Application for Admission to a Higher Degree by Research and Scholarship
UTS Graduate Research School

PLEASE NOTE: This Form is for **DOMESTIC APPLICANTS ONLY** i.e. Australian or New Zealand Citizens or Australian Permanent Residents. Please email int.research@uts.edu.au If you wish to apply as an international student.

Before you start your application:

1. **Confirm a potential supervisor at the University**
   Before submitting your application, it is expected that you have discussed your research application and proposed research topic with a potential supervisor at the UTS. For a list of current UTS supervisors - please refer to the Supervisor Database: cfsites1.uts.edu.au/find/uts-research/find-a-supervisor/index.cfm

2. **Read the Application Guidelines**
   The Application Guidelines contain important information on eligibility and how to submit supporting documents. For assistance in submiting your aplication, please refer to the accompanying Guidelines carefully. Available online at: www.uts.edu.au/research-and-teaching/future-researchers/applying-uts/how-apply

- You will need to complete all sections of the application form and attach the relevant documentation before your application can be assessed. Any missing documentation may result in a delay to your application for admission and scholarship being processed.
- If successful, in order to receive an unconditional offer of Admission - you will be required to submit correctly certified copies of your supporting documents. These certified copies and English language translations must conform to the UTS requirements for certification and translation of documentation.

Application deadlines:

2016 Spring Session (July commencement)	**31 May 2016**
2017 Autumn Session (January commencement)	**31 October 2016**

Where to submit the form?

Once you have completed all sections, checklist and signed the declaration, please return the form with all the required supporting documentation as follows:

In person

Graduate Research School
University of Technology, Sydney
Level 7, Tower Building 1
No. 15 Broadway Ultimo NSW 2007

By post

Graduate Research School
University of Technology, Sydney
PO Box 123
Broadway NSW 2007

For any enquiries about the application process, please contact the UTS Graduate Research School:

Phone: (02) 9514 1336

Email: grs@uts.edu.au

OFFICE USE ONLY

Name	SID (new / existing)	Faculty	Intake

Personal and contact details

Title: Miss ☐ Mrs ☐ Ms ☐ Mr ☐ Other: ☐

First names		**Surname/ Last Name**	
Preferred name		**Previous names**	
Previous UTS ID		**Date of Birth**	/ /

Gender: Male ☐ Female ☐ X (Indeterminate/ Intersex/ Unspecified) ☐

Citizenship: ***Please attach a certified copy of citizenship or residency status***

Country of birth		Country of citizenship	
Main language spoken at home			
I am an Australian or New Zealand citizen	☐	Year of entry into Australia	
I am an Australian permanent resident	☐	Date residency granted	/ /

I am of Aboriginal origin	Yes	☐	No	☐
I am of Torres Strait Islander origin	Yes	☐	No	☐

Contact Details - ***Your email address must be current and active as this is the main mode of communication.***

Address					
City/ Suburb		Post code		State	
Country					
Daytime phone		Mobile phone			
Email					

Proposed course of study

Course Preferences

Please refer to the Application Guidelines for a list of courses and thesis subjects (area of study) and information about start dates. Start dates will vary depending on your course.

Pref. 1	**Course Code:**		**Faculty/ institute**	
	Subject code:			
	Study Load:	Full time ☐	Part time ☐	
Pref. 2	**Subject code:**		**Faculty/ institute**	
	Course Code:			
	Study Load:	Full time ☐	Part time ☐	

Proposed Session ***(please select one)***

			Proposed start date:
Autumn session	January commencement	☐	/ /
Spring session:	July commencement	☐	/ /

Proposed research project/topic

You will need to attach to your application a research proposal which summarises your proposed project. Different faculties have different requirements for the research proposal.

Research project proposed title	

☐ I have prepared a research proposal

☐ Science only - I have prepared a project plan in conjunction with my potential supervisor

☐ FASS only - I have prepared an Outline of Intended Research

Potential supervisor

It is important that you make contact with a potential supervisor and discuss your proposed research project before you submit your application for a research degree. Please list below any potential supervisors at UTS that you have discussed your project with:

Supervisor name		Discussed project?	Yes		No	
Supervisor name		Discussed project?	Yes		No	
Supervisor name		Discussed project?	Yes		No	

Academic qualifications

Please list all tertiary level qualifications which you have attempted, completed or are currently enrolled in.

