

How to navigate Research Master v7.4.2

- for VUW Doctoral Students

All Doctoral candidates are expected to complete a Candidate Development Plan (CDP) twice a year; in May and November, unless you are on suspension or have submitted your thesis. These reports are completed online using Research Master.

1. Access Research Master:

Click link <https://rme.wgtn.ac.nz/>

2. Log in:

Using your normal staff or student VUW username and password *eg smithja or smithjane*

As a thesis student you have both a staff and a student username and password.

If whichever one you usually use does not work, then please try the other.

If you cannot login contact fgr-postgrads@vuw.ac.nz



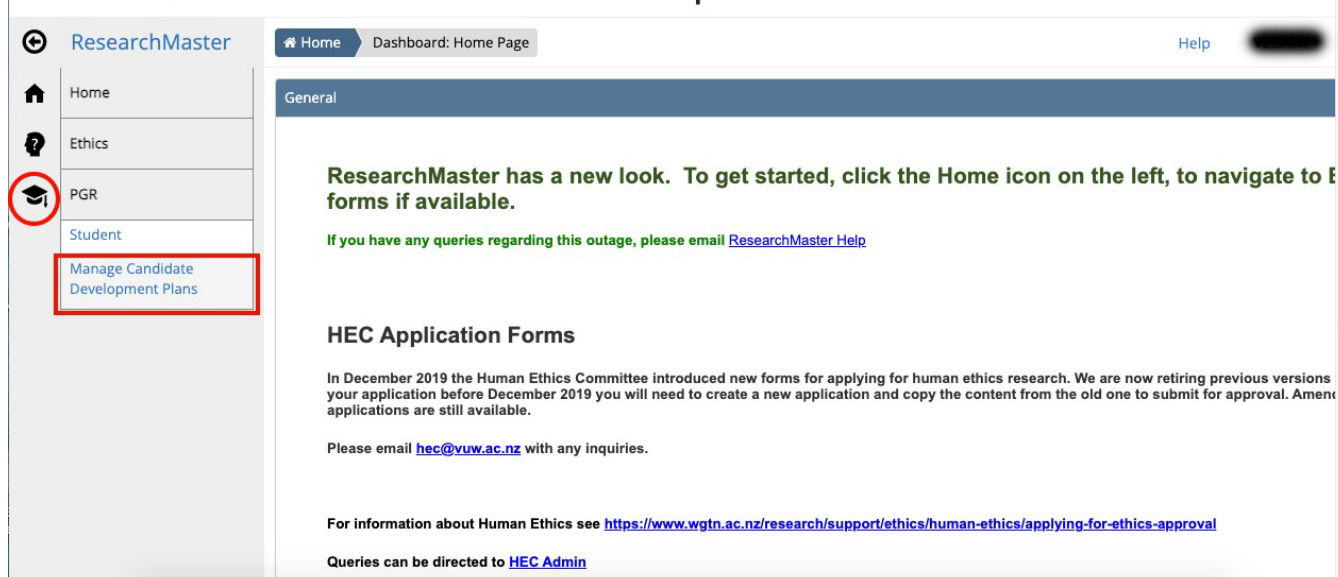
The login page features the 'research master enterprise' logo at the top. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. To the right of the password field is a link that says 'Forgot password?'. At the bottom of the page, the text 'ResearchMaster Enterprise' is displayed.

3. Finding the CDPs:

Click the Hat icon

Click 'Manage Candidate Development Plans'

Welcome to ResearchMaster Enterprise



The screenshot shows the ResearchMaster Enterprise dashboard. On the left is a navigation menu with icons for Home, Ethics, PGR, Student, and a 'Manage Candidate Development Plans' link which is highlighted with a red box. The main content area has a 'General' header and contains a message about a new look, a link to 'ResearchMaster Help', and a section titled 'HEC Application Forms' with information about the Human Ethics Committee and a link to 'HEC Admin'.

4. Create a new CDP:

Click the 'new' button

The screenshot shows the ResearchMaster interface. On the left is a sidebar with 'Home', 'Ethics', and 'PGR' sections. The main area has a breadcrumb 'Home > Manage Candidate Development Plans Search'. Below this is a toolbar with 'Open', 'New' (highlighted with a red box), 'Export', 'Reports', and 'Columns'. There are tabs for 'My Candidate Development Plans', 'For Review', and 'For Assessment Review'. A checkbox 'Show all applications' is present. Below is a table with columns: Student ID, Full Name, Primary Supervisor, Template Name, Workflow State, Number of Days, Created On, and State Due Date. Two rows are visible, both with 'Candidate Development Plan' as the template name.

