

IMPORTANT



Instructions:

How to accept your 'Offer of Admission' and complete your enrolment in a UTS Higher Degree by Research

Congratulations on receiving an offer of admission to a Higher Degree by Research at the University of Technology Sydney for the Autumn Session 2020.

This document contains important information. Please read it carefully and follow the steps to accept your offer and to enrol.

1. Activate your UTS Student Account

- Please [activate your UTS email account here](#) and set up a password.
You will need:
 - UTS Student Number (8 digits – see 'Letter of Offer')
 - Given name
 - Family name
 - Date of birth
- The system will guide you through a number of steps after which your UTS email account will be active.

NOTE: Before proceeding with steps 2&3, you should discuss with your supervisor what date you will actually commence your studies at UTS so that s/he is available.

Once you have enrolled, your Start Date (see 'Notes' below) is fixed and you cannot change it. Please proceed with your enrolment only if you are sure you will commence your studies by the Start Date.

2. Accept your 'Offer of Admission'

- [MyStudentAdmin](#) (MSA) is the UTS online system where you manage your enrolment and candidature.
- Using your new UTS account from step 1, log into [MyStudentAdmin](#).
- At the top, click on "Offers" where it brings you to the page with 6 steps.
- Click "Start" to view your offer where you can check all relevant details of your offer
- Click "Continue" to follow the enrolment steps to accept your offer up to step 4

3. Enrol in Thesis

- At step 5 "Enrol in Subjects" click "Enrol in Subjects"
- Read through the "student Declaration" then acknowledge it then "Save"
- It brings you to the list of subjects to enrol
- From the thesis box, tick "Enrol" then select "an availability"
- For any other subjects, please tick only those with 2020, Autumn Session
- Click "Enrol", then it brings you to "Potential Enrolment List"
- Re-check all details and then select "Confirm Enrolment" to continue.

- It will bring you to the “Enrolment Confirmation” page, select “Confirm” to complete the procedure.

By enrolling in your course and thesis, you will have formally accepted your ‘Offer of Admission’. You should inform your supervisor of your successful enrolment and prospective Start Date

Notes:

Coursework subjects

Some courses have compulsory coursework subjects which will be listed on your candidature summary. After you have accepted your course online, the Graduate Research School will automatically enrol you in these subjects and notify you by email. Coursework subjects will commence after 09 March 2020, and you can expect to receive your coursework enrolment details by mid- February 2020.

Start Date

The Autumn Session will commence on 1 January 2020, but your personal Start Date is the day when your Higher Degree by Research candidature at UTS formally commences. This day will be used to calculate the date when your thesis is due for submission (Expected Work Submission Date). The following rules apply:

- If you enrol BEFORE the beginning of Autumn Session, your Start Date will be recorded as the 1 January 2020.
 - *Example:* If you enrol on 20 December 2019, your Start Date will be 1 January 2020.
- If you enrol AFTER the beginning of Autumn Session, your Start Date will be recorded as the actual date you enrol online.
 - *Example:* If you enrol on 10 January 2020, your Start Date will be 10 January 2020.

Expected Work Submission Date (EWS)

The EWS date is the final date students **must** submit their thesis for examination.

For more information please refer to Chapter 9 of the [Graduate Research Candidature Management, Thesis Preparation and Submission Procedures](#)

Student Services and Amenities Fee

This a compulsory fee for *all* UTS students. For more information please visit: [Student Services and Amenities Fee \(SSAF\)](#).

UTS Contacts

The Graduate Research School and your Faculty Research Office will jointly manage your HDR candidature.

For enrolment and scholarship inquiries, contact:

Graduate Research School (GRS)
Level 7, Tower Building 1
Email: grs@uts.edu.au
Phone: (02)9514 1336

For coursework, workspace and Faculty induction inquiries, contact:

Your relevant Faculty – please click [HERE](#)