Please attach certified copies of academic records of all degrees undertaken at institutions other than UTS

Degree name	**Institution name**	**Duration** (eg 2011-13)	**Date completed**	**% Research** (if appl.)	**GPA /Grade** & Hons Class
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

Are you currently undertaking a research degree? Yes ☐ No ☐

Please attach a letter from this institution indicating your prior EFTSL (duration of study)

Are you applying to transfer your research degree to UTS? Yes ☐ No ☐

Name of Institution*			
Degree name		Duration of study so far	

**UTS may contact this institution for information on your progress.*

Academic qualifications continued

Have you ever been excluded &/or discontinued from study at a Higher Education Institution? Yes ☐ No ☐

If yes, please provide details below:

Disclosure of relationship with UTS:

Do you currently have any connection or relationship with UTS of its affiliates? Yes ☐ No ☐
For example are you an employee or member of University or Faculty advisory groups, boards, committees or University Council.

If yes, please provide details below.

Academic referees

Please provide details of **two Academic Referees** who can comment on your past academic performance and potential for research. These referees will required to submit a UTS Referee Report to the GRS Office, the report is available at: www.uts.edu.au/sites/default/files/hdr-referee-report_0.pdf

Please note:

- An Academic Referee should be, where possible, a senior academic familiar with your most recent studies.
- In some cases, a third Referee may be required if your proposed supervisor is acting as an Academic Referee.
- If you have not completed any studies within the last 5 years or are unable to contact a suitable academic referee, then you can use a workplace supervisor as an alternative.
- It is your responsibility to ensure that your referees return the reports to the Graduate Research School

Referee 1

Title:		Name	
Phone:		Email:	
Job title / Position:			
University/ Organisation:			

Referee 2

Title:		Name	
Phone:		Email:	
Job title / Position:			
University/ Organisation:			

Relevant research and professional experience

Please refer to the ***Application Guidelines*** for instructions on how to format your bibliography and professional experience in your CV.

Previous Research project or thesis

Have you completed a research project/thesis as part of a previous degree? Yes ☐ No ☐

If yes, please provide details below:

Thesis/ Research project title	

**** Please attach supporting documentation such as a thesis abstract or introduction.***

Research publications

Do you have any publications such as journal articles, conference papers, book chapters, books etc that have been published or accepted for publication? Yes ☐ No ☐

**** If yes, please provide a bibliographic list of all publications including web links to each publication in your attached CV.***

Previous research training subjects

Have you completed any research related subjects as part of a previous degree? Yes ☐ No ☐

E.g. Any studies in research methods, statistics, experimentation or critical analysis etc…

If yes, please list these below:

Subject name		Year completed	
Subject name		Year completed	
Subject name		Year completed	
Subject name		Year completed	

**** These subjects should be evidenced in your academic transcripts.***

Relevant research and professional experience continued

Creative Works

Have you produced any creative works such as film, visual arts, design, theatre, creative writing, or music? Yes ☐ No ☐

If yes, please list of all relevant creative works, including web links to published works in your attached CV.

Relevant professional experience

Do you have any professional experience relevant to your proposed research? Yes ☐ No ☐

**** If yes, please provide a brief description in your attached CV of your roles and the relevant research or professional experience you have gained.***

English language proficiency (all applicants)

All applicants must meet the University's English Language requirements for admission

For the latest information on these requirements please visit:
www.uts.edu.au/research-and-teaching/future-researchers/research-degrees-uts/english-language

Is English your first language? Yes ☐ No ☐

If no, please answer the following questions:

Have you completed a degree where the language of instruction is English? Yes ☐ No ☐

Have you undertaken an English Language proficiency test within the last 2 years? Yes ☐ No ☐

If yes, please provide details below.

