

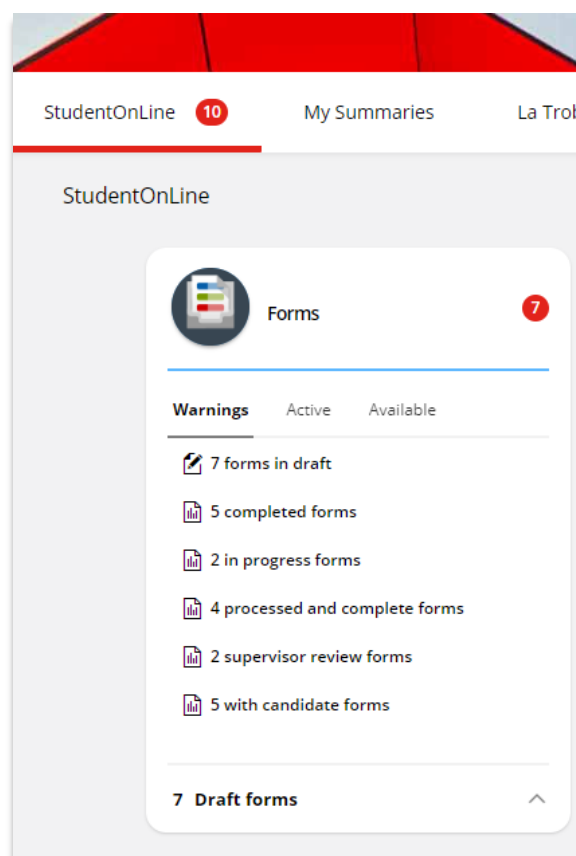
## Submitting and viewing forms in StudentOnLine for Graduate Researchers

The StudentOnLine Forms module provides a one-stop shop for candidates to manage their candidature forms throughout their degree. Online forms can be created, submitted, monitored, and viewed all within the Forms module.

### The Forms module in StudentOnLine

Finding the correct candidature form for your degree in the Forms module of StudentOnLine.

1. Access the [StudentOnLine](#) Portal and enter your Username and Password (Your Student ID is your Username)
2. When the home screen opens, select the Forms tile by clicking the Forms header. This will open the forms module where new forms can be created and submitted.



**Note:** Previously created forms can be accessed via quick links on the Forms tile. Forms are grouped by status and clicking on the listed link opens the selected list of forms in the Responses page.

The screenshot displays the Loughborough University Forms module. It is organized into three main panes: Categories, Forms, and Responses. The Categories pane on the left lists three categories: Student Forms, GRS Candidate Forms (highlighted in red), and General Forms. The Forms pane in the center shows a list of 9 forms, including 'Graduate Research Change of ...', 'Graduate Research Leave of A...', and 'Graduate Research External C...'. The Responses pane on the right shows a list of 8 responses, including 'Graduate Research S...', 'Graduate Research L...', 'Graduate Research Extension...', 'Leave of Abs...', and 'LTU Graduat...'. A detailed view of the 'Graduate Research S...' form is shown on the far right, featuring the Loughborough University logo and text about supervisor variation and privacy.

3. The Forms module is divided into three pages with distinct functions:

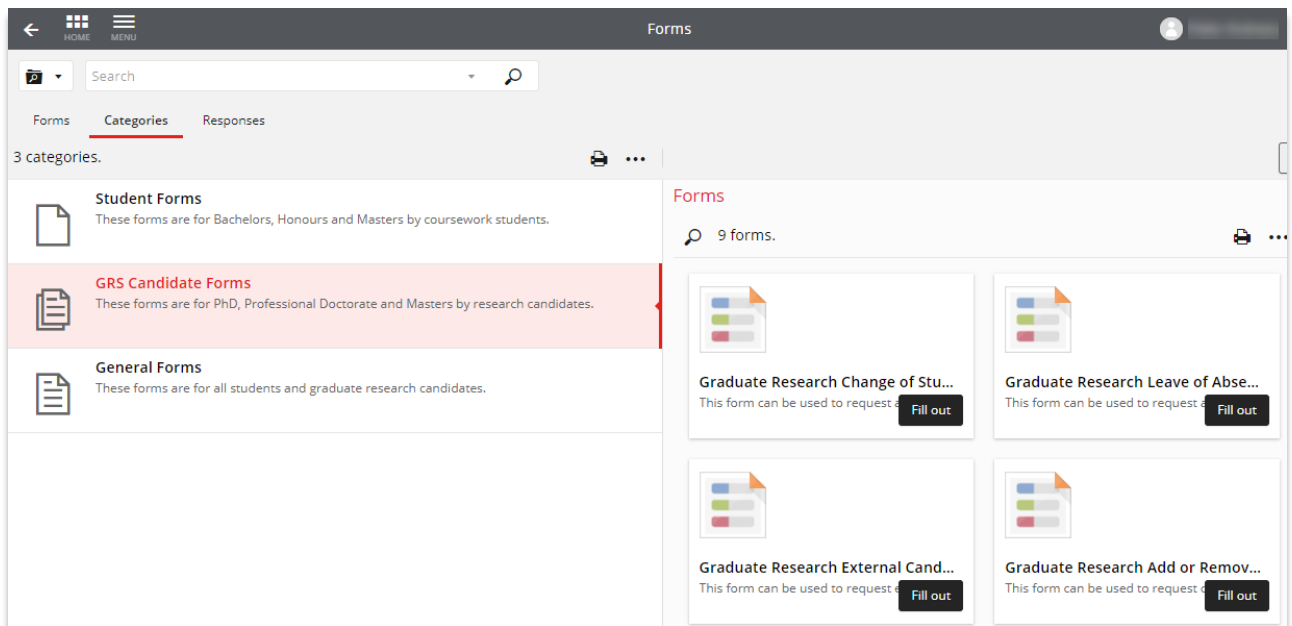
- Forms – Lists ALL forms available to all candidates. This includes those used by Graduate Researchers and Coursework students. Forms can be selected from this page.
- Categories – Groups forms into those used by coursework students, those used by graduate researchers and those used by both. Select the appropriate category tab to filter the forms displayed as thumbnail tiles for selection.
- Responses – Lists all forms the candidate has created and/or submitted. Please note that if the incorrect form is created or a form is no longer needed it cannot be deleted by the candidate.

