



UTS Key Technology Partnerships Visiting Fellow Program 2026 Guidelines

PROGRAM OVERVIEW

The UTS Key Technology Partnerships Visiting Fellow Program provides funding to support UTS staff in inviting counterparts from Key Technology Partner institutions to visit Sydney for periods of two to four weeks. These visits facilitate collaboration on projects of mutual interest.

The Visiting Fellow Program provides up to A\$10,000 per visit to support long-term objectives, enable scalable projects, and foster sustainable cooperation focused on addressing global environmental, economic and social challenges.

This program supports visits of professional and academic staff that enable collaboration in the following areas:

- Research and research training
- Teaching and learning
- Enterprise and innovation

Program benefits

- Complement UTS and partner expertise
- Enhance the reputation of UTS and partner institutions
- Expand UTS's international networks
- Enable access to international funding and industry projects outside Australia
- Build cross-cultural understanding and interdisciplinary experience
- Contribute to excellence in research, teaching and innovation

Program outcomes

- Produce joint academic publications
- Recruit high-quality collaborative PhD students
- Co-develop joint degree programs
- Attract external funding
- Create opportunities to generate revenue
- Support the development of student start-ups
- Develop joint initiatives for mutual benefit
- Establish significant Collaborative Online International Learning (COIL) programs

Collectively, these benefits and outcomes strengthen UTS's global engagement and impact through its Key Technology Partnerships.

Applications related to critical technologies

In line with recent changes to Australian Government regulatory changes, UTS has been advised that research collaborations involving critical technology areas require enhanced due diligence. This process helps identify risks associated with foreign interference and reduces the potential for unintended critical technology transfer.



The following research areas have been identified by the Australian Government as a critical technology areas:

- Advanced manufacturing and material technologies, for example 3D printing and advanced composite materials
- Artificial Intelligence (AI) technologies, for example machine learning and AI algorithms
- Advanced information and communication technologies, for example data analytics and 5G and 6G networks
- Quantum technologies, for example quantum computing and post-quantum cryptography
- Autonomous systems, robotics, positioning, timing and sensing, for example advanced robotics, drones, and sensor technologies
- Biotechnologies, for example genome and genetic sequencing and analysis, vaccines, and novel medicines
- Clean energy generation and storage technologies, for example emissions reduction, renewable energy, and energy storage

Applications involving certain high-risk or sensitive areas may not be eligible for approval.

ELIGIBILITY CRITERIA

Eligible applicants

- The UTS host must be employed at UTS in an ongoing role with the intention to remain at UTS. The KTP collaborator must be employed on an ongoing basis at one of the Key Technology Partner institutions. This requirement supports the development of sustainable, long-term collaborations.
- Candidates may participate in only **one application per funding round**.
- The program is open to all academic staff at all career stages, including early, mid-career, and senior academics. Applications are also open to non-academic staff.
- Applicants on sabbatical or participating in the Professional Experience Program (PEP) are not eligible to apply. Experience from prior rounds indicates that such arrangements introduce complexity and limit project success.
- KTP applicants who are already in receipt of funding from another Australian or international scheme, or who are already based in Australia, are not eligible to apply.
- Applications must be developed in collaboration with counterparts from one of the Key Technology Partner institutions.
- To support broader participation, applications will not be accepted from UTS staff or KTP collaborators who have received Key Technology Partnership funding in the previous two years, covering 2024 and 2025. Priority will be given to proposals from applicants who have not previously been awarded KTP funding.
- Applications seeking to build on a previously funded project must demonstrate progress against existing milestones and clearly articulate how the proposed funding will enable project growth and deliver significant outcomes, such as access to external funding, revenue generation, development of joint programs, or demonstrable impact.
- Applications are prepared jointly by UTS staff and KTP collaborators and must be submitted by UTS staff.
- Applications in critical technology areas may be subject to additional review and approval processes in accordance with UTS risk and compliance requirements.

Priority will be given to applications that:

- Demonstrate strong multidisciplinary collaboration, including involvement from multiple UTS faculties and complementary expertise from the partner institution. Foster collaboration across UTS and the partner at scale, with the potential to engage more than one discipline, school, or faculty on each side.



- Introduce new collaborations or meaningfully expand existing ones across disciplines and institutions.
- Include PhD students, Early and Mid-Career Researchers.

