



School of Exercise & Nutrition Sciences

STUDENT INSTRUCTIONS

APPLICATION FOR ACCEPTANCE INTO HSN311

Please note that only one application can be submitted at one time. Applications are due by 20th September 2019.

For further information on HSN311 or the entry requirements, please contact the Unit Chair – **Jennifer McCann** at hsn311@deakin.edu.au.

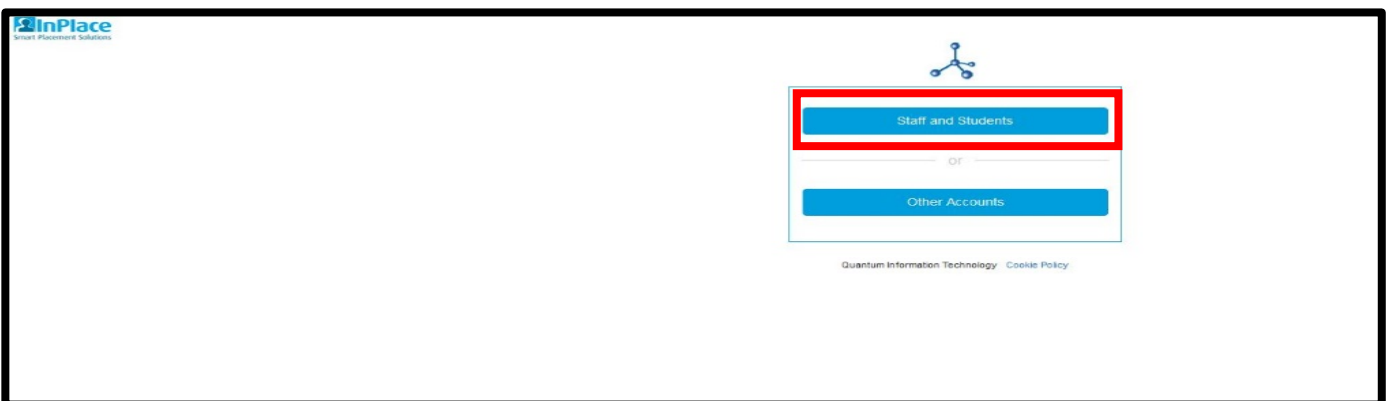
If you have difficulties with InPlace or submitting your application, please contact the **Professional Placement Office** at ens-placements@deakin.edu.au. **Tip:** if you send a screenshot of the issue, it will be easier and sometimes quicker for the Professional Placement Officer to troubleshoot the problem.

LOGGING IN TO INPLACE

Log in to InPlace - <https://placements.deakin.edu.au>

**** InPlace works best on either Mozilla Firefox or Google Chrome.****

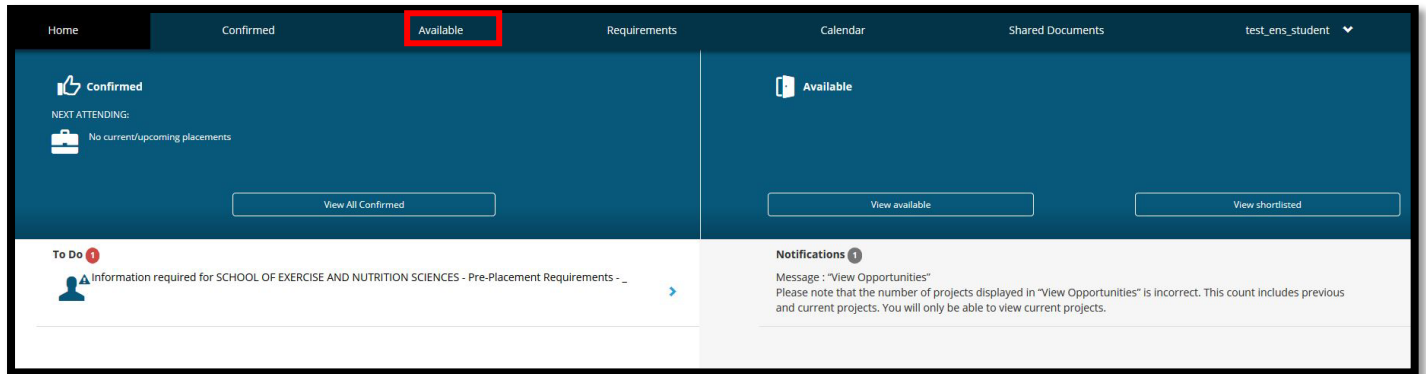
Click on the **'Staff and Students'** box to log in. Enter your Deakin University username and password.



