

Office Use Only

Application number

UTS Course code



CRICOS Provider Code 00099F

INTERNATIONAL STUDENT APPLICATION FORM FOR HIGHER DEGREE BY RESEARCH

1. COURSE PREFERENCE

UTS course code UTS course name

When do you wish to begin your studies?

Between 1 January – 31 March Year Between 1 July – 31 August Year

2. PERSONAL DETAILS

Your name as shown on your passport

Family name/surname

Given names

Date of birth

Day Month Year

Sex

Male Female

Your address in your home country (must not be an Australian Address)

Address fields and Postcode/Zip Code

Phone

Country Area Local number

Mobile

Country Area Local number

Email

You must provide your email address

Your address for correspondence (or UTS representative)

Address fields and Postcode/Zip Code

Phone

Country Area Local number

Mobile

Country Area Local number

Email

You must provide your email address

3. VISA DETAILS

Nationality Country of birth Country of permanent residency Passport number

Do you hold a student visa for studying in Australia?

No Yes If no, what visa do you hold?

If you are not on a student visa please provide a certified copy of your visa with your application.

4. ENGLISH LANGUAGE PROFICIENCY

Is English your first language?

No Yes If no, what is your first language?

Have you completed a degree or diploma where the medium of instruction was in English?

No Yes If yes, state degree or diploma and name of institution

Note: Please provide a certified copy of the medium of instruction letter from your institution.

Have you taken an English test?

No Yes Name of test Date of test (day/month/year) Place Test Score

Note: Please provide a certified copy of your English proficiency test.

5. EDUCATIONAL DETAILS

Tertiary studies – list all the courses you have enrolled in.

If you have not completed your degree yet please write the intended year of completion.

Course	Institution and country/state	Duration	Date awarded/completed
Course	Institution and country/state	Duration	Date awarded/completed
Course	Institution and country/state	Duration	Date awarded/completed

Are you currently enrolled in an Australian institution?

No Yes

If yes, provide name of Institution

If UTS provide student ID number

Note: If you are currently studying a master's (research) or a PhD at another Australian institution and would like to transfer your studies to UTS, you MUST provide an enrolment letter from your current institution which indicates the EFTSL completed to date.

6. RESEARCH SUPERVISOR (please refer to Step 3 in the How to apply section)

Research applicants MUST have made contact with a potential supervisor. Has a potential supervisor agreed to supervise you?

No Yes

If yes, name of UTS supervisor

If NO, refer to: Find a supervisor <http://datasearch2.uts.edu.au/research/find-a-supervisor> or go to www.gradschool.uts.edu.au/contact-us/faculty-contacts.html and email the appropriate faculty research staff member BEFORE submitting this application. Please copy internationalresearch@uts.edu.au in your email.

Note: A potential supervisors' agreement to supervise you does NOT constitute acceptance into a UTS research degree. You must submit an application and meet the academic and English language entry requirements.

7. RESEARCH PROPOSAL AND THESIS TITLE (please refer to Step 4 in the How to apply section)

Provide a detailed research proposal as a separate document. Refer to the information on how to develop your proposal: www.research.uts.edu.au/future-students/develop-proposal.html

THESIS TITLE

8. CV/RESUME

Provide a detailed CV/resume which outlines your tertiary qualifications, professional experience and research experience as a separate document. Please provide evidence of any claims you make in your CV. Give details of your professional experience, how it relates to research, level of responsibility and dates of employment.

9. PUBLICATIONS (please refer to Step 5 in the How to apply section)

Provide details and evidence of your scholarly publications which you have authored using a standard referencing system. If your publication is not in English please provide a certified English translation of the title. Guidance on how to format publication references is provided in Step 5 of the How to apply section.

10. PRIZES (please refer to Step 5 in the How to apply section)

Provide details of any prizes which you have been awarded on a separate document. Please provide the details in the required standard format as indicated in Step 5 of the How to apply section. If your prize is not in English please provide a certified English translation.

11. ACADEMIC REFEREES

You must provide details of two academic referees who are familiar with your studies and are qualified to comment on your previous academic achievements and your capacity to undertake a research program.

	Referee 1	Referee 2
Title	<input type="text"/>	<input type="text"/>
Full name	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>
Institution/company	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Contact telephone	<input type="text"/>	<input type="text"/>

12. SCHOLARSHIP/SPONSORSHIP INFORMATION

Do you already have a sponsor/scholarship from an organisation or government? Yes No

If no, you will be required to cover the tuition fee and living expenses for the duration of your degree.