Key Technology Partner Institutions

Joint activity proposals must involve collaboration with counterparts from the following UTS Key Technology Partner universities:

1. Indian Institute of Technology Madras (IITM), India
2. Institut Mines-Télécom (IMT), France
3. Pontifical Catholic University of Chile (UC I Chile)
4. Shanghai University (SHU), China*
5. Technical University of Berlin (TUB), Germany
6. University of Arizona (UA), United States
7. VinUniversity (VinUni), Vietnam

*** Please note:**

Collaborative projects and visits with Shanghai University will be considered only if they align with one of the following priority areas:

- Creative Industries, as outlined in the [UTS Creative Industries Strategy](#)
- Environmental engineering / sustainability
- Health technologies

APPLICATION PROCESS

1. Identify collaborators at one of the Key Technology Partners listed above, who are interested in submitting a joint proposal.
2. Download the [application form PDF](#) to preview the questions. Discuss and prepare the proposal with your collaborator. *Please note that the application form includes embedded logic and will display questions relevant to the selected program and partner.*
3. Submit the [online application form](#) by **15 April 2026, 11pm AEST**.
4. The Global Partnerships team will seek feedback and endorsement from relevant internal stakeholders.
5. Applicants will be notified of outcomes via email after **5 June 2026**.

ASSESSMENT PROCESS

- A Review Committee will be responsible for assessing all grant applications.
- Applications must meet the eligibility requirements and will be assessed against the evaluation criteria set out below.

EVALUATION CRITERIA

Applications will be assessed against the following criteria:

Strength of the proposed collaboration (30%)

Outline the strengths of your proposed collaboration, the benefits for UTS and the KTP, budget feasibility and alignment with the UN Sustainable Development Goals (SDGs).



<p>Outputs, Outcomes, Impact (40%)</p> <p>Articulate the outputs, outcomes and impact of your collaboration.</p>
<p>Interdisciplinarity - actual and/or potential involvement across multiple Faculties and disciplines (10%)</p> <p>Elaborate on the interdisciplinary nature of your collaboration, listing all the Faculties, Schools, and staff from both UTS and the KTP that will be involved.</p>
<p>Student engagement (10%)</p> <p>Describe the engagement of students in your collaboration and/or the potential it holds for creating opportunities for coursework and/or research training at both universities.</p>
<p>Vision for the future (10%)</p> <p>Outline the short, medium, and long-term goals of the collaboration.</p>

POST-AWARD

- The visit must take place between June and December 2026, with the Visiting Fellow's final day of departure no later than 4 December 2026. All funds must be expended within the awarded year.
- UTS does not permit the rollover of unspent funds.
- The Visiting Fellow must therefore plan their visit to ensure full availability and completion of the visit by 4 December 2026. Please note that the deadline for submitting reimbursement receipts is a few days earlier than the UTS Finance Service Unit (FSU) deadline, to allow sufficient time for internal review and processing prior to submission to FSU.
- With support from the Global Partnerships team, establish a simple project page on the UTS website to share your collaboration story.
- Funding awardees must formally acknowledge support received from UTS in all publications and presentations arising from the funded project.
- Funding awardees must submit a progress report in June 2027.

PROGRAM LOGISTICS

Duration and timing of the visit

- Visits must be a minimum of two weeks and a maximum of four weeks in duration. Where funding is sought for a shorter or longer period, a clear justification must be provided as part of the application.
- It is a requirement for KTP visitor and UTS host are present for the full period of the visit. **UTS host is responsible for arranging and participating in meetings and activities scheduled during the visit.** Visits in December or January are not recommended, as this period coincides with extended leave across the UTS community, which may limit opportunities to broaden engagement and connections.
- **Visits must take place within the calendar year for which funding has been approved.** If the KTP visitor seeks to reschedule the visit to the following calendar year, a new application must be submitted for assessment in the subsequent funding round. Please note that the application process is competitive, and approval of a resubmitted application is not guaranteed.



Section 1: Before the visit

UTS Invitation letter

The UTS People Unit will provide KTP visitors with an Invitation Letter (Honorary Appointment), which includes information on obtaining an appropriate visa. Please confirm the KTP visitor's travel dates with the Global Partnerships team at least three months prior to arrival.