Name of test		Date of Test	/ /
Results (if known)	Overall:		
	Writing Score:		

Please attach a certified copy of your English Language test results

THIS SECTION OF THE APPLICATION FORM IS FOR STUDENTS WHO WISH TO APPLY FOR A UTS SCHOLARSHIP TO COVER LIVING EXPENSES.

Research Scholarships

Please refer to the Application Guidelines and the relevant Scholarship Conditions for Award available online at: www.uts.edu.au/research-and-teaching/future-researchers/research-degrees-uts/research-scholarships

To be eligible, you must be applying for the Autumn session intake.

Late applications cannot be accepted.

Please note: Part Time students are NOT typically eligible to receive scholarships. Please refer to the relevant Scholarship *Conditions for Award* for exceptions to this rule.

UTS Research Degree Scholarships

Would you like to be considered for the UTS Research Degree scholarships? Yes ☐ No ☐

Have you already been offered a Research Degree scholarship at UTS? Yes ☐ No ☐
For example: From your supervisor or an external organisation

If yes, please provide details: _____

Have you previously received or are you currently in receipt of a Research Degree scholarship? Yes ☐ No ☐

If yes, please provide details below:

Name of scholarship _____

Awarding institution _____

Start and end dates _____

Special Consideration for Scholarships

If you are a student with a disability or ongoing condition, you can apply for special consideration towards your scholarship application, by completing a separate ***UTS Research Scholarship Special Consideration Supplementary Form*** - available at www.uts.edu.au/sites/default/files/article/downloads/special%20consideration%20for%20scholarship.pdf

For more information on services and resources provided by UTS Special needs, please visit their website: www.uts.edu.au/future-students/special-needs

Checklist and supporting documentation

Please complete the following checklist to ensure that your application is complete and all required documentation is attached when you submit your application.

- ☐ I have completed all sections of the application form

- ☐ Certified copies of birth certificate, passport or certificate of Australian or New Zealand citizenship
- ☐ Certified copies of evidence of Australian permanent residency status (if applicable)
- ☐ Certified copy of an official document that indicates a name change (if applicable)

- ☐ Certified copies of all academic qualifications. These must include your academic transcripts and grading systems for all tertiary studies undertaken or currently enrolled in (complete or incomplete). Evidence of conferral for all qualifications must be included. **UTS transcripts are not required.**
- ☐ Evidence of EFTSL consumed in a current or prior research degree in Australia (if applicable)

- ☐ Certified copy of proof of English Language Proficiency (if applicable)
- ☐ Certified English translations of all required documents that are not originally in English

- ☐ A curriculum vitae (CV), which includes required information about relevant professional and research experience, research publications and creative works

- ☐ Academic referee reports. If attached to your application, these must be in sealed envelope with the referee's signature across the seal.
- ☐ My academic referee reports are coming separately
- ☐ A research proposal, outline of intended research or project plan as required

- ☐ Evidence of research publications (if applicable)
- ☐ Evidence of creative works (if applicable)
- ☐ Evidence of a prior research project or thesis (if applicable)

- ☐ Evidence of previous research degree scholarship (if applicable)

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Declaration and authority

Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.

- ☐ I declare that I have read the application guidelines and that all the information submitted is to the best of my knowledge true and complete
- ☐ I authorise UTS to verify any information provided by me
- ☐ I authorise UTS to obtain official records from any institution attended by me.
- ☐ I understand that UTS reserves the right to vary or reverse any decision or enrolment on the basis of untrue, misleading or incomplete information.
- ☐ I understand that all documents submitted with my application become the property of UTS and will not be returned.
- ☐ In the event that information provided by me to the University either on this form or at any time is considered by the University on reasonable grounds to be incomplete, untrue, or incorrect in any particular form, I understand and consent that the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it.
- ☐ I understand that UTS may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR), or its successor, for the purpose of:
    - o use in connection with the Higher Education Information Management System (HEIMS); and/or
    - o use in connection with the National Data Collection on University Applications and Offers; and/or
    - o other collections as DEEWR, or its successor, may lawfully require from time to time
- ☐ I understand that giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)

Applicant name			
Signature		**Date**	/ /