If yes, please attach a copy of the letter of guarantee documents from your sponsor if available and complete the following:

Sponsor name	
Sponsor mailing address	
Sponsor contact person	Sponsor telephone
Sponsor email	Sponsor fax

Do you wish to be considered for an International Postgraduate Research Scholarship (IPRS)? Yes No

IPRS applicants will also be considered for the Australian Postgraduate Award (APA) which covers living allowance and the UTS International Research Scholarship (IRS) which covers tuition fees.

Closing dates for IPRS

If you wish to be considered for an IPRS, APA or IRS you must submit this application by:

20 August each year (for commencement in the following year)

For more information about IPRS, including eligibility criteria and conditions for award, please visit:

www.uts.edu.au/international/prospective/studying/scholar/iprs.html

13. DISABILITY DETAILS

Do you have a disability or ongoing medical condition/s that will require you to seek special assistance from the university?

No Yes

Description of disability

If yes, please attach a medical statement from a registered doctor.

14. CHECKLIST

Have you

- | | |
|--|--|
| <input type="checkbox"/> Completed all sections of this application | <input type="checkbox"/> Provided professional experience reference letters (if applicable) |
| <input type="checkbox"/> Enclosed certified copies of all your academic qualifications | <input type="checkbox"/> Provided research proposal |
| <input type="checkbox"/> Enclosed CV/resume | <input type="checkbox"/> Provided name and contact details of two academic referees |
| <input type="checkbox"/> Provided details of your publications (if applicable) | <input type="checkbox"/> Provided sponsorship documents (if applicable) |
| <input type="checkbox"/> Provided details of your prizes/awards (if applicable) | <input type="checkbox"/> Provided a certified copy of your English proficiency test (if available) |

15. DECLARATION AND SIGNATURE

Please read these declarations carefully. By signing this declaration you declare that you understand and agree to these terms.

I agree

> To abide by the rules of admission, enrolment and progression of UTS.

> To inform UTS International immediately of any change to the information I have given in this application form.

I understand

> My enrolment at UTS is subject to satisfactory progress in my studies.

> UTS may obtain official records from any institution I have previously attended.

> All documents submitted with this application become the property of UTS.

> UTS may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.

> I am fully responsible for my educational and living expenses while I am enrolled at UTS.

> UTS may be required to report to the Commonwealth Government on the progress of my application and/or subsequent student status.

> Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

I declare that the information I have given in this application form and supporting documents is true and correct and I have personally signed this form.

Your signature	Date [Day/Month/Year]
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Unsigned applications will not be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicant's behalf.

16. SEND APPLICATION TO

By mail

Manager, International Recruitment
UTS International
University of Technology, Sydney
PO Box 123
Broadway NSW 2007
AUSTRALIA

In person

UTS International
Level 3a
Tower Building
15 Broadway
Broadway NSW 2007
AUSTRALIA

Tel: 61 2 9514 1531

Fax: 61 2 9514 1530

Email: international.applications@uts.edu.au

Web: www.uts.edu.au/international

CLOSING DATES

30 September (January – March commencement)

31 March (July – August commencement)

AN INCOMPLETE APPLICATION WILL DELAY PROCESSING. LATE APPLICATIONS WILL NOT BE ACCEPTED.

FACULTY WEBSITES

BUSINESS

www.business.uts.edu.au/research/apply

COMMUNICATION

www.fass.uts.edu.au/posgraduate/research/students/future.html

DESIGN, ARCHITECTURE AND BUILDING

www.dab.uts.edu.au/research

EDUCATION

www.fass.uts.edu.au/postgraduate/research/students/future.html

ENGINEERING

www.feit.uts.edu.au/research/postgraduate

INFORMATION TECHNOLOGY

www.feit.uts.edu.au/research/postgraduate

INTERNATIONAL STUDIES

www.fass.uts.edu.au/postgraduate/research/students/future.html

LAW

www.law.uts.edu.au/research/postgraduate

NURSING, MIDWIFERY AND HEALTH

www.nmh.uts.edu.au/research/students/future

SCIENCE

www.science.uts.edu.au/for/future/applying.html

INSTITUTE FOR SUSTAINABLE FUTURES

www.isf.uts.edu.au/postgrads/postgrad_apply.html

STEP 1

FIND A RESEARCH AREA

Before you apply, you should investigate the broad range of research activities and projects that our researchers are currently engaged in at UTS.

For more information about UTS Research Strengths, visit: www.research.uts.edu.au/strengths

STEP 2

CHECK YOUR ELIGIBILITY

Check that you meet the eligibility criteria for admission to the research degree that interests you at UTS. See pages 32-36.

STEP 3

FIND A POTENTIAL SUPERVISOR

Begin your search by using the Find a Supervisor tool on the UTS website or contact the relevant faculty or institute. The faculty or institute can also explain any additional information you will need to include with your application.

