



Flinders
University

FEARLESS

Direct Application Guide

for Higher Degrees by Research



[Flinders.edu.au/HDR](https://flinders.edu.au/HDR)

Table of Contents

Important Information	2
Accessing the Application System	2
Your Flinders Account	2
Existing Student	3
Technical Support.....	3
HDR Domestic Scholarship Main Round	4
Withdrawing an Application	6
Request for Further Information	7
Application Outcome.....	8
Responding to an Offer	8
Unsuccessful application.....	11
Checking your Preferred Email Selection.....	11

Important Information

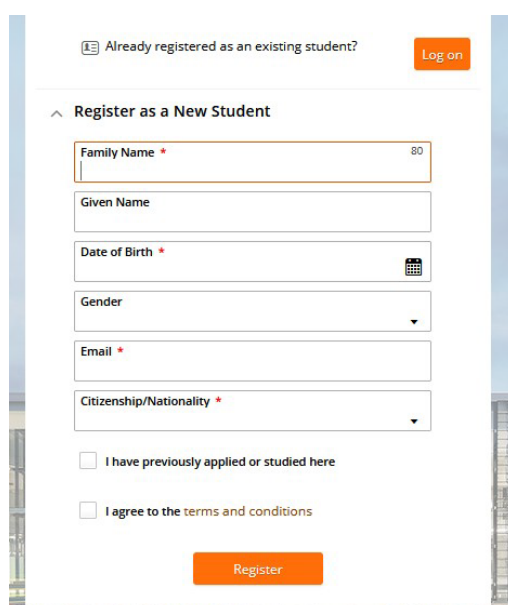
- You can only apply for 1 Higher Degree by Research course per application. If you apply for more than 1 HDR course on your application, only the first one will be considered, and any others will be closed.
- A maximum of 1 course application will be considered a time. The first application submitted will be considered and any subsequent course applications will not.
- Applicants may be asked for further information to assess their application via their 'Preferred' email.

Accessing the Application System

Applications are submitted through the [Online Application System](#) portal.

Your Flinders Account

You will be required to create a Flinders account (FAN) and password to be able to submit your application and/or return to your application. The first step is to [check if you already have a Flinders account](#). If you do not have one, you will be asked to register.



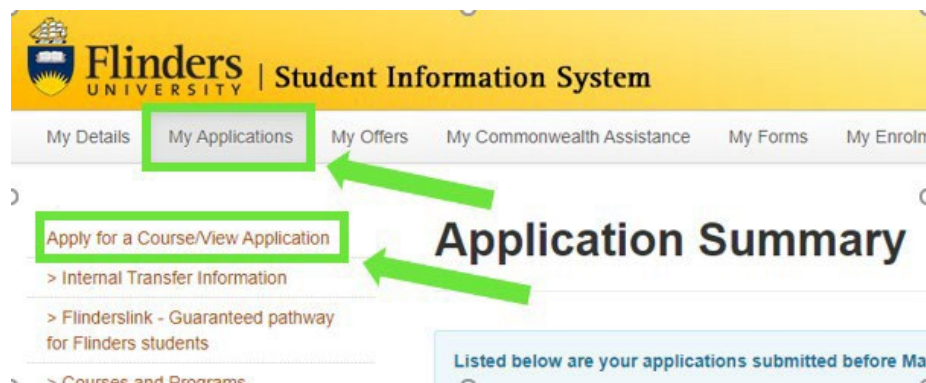
The screenshot shows the 'Register as a New Student' form. At the top, there is a link 'Already registered as an existing student?' with a 'Log on' button. The registration form includes the following fields: 'Family Name' (with a character count of 80), 'Given Name', 'Date of Birth' (with a calendar icon), 'Gender' (a dropdown menu), 'Email', and 'Citizenship/Nationality' (a dropdown menu). Below these fields are two checkboxes: 'I have previously applied or studied here' and 'I agree to the terms and conditions'. A 'Register' button is located at the bottom of the form.

If you have your FAN details, you may need to [reactivate your FAN](#) first before being able to access the online application system.

Existing Student

If you are an existing Flinders student, log into the Student System through your [student dashboard](#) using your FAN and password.

After logging into the Student Information System, click on the **Apply for a Course/View Application** link on the **Applications** tab.