**Note:** When creating a new form, it is recommended that forms are accessed from the Categories page as this ensures the correct form for your degree is selected and completed.

### Creating & submitting online forms through the Categories page in Forms

Candidature forms can be accessed, viewed, and submitted online, through the Forms tile within StudentOnLine.

1. Open the Forms tile in StudentOnLine, and
2. Select the Categories page and click on the GRS Candidate Forms tab.



3. Select the required form tile and click the **fill out** button. If there is an existing form in draft a prompt will appear with the option to continue with the draft form or to begin a new form
4. Complete the required sections of the form. If you wish to save your progress before submitting, select the **More** button and select **Save**.
5. Click on the **Submit** button to submit the completed form for approval and processing.

Graduate Research Supervisor Variation

Supervisor Variation

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PhD, Masters by research and professional doctorate candidates: use this form to request a change to your supervisors. To request changes to your progress committee chair and/or independent members, use the '[Change to progress committee chair and/or independent members](#)' form.

When you have finished completing the form, click on the 'submit' button to send it to the next stage. Note that once you have submitted the form you will no longer be able to edit your responses.

**Privacy statement:** this information will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use.

Course ID \*  
19357522 (PHDL (1) - Doctor of Philosophy)

Student Details


### Submitting a previously saved form through the Responses page in Forms

Previously saved forms can be opened, completed, and submitted through the Responses page. Submitted and completed forms can also be viewed through this page. Please note that forms cannot be deleted including draft forms.

1. Open the Forms tile in StudentOnline, and
2. Select the Responses page.
3. Select the form in the list and click the **view** button over the form preview.
4. Complete any remaining sections of the form. If you wish to save your progress before submitting, select the **More** button and select **Save**.
5. Click on the **Submit** button to submit the completed form for approval and processing.

### Viewing submitted & saved forms through the Responses page in Forms

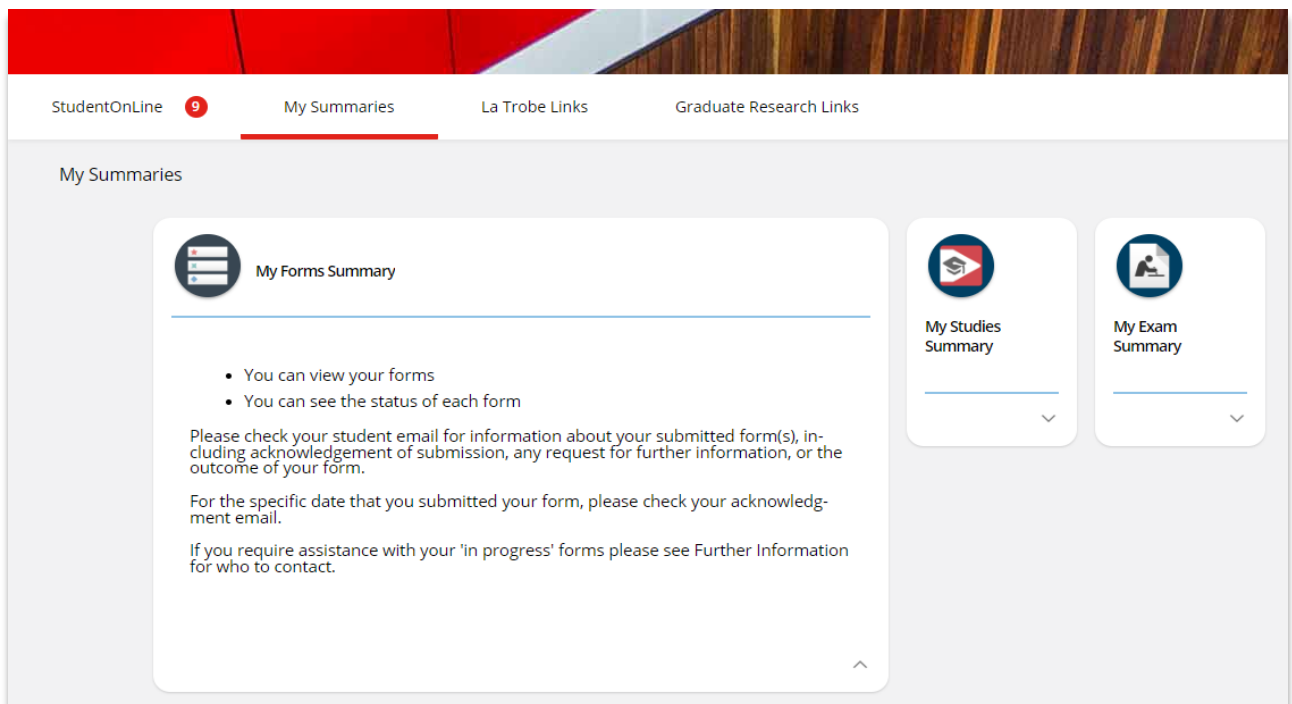
Tracking the progress of submitted forms and viewing forms is possible within the Responses page of Forms.