Then select the template named 'Candidate Development Plan'

Then click OK

The screenshot shows the 'Create eForm' dialog box. It has a title bar 'Create eForm' and a close button. Below is a section 'eForm Templates' with a table. The table has columns: Abbreviation, Template Name, Description, and Date Modified. One row is visible: 'CDPv7.25', 'Candidate Development Plan Form Nov 2021 (v7.25)', 'CDP Nov 2021 version 7.25 Changes from pr...', and '23/09/2021'. This row is highlighted with a blue background and a red box. Below the table is a pagination bar 'Page 1 of 1 (1 items)'. At the bottom right are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red circle.

5. Completing the CDP

Follow the instructions inside the form

Welcome to ResearchMaster Enterprise

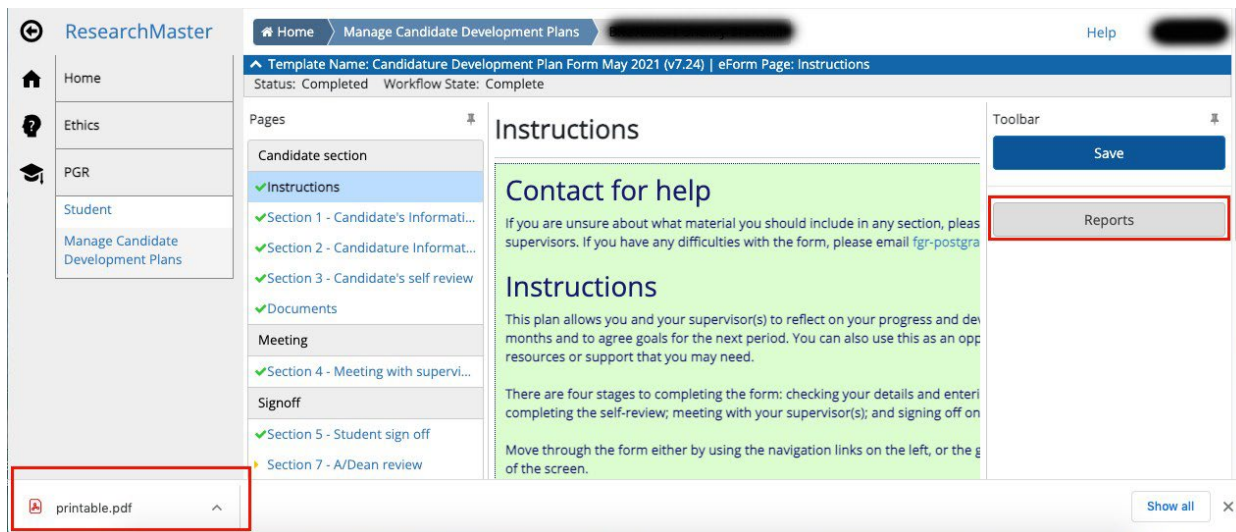
The screenshot shows the 'Instructions' page for the 'Candidate Development Plan Form Nov 2021 (v7.25)'. The page has a header 'Welcome to ResearchMaster Enterprise' and a breadcrumb 'Home > Manage Candidate Development Plans > Candidate Development Plan Form Nov 2021 (v7.25) | eForm Page: Instructions'. The status is 'Not Specified' and the workflow state is 'Draft'. On the left is a sidebar with 'Candidate section' and 'Instructions' (highlighted). The main area contains the following text: 'There are five short sections that you need to complete: 1. Candidate's information, 2. Thesis information, 3. Self review, 4. Meet with your supervisors, 5. Sign off on the meeting notes'. Below this is 'Due dates: 14th November 2021, Sections 1-3; 30th November 2021, Sections 4 and 5'. Then 'How to use the form' with instructions on navigating, saving, and submitting. At the bottom is a 'Next page : Section 1 - Candidate's Information >>' button.

6. Downloading a CDP:

Click the 'Reports' button

In the pop up window, select PDF & click OK

It will automatically download as 'printable.pdf'



7. Need help?

For support contact fgr-postgrads@vuw.ac.nz