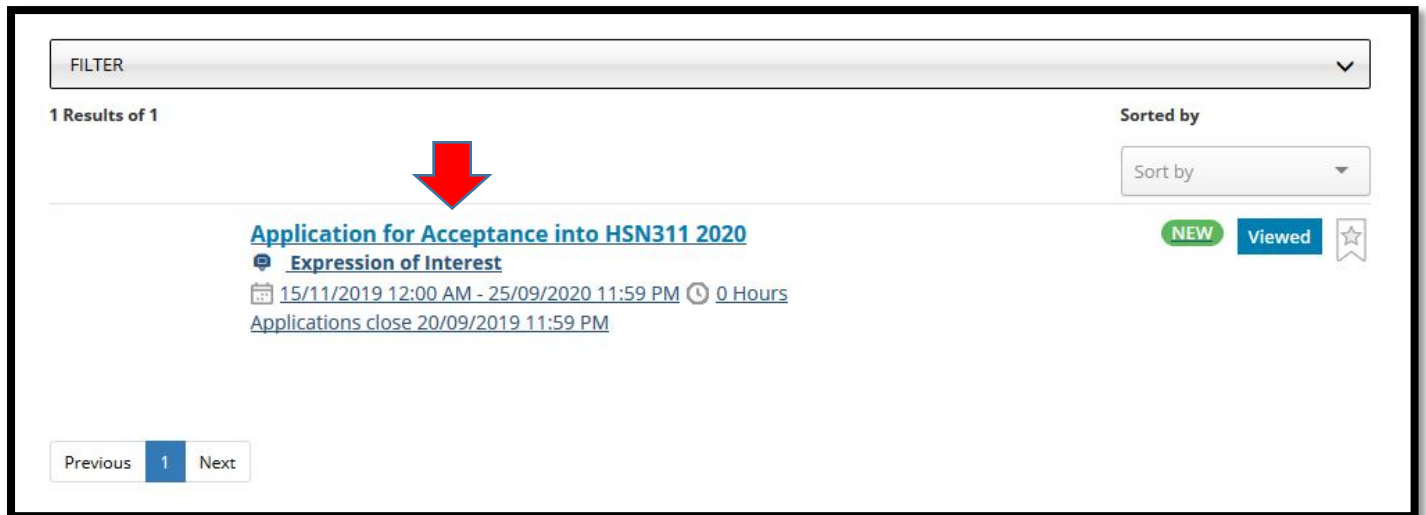
APPLICATION

To submit an Application for Acceptance into HSN311:

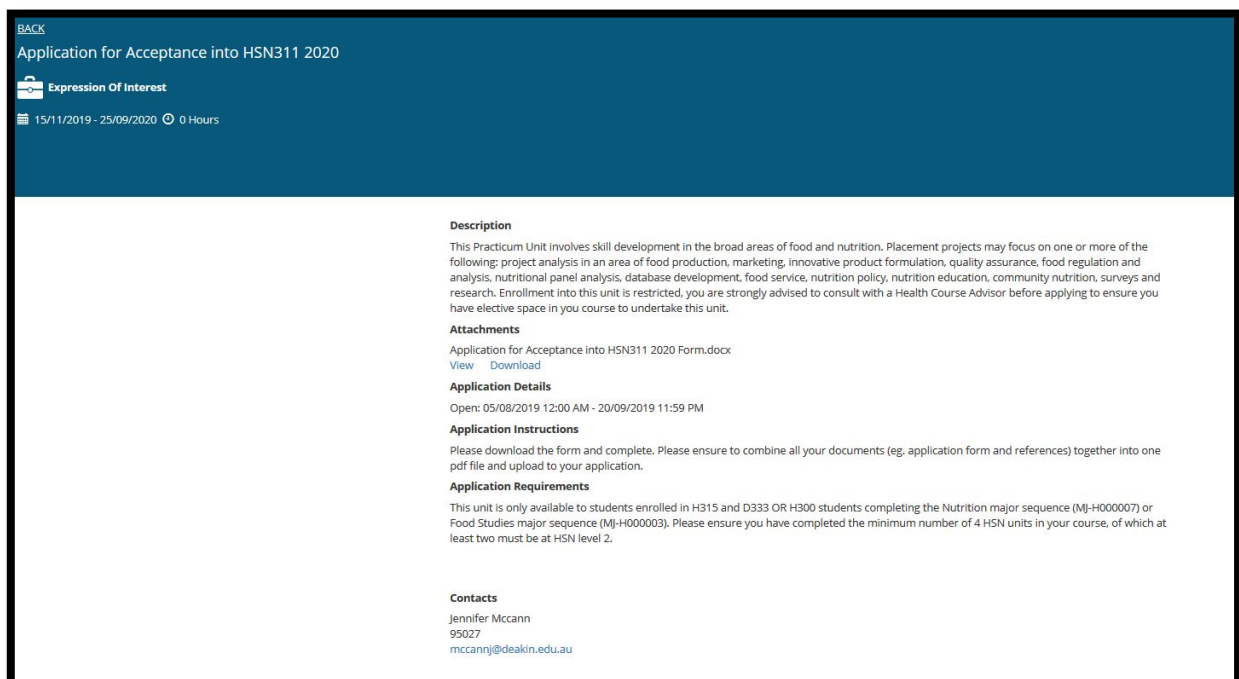
1. Click on the **Available** tab on the top of your Home page.



