



Applicant Portal Guide

Application for Admission to Higher Degrees by Research

- Master of Philosophy
- Doctor of Philosophy

Important Information

Higher Degree by Research (HDR) applicants should familiarise themselves with the relevant program options for the course they are applying for at <https://www.batchelor.edu.au/future-students/research-program-options/>

The Applicant Portal forms Step 2 of the Application for Admission process after you have discussed your research proposal, potential supervisors, and entry requirements with a staff member of the Institute's Graduate School.

To find out what you should do prior to applying for admission to a Higher Degree by Research program please check the 'How to Apply' page <https://www.batchelor.edu.au/research/how-to-apply/>

Applications will be assessed by the Institute's Research Committee on the following criteria:

- 1) The applicant meets the eligibility criteria and has demonstrated capacity and capability to undertake the research award.
- 2) The focus of inquiry has academic merit.
- 3) The focus of inquiry aligns with the Institute's Research or Strategic Plan.
- 4) The Institute has the resources (including supervision capacity) to support the applicant effectively throughout their candidature.

The outcome of your Application for Admission will be emailed to the email address you provide in this application.

For more information or assistance, please contact:

Graduate School

Email: graduateschool@batchelor.edu.au

Freecall: 1800 677 095

Admissions

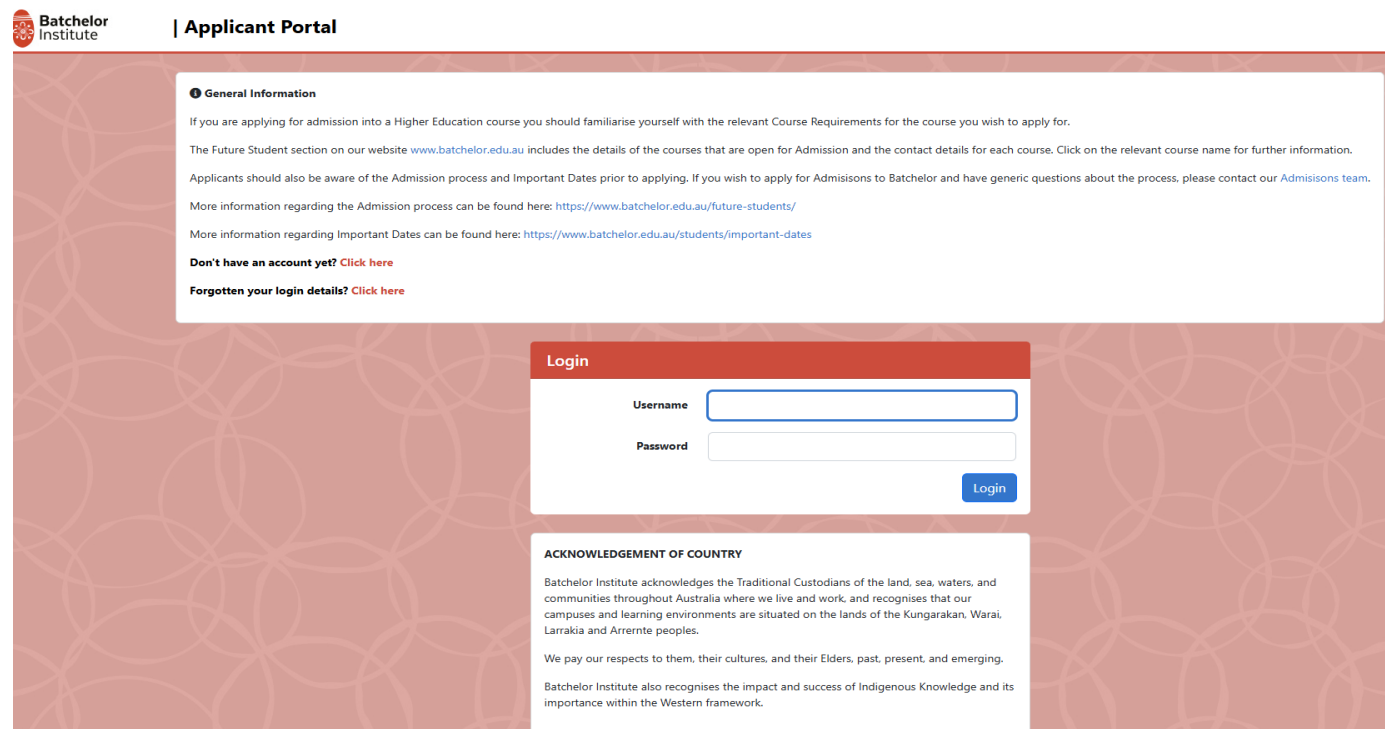
Email: admission@batchelor.edu.au

Freecall: 1800 677 095

1. Applicant Portal Login Page

To apply for admission into a Higher Degree by Research (HDR) program, you will need to create an account here or retrieve your account if you have applied for admission at Batchelor Institute previously.