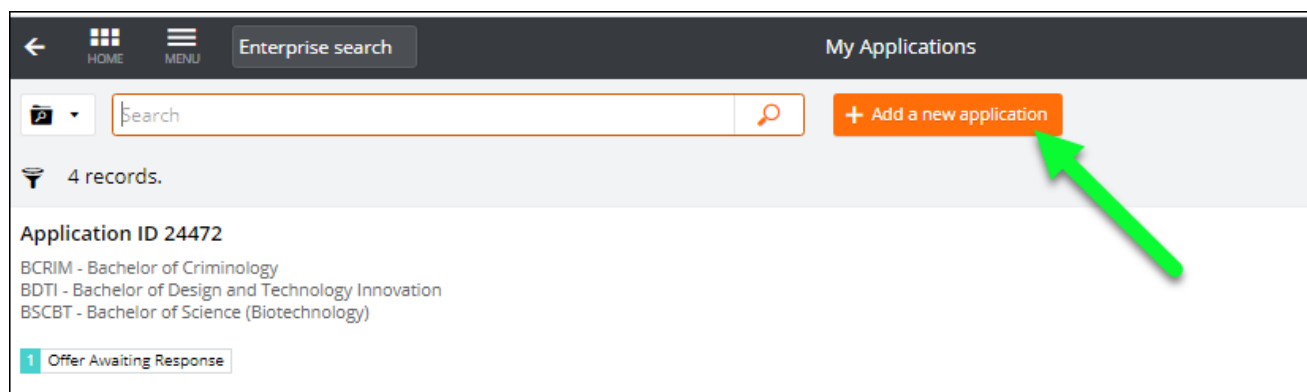


Technical Support

For technical support with your FAN please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

Submit Your Application

1. Click on the **Add a new application** button.



2. Use the search box to find courses. Check the Load Category and Attendance Mode. Click on **Add to application** on selected course.

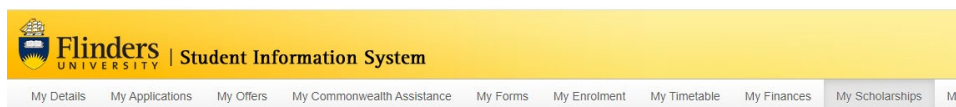
DO NOT add additional course(s) by clicking on the Select another course button. By default, if you apply for more than one course, only your first course will be assessed, and any others will be removed.

Click **Next** (in the top right-hand corner) to continue.

HDR Domestic Scholarship Main Round

When the HDR scholarship round is open you will be able to see this option and you can select it and provide information for that scholarship application at the same time as your admission application. If the round is not open, you can either

- lodge your admission application now and log back in later to submit a separate scholarship application by selecting 'My Scholarships' tab instead of 'My Applications' tab



OR

- wait until the scholarship round opens, and lodge your admission and scholarship applications at the same time in the same application.

- New applicants must enter personal, contact, address, and citizenship details. Failure to do so will result in your application not being assessed:

Application ID 5221
Review each step before you submit your application.

More [Previous](#) [Next](#)

Step 1
Selected Courses

Step 2
Applicant Details

Step 3
Requirements

Step 4
Review and Submit

Applicant Details

Your personal details are displayed below.
Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and then select 'Next' to continue to the next step.
[Show less](#)

Personal Details

Title

Family Name
Wyers

Given Name
Merlin

Preferred Name

Middle Name/s

Date of Birth
01-Jan-1980

Gender
Male

Contact and Address Details

Contact Details

Phone *

Existing students will only be able to change selected details on this window.

Click **Next** to continue.

- Courses may require specific information to be submitted as part of the admission requirements. Click on the **Respond** button and provide the information requested. Repeat for each requirement.
Requirements may be mandatory or optional. Responses must be provided to **mandatory requirements** before the application can be submitted.
Once a response has been saved, 'Response Received' displays. Click on **Next** to continue.
- Academic Details-** 'Do you wish to provide your Academic Transcript via My eEquals' **if you select 'Yes', you must include a PIN and a valid link. If you do not, your application will not progress and will stay as 'INCOMPLETE'.**
- Attach documentation where it is required.
- Review the application. If changes are required, select the relevant group tile on the left or use the **Previous** button at the top right.
- When the application is ready, click **Submit**.