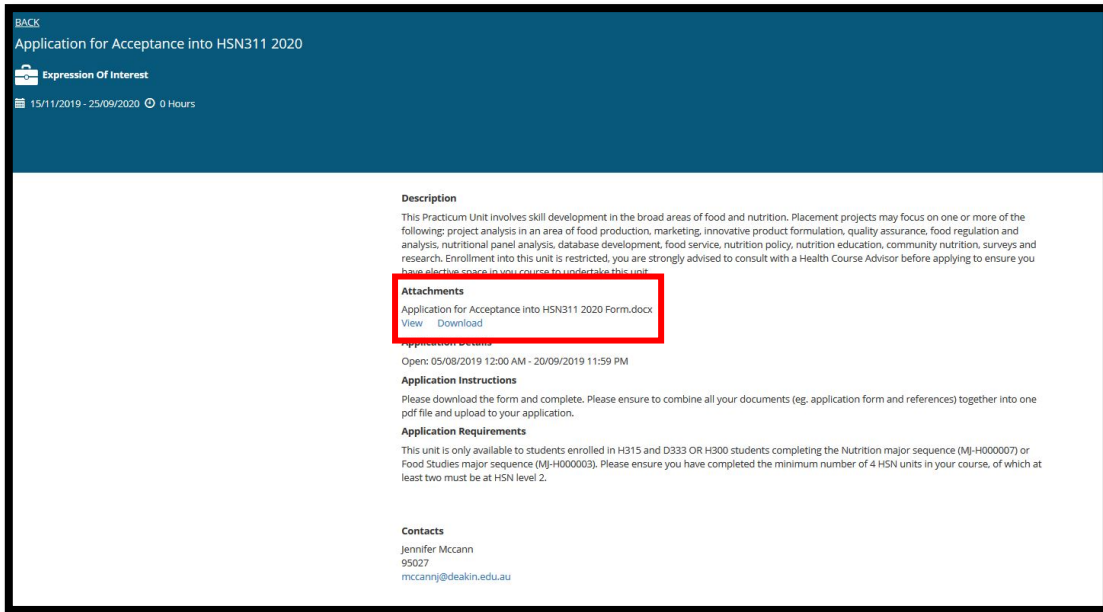
2. Click on **'Application for Acceptance into HSN311 2020'**.