1. Open the Forms tile in StudentOnline, and
2. Select the Responses page.
3. Lists all forms created by the candidate. These can be filtered by status and by time since last updated.
4. Select a form from the list and click the **view** button over the form preview.
5. Completed forms can be viewed, copied, and downloaded using the **Action**  button.

## Viewing submitted & saved forms through the My Summaries page in StudentOnLine

My Forms Summary provides a dashboard style view of the candidates created and submitted forms. This page can be used as an alternative to the Responses page to manage forms. Please note that once a form has been submitted there is refresh delay of approximately 15 minutes before the form will appear in the My Forms Summary tile.

1. From the StudentOnLine home page, select the My Summaries page and open the My Forms Summary tile.



**Note:** My Forms Summary allows the candidate to view all forms assigned to them. The view can be filtered to show only forms in draft or all forms except those in draft.

My Forms

Remove Draft Forms? (Select both for...)

☐ Select All

☒ Only Show Draft Forms

☒ Show all except draft forms

What can I view on this page?

- You can view your forms
- You can see the status of each form

Please check your student email for information about your submitted form(s), including acknowledgement of submission, any request for further information, or the outcome of your form.

For the specific date that you submitted your form, please check your acknowledgment email.

If you require assistance with your 'in progress' forms please see Further Information for who to contact.

My Forms

Form Reference Number	Date Created	Request Type	Display Status	Information
102516	23-Mar-2022	Covid-19 Vaccine Status	Complete	Please contact ASK La Trobe for any information
126529	26-Jul-2022	LTU Graduate Research Mid-Candidature Review	Complete	Please contact the Graduate Research School for
126811	10-Aug-2022	Enrolment Activities Form	Complete	Please contact ASK La Trobe for any information
126818	10-Aug-2022	Change to majors or minors	Draft	Please contact ASK La Trobe for any information
126825	10-Aug-2022	Graduate Research Extension or Postponement	Draft	Please contact the Graduate Research School for
126831	10-Aug-2022	Graduate Research Extension or Postponement	Draft	Please contact the Graduate Research School for
127041	24-Aug-2022	Graduate Research Change of Study Rate	Complete	Please contact the Graduate Research School for
127514	28-Sep-2022	Graduate Research Leave of Absence	Complete	Please contact the Graduate Research School for
33283	24-Jan-2021	LTU Induction Checklist	Complete	Please contact the Graduate Research School for


Helpful Links and FAQs

- Census Dates
- Academic Calendar
- Equivalent Full Time Student Load (EFTSL)
- Financial Summary
- Statement Of Account
- Communications - Statement of Account and Transcripts
- ASK La Trobe
- Graduate research enquiries
- Graduate research examination forms

- Click on the red Form Reference Number to open a draft form.
- Complete any remaining sections of the form. If you wish to save your progress before submitting, select the **More** button and select **Save**.

Graduate Research Extension or Postponement

Submit More

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**What this form is for**  
This form is for PhD, Masters by research and professional doctorate candidates who want to:

- postpone a progress milestone
- postpone your expected work submission date (EWSD)
- extend maximum completion date (MCD)
- extend your scholarship
- extend your lapsed candidature

The outcome of your request will be sent to your student email within approximately 15 university working days.

**International candidates**  
If an extension to your maximum completion date is approved, this may affect your student visa. Please read the information in the 'International Candidates' section before submitting your application.

**Before you apply**  
It's important to note that if you are approved for an extension to your maximum completion date (MCD) you may be liable for additional tuition fees.

- Click on the **Submit** button to submit the completed form for approval and processing.
- Click on the red Form Reference Number to open and view any listed form including completed forms.
- Completed forms can be open and viewed from My Forms Summaries.