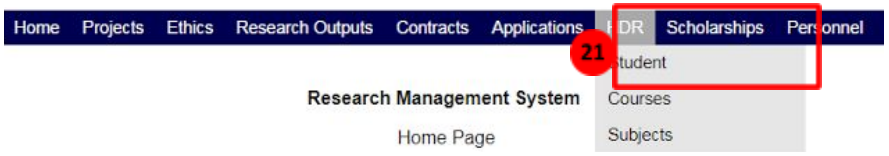
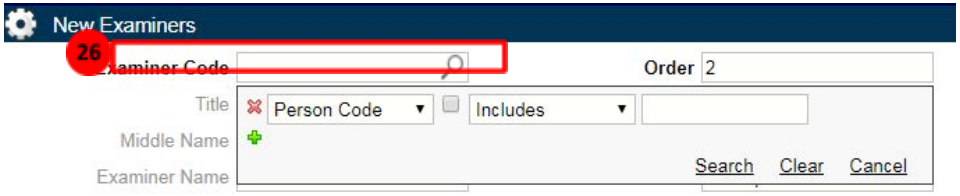
Save / Back

16. Scroll down to **Contact details** and select **ADD**
17. Enter a **Category** of **Email** and a **type** of **Email**
18. Complete the email address in the **Contact Details** section
19. Enter a **Category** of **Phone** and a **Type** of **Mobile Phone**
20. Complete the phone number in the **Contact Details** section

SAVE / BACK

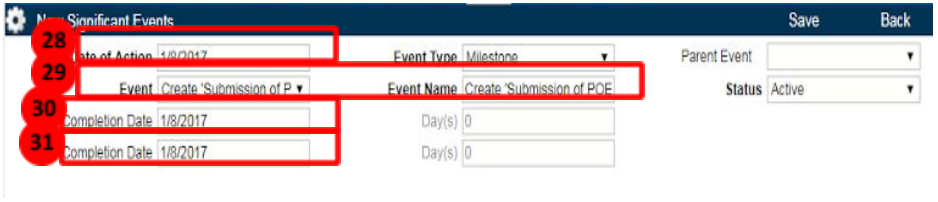
Repeat the above process for each additional examiner

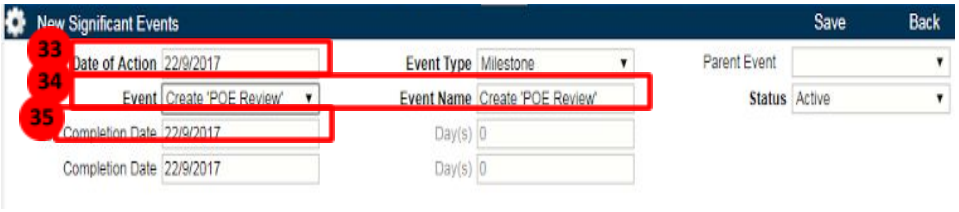
To add the examiner to the Candidate's Record

21. From the home screen, select **HDR** and then select **Student** 22. Search for the student record you wish to update	
23. Scroll down to **Examinations** and expand the section 24. Select the appropriate program by clicking on it 25. Scroll down to **Examiners** and select Add 26. Search for the **Examiner** you wish to add **SAVE / BACK**	

Repeat for each examiner you wish to add

To update the significant date in Research Master (RME6)

27. From within the Student Record, scroll down to **Significant Events** and select **Add** 28. For **Date of Action,** enter the Date of Receipt of the forms 29. From the Event drop down list, select Create '**Submission of POE**' (The event name will automatically repeat this, but may be overwritten if required) 30. In the **Est. Completion Date**, enter the Date of Receipt of the forms 31. In the **Completion Date**, enter the Date of Receipt of the forms	

SAVE / BACK	
32. Scroll down to **Significant Events** and select **ADD** 33. For **Date of Action**, enter the date of the next approval meeting 34. From the Event drop down list, select **Create 'POE Review'** (The event name will automatically repeat this, but may be overwritten if required) 35. In the **Est. Completion Date**, enter the date of the next approval meeting **SAVE / BACK**	
36. Communicate the approval to the relevant School/s 37. Finalise the process by updating the weekly approvals sheet and completing the TRIM filing	