Australian visa

It is the KTP visitor's responsibility to apply for an appropriate visa, including planning properly for the time it will take for the visa application to be processed. The visitor must check with the Australian Embassy closest to their city of residency which visa is the most appropriate. Please allow sufficient lead time to avoid additional fees.

Travel insurance requirements for KTP visitors

Comprehensive insurance cover

All KTP visitors must be covered by a comprehensive travel insurance policy arranged by their home university. It is essential to confirm that the policy provides coverage for the full duration of the visitor's stay at UTS.

Mandatory inclusions in travel insurance policy

The travel insurance policy must include, at a minimum:

- Medical cover for illness or injury sustained while in Australia
- Protection against loss, theft or accidental damage to personal property
- Coverage for losses or expenses incurred as a result of flight cancellations or comparable travel disruptions

If travel insurance is not provided by the home university

If the home university does not provide travel insurance, visitors must notify the contacts below as soon as possible so that UTS can assist in arranging appropriate cover:

- Devika Gadgil – devika.gadgil@uts.edu.au
- Global Partnerships – globalpartnerships@uts.edu.au

UTS insurance coverage

KTP visitors are automatically covered under UTS's Public Liability insurance for injury or damage sustained on UTS premises, where the incident arises from UTS negligence.

Important exclusions and limitations

- UTS does not reimburse or cover costs incurred under third party or external travel insurance policies.
- UTS travel insurance applies only for the duration of the approved business travel period. Any travel undertaken outside the approved business dates, including personal travel before or after official UTS activities, is not covered.

These requirements are set out in accordance with the UTS Travel Insurance Directive.

Itinerary of activities

KTP visitors and UTS hosts are required to discuss and agree, well in advance, on the activities to be undertaken during the visit at UTS.

The Global Partnerships team will provide the UTS host with a sample itinerary template to support planning of the visit activities.



FUNDING DETAILS

Travel expense guidelines

UTS will reimburse the KTP visitor for return economy class airfare, accommodation and living expenses for the duration of the visit, up to a maximum of A\$10,000. Reimbursement is processed at the end of the visit upon submission of original receipts or valid tax invoices for each expense.

Please note:

- UTS does not reimburse cash payments.
- Approved expenses will be reimbursed to the bank account nominated by the KTP visitor.
- The reimbursement process typically takes four to six weeks following submission of complete documentation.
- Receipts from credit card or EFTPOS terminals are not accepted as valid documentation for reimbursement.
- Where UTS and the Key Technology Partner fund successful proposals, applications are assessed jointly by reviewers from both institutions, who determine responsibility for each approved budget item.

Airfare

UTS will reimburse economy class airfare via a reasonable and appropriate travel route, in accordance with the approved itinerary.

Accommodation

UTS has corporate rates with selected hotels and serviced apartments located near the campus. Where these arrangements are used, the hotel will invoice UTS directly at the conclusion of the stay, ensuring visitors are not required to pay accommodation costs upfront. The indicative rate for these hotels is approximately A\$250 per night, excluding peak and holiday periods.

The Global partnerships team will accommodate bookings on behalf of the visitor and will provide an information pack that includes details on accommodation, transport, safety, banking and other useful resources to support a smooth transition and settlement in Sydney.

KTP visitors may alternatively choose to arrange their own accommodation. In this case, visitors are required to pay accommodation costs upfront and submit a reimbursement at the end of the visit, supported by valid tax invoices.

Please note that the maximum daily accommodation allowance approved by the Australian Taxation Office (ATO) and UTS is **A\$297 per day**.

Living expenses

Living expenses will be reimbursed to **a maximum of A\$165 per day**.

Details of items that are covered and not covered are outlined in the KTP Visiting Fellow Program table below.

UTS does not encourage tipping. Where tipping is unavoidable, UTS will reimburse a maximum tip of 10 per cent of the total bill or A\$50, whichever is the lesser amount. Where a surcharge is already applied to a bill, such as a public holiday surcharge or a service fee for large groups, any additional tipping will not be reimbursed.

For further information, please refer to the [Entertainment Vice-Chancellor's Directive](#), Clause 5.10.

All claims are subject to UTS policies and must be supported by original receipts or valid tax invoices.



The Global Partnerships team will provide the KTP visitor with a “Tips for Expense Reimbursement” document to guide them through the expense acquittal process.

