




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)

<ol style="list-style-type: none"> From the home screen, select Personnel and then select Personnel again Using the advanced search function, search for the examiner using their surname 	 <p>The screenshot shows the top navigation bar with 'Personnel' selected. A red box highlights the 'Personnel' menu item, and another red box highlights the 'Advanced' search option. Red circles with numbers 1 and 2 indicate the steps.</p>
<p>If the existing record for the examiner is listed:</p> <ol style="list-style-type: none"> Ensure that their Status is set to Examiner Scroll down to Person Type and confirm that their record is current 	 <p>The screenshot shows a table titled 'Person Types (1)'. The table has columns: Type, Classification, From Date, To Date, Status, Current?, and Context. A row is shown with Type 'External', Classification 'Not Specified', Status 'Examiner', and Current? 'Y'. Red boxes highlight the 'Status' and 'Current?' columns, with red circles 3 and 4 indicating the steps.</p>
<ol style="list-style-type: none"> Scroll down to Contact details and click on the heading to expand the section Confirm the details are correct <ul style="list-style-type: none"> Click on the line item to update 	 <p>The screenshot shows a table titled 'Contact Details (2)'. The table has columns: Type, Contact Details, Current?, Primary?, and Context. Two rows are shown: 'Email' with contact 'examiner@exams.edu.au' and 'Mobile Phone' with contact '0400 400 400'. Both 'Current?' checkboxes are checked. Red boxes highlight the 'Current?' and 'Primary?' columns.</p>

- Click on Add to attach a new contact record

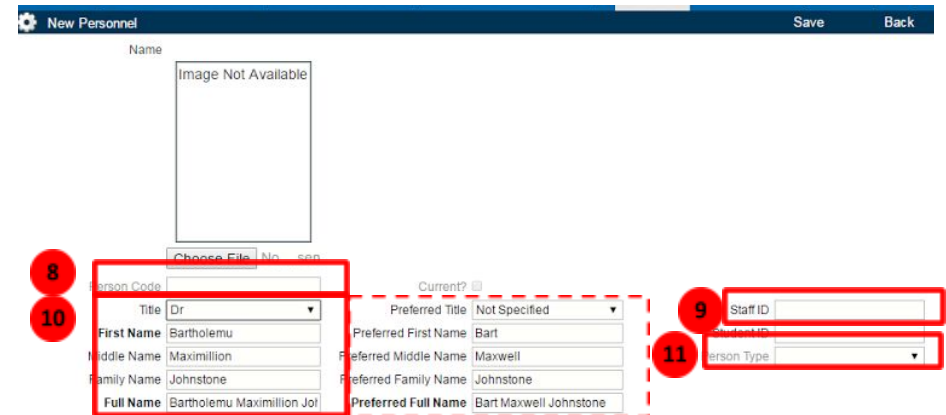
If no existing record exists for the examiner:

- Click on the Add button
- Create a **Person Code** as per the instructions below
- If Applicable, record former internal **staff ID**
- Complete the following fields
 - Title** (*Salutation: Mr, Mrs, Prof, Dr. etc*)
 - First Name**
 - Middle Name**
 - 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
- Select a **Person Type** of **External**

Save

Person Code

- The First seven (7) letters of the SURNAME (capitalized)



The screenshot shows the 'New Personnel' form with the following fields and annotations:

- 8**: Red box around the 'Person Code' field.
- 10**: Red box around the 'Title' dropdown menu.
- 9**: Red box around the 'Staff ID' field.
- 11**: Red box around the 'Person Type' dropdown menu.

The form fields and their values are:

Name	Image Not Available	
Person Code		Current? <input type="checkbox"/>
Title	Dr	Preferred Title
First Name	Bartholemu	Preferred First Name
Middle Name	Maximillion	Preferred Middle Name
Family Name	Johnstone	Preferred Family Name
Full Name	Bartholemu Maximillion Johnstone	Preferred Full Name
Staff ID		
Person Type		

- 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**

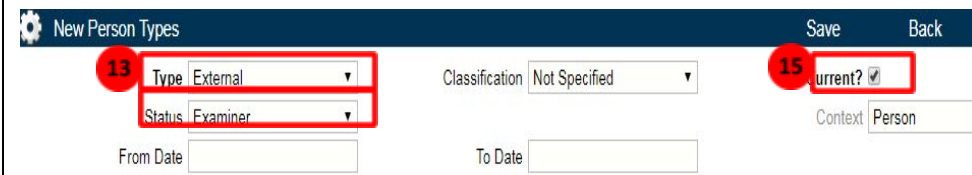
12. Scroll down to **Person Type** and select **Add**

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**

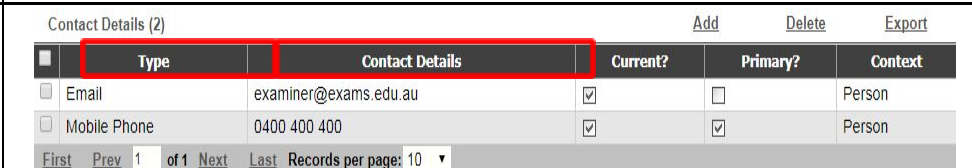
17. Enter a **Category** of **Email** and a **type** of **Email**

