



Flinders
University

FEARLESS

Direct Application Guide for Higher Degrees by Research



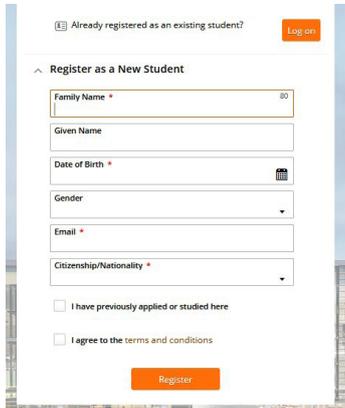
flinders.edu.au/HDR

Table of Contents

Important Information.....	3
Accessing the Application System.....	3
Your Flinders Account.....	3
Submit an Application.....	4
Select a Course.....	4
Select a Scholarship.....	4
Higher Degree Research Scholarship Main Round.....	4
Applicant Details.....	5
Requirements.....	5
Review and Submit.....	5
Withdrawing an Application.....	7
Request for Further Information.....	7
Application Outcome.....	7
Responding to an Offer.....	7
Unsuccessful application.....	9
Checking your Preferred Email Selection.....	10
Contact us.....	11

Important Information

- You can apply for only 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 one application will be considered at a time. The first application submitted will be considered and any subsequent course applications will be closed.
- Applicants may be asked for further information required to assess an application, via 'Preferred' email. Please ensure you check your 'Preferred' email.



The screenshot shows a web form titled "Register as a New Student". At the top, there is a checkbox for "Already registered as an existing student?" with a "Log on" button. Below this, the form fields include: "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). At the bottom, there 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 right of the form.

Accessing the Application System

Applications are submitted through the [Online Application System](http://www.flinders.edu.au/apply) portal - <http://www.flinders.edu.au/apply>

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](https://eapplicant.flinders.edu.au/eApplicant) - <https://eapplicant.flinders.edu.au/eApplicant>. If you do not have one, you will be asked to register.

If you have your FAN details, you may need to [reactivate your FAN](https://eapplicant.flinders.edu.au/reactivate) - <https://eapplicant.flinders.edu.au/reactivate> first before being able to access the online application system.

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

If you are an existing Flinders student, log into the Student System through your [student dashboard](https://okta.flinders.edu.au/) - <https://okta.flinders.edu.au/> using your FAN and password.

1. After logging into the Student Information System, select My Applications tab, then select **Apply for a Course/View Application**.



This will take you to the Direct Domestic Application system.

Submit an Application

Select a Course

1. Select 
2. Type into 'Select a Course' search box to generate options eg "phd".
3. Select your desired course:

Intake

- First Half Year = start between Jan & June
- Second Half Year = start between July & Dec

Load Category

- Full-time students are expected to study 35-40 hours per week
- Part-time students are expected to study half-time, ie 18-20 hours per week.

Attendance Mode

- **In Person** - your proposed candidature will require in person attendance for research activities such as: ethnography/ participant observation/ field work; laboratory or clinical work; work integrated learning. You may require some supplementary online resources, interaction, assessment, and activities
- **Online Plus** - your candidature will be located somewhere you still need to access resources 'In person', but you are not near a Flinders campus. You and your supervisors may need to appoint an adjunct supervisor close to your 'In person' resources.
- **Online** - for students who can complete all their remaining candidature online ie all resources, interaction, assessment, and activities are available online.

4. Select  for your selection and it will process.

DO NOT USE '+ Select another course'. By default, if you apply for more than one course, only your first course will be assessed, and any additional courses selected will be removed.

5. Select  (in the top right-hand corner) to progress to 'Select a Scholarship' window.

Select a Scholarship

6. Scholarships may appear based on the course you selected but you can only apply for those displaying both  and 

Higher Degree Research Scholarship Main Round

If the domestic HDR scholarship round is open, you will be able to add it to your application and answer the additional scholarship application questions at the same time as your admission application questions. If the round is not open, you can either

- submit your course application first and have it assessed; then return to Student Management System to submit a separate scholarship application later by selecting 'My Scholarships' tab instead of 'My Applications' tab



OR

- wait until the HDR scholarship round opens, then submit your application for course and scholarship in the same application.

7. Select **Next >** to progress to the 'Applicant Details' window.

Applicant Details

8. New applicants must enter Personal Details, Contact and Address Details, and Citizenship/Nationality and Cultural Details. **Failure to do so will result in your application not progressing.**

Existing students can amend certain details on this window.