Items covered ✓	Items not covered X
<p>Airfare</p> <p>Lowest available economy class airfare via a reasonable route, as approved by the UTS Global Partnerships team.</p>	Business or first-class airfares.
<p>Accommodation</p> <p>Accommodation costs up to the maximum daily allowance approved by the Australian Taxation Office and UTS, currently A\$297 per day.</p>	Hotel minibar charges and alcohol purchased from bottle shops.
<p>Visa fees</p> <p>Costs associated with obtaining the appropriate Australian visa, as advised by the Australian Embassy and specified in the UTS invitation letter. Applicants must allow sufficient lead time to avoid additional charges. Reimbursement will not be provided where the KTP visitor does not hold a suitable visa.</p>	<ul style="list-style-type: none"> • Newspapers and magazines • Books and equipment, whether related to academic work or otherwise • Gifts purchased for others • Car hire and petrol costs • Costs related to sightseeing or leisure activities, including gym memberships or entry fees • Tipping • Excess baggage • Clothing, including clothing required for work purposes • Meals for others • Overnight accommodation during transit is not covered
<p>Meals</p> <p>Meals for the KTP visitor, including reasonable alcohol consumption of one to two drinks when consumed as part of a restaurant meal.</p>	
<p>Internet access</p> <p>Internet access at the accommodation, where required, using the most economical suitable package.</p>	
<p>Local transport</p> <p>Transport costs to and from Sydney Airport at the commencement and conclusion of the visit. Opal card tax invoices must be retained. Applicable travel caps apply, including A\$19.30 per day Monday to Thursday excluding public holidays, A\$9.65 per day on Fridays, Saturdays, Sundays, and public holidays, or A\$50 per week.</p>	
<p>Incidentals</p> <p>Reasonable incidental expenses such as toiletries and laundry.</p>	
<p>In transit costs (food)</p> <p>Reasonable food costs incurred in a transit city during inbound or outbound flights. These costs must be claimed within the approved living expenses budget.</p>	
<p>In transit costs (transport)</p> <p>Reasonable local transport costs to and from airports while in transit. These costs must be claimed within the approved living expenses budget.</p>	

Section 2: During the visit

Workspace

- The UTS host will arrange a suitable workspace and provide access to relevant facilities for the KTP visitor.
- The UTS host must be on campus for the duration of the visiting fellow’s stay.



Meetings with the Global Partnerships team and other units

A welcome meeting with the Global Partnerships team will be scheduled during the first week of the visit to confirm the itinerary of activities.

Where the visit has a research focus, with the Global Partnerships team will also arrange meetings with the Graduate Research School (GRS) and the Research Office. These meetings are intended to discuss supervision of collaborative PhD students and external funding opportunities relevant to the collaborators' area of expertise.

During the final week of the visit, the KTP visitor will attend a departure meeting with the Global partnerships team. At this meeting, the visit is required to submit the following documentation:

- Visit Report outlining a 12 to 24-month plan for engagement and collaborative activities
- Reimbursement Request Form
- Original receipts or valid tax invoices for reimbursement claims

Please note that the visit report, reimbursement request form, and all supporting receipts must be submitted on the last working day of the visit. The deadline for submitting receipts to UTS is a few days earlier than the FSU deadline, to allow sufficient time for internal review and processing prior to submission to FSU.

Section 3: After the visit

The KTP visitor must submit the webpage template form for the collaboration story by the end of the calendar year.

Long term engagement

To monitor outcomes following the visit, the Global Partnerships team will request annual written progress updates from participants. Reported milestones and achievements will inform by participants will inform briefing materials and reports provided to UTS executive management and Key Technology Partners.

Global Partnerships team support

Before the visit:

- Liaise with the UTS People Unit to request an Invitation Letter for an honorary appointment
- Arrange accommodation at hotels offering UTS corporate rates
- Assist with issuing a UTS Travel Insurance Certificate where the KTP visitor's home university does not provide coverage
- Identify potential sources of external funding to support collaborative projects

During the visit:

- Arrange meetings with the Graduate Research School, Research Office and/or any other relevant units
- Promote events, seminars, and workshops associated with the visit

After the visit:

- Coordinate reimbursement of approved travel and living expenses
- Prompt collaborators annually to submit progress updates
- Share collaboration stories and key milestones with UTS and Key Technology Partners

CONTACT US

For further information or enquiries, please contact the UTS Global Partnerships team at globalpartnerships@uts.edu.au