<https://applicant.batchelor.tribalcloudservices.com.au/connect/webconnect>



The screenshot shows the Batchelor Institute Applicant Portal. The header includes the Batchelor Institute logo and the text "Applicant Portal". The main content area is divided into two sections. The top section, titled "General Information", provides instructions for applicants, including links to the Future Student section, the Admissions team, and links to the Admission process and Important Dates. The bottom section, titled "Login", contains a login form with fields for Username and Password, and a "Login" button. Below the login form is an "ACKNOWLEDGEMENT OF COUNTRY" section, which includes a statement from Batchelor Institute acknowledging the Traditional Custodians of the land, sea, waters, and communities throughout Australia, and a statement about the institute's respect for Indigenous Knowledge and its importance within the Western framework.

Batchelor Institute | Applicant Portal

General Information

If you are applying for admission into a Higher Education course you should familiarise yourself with the relevant Course Requirements for the course you wish to apply for.

The Future Student section on our website www.batchelor.edu.au includes the details of the courses that are open for Admission and the contact details for each course. Click on the relevant course name for further information.

Applicants should also be aware of the Admission process and Important Dates prior to applying. If you wish to apply for Admissions to Batchelor and have generic questions about the process, please contact our [Admissions team](#).

More information regarding the Admission process can be found here: <https://www.batchelor.edu.au/future-students/>

More information regarding Important Dates can be found here: <https://www.batchelor.edu.au/students/important-dates>

Don't have an account yet? [Click here](#)

Forgotten your login details? [Click here](#)

Login

Username

Password

[Login](#)

ACKNOWLEDGEMENT OF COUNTRY

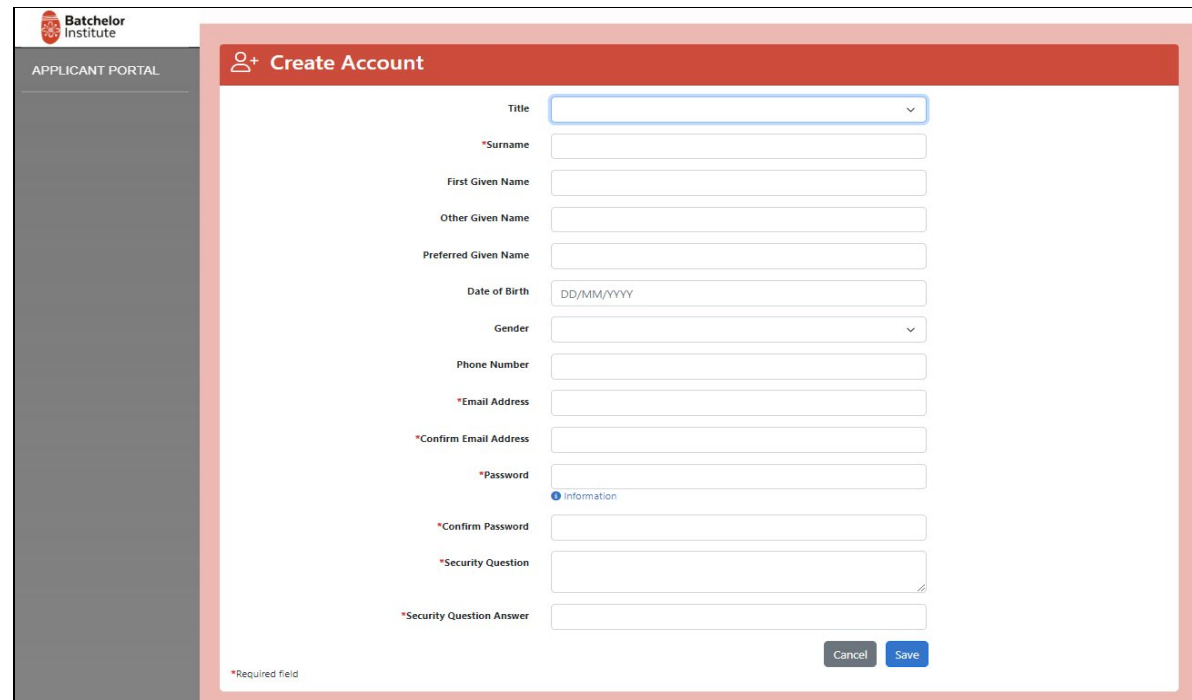
Batchelor Institute acknowledges the Traditional Custodians of the land, sea, waters, and communities throughout Australia where we live and work, and recognises that our campuses and learning environments are situated on the lands of the Kungarakarn, Warai, Larrakia and Arrernte peoples.

