

OFF-CAMPUS STUDY APPROVAL FORM

For Higher Degree by Research Students

This form should be completed by a higher degree research student and their principal supervisor to support the off-campus (interstate or offshore) enrolment of the student for part of, or the entire duration of, their candidature. It must also be reviewed and approved by the faculty Responsible Academic Officer.

Note: Do not complete for students who:

- will only be conducting periods of fieldwork off-site* (i.e. they will be based on-campus)
- are part-time (based on-campus)
- are enrolled in a Collaborative Doctoral Research Degree Program**

* students conducting fieldwork off-site must complete a travel approval form, as per the [UTS Student Travel and Expenses Policy](#).

** students enrolled in a Collaborative Doctoral Research Degree Program will be required to complete a Candidature Agreement prior to enrolment.

Student Details

Surname	<input type="text"/>	First name	<input type="text"/>
Student ID	<input type="text"/>	Faculty /Unit	<input type="text"/>
Course Code	<input type="text"/>	Thesis Code	<input type="text"/>

Information Required

Faculties are required to complete the following information when requesting a student be based off-campus.

1. Student location

- a. Please provide details of the student's location including full address, contact details and alternate contact details.

- b. International students: is the above location a country the student is a citizen or national of? If not, the student must also complete a travel approval form as per the [UTS Student Travel and Expenses Policy](#), and register with [International SOS](#) (if located offshore). Please attach a copy of the approved travel form to this application.

YES

NO

- c. Domestic students based off-campus must also complete a travel approval form as per the [UTS Student Travel and Expenses Policy](#), and register with [International SOS](#) (if located offshore). Please attach a copy of the approved travel form to this application.

- d. What is the proposed length of stay at the off-campus location? What is the expected commencement date of the student's study on-campus?

e. What are the expected study hours (per week) for the student?

f. Will the student be based at, or travelling to, any location other than the location specified in question 1? If so, provide details and ensure the student completes a travel approval form as per the [UTS Student Travel and Expenses Policy](#), and registers with [International SOS](#) (if offshore). Please attach a copy of the approved travel form to this application.

2. Supervisory support for student

a. What are the proposed supervision strategies and meeting schedules? (there must be engagement with supervisory panel at least every fortnight).

b. If applicable, would there be any supervisory support available for the student to access in their off-campus location? Please provide external supervisors' details (name, position) at that location.

3. Capacity of the student for autonomous, independent study

a. Please comment on the student's ability to work autonomously without immediate supervision, e.g. has the student previously studied or researched at an off-campus location (interstate or offshore)?

b. If a student is going to be based off-campus (interstate or offshore) for their entire candidature, what is the expected total amount of time the student will spend visiting the UTS campus in Sydney, Australia?

4. Research activities

a. Please list the types of research activities the student will be undertaking whilst based off-campus?

b. Please indicate where the student will be undertaking their research activities, including an explanation of the type of research environment. (i.e. will the student be predominantly home based, or will they be working at another research facility/university, or as part of a research team or group?)

- c. If the student is going to be predominantly home based, does the student have uninterrupted access to the internet?

- d. Does the student's course require completion of compulsory coursework? If yes, is this coursework available fully online?

- e. Does the student's research require UTS research infrastructure within the first 6-12 months? If no, does the student require access to research facilities or specialised equipment? What access will the student have to resources (that they would have whilst on-campus), such as laboratories and workshops? Will the student have ready access to a library (other than electronically through UTS Library) to support the research proposed?

- f. Please visit the [Work and Study Off-campus](#) webpage and select the 'Off-Campus Activities Selector Tool' to complete a risk assessment of the proposed non-UTS research environment. Based on the proposed research activities and location, please attach the relevant safety checklist(s) to this form.

Student and Principal Supervisor Declaration

We have undertaken a risk assessment of the proposed off-campus (interstate/offshore) research environment (as outlined in 4.f) and in the box below, have listed the forms attached with this application.

We note that unless provided with details of an Australian bank account, scholarship payments supporting the student's living expenses will not commence until the student is onshore and able to open a bank account.

List attached forms:

Student	<i>Name</i>	<i>Signature</i>	<i>Date</i>
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Principal Supervisor	<i>Name</i>	<i>Signature</i>	<i>Date</i>
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Faculty Responsible Academic Officer Approval

I have reviewed this application and am satisfied with the risk management assessment of the proposed off-campus (interstate/offshore) research as evidenced by the attached forms.

Approved

Not Approved

Responsible Academic Officer	<i>Name</i>	<i>Signature</i>	<i>Date</i>
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Dean Graduate Research School Approval

Approved

Not Approved

Dean of GRS	<i>Name</i>	<i>Signature</i>	<i>Date</i>
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Comments:

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Graduate Research School

ACTION

DATE

Faculty notified:

Student noted as based off-campus on CASS and comment code raised:

Start date of off-campus study:

Potential end of off-campus study:
