Instructions for completing your subject application through the University of Melbourne’s online application system

1. First time users – click **Register and Apply**. Once you have your username and password log in and check your details are correct.

2. Proceed with Application:
   a. Program Type select – **non-award course**
   b. All availability locations – **Parkville**
   c. All availability Years – **2014**
   d. Attendance – **full time**
   e. All study modes - leave as is

3. Press Search.

4. Results of search should bring up the screen below.
5. Select the first selection (2014 Parkville Start Year Intake CAR Assessed Full time On Campus Standard) and press Apply.

6. You should then see the screen below.
7. Select **Proceed with application**.

8. Enter the relevant details below according to the subject you are applying for.
Requirement 1

<table>
<thead>
<tr>
<th>Enter Subject Code</th>
<th>MGMT90168</th>
<th>MGMT90167</th>
<th>MGMT90169</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Name</td>
<td>Managing International Tertiary Education</td>
<td>Managing Teaching and Learning in Tertiary Education</td>
<td>Institutional Governance in Tertiary Education</td>
</tr>
<tr>
<td>Choose mode of assessment</td>
<td>Choose either assessed or non-assessed</td>
<td>Choose either assessed or non-assessed</td>
<td>Choose either assessed or non-assessed</td>
</tr>
<tr>
<td>Study Period</td>
<td>Start Year Intake</td>
<td>Start Year Intake</td>
<td>May Intake</td>
</tr>
<tr>
<td>Study Level</td>
<td>Postgraduate</td>
<td>Postgraduate</td>
<td>Postgraduate</td>
</tr>
</tbody>
</table>

**Requirement 2**

Graduate School: **Melbourne Graduate School of Education**

9. Continue to complete the rest of the required fields.

10. Your application is complete once you have submitted it.