We pay our respects to them, their cultures, and their Elders, past, present, and emerging.

Batchelor Institute also recognises the impact and success of Indigenous Knowledge and its importance within the Western framework.

2. Create Account

To create an account, you must supply all the mandatory information (marked with *) and click **SAVE**.



The screenshot shows the 'Create Account' form in the Batchelor Institute Applicant Portal. The form is titled 'Create Account' with a user icon. It contains the following fields:

- Title: A dropdown menu.
- *Surname: A text input field.
- First Given Name: A text input field.
- Other Given Name: A text input field.
- Preferred Given Name: A text input field.
- Date of Birth: A text input field with a placeholder 'DD/MM/YYYY'.
- Gender: A dropdown menu.
- Phone Number: A text input field.
- *Email Address: A text input field.
- *Confirm Email Address: A text input field.
- *Password: A text input field with an 'Information' icon.
- *Confirm Password: A text input field.
- *Security Question: A text input field.
- *Security Question Answer: A text input field.

At the bottom right, there are 'Cancel' and 'Save' buttons. A legend at the bottom left indicates that fields marked with an asterisk (*) are required.

3. Account Created

Once you have clicked save, you will receive the message below, confirming your account has been created.

 **Create Account**



Congratulations, an account has been created for you.

[Login](#)

4. Applicant Portal Registration Email

Your username and password details will be sent to the email address that you provided to create the account.

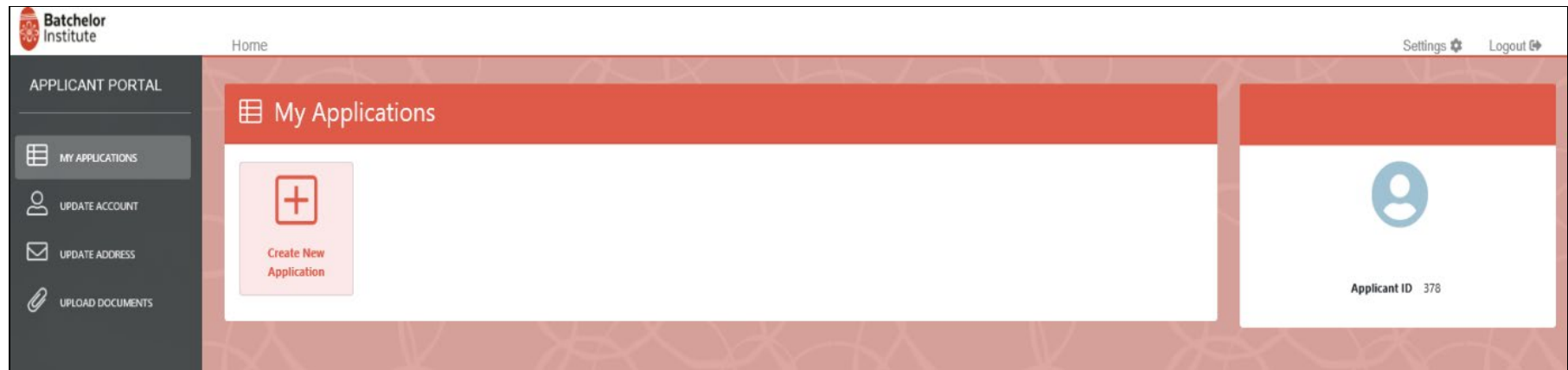
5. Applicant Portal Login Page

Once your account has been created, you will need to go back and log into the Applicant Portal again using your registered Username and Password.

You can also return later to continue an Application for Admission if you need to.

6. Create an Application for Admission

To create an Application for Admission, make sure you navigate to [My Applications] and click on [Create New Application].



