

Applying for admission to a HDR program through Griffith University Degree and Career Finder – video script

Target audience – HDR applicants

Welcome to this short video titled “Applying for admission to a Higher Degree by Research program through Griffith University Degree and Career Finder”.

If you are interested in studying at Griffith University, you can apply directly through the Higher Degree by Research “How to Apply” page (<http://www.griffith.edu.au/higher-degrees-research/how-to-apply>) or by browsing the University’s Degree and Career Finder website and add degrees to ‘My Shortlist’.

This video will cover applying through the Degree and career finder website.

The following topics will be covered in this video:

- Degree and career finder
- Accessing the application
- Completing an application
- Tracking your submitted application and
- Further support

Degree and career finder

To apply for a Higher Degree by Research program, choose Future Students from the Griffith University homepage.

Then choose “Degree Finder”.

Search for the research degree that you wish to apply for.

You may search by entering a research degree you are interested in (eg Doctor of Philosophy.) or browse using the Areas of Study provided (eg Business and government). You can then filter the results further using the filters on the left side of the search results page (eg Study Level = Research).

Select the required degree and the web page will display information about the selected program.

Please note, at Griffith University, a degree is called a program, and subject is a course.

After reading the program information, choose *How to apply*.

Select the *Add to my shortlist* button.

The program will be added to your shortlist.

Continue searching for any other program for which you wish to apply (eg Master of Philosophy).

As you add programs to your shortlist, the *My Shortlist* link at the top will count the degrees added.

When you are ready to apply, choose *My shortlist*.

My shortlist

My shortlist page will list all the programs which you selected.

If you wish to save this list so that you can apply at a future date choose the 'My degree list' tab icon.

If you have not already logged in, the Future Students Login page will be displayed.

If you do not have a Griffith University Future Student account, refer to the "Creating a Future Student account" video.

Login with the email address you used when you created the Future Student account, enter your password and choose *Login*.

If you have previously studied at Griffith University, click the Griffith University logo under the heading *Alternative login* and login with your student number and password.

If you log in with your student number, the form will pre-populate some of the information in the application, including addresses and phone numbers. You can choose to change this information if required.

When you have selected the required programs, choose the *Apply* button which is against the degree you would like as your first preference.

Completing an application

When you have logged in, the admission to a Higher Degree by Research program welcome page will be displayed.

Please ensure you have a digital copy of any required documentation.

After reading the displayed information, choose *Next*.

As you progress through the application, you will need to complete a range of information. Any fields with an asterix (*) must be completed.

Personal information page

The first page you will need to complete is the Personal information page. Some of the fields will be completed with information you provided when you set up your account.

The email address which is displayed is the address you used to create the Future Student account. This cannot be changed, and all correspondence will be sent to this email address. If this is not correct, please create a new Future Student account with the correct address.

At any stage throughout the application, you may choose to save your application and return at a later date to complete it. If you wish to save and return later, choose *Save*.

Notice that you can see your progress through the application on the top navigation bar.

If you wish to continue your application, choose *Next*.

A green bubble (insert bubble image) will display to let you know that information has been successfully saved.

If you see red text, check that you have completed all the required fields.

Phone numbers

If you provided a phone number when you created your Future Student account, that number will be displayed here. You can choose to edit or remove this phone number if required using the *Edit* or *Remove* button.

Please note, you will need to provide at least one phone number before you submit the application. One phone number must be flagged as the primary number.

To add an additional phone number, choose *Add phone number*.

Choose *Next* to continue the application.

Current address

Please enter your home address by choosing *Edit*.

Enter your address details in the Edit Address window.

Then choose *Accept*.

If your mailing address is the same as your home address, click the checkbox, otherwise choose *Edit* to provide a different mailing address.

Choose *Next*.

Origin and citizen

You will be prompted to answer a number of questions about your birth country, citizenship and English language proficiency.

Depending on your answers, additional questions may be displayed.

Please remember that all questions with an asterisk must be answered before you can either save your application or choose *Next*.

Program preferences

You are able to add up to 3 research program preferences on your application. You will be assessed for your first preference, and if unsuccessful you will then be assessed for the subsequent preferences.

The programs you added to your shortlist will be displayed.

You may add additional programs if you wish, by selecting from the drop-down list and choose *Add program*.

When you choose *Next* an error may display advising that you have some incomplete details.

Choose *Edit*.

Complete the required fields. Here you may be required to select the commencing semester or start date of your candidature. For most research programs you will also need to select a Griffith School in which your research is likely to be associated.

Choose *Accept*.

Choose *Next* to navigate to the next page.

Proposed research

You are required to enter a proposed research topic title, and prior to submitting your application you will need to attach a written Research Proposal.

Information about what should be included in the written proposal is available from www.griffith.edu.au/research/research-support

After completing the questions about your research topic / project, choose Next.