9. Select **Next >** to progress to the 'Requirements' window.

Requirements

Specific information to be submitted as part of the course admission requirements will display in this section.

Requirements may be mandatory or optional: Responses must be provided to **MANDATORY** requirements before the application can be submitted. Attached documents must be PDF format not Word.

10. Select **Respond** and provide the information requested, then **Save**. Repeat for each requirement.

Once a response has been saved, **RESPONSE RECEIVED** displays.

- **Start Date** - For thesis only Higher Degrees by Research, this is the date you would like to commence your study that you may have discussed with your nominated supervisor. Your Confirmation of Candidature, HDR milestones and thesis submission will be the anniversary of this date. Consider whether you want these deadlines in the first week of January or later in the semester?

- **Academic Details** - 'Do you wish to provide your Academic Transcript via My eEquals?'
NOTE: if you select 'Yes', you must include a PIN and a valid link, otherwise your application will be 'INCOMPLETE' and won't progress.

11. Select **Next >** to progress to the 'Application Summary' window.

Review and Submit

12. If changes are required, select the relevant group tile on the left or select **< Previous**. Once the application is submitted, changes cannot be made. Please review carefully.

13. When the application is ready, select **Submit**.

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 the status still shows as 'Application Incomplete', check your response to eEquals and any other required information in 'Mandatory' fields, update and select **Submit** again.

14. After the application is submitted and once it is loaded by the system, an acknowledgement will be sent to your email.

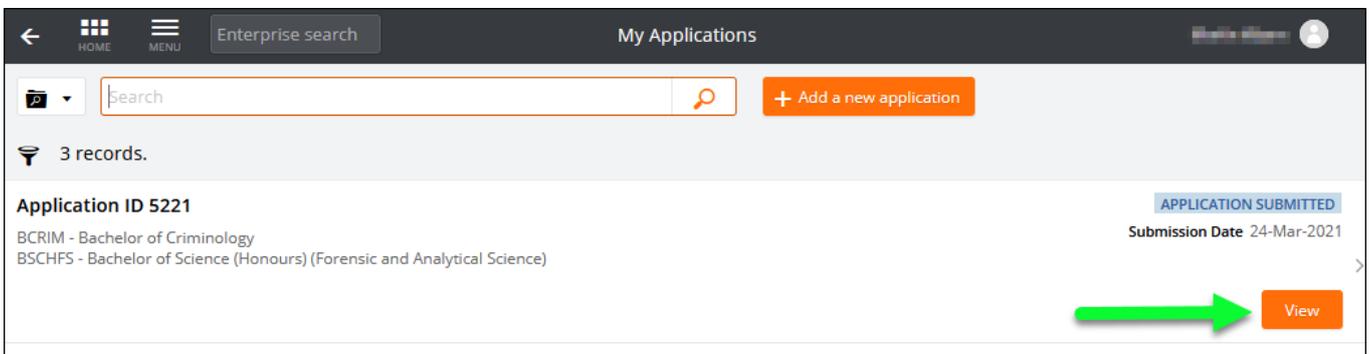
Withdrawing an Application

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

1. After logging onto the Student Information System, select Apply for a Course in the My Applications tab. This will take you to the 'My Applications' window.



2. Select **View** for the application that is to be withdrawn.



3. Select **Withdraw**

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

Request for Further Information

The Office of Graduate Research may need more information to complete the assessment of your application. If so, an email will be sent to your 'preferred email' address requesting details of the required information. See [Checking your preferred email selection](#).

Application Outcome

The Office of Graduate Research will notify you of the outcome of your application via your preferred email.

Responding to an Offer

1. Carefully review the details in the offer email, including any specified [Special conditions](#) - <https://students.flinders.edu.au/my-course/hdr/welcome/hdr-offer-conditions>.

If a Special condition 'Qualifying Program' or 'Permanent resident' is specified, you will need to action this before you can accept your offer.

If the Special condition 'Intellectual Property assignment' is specified, you and your supervisor will need to action this before you can be enrolled or receive scholarship payments.

2. Next, visit [Flinders New Students](#) - <https://students.flinders.edu.au/new-students> select 'Higher degree by research' and follow the steps to formally accept or decline the offer, or apply to defer to a later semester.

If you need to change your offered start date within the same Half Year (i.e. Jan-Jun or Jul-Dec) **OR** if you wish to defer your offer to another semester, immediately contact HDR.Admissions@flinders.edu.au.

