

How to Apply for a Graduate Research Degree

Who are these instructions for?

These instructions are for Australian and New Zealand citizens and Australia Permanent Residents wishing to apply for a masters by research, PhD or professional doctorate at La Trobe University.

Table of contents

1.	Create your application	. 2
2.	Select a course	. 3
3.	Select a scholarship	. 3
4.	Check your details	. 4
5.	Enter required information and documentation	. 5
6.	Review your application	. 6
7.	How do I view my application once it is submitted?	. 6
8.	What if La Trobe University requires further information?	. 7
9.	Where can I get help?	. 7

1. Create your application

- 1.1. Click on the link to apply. Links can be found by expanding the 'submit your application' section on the relevant <u>How to Apply</u> page.
 - If you already have a La Trobe student login, click the **log on** button and enter your La Trobe student credentials.
 - If don't have a La Trobe student login, complete the registration details. Once registered, a popup message will appear. To start creating your application, click on the **continue with application** button. An email will be sent to your registered email address containing your new Student ID number.



Tip:

You can leave your application at any point and return to complete it later. The application will save automatically but ensure you click the **save** button for any partially completed requirements (see step 5).

To access your saved application:

- **Existing La Trobe students:** log on to <u>StudentOnLine</u>, click on the My Applications tile and select your draft application.
- **New students:** click on the link in your registration confirmation email and log on to the Applicant Portal using your new student ID and password, click on the My Applications tile and select your draft application.

Up until you submit your application, you can click the **previous** button to return to the previous step and make changes.

\bigcirc	My Applica	tions
Summary	Lapsed	In Progress
🔊 1 recer	nt application	ı

2. Select a course

Note:

If you are applying for scholarship only (i.e. if you are already enrolled in or have accepted an offer of candidature for a research degree) skip this step by clicking the **next** button and continuing from the '<u>Select a scholarship</u>' step below.

- 2.1. Determine the appropriate course option based on your preferred study load (full or part time) and commencement date.
 - Select Research Period 1 if you plan to start studying between 1 January and 30 June.
 - Select Research Period 2 if you plan to start studying between 1 July and 31 December.

You will be prompted later to indicate your preferred campus and start date.

2.2. Click on the **add to application** button.

PHD - Doctor of Philosophy					
2023 Research Study Period 1, Bundoora					
All students					
Start Date	01-Jan-2023				
Liability Category	To be Assessed				
Load Category	Part Time				
Attendance Mode	To be Assessed				
Study Mode	Standard				
			Add to application		
PHD - Doctor of P	PHD - Doctor of Philosophy				
2023 Research Study	Period 2, Bundoora				
All students					
Start Date	01-Jul-2023				
Liability Category	To be Assessed				
Load Category	Full Time				
Attendance Mode	To be Assessed				
Study Mode	Standard				
			Add to application		

2.3. The application will reload at the next step and a pop-up message will appear showing that the course has been successfully added to the application.

3. Select a scholarship

Note:

If you are not applying for a stipend scholarship, skip this step by clicking the **next** button and continue from the '<u>Check your details</u>' step below.

3.1. Click the **filter** button, under 'Scholarship Type' select the checkbox for Graduate Research Scholarships to view available options.

> Select a Scholarship		
Search		Q
Filters	(
SCHOLARSHIP TYPE		La Trobe Industry Research Schol
Donor funded access scholars	1	Advertised throughout the year on our schola
Graduate Research Scholarshi	5	Online Application Dates Year Offered
La Trobe Access Scholarships	1	Description
∧ OWNING ORGANISATION UNIT		E Eligible
Graduate Research School	5	
Scholarships	2	Graduate Research - Scholarship Currently enrolled or already have a candidate
▲ ELIGIBLE		Select this option to apply for an advertised so
Show Eligible		Research Training Program (RTP) and La Tro Dennis McDermott Research Scholarship Flexible Research Scholarships
AVAILABLE	AVAILABLE	
Show Available		Description Graduate Research Scholarships

Tip:

Some scholarships only open for applications at certain times of the year, see our <u>scholarships</u> <u>page</u> for details. Scholarships will be displayed as 'Eligible' if they are open for applications.

- 3.2. Click on the **add to application** button.
- 3.3. The application will reload at the next step and a pop-up message will appear showing that the scholarship has been successfully added to the application.

4. Check your details

- 4.1. Ensure that your details are correct and add any missing information.
- 4.2. Click on the **next** button to move to the next step.