Application ID 5221
Review each step before you submit your application.

More [Previous](#) [Submit](#)

Step 1
Selected Courses

Step 2
Applicant Details

Step 3
Requirements

Step 4
Review and Submit

Application Summary
Your application is ready to submit.

2264122 - Merlin Wyers
Australian | 01-Jan-1980 (41)
merlin@email.com

Application ID 5221
Submitted Not recorded

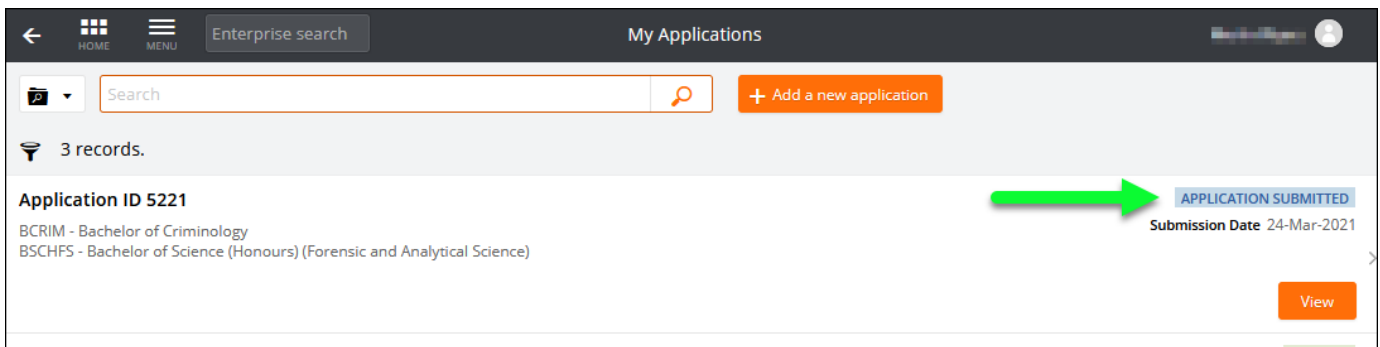
Application Details

BCRIM (1) - Bachelor of Criminology
2021 Course Second Half Year, Bedford Park

BSCHFS (2) - Bachelor of Science (Honours) (Forensic and Analytical Science)
2021 Course Second Half Year, Bedford Park

! Once the application is submitted, changes cannot be made. Please review carefully.

- After the application is submitted and once it is loaded by the system, an acknowledgement email is sent.

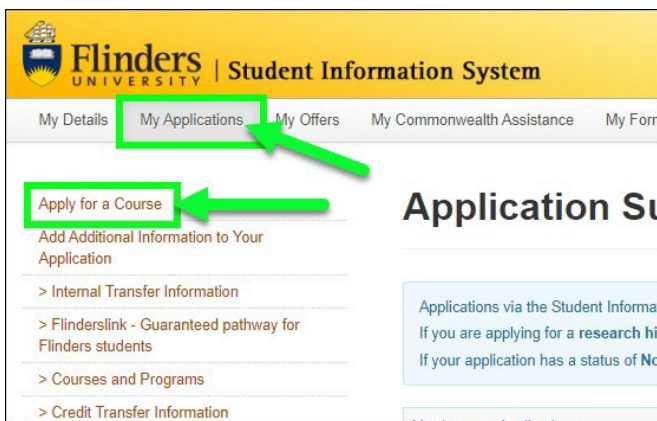


Note: If 'Application Incomplete' displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and 'Application Submitted' should display. If it still shows as incomplete, check your response to eEquals.