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](#)

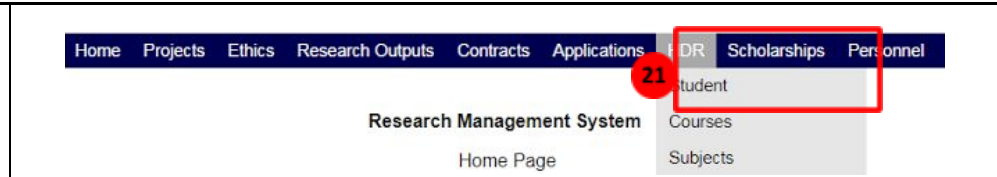


Type	Contact Details	Current?	Primary?	Context
Email	examiner@exams.edu.au	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Person
Mobile Phone	0400 400 400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Person

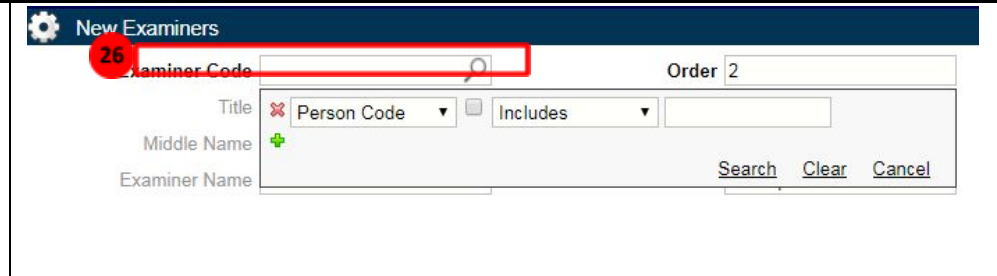
Repeat the above process for each additional examiner

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

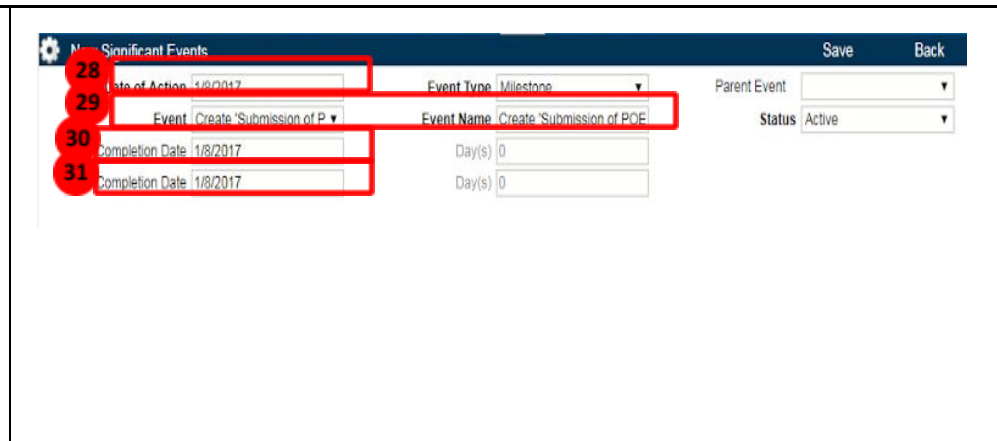


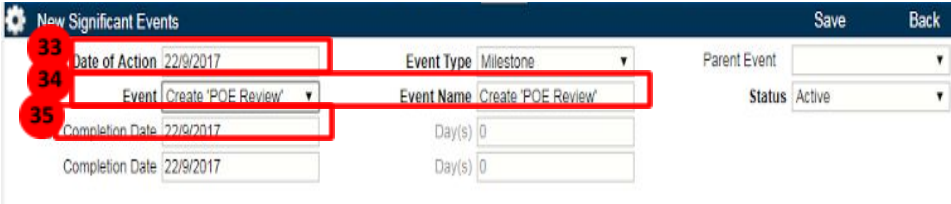
SAVE / BACK

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



<p>SAVE / BACK</p>	
<p>32. Scroll down to Significant Events and select ADD</p> <p>33. For Date of Action, enter the date of the next approval meeting</p> <p>34. From the Event drop down list, select Create 'POE Review' (The event name will automatically repeat this, but may be overwritten if required)</p> <p>35. In the Est. Completion Date, enter the date of the next approval meeting</p> <p>SAVE / BACK</p>	 <p>The screenshot shows the 'New Significant Events' form. Red boxes and numbers highlight the following fields:</p> <ul style="list-style-type: none"> 33: Date of Action: 22/9/2017 34: Event: Create 'POE Review' 35: Est. Completion Date: 22/9/2017 <p>Other visible fields include Event Type: Milestone, Event Name: Create 'POE Review', Parent Event, Status: Active, and two empty Completion Date fields with Day(s) 0.</p>
<p>36. Communicate the approval to the relevant School/s</p> <p>37. Finalise the process by updating the weekly approvals sheet and completing the TRIM filing</p>	