		Make An Application	1 message
Application ID 780' Review each step before you sub	13 mit your a	application.	More 🕞 < Previous
Step 1	${}^{\bigcirc}$	Applicant Details	
Selected Course Code		Your personal details are displayed below.	
Step 2 Selected Scholarship	0	Mandatory fields are indicated by a red asterisk, please provide a response to each field and then select the 'Next >' button to con Show less	tinue to the next step
Step 3 Applicant Details	•	Personal Details Title	
Step 4 Requirements		Family Name	
Step 5 Review and Submit		Given Name	
		Preferred Name Middle Name/s	

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5. Enter required information and documentation

- 5.1. Click on the **respond** button to open each requirement in turn (a).
- 5.2. Answer all mandatory questions, identified with an asterisk (b) and attach requested documentation, either by dragging and dropping the file or by clicking the **add** button and selecting the file from your local drive.

Documents for CV	
Professional CV (Resume)	
🕑 Drag new attachments here	••• + Add
	Add from local drive

5.3. Click on the **save** button to save your response to each requirement (c).

Step 1 Selected Course Code		Requirements	Requirements		
		Select 'Respond' to answer each requirement marked as 'Mandatory'.	Requirement Details		
tep 2 riected Scholarship	0	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. Snow iess			
			Required for DPHR (1) - Doctor of Philosophy R-GRPRWDNE - Graduate research stipend scholarship: end-of-year round (applying concurrently with candidature)		
ep 3 plicant Details	9	Search D	Select your preferred campus, study rate and the date you wish to commence your study.		
PD 4			Note: you may apply to enrol as an external candidate if you do not reside within a reasonable commuting distance of La Trobe and/or the requirements of your research project are better served at another location og a clinical setting. Please note that it may are be acceltated and another of the second and areas the later of another to be another to require mediate. See		
quirements	1	Course Details	MANDATORY Graduate Research Candidature Policy for more details. As an external candidate you will still need to select a campus as your preferred base.		
ep 5 vien and Submit		Select your preferred campus, study rate and the date you wish to commence your study. Nets you may apply to annot as an external candidate if you do not reciside within a reasonable commuting distance of La and or the reasonable provide to be the same of at an determine the same of at nother costs on a children and the reasonable commuting distance of La and or the reasonable for external candidate in you wish the same level of support that is provided to on-campus candidates. S Graduate Research Candidates To tech the same level of support that is provided to on-campus candidates. S Graduate Research Candidates To tech the same level of support that is provided to on-campus candidates. S Graduate Research Candidates To tech the same level of support that is provided to on-campus candidates. S Graduate Research Candidates To tech the same stemal candidate you will still need to select campus preferred base Research Topic Advertised projects are specific funded projects which are listed on our <u>industrations page</u> and have a project code and a supervisor. Includes scholamathys are advertise with industry patrems. Advertised projects are specific funded projects which are listed on our <u>industrations page</u> and have a project code and a supervisor. Includes scholamathys are advertise with industry patrems. Advertised projects on an paphy to investigate a research problem of your own design, in which case you need to provide a p research proposal of no more than 200 words and find an academic supervisor. (Ind datas of shart's required, vitit the top supervisor. Includes scholamathys are devented and find an academic supervisor (Ind datas of shart's required, vitit the top supervisor. Advertised prove chaver degree. C network of the other bar supervisor. C network of the ot			
		CV Please upload your professional CV (resume) outlining relevant work experience, academic awards, prior research back and details of any research publications.	MANANOW ground • Please allow at least 6 8 weeks for the assessment of your application. • Please allow at least 6 8 weeks for the assessment of your application. • Please allow at least 6 8 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9 weeks for the assessment of your application. • Please allow at least 6 9		

When a requirement is completed, the label on the requirement will update to 'Response Received.'

5.4. Once all mandatory requirements are completed click the **next** button to move to the next step.

pplication.		More 子 < Previous 🛛 Next 🔸
Requirements		
Select 'Respond' to answer each require Once all requirements are marked as 'Re Requirements marked as 'Optional' may Show less	rement marked as 'Mandatory'. sponse Received' or 'Optional' you can proceed to the next step. help us assess your application faster if you provide a response.	
Search	Q	
 15 records. Course Details 		RESPONSE RECEIVED

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6. Review your application

6.1. Check that the details of the application are correct and then click on the **submit** button. Once you have submitted you will no longer be able to go back and edit the application.



Note:

After you have submitted, the application status will update to 'Incomplete' – you don't need to do anything further at this point and your application will move automatically to the next stage in the workflow. An email confirmation of your application submission will be sent to you.



7. How do I view my application once it is submitted?

- 7.1. Log on to <u>StudentOnLine</u>.
- 7.2. Click on the My Applications tile.
- 7.3. Click on the **view** button to see your submitted application.



8. What if La Trobe University requires further information?

If we require more information to process your application, you will be notified by email and your application will be returned to you in the online system. The email will contain a link to your application, where you will be able to provide the required information or documentation and resubmit your application.

9. Where can I get help?

For assistance, please contact the GRS Admissions Team at <u>Admissions.GRS@latrobe.edu.au</u> or attend one of our zoom drop in sessions – details can be found on our <u>contact page</u>.