7. Step 1 – Applicant Details

The details below show what you entered during the Account Creation step. If all details are correct and click [Continue](#).

 Step 1. Applicant Details 

Title	MRS
Surname	GUMARSSON
First Given Name	CSENGE
Other Given Name	
Preferred Given Name	
Date of Birth	26/12/1988
Gender	Female
Phone Number	
Email Address	

Continue →

*Required field

8. Step 2. Other Applicant Details

You will need to provide Batchelor Institute with all the mandatory information (marked with *)

Ensure that you have applied for a Unique Student Identifier (USI) and that it matches the surname, first name and date of birth details in Step 1. Once you have done this, click [Continue](#).

Step 2. Other Applicant Details

Citizenship

*Citizenship Type

☒ DOMESTIC CITIZENSHIP
☐ INTERNATIONAL CITIZENSHIP

Other Personal Details

*Unique Student Identifier (USI)

BP6LKB3C7X

Previous Surname

*Have you previously studied at this institution?

☐ Yes ☒ No

Previous Student ID (if known)

Previous Institution

Address Details

*Is your current postal address in Australia?

☒ Yes ☐ No

Business Name/Commun

*Street

29 Smith Street

*Suburb/City

Darwin City

*State

NT

*Australian Postcode

0800

Telephone

Mobile

← Previous

Continue →

*Required field

Application Steps

1. Applicant Details

2. Other Applicant Details

3. Access and Equity Details

4. Course and Unit Set Details

5. Secondary Education Details

6. Tertiary Education Details

7. Work Experience / Employment Details

8. Additional Document Upload

9. Additional Questions

10. Review Application

11. Declaration

12. Submit Application

MRS CSEN

Applicant ID

Application Type

[Back to Applicant Home](#)

9. Step 3. Access and Equity Details

Please select one of the options below and click [Continue](#).

NB. The Institute currently only accepts Indigenous Australian applicants into a Higher Degree by Research program.

 **Step 3. Access and Equity Details**

You can apply to have access and equity considerations taken into account as part of this application.
Please nominate the access and equity categories for which you wish to be considered.

☐ ABORIGINAL AND/OR TORRES STRAIT ISLANDER ORIGIN
☐ ABORIGINAL ORIGIN
☐ NEITHER ABORIGINAL NOR TORRES STRAIT ISLANDER ORIGIN
☒ TORRES STRAIT ISLANDER ORIGIN

You can record a comment in support of the access and equity categories you have selected.

Comment

[< Previous](#) [Continue >](#)

10. Step 4. Course Details

In this step, you will select your Application for Admission Course Preference(s).

 **Step 4. Course Details**

Welcome to the course selection page. To begin adding courses, click on the 'Add Preference +' button. You may add up to 3 course preferences.

Add Preference +

Click [Add Preference] and enter/search for the Course you are applying for by searching for the 'Course Code' and clicking [Search].

 Add Preference  Course Search

Course Code

Course Title

Campus

ALL 

Attendance Mode

ALL 

Attendance Type

ALL 

Field of Study

Cancel

Search

Course Code	Course Title	Location	Attendance Mode	Attendance Type
MA1	MASTER OF PHILOSOPHY	Batchelor	Multi-modal mode of attendance	Full-Time
MA1	MASTER OF PHILOSOPHY	Batchelor	Multi-modal mode of attendance	Part-Time
PhD1	DOCTOR OF PHILOSOPHY	Batchelor	Multi-modal mode of attendance	Full-Time
PhD1	DOCTOR OF PHILOSOPHY	Batchelor	Multi-modal mode of attendance	Part-Time

NB. You may choose more than one (1) course preference and should ensure you select the desired attendance mode (load type). For example, PART-TIME, or FULL-TIME.

- a) If you search for a course code, for example, MA1 – the query will return the options below. If you have only one (1) preference, click select and [Continue](#).

[Add Preference](#) ▶ [Course Search](#)

Course Code: Course Title:

Campus: Attendance Mode: Attendance Type: Field of Study:

Course Code	Course Title	Location	Attendance Mode	Attendance Type	Select
MA1	MASTER OF PHILOSOPHY	BACHELOR	MULTI-MODAL MODE OF ATTENDANCE	FULLTIME	☐
MA1	MASTER OF PHILOSOPHY	BACHELOR	MULTI-MODAL MODE OF ATTENDANCE	PART TIME	☐

OR

- b) If you wish to search for preferences at **both** the Masters and Doctorate (PHD) level, – search for ‘Philosophy’ in the ‘Course Title’ and the query will return all of the options below. Select all of your preferences and [Continue](#).