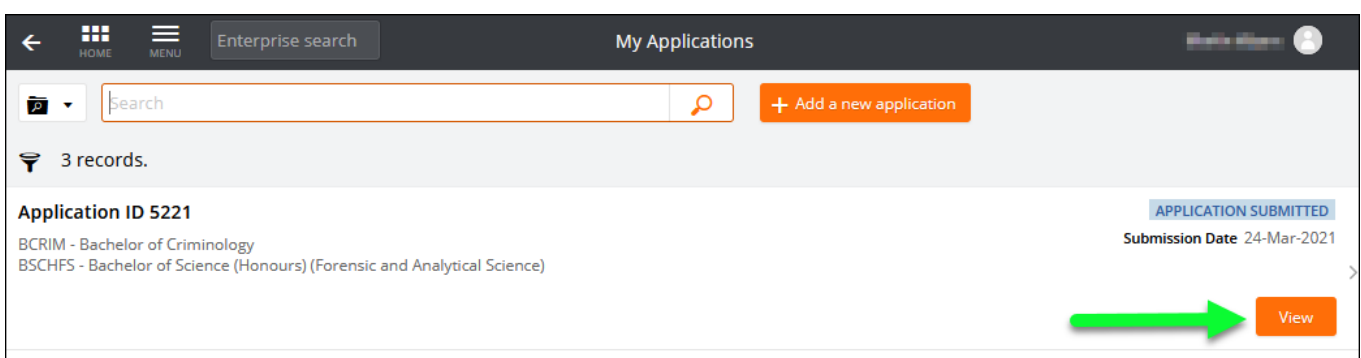
Withdrawing an Application

A student can withdraw an application up until a successful/unsuccessful outcome is recorded.

1. After logging onto the Student Information System, click on the **Apply for a Course** link on the **Applications** tab.

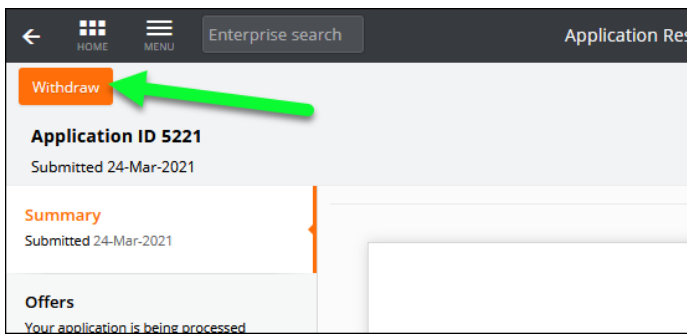


2. Click on the **View** link for the application that is to be withdrawn.



3. Click on the **Withdraw** button

! Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place.

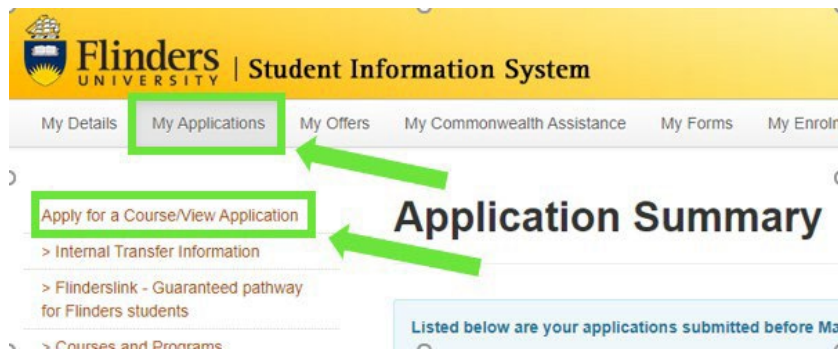


Request for Further Information

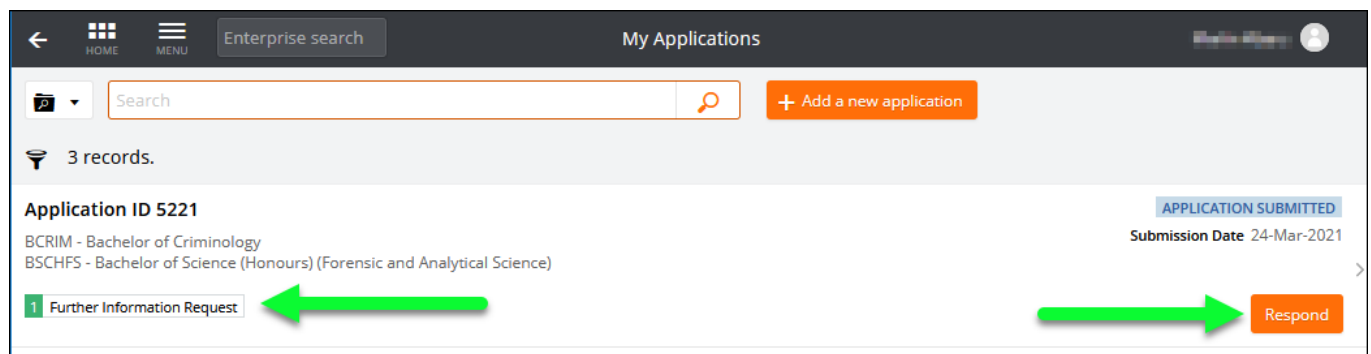
Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set [preferred email](#).