3. Carefully read the description and follow the instructions.



4. Download the **Application for Acceptance in to HSN311 2020 Form** and complete.

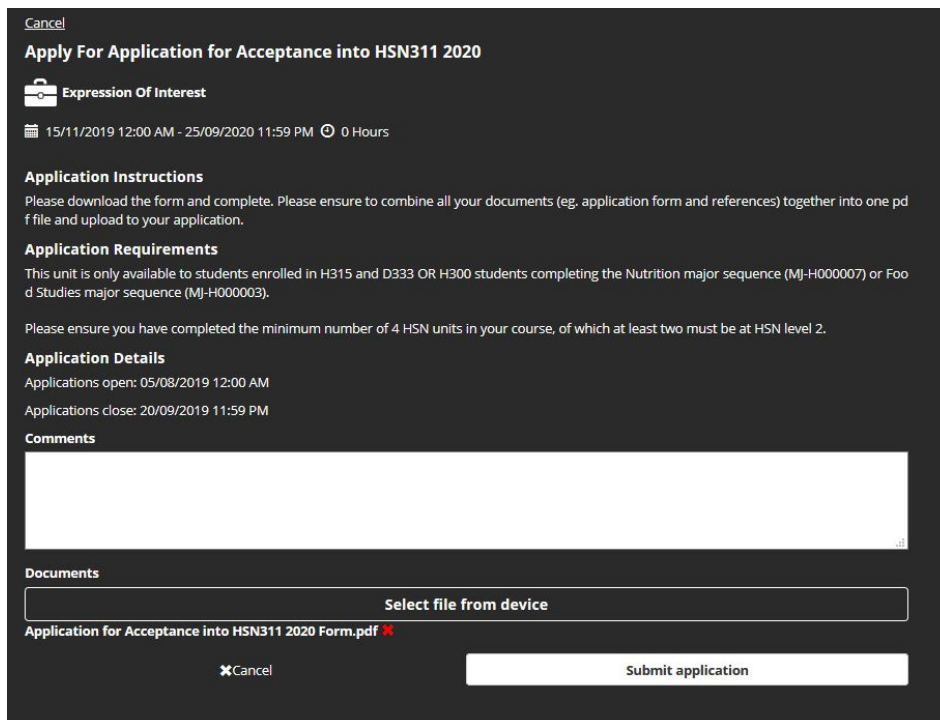


- 5. Make sure you save your Application Form somewhere ready to upload your Application.
- 6. Click the **Apply now** button and follow the instructions making sure that you have uploaded your Form.

Do not click Submit unless you have finished and happy with your application as you will not be able to retrieve it and you can only apply once.



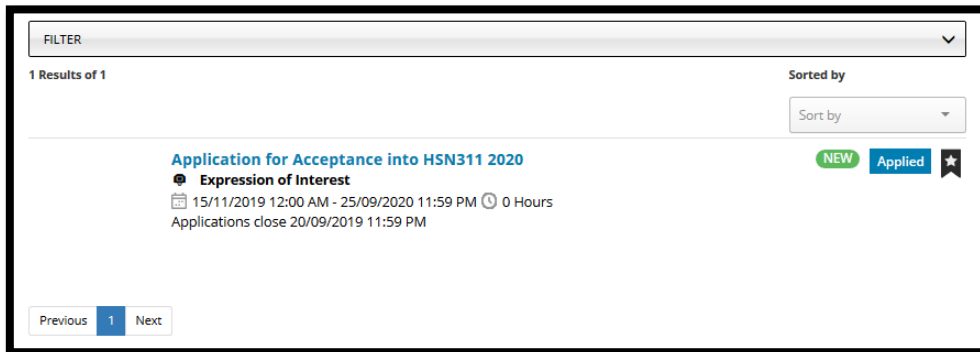
7. When you get to the end of your application, click **Submit application**.



****Please note: the red cross next to your attachment allows you to delete the existing uploaded document and replace it if you need to.****

TRACKING THE PROGRESS OF YOUR APPLICATION

You will be able to see that you have applied for HSN311 back under the **Available** tab home screen.

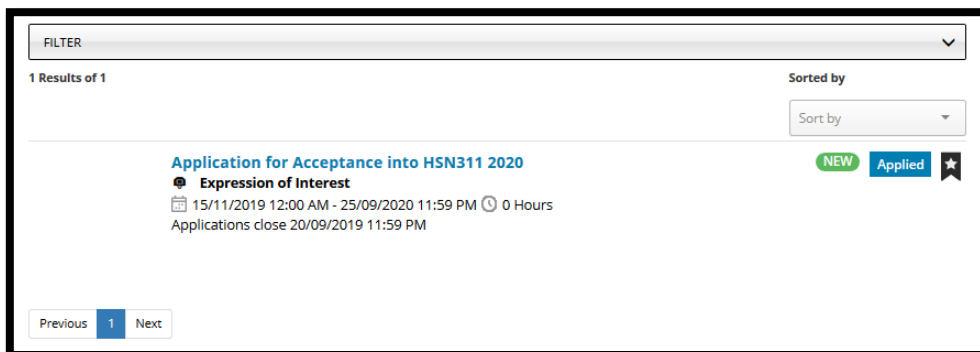


Your application will be reviewed by the HSN311 Unit Chair by 15th November, 2019.

Withdrawing Your Application

If you wish to withdraw your Application:

1. Under the **Available** tab, click on **Application for Acceptance into HSN311 2020**.



2. Click **Withdraw Application**



APPLICATION OUTCOME

All students will be notified of their application outcome by COB on the **15th November 2019**.

For further information on your Application outcome, HSN311 or the entry requirements, please contact the Unit Chair – **Jennifer McCann** at hsn311@deakin.edu.au.