[Add Preference](#) ▶ [Course Search](#)

Course Code: Course Title:

Campus: Attendance Mode: Attendance Type: Field of Study:

Course Code	Course Title	Location	Attendance Mode	Attendance Type	Select
MA1	MASTER OF PHILOSOPHY	BACHELOR	MULTI-MODAL MODE OF ATTENDANCE	FULLTIME	☐
MA1	MASTER OF PHILOSOPHY	BACHELOR	MULTI-MODAL MODE OF ATTENDANCE	PART TIME	☐
PHD1	DOCTOR OF PHILOSOPHY	BACHELOR	MULTI-MODAL MODE OF ATTENDANCE	FULLTIME	☐
PHD1	DOCTOR OF PHILOSOPHY	BACHELOR	MULTI-MODAL MODE OF ATTENDANCE	PART TIME	☐

- c) Select the relevant course commencement period for Higher Degree by Research (HDR) courses:
- i) **HE-ADM-1-2027** if you intend to commence the course in the first half of the year (2027)
 - ii) **HE-ADM-2-2027** if you intend to commence the course in the second half of the year (2027)

[Add Preference](#) ▶ Expected Commencement

Pref	Course Option	Expected Commencement	Unit Set	Type of Place
1	MA1 MASTER OF PHILOSOPHY / BACHELOR / MULTI-MODAL MODE OF ATTENDANCE / FULLTIME			

Please select a course commencement period.

- *Expected Commencement**
- ☐ CWRK-ADM-1 2027
 - ☐ ENA-ADM-1 2027
 - ☒ HE-ADM-1 2027
 - ☐ HE-ADM-2 2027
 - ☐ CWRK-ADM-2 2027
 - ☐ ENA-ADM-2 2027

[Cancel](#) [← Previous](#) [Continue →](#)

Add more preferences, check your selections and when you are finished selecting courses, click either [Continue](#) or choose [Previous](#) to amend your choice.

Use this page to add or edit your course preferences. You may add up to 3 course preferences. Once you are happy click continue to proceed to the next step.

Pref	Course Option	Expected Commencement	Unit Set	Type of Place	Actions
1	MA1 MASTER OF PHILOSOPHY / BACHELOR / MULTI-MODAL MODE OF ATTENDANCE / FULLTIME	HE-ADM-1 2027			Edit Delete Add Promo

[Add Preference +](#)

[← Previous](#) [Continue →](#)

11. Step 5. Secondary Education Details

Complete your highest secondary education details here.



Step 5. Secondary Education Details



***Have you completed any Secondary school, Year 12 or equivalent?** ☒ Yes ☐ No

Country of Secondary Education

Last Year of Attendance

***State or Territory of Attendance**

Level Achieved

*Required field

12. Step 6. Tertiary Education Details

This is a mandatory step.

Please complete this section and upload your relevant Tertiary Transcripts/AQF Certifications. Transcripts from other Higher Education Providers or Universities must be certified prior to being uploaded. Once complete, upload your document(s) and click [Continue](#).

Step 6. Tertiary Education Details

***Country of Tertiary Education** AUSTRALIA ▼

***First Year Enrolled** 2020 ▼

***Last Year Enrolled** 2024 ▼

Institution Attended Curtin University

***Qualification Name** MASTER OF INDIGENOUS STUDIES

***Qualification Level** HE MASTERS BY COURSEWORK ▼

***Level of Completion** COMPLETED ▼

***Was this course taught in English?** ☒ Yes ☐ No

[< Previous](#) [Continue >](#)

Uploaded Documents

No documents uploaded.

(Documents cannot be deleted once submitted)

[Upload File](#)

13. Step 7. Work Experience/Employment Details

If you would like to provide this information in support of your application, feel free to do so.

Once completed, click **Continue** to move to the next step.

The image shows a web application interface for Step 7. The top section is a red header bar with a briefcase icon and the text "Step 7. Work Experience / Employment Details". Below this is a white form area with a question: "*Do you wish to record any work experience?" followed by radio buttons for "Yes" and "No", where "No" is selected. At the bottom of this section are two blue buttons: "Previous" with a left arrow and "Continue" with a right arrow. Below the main form is a "Document Upload" modal window. This modal has a title bar with a close button. Inside, there is a "Document Type" dropdown menu with a blue selection bar, a "Document" text input field containing "WORK EXPERIENCE / EMPLOYMENT DETAILS", and a "Comments" text area. At the bottom of the modal are three buttons: "Cancel", "Reset", and "Upload File" with a cloud icon.