This will also show on the application.

1. After logging onto the Student Information System, click on the **Apply for a Course/View Application** link on the **Applications** tab.



2. Applications that require further information display a '**Further Information Request**' tag.
3. Click on the **Respond** button.



4. Access the **Further Information Requests** section and click on **Respond** to provide required information.

Enterprise search

Application Response

Withdraw

Application ID 5221
Submitted 24-Mar-2021

Summary
Submitted 24-Mar-2021

Offers
Your application is being processed

Further Information Requests
1 Awaiting response

Further Information Requests

Select 'Respond' to answer each requirement marked as 'Mandatory'.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show less](#)

Search

1 record.

Supporting Documents - Academic Transcripts and Certified Translations OPTIONAL

Please provide supporting documents for qualifications undertaken at institutions other than Flinders University.

BCRIM BSCHFS

Respond

- Repeat this process until all requirements have 'Response Received' recorded for the application to be processed.

Enterprise search

Application Response

Saved

Withdraw

Application ID 5221
Submitted 24-Mar-2021

Summary
Submitted 24-Mar-2021

Offers
Your application is being processed

Further Information Requests
0 Awaiting response

Further Information Requests

Select 'Respond' to answer each requirement marked as 'Mandatory'.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show less](#)

Search

1 record.

Supporting Documents - Academic Transcripts and Certified Translations RESPONSE RECEIVED

Please provide supporting documents for qualifications undertaken at institutions other than Flinders University.

BCRIM BSCHFS

Respond

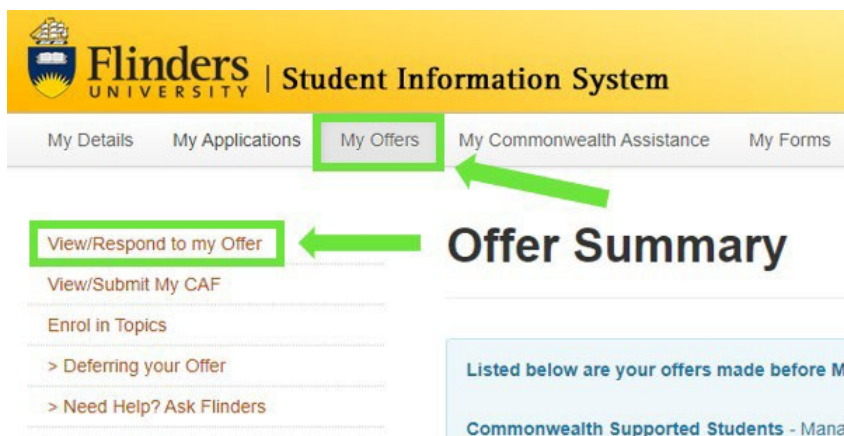
Application Outcome

Responding to an Offer

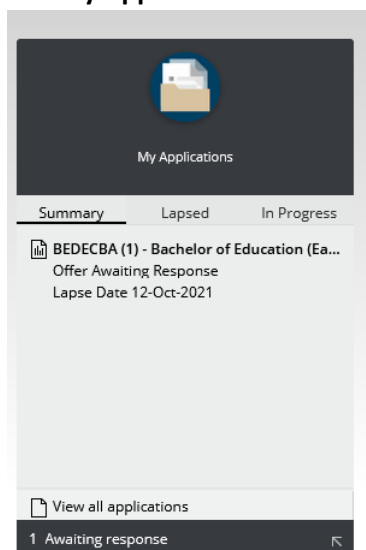
- Carefully review the details in the offer email, including any [Special conditions](#) specified.
- Next, visit [Flinders New Students](#), select 'Higher degree by research' and follow the steps to activate your student account to formally accept or decline the offer, or apply to defer to a later semester.