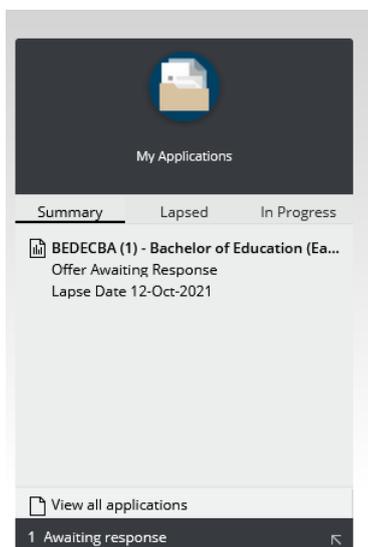
If you do not contact us and instead Accept your offer, your enrolment will be activated, and it cannot be changed.

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

3. After logging onto the Student Information System, select **View/Respond to my Offer** in the **My Offers** tab.

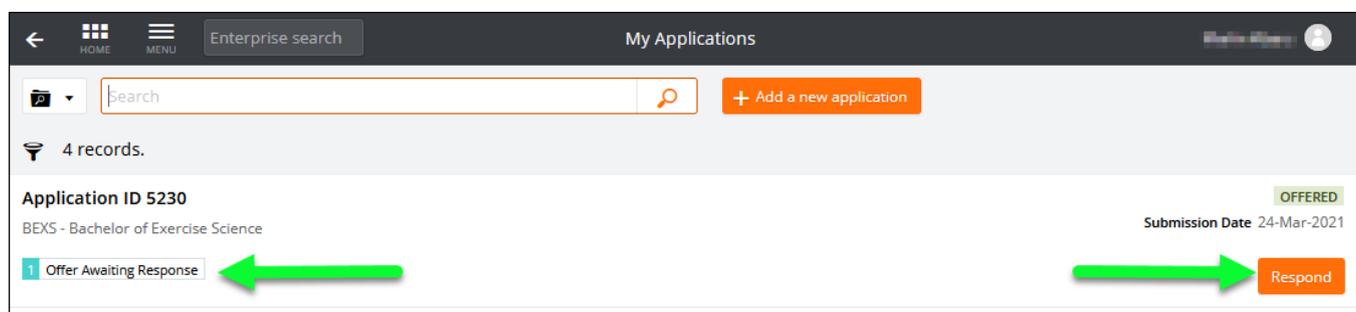


4. The **My Applications** dashboard window displays offers you have been made requiring a response.

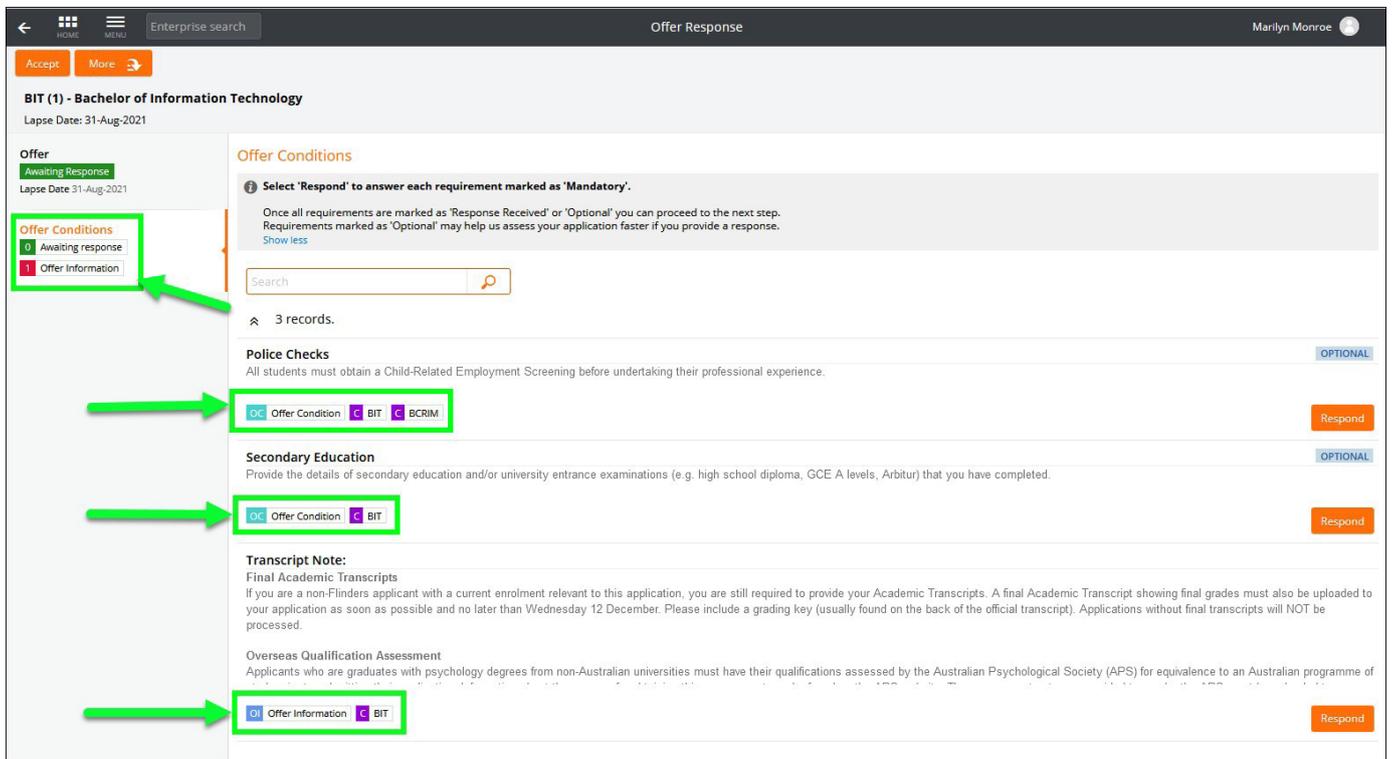


5. The **My Applications** window will also display offers awaiting a response.

6. Select **Respond** for the application that is awaiting a response.

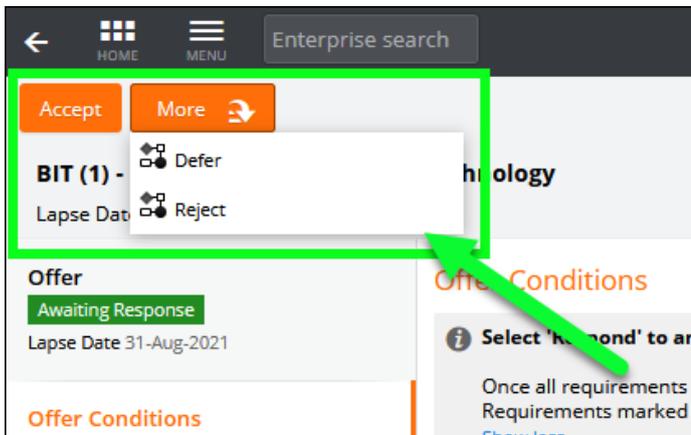


7. An offer may be unconditional or conditional. Conditional offers will be tagged and details of conditions to be met will be listed on the application and detailed in the offer letter.



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

If you wish to Defer your offer, [contact HDR.Admissions@flinders.edu.au](mailto:HDR.Admissions@flinders.edu.au) to seek approval to defer your offer. If you select Defer, please ignore the auto response that confirms you have successfully deferred- this is a system error as the deferral must first be approved. Once the deferral outcome is decided, you will be notified by email.



9. Once the offer has been accepted and any outstanding requirements verified, prepare for your admission by following pre-enrolment tasks at [Flinders New Students](https://students.flinders.edu.au/new-students) - <https://students.flinders.edu.au/new-students>.

Closer to your start date, the Office of Graduate Research will change your course status to 'Admitted', enrol you in your thesis topic and email you an 'Enrolment verification'.

NB for Master of Clinical Education by Research and Master of Health and Clinical Research students, the Office of Graduate Research will email you an 'Admission confirmation' and you must self-enrol in the credit-based topics on your study plan. Topic enrolment and class registration processes can be managed via the Student Information System.

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 3894 and 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.

The screenshot shows the 'My Personal Details' page in the Student Information System. The 'My Details' tab is selected in the top navigation bar. On the left sidebar, 'Address, Phone, Email and Emergency Contact Details' is highlighted. The main content area is titled 'My Personal Details' and contains several sections: Citizenship and Residency Details, Cultural Details, Disability Details, Parent/Guardian Education Details, > Disability Information, > Problems Changing Details?, and > Need Help? Ask Flinders.

The screenshot shows the 'My Email Addresses' page. It features a table with the following columns: Preferred, Email Type, and Email Address. The 'Preferred' column has a checked checkbox for the first row. Below the table is a button labeled 'Add a new type of email address'.

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

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



FEARLESS

Contact us

Office of Graduate Research

+61 8 8201 3894

HDR.Admissions@flinders.edu.au