14. Step 8. Additional Document Upload

In this section you will need to add all of the documents, then click [Continue](#).

- a) Curriculum Vitae (CV)
- b) HDR Letter of Support from a Supervisor
- c) HDR Outline of Research Activity Form
- d) HDR Referee Report

Step 8. Additional Document Upload

*Document Type

Document

Curriculum Vitae (required by HE Graduate Certificate applicants that have not completed a Bachelor Degree and applicants for a HDR course)

URL

HDR Letter of Support from a Supervisor

URL Expiry Date

HDR Outline of Research Activity Form

Comments

HDR Referee Report (required by applicant into HDR Courses)

Reset

Upload File

Uploaded Documents

No documents uploaded.

(Documents cannot be deleted once submitted)

← Previous

Continue →

15. Step 9. Additional Questions

In this section you will be asked questions to support your Application for Admission. All mandatory questions (marked with *) will need to be completed.

For the last question, select 'Yes' then **Continue**.

?

Step 9. Additional Questions

If you would like to submit any additional information in support of your application for admission, please provide a brief statement below or on a separate page and attach it to the application form.

*Are you a Batchelor Institute staff member?

☐ Yes

☐ No

*Have you ever been excluded from a tertiary course and/or institution? If no, please add NO, If YES, please provide a brief summary.

*ARE YOU APPLYING FOR A HIGHER DEGREE BY RESEARCH COURSE?

☐ Yes

☐ No

← Previous

Continue →

*Required field

This will bring up two final questions – please complete if relevant to your application.

Are you seeking to transfer from another University to complete your HDR? If so, please advise when you commenced, study mode (full time or part time) and any periods of approved leave of absence.

If you do not hold Honours or Masters by Research qualifications please identify the research units/activities you have undertaken as part of your course work.

[< Previous](#) [Continue >](#)

*Required field

16. Step 10. Review Application

In this step you can review your application. Go back to make any corrections or click [Continue](#).

You will also be able to [Print] your application prior to submission.

Step 10. Review Application

Please review your application details and click Continue if all details are correct. If any changes are required, navigate to the relevant step and update your application.

17. Step 11. Declaration

All applicants are required to agree to the Applicant Declaration by clicking [I Agree](#).

Step 11. Declaration

Applicant Declaration for MRS CSENGE GUMARSSON

1. I, CSENGE GUMARSSON, have read the relevant Course Rules for the course I wish to apply for, which includes the course structure and requirements of the course.
2. I agree to pay all fees and charges arising from this application (if applicable).
3. I declare that the information supplied by me is complete and correct, including all documentation uploaded.
4. I recognise that it is my responsibility to provide all necessary documentation where instructed and I authorise Batchelor Institute to obtain, where necessary, further information with respect to this application directly from the appropriate educational institution, as well as (where applicable) from the Referee provided in this application.

[← Previous](#) [I Agree →](#)

18. Step 12. Submit Application

Once you have agreed, click [Submit Application](#) to finalise and to receive an 'Application Receipt' for your application. 1

This receipt confirms your application has been submitted successfully.

Step 12. Submit Application

Prnf	Course Option	Expected Commencement
1	MA1 MASTER OF PHILOSOPHY / BACHELOR / MULTI-MODAL MODE OF ATTENDANCE / FULLTIME	HE ADM 1 2027

[← Previous](#) [Submit Application](#)

Applicant Receipt

Application Receipt



Application successfully submitted.

Your application has been successfully submitted for assessment. Your receipt number is 581.

Please quote this number when making enquiries to Batchelor Institute about your application.

The first date and last dates of fees will be sent to students can be found under Important Dates <https://www.batchelor.edu.au/students/important-dates>.

All admission correspondence will be sent to your registered email address in Applicant Portal.

Should you have any queries about your application for admission, please contact Batchelor's Admissions team.

Prnf	Course Option	Expected Commencement	Unit Set	Type of Place
1	MA1 MASTER OF PHILOSOPHY / BACHELOR / MULTI-MODAL MODE OF ATTENDANCE / FULLTIME	HE ADM 1 2027		

[Back to Applicant Home](#)