*If you need to change your offered start date to within the same semester (ie Jan-Jun or Jul-Dec) OR if you wish to defer your offer to another semester, immediately notify HDR.Admissions@flinders.edu.au before accepting OR deferring your offer in the application system. If you do not, your enrolment will be activated and it cannot be changed.

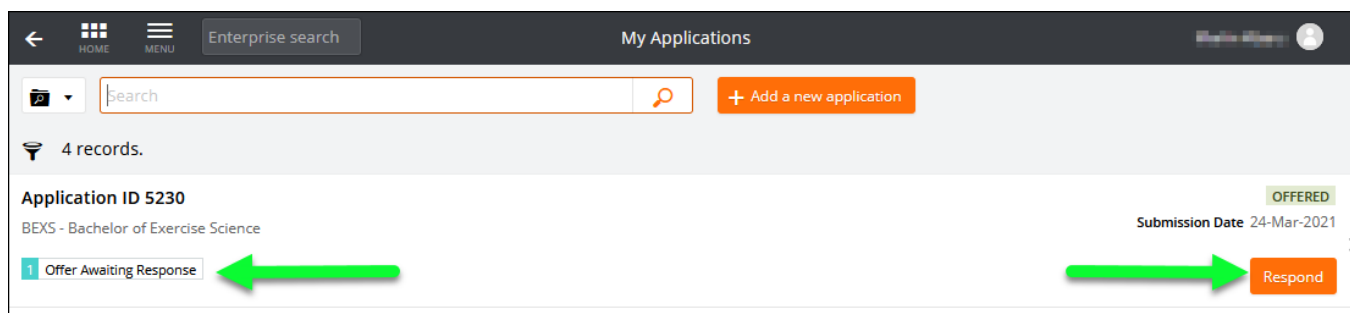
3. An HDR offer is valid for 14 days unless otherwise specified and will lapse if you do not act on it.



4. After logging onto the Student System, click on the **View/Respond to my Offer** link on the **My Offers** tab in the Student Information System.
5. The **My Applications** dashboard window displays offers you have been made requiring a response.



6. The **My Applications** Window will also display offers awaiting a response.
7. Click on **Respond** for the application that is awaiting a response.



8. An offer may be unconditional or conditional. Conditional offers will be tagged and details of conditions to be met will be listed on the application and detailed in the offer letter.

Enterprise search

Offer Response

Marilyn Monroe

Accept More

BIT (1) - Bachelor of Information Technology
Lapse Date: 31-Aug-2021

Offer
Awaiting Response
Lapse Date 31-Aug-2021

Offer Conditions
Awaiting response
Offer Information

Offer Conditions
Select 'Respond' to answer each requirement marked as 'Mandatory'.
Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response.
[Show less](#)

Search

3 records.

Police Checks OPTIONAL
All students must obtain a Child-Related Employment Screening before undertaking their professional experience.
Offer Condition BIT BCRIM Respond

Secondary Education OPTIONAL
Provide the details of secondary education and/or university entrance examinations (e.g. high school diploma, GCE A levels, Abitur) that you have completed.
Offer Condition BIT Respond

Transcript Note:
Final Academic Transcripts
If you are a non-Flinders applicant with a current enrolment relevant to this application, you are still required to provide your Academic Transcripts. A final Academic Transcript showing final grades must also be uploaded to your application as soon as possible and no later than Wednesday 12 December. Please include a grading key (usually found on the back of the official transcript). Applications without final transcripts will NOT be processed.
Overseas Qualification Assessment
Applicants who are graduates with psychology degrees from non-Australian universities must have their qualifications assessed by the Australian Psychological Society (APS) for equivalence to an Australian programme of
Offer Information BIT Respond

9. Accept the offer by clicking on the **Accept** button at the top left.

Enterprise search

Accept More

BIT (1) - Bachelor of Information Technology
Lapse Date: 31-Aug-2021

Offer
Awaiting Response
Lapse Date 31-Aug-2021

Offer Conditions
Select 'Respond' to answer each requirement marked as 'Mandatory'.
Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response.
[Show less](#)

Search

3 records.