Supervisors

Provide the details of at least one supervisor with whom you have discussed your proposal. If you have not found a potential supervisor with whom to discuss your proposal, please browse the University's Research Hub website for a list of academics who may be researching in your field.

research-hub.griffith.edu.au

Choose your supervisor from a drop-down list of Griffith supervisors. If your supervisor is not listed, click the 'My supervisor isn't listed' box and provide the details of your supervisor. Check that the primary element is correct for your area of study and answer the remaining questions.

Choose Next.

Your selection of a supervisor does not guarantee they will be your supervisor. The University will consider resourcing and supervisor availability when it reviews your application for admission.

Ethics, confidential material and intellectual property

Indicate where your proposed project may involve human subjects, animal subjects or where you are working with biological or genetic material. If you are unsure, hover over the questions for more information. It is important to note that, subject to your application being successful, you may be required to seek Ethical Clearance as you work towards your Confirmation of Candidature.

Confidentiality - Indicate where you are handling any private information provided by an individual or organisation as a part of your project. This is especially important where you may have an external industry partner where the project information may be considered confidential.

Intellectual Property - Indicate if you have made IP arrangements in relation to your proposed research project. These arrangements may need to be considered and mutually agreed in advance by yourself and the University.

Tertiary education and other study.

As a part of your application you will be required to list all tertiary education undertaken.

Prior to submitting your application you will be required to attach (scan and upload) a copy of your official transcript with grades and results awarded. If completed, you must also provide evidence of completion either via the transcript or attaching your testamur / certificate.

If you have completed a dissertation or thesis as a part of your study your transcript must list the grade given. Where no grade given or where the grade is a non-graded pass you will need to provide Thesis Examination Reports.

Previous research study

Here you will need to indicate where you have completed a previous Higher Degree Research program. If you have completed a Thesis or Dissertation in an Honours or Masters degree, please also indicate this here.

Academic referees

You will need to provide details of at least 2 referees who can testify to your academic achievements and your suitability for a research higher degree.

To add a referee, choose Add referee button.

The add referee window will be displayed.

Enter the referee details, and choose Accept.

Do this again to add another.

The nominated referees will receive an email once you have submitted the application, inviting them to complete a referee report . This report will be sent directly to the University and you will be able to see (in tracking your application) when the reports have been received.

Scholarships

A number of scholarships are available for Higher Degree by Research candidates. If you wish to be considered for a scholarship, please indicate those that you are interested in applying for. For a full range of Research Scholarships available see <http://www.griffith.edu.au/higher-degrees-research/research-scholarships>

Sponsorship

This section is only applicable to international applicants. Please indicate if you are expecting to receive financial assistance from a government, organisation or company to undertake this study. If you are from a country which has UN or Australian autonomous sanctions in place we may request evidence of this sponsorship.

Supporting documentation

Depending upon the answers you provided throughout the application, you may need to provide some documentary evidence.

To upload a document, choose *upload*.

Documents which you upload may be standard Microsoft documents (eg Word), PDF and most image and media formats (eg jpg).

Please note, there is a 10MB limit for each uploaded document.

Choose *browse*, navigate to the saved documents, and select the relevant document.

Please note, a red symbol means that the document must be attached before your application can be processed.

If there is a yellow orange symbol, this document must be provided to complete your application.

After you have uploaded a document, a green tick will display indicating that the upload was successful.

If you do not have access to a scanner to create an electronic copy of the required documents, it is possible to submit the application with no documentation, and using the coversheet on the track page, submit the required documentation at a Higher Degree by Research Student Centre.

While supporting documentation can be uploaded, it is important that you retain all original or certified copies as the University will verify the records. The submission of false, fraudulent, incorrect, incomplete or misleading information may result in withdrawal of an admission offer or cancellation of your enrolment.

International Agents

This section will only appear to International Applicants. If you are applying through an approved Griffith University International Agent, please indicate the Agent in this section. If you are not, please answer No.

Other Information

Please indicate if you have been excluded from another institution for either academic or misconduct grounds

Review your application

Once completed, you will have an opportunity to review your application before it is submitted. If there are any sections which have not been completed an error will display on the summary. Return to the relevant section and update the information before proceeding.

Upon completion of all sections, choose the *Download PDF preview* to view your completed application.

Declaration

The declaration window will now be displayed.
Read the declaration statements and check the box.
Choose Submit application.

Tracking your application

Congratulations – your application has now been submitted.

An email will be sent once you have submitted your application. You can track the progress of your application with the *Track Your Application* link provided in the email.

This will allow you to see the status of the application, add any additional documentation and track referee responses if relevant. The “Tracking an application” video provides further information.

Further support

If you require any assistance while completing your application, please contact 1800 303 603 (this is a toll free phone call.)

If you experience any technical issues, please contact IT Help on 3735 5555 (in Brisbane) or 55525555 (for the Gold Coast) or +61 07 3735 5555 (for overseas)

The following videos are also available:

- Creating a Future Student account
- What happens if you have forgotten the Future Student password
- Applying for admission to a Higher Degree by Research program through Griffith University Degree and Career Finder, and
- Tracking a Higher Degree by Research program application

A detailed workbook is also available which provides written instructions on applying for a Higher Degree by Research program.

We wish you success in your application.