Find a supervisor:

<http://datasearch2.uts.edu.au/research/find-a-supervisor>

Or

Contact the relevant faculty or institute:

www.gradschool.uts.edu.au/contact-us/faculty-contacts.html

Please copy internationalresearch@uts.edu.au in your email.

All faculties will require basic information when you contact the potential supervisor or the research school, such as:

- > a brief research proposal which includes your research topic and background of the project. This must reflect your ability to do research.
- > a current CV/resume
- > academic transcripts

In addition, some faculties will require more documentation at this stage. It is best to consult with your faculty directly before you submit your application.

STEP 4

DEVELOP YOUR RESEARCH PROPOSAL

Once you find a potential supervisor in the faculty, you need to further develop a plan for your proposed research. The requirements for this research plan or proposal vary in each faculty.

It is best to consult with your supervisor directly before you prepare your detailed research proposal, which should include the following details:

Title of project – a clear description of your proposed research project.

Background – explain the context of the proposed research work with an indication of the main contribution to knowledge which you wish to make. Indicate why this area is an important area for research.

Aims and Objectives – spell out three or four aims and objectives for your research to show what you want to achieve.

Literature review – outline the most important research that has already been carried out in your research area.

Research Methodology – a broad outline of the methodology you plan to use including:

- > the broad approach
- > how data/information will be generated and gathered and how you expect to deal with and analyse that data
- > any theoretical framework you may be using
- > ethical considerations

Resources required – outline the resources required for the project.

Research plan and timetable – summarise the steps and approximate timing within a six-monthly schedule over the number of years of candidature for your degree.

References – list all the references referred to in your proposal.



STEP 5

COMPLETE APPLICATION FORM AND ATTACH NECESSARY DOCUMENTS

After completing the application form, you must attach:

- > research proposal
- > CV/resume
- > certified copies of all your academic transcripts
- > certified copies of English Language Proficiency documents if available
- > copies of communication with potential supervisor if available

UTS accepts copies certified by the following:

- > Australian education centre
- > Australian overseas diplomatic mission
- > UTS authorised representative/agent
- > public notary office
- > the administration of the institution which issued the relevant documents
- > a Justice of Peace in Australia where the registration number is clearly indicated
- > an Australian university

HOW TO LIST PUBLICATIONS

If you are providing details of scholarly peer-reviewed publications which you have authored, list them using a standard system such as the Harvard Referencing System and ensure you include the information listed below:

www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing/referencing-styles

1. **Author/s** – list all authors in the order that appears on the publication with your own name in **bold**
2. **Year** of publication
3. **Title of article** or book chapter
4. **Journal/book name** or conference proceedings
5. **Volume/issue** of journal article or volume and edition of book
6. **Page number/s**
7. **Publisher and place of publication**
8. **Publication proof** – a URL of the online version of the article or a copy of the front page of the publication OR proof that the publication has been accepted for publication by providing acceptance letter from editor. For conference papers, a copy of the conference program which shows your name as presenter must be provided.

If your publications are not in English, please provide a certified English translation of the title block using the Harvard Referencing System.

HOW TO LIST PRIZES

If you are providing details of prizes which you have been awarded, include:

- > **name of prize/award**
- > **issuing body** – who issued the prize or award
- > **purpose/description** – the reason for the prize or award
- > **selection criteria** used to judge the prize or award

If your prize is not in English please provide a certified English translation of the award.

STEP 6

SUBMIT YOUR APPLICATION

Once your potential supervisor has agreed to supervise you and you have completed the application and attached all certified supporting documentation, submit your application form to UTS International.

You can do this by post, in person or online at www.uts.edu.au/international/prospective/studying/apply. Refer to the back cover for contact details.

STEP 7

APPLICATION OUTCOME

- > you will receive an email acknowledging receipt of your application approximately one week after it has been received by UTS.
- > the research application process takes approximately 8-10 weeks. UTS will advise you of the outcome by email.
- > if you meet all requirements, you will receive an unconditional Letter of Offer.
- > if you do not meet all requirements, you may receive a conditional Letter of Offer. This letter will detail the conditions you must satisfy; such as English proficiency. Once you meet the conditions, you will receive an unconditional Letter of Offer.
- > once you have received your unconditional Letter of Offer; accept your place at UTS by signing the acceptance form and providing full payment as specified in the offer. If you are a sponsored student you must provide evidence of your sponsorship details (letter from the sponsor on official letterhead) in place of the full payment.
- > on receipt of your acceptance form and payment/sponsorship letter, a Confirmation of Enrolment (CoE) will be emailed to you.

STEP 8

ENROL AT UTS

Following your acceptance of your offer, you will receive an email which advises you of the enrolment process at UTS.