Police Checks OPTIONAL
All students must obtain a Child-Related Employment Screening before undertaking their professional experience.
Offer Condition BIT BCRIM Respond

Secondary Education OPTIONAL
Provide the details of secondary education and/or university entrance examinations (e.g. high school diploma, GCE A levels, Abitur) that you have completed.
Offer Condition BIT Respond

Transcript Note:
Final Academic Transcripts
If you are a non-Flinders applicant with a current enrolment relevant to this application, you are still required to provide your Academic Transcripts. A final Academic Transcript showing final grades must also be uploaded to your application as soon as possible and no later than Wednesday 12 December. Please include a grading key (usually found on the back of the official transcript). Applications without final transcripts will NOT be processed.
Overseas Qualification Assessment
Applicants who are graduates with psychology degrees from non-Australian universities must have their qualifications assessed by the Australian Psychological Society (APS) for equivalence to an Australian programme of
Offer Information BIT Respond

If you wish to defer your offer to a later semester, DO NOT select **Defer****.

Instead, immediately notify HDR.Admissions@flinders.edu.au and we will initiate a request to the College for approval to defer your offer.

Once the deferral outcome is decided, you will be notified by email. If it is approved, you can then proceed to select **Defer** to defer your offer in the application system.

**** If you select **Defer** and you do not contact us, your enrolment will be activated, and it cannot be changed. You would need to lodge a new application for a later start date.**

10. Once the offer has been accepted and any outstanding requirements verified, prepare for your admission by following pre-enrolment tasks at [Flinders New Students](#).

Close to your start date, the HDR Admissions team will change your course status to 'Admitted' and the study plan is expanded.

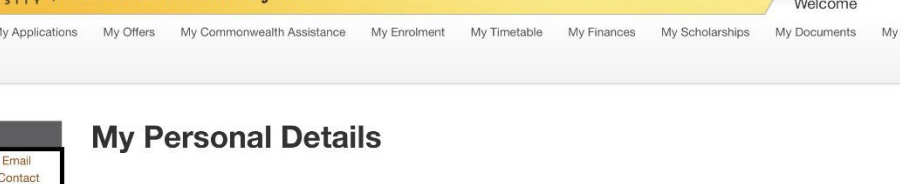
- For 'thesis only' HDR students, HDR Admissions staff will enrol you in your thesis topic.
- For Master of Clinical Education by Research and Master of Health and Clinical Research students, you must self-enrol in the credit-based topics on your study plan. Topic enrolment and class registration processes can occur via the Student Information System as per normal.

Unsuccessful application

You will be notified via your preferred email if your application has been unsuccessful. If you wish to discuss your options, please contact the Office of Graduate Research on 8201 5893, ready to provide your name and Student ID.

Checking your Preferred Email Selection

Email is the primary mode of communication with all applicants. Flinders email address is normally automatically designated as the 'Preferred Email'. Applicants should check and select their preferred email by logging on the Student Information System and accessing the My Details tab where the preferred email can be updated. Your preferred email will have a tick next to it.



Flinders UNIVERSITY | Student Information System

Welcome Help Log Out

My Details My Applications My Offers My Commonwealth Assistance My Enrolment My Timetable My Finances My Scholarships My Documents My Exams and Results

My Graduation

Personal Details

Address, Phone, Email and Emergency Contact Details

Citizenship and Residency Details

Cultural Details

Disability Details

Parent/Guardian Education Details

> Disability Information

> Problems Changing Details?

> Need Help? Ask Flinders

My Personal Details

First Name: [Input Field]

Last Name: [Input Field]

Student Number: [Input Field]

Phone: [Input Field]

Email: [Input Field]

Emergency Contact: [Input Field]

Address: [Input Field]

City: [Input Field]

State: [Input Field]

Postcode: [Input Field]

Country: [Input Field]

Gender: [Input Field]

Date of Birth: [Input Field]

Marital Status: [Input Field]

Religion: [Input Field]

Language: [Input Field]

Disability: [Input Field]

Disability Details: [Input Field]

Parent/Guardian Education: [Input Field]

Disability Information: [Input Field]

Problems Changing Details?: [Input Field]

Need Help? Ask Flinders: [Input Field]

My Email Addresses

Preferred	Email Type	Email Address		
<input checked="" type="checkbox"/>	Flinders Email			
	Applicant Email		Change	Delete
	Alternate Email 1		Change	Delete

[Add a new type of email address](#)



Contact us

Office of Student Recruitment
1300 354 633
askflinders@flinders.edu.au