Application Guidelines
For Higher Degree by Research applications

General instructions

These Guidelines are designed to assist you in completing the online application for Admission to a Higher Degree by Research. Please read these Guidelines carefully before submitting your Application.

Further information about the application process is provided on the GRS Future Researchers website at: www.uts.edu.au/research-and-teaching/future-researchers/research-degrees-uts/applying-research-degree-and-scholarship

APPLICATION PROCESS

• It is important that you have made contact with your proposed faculty, including a potential supervisor, before you submit your application.
• You will need to complete all sections of the application form online and attach the relevant documentation before you submit your application.

SCHOLARSHIPS

• Scholarship applications are considered for the Autumn intake only.
• If you indicate on your application form that you would like to be considered for a Research Scholarship - your application for course admission and scholarship will be assessed at the same time.

APPLICATION DEADLINES

• Please note that late application cannot be guaranteed to be processed for the specific intake you applied for.
• Applications should be submitted online by the following deadlines:
  * International applicants:
    2018 Autumn session: 31 March 2017 to 30 September 2017
    2018 Spring session: 31 March 2017 to 31 March 2018
    2018 Scholarship application deadline: 20 August 2017
  * Domestic applicants:
    2018 Autumn session: 31 March 2017 to 31 October 2017
    2018 Spring session: 31 March 2017 to 31 May 2018
    2018 Scholarship application deadline: 31 October 2017

TUITION FEES FOR HIGHER DEGREES BY RESEARCH

Depending on the research degree you wish to apply for at UTS, Australian and New Zealand citizens and Australian permanent residents are eligible to receive Research Training Program (RTP) Fees Offset Scholarship funded by the Australian Government. This covers the cost of your tuition fees valued for the year of offer for up to the maximum period of time allowable to complete your study.

In addition to the RTP Fees Offset Scholarship, the University makes an additional contribution in the form of enhanced developmental programs and facilities that contribute to the research degree program at the estimated value of $5,000 to $10,000 per annum.

The following maximum equivalent full time study years (EFTSL) apply to Higher Degrees by Research:

• Doctoral degree 4 years full time or 8 years part time
• Masters by Research degree 2 years full time or 4 years part time
Any student enrolled beyond these maximum periods allowed will be liable for course fees for any period of enrolment thereafter.


NEED HELP?

- If you have any questions about the Application process please feel free to contact the UTS Graduate Research School.

Section 1: Personal and contact details

Please complete all questions that apply to your situation and upload proof of your citizenship and/or residency status. Please ensure that your email address is current and active as email will be the mode of communication used by the Graduate Research School to contact you about your application. If your family name or given names are different from those stated on any documents submitted, you should:

- Indicate your previous name
- Provide proof of name change – e.g. a certified copy of a Marriage Certificate, Deed Poll notice, etc

Section 2: Proposed course of study

Commencement Date:
You should select the session you would like to commence your study for your application. You should discuss with your potential supervisor when you intend to start your candidature.

Students who are required to enrol in coursework subjects in the first year will have to commence candidature in time for the beginning of the teaching period. If this applies to you, you will be notified of the ‘enrol by date’ in your offer letter. The principal dates information at UTS is available from: http://www.handbook.uts.edu.au/dates.html

- Autumn session: start between January and March
- Spring session: start between July and August

Course Preferences:
This section refers to the research degree course that you would like to apply for at UTS. Each course has a thesis subject name which identifies the specialisation for the research degree.

For example, in the Faculty of Engineering and IT, there is one Doctor of Philosophy degree and a choice of 6 thesis subjects. If you were intending to do a research project in Engineering, you would write the following on the form:

- Course name: C02018 Doctor of Philosophy

The complete list of courses and thesis subjects are available on pages 7-10 of this document.

Section 3: English language proficiency

- If your previous studies were undertaken in an overseas country and the language of instruction was English, you may need to provide evidence from your institution that specifies that English was the medium of instruction.
If your tertiary education was conducted in a language other than English, you must submit evidence demonstrating your proficiency in the English Language. For the latest information on the English language proficiency requirements for UTS Research degrees, please visit: 

Section 4: Proposed research project or topic

At the application stage, your Research Proposal is intended to provide the faculty with a detailed plan for your proposed area of research. This will be an outline of your research problem and how you intend to approach this problem through research and analysis.

Information about faculty requirements and a brief summary of how to write a research proposal are available at: www.uts.edu.au/research-and-teaching/future-researchers/research-degrees-uts/develop-your-research-proposal

It is recommended that you discuss your Research Proposal with your faculty and potential supervisor prior to submission as each faculty has different requirements including mandatory pre-assessments.

Section 5: Academic qualifications

Any prior studies in research and coursework should be evident in this section. We may need to contact your institution for information on your progress if sufficient documentation is not provided.

For each of your Academic Qualifications you need to provide the following:

- A complete and official academic transcript showing the subjects studied, the marks obtained, including any fails and subsequent re-sits. Note: unofficial transcripts from institution websites will not be accepted;
- An explanation/ extract of the universities grading system
- If you have completed and been awarded the qualification you will need to provide proof of completion.
- If applicable, indicate the research component of the qualification. For example, if you undertook a research project of 12 credit points in a 48 credit point degree, your % component of research would be 25%.
- If any of your documents are not in English you must provide an official translation as well as the original language documents.

Please note that previous or current UTS students do not need to provide evidence of study undertaken at UTS

Section 6: Academic referees

If you are an international applicant, please provide contact details of your referees for your online application.

If you are a domestic applicant, please have your referee reports can either be sent directly to the Graduate Research School by your referees, or posted in sealed envelopes with the referee’s signature across the seal.

- If your academic study was 5 years ago or longer, or you can no longer find a suitable academic referee, you may wish to ask a current or previous employer to complete the referee report.
- You will need at least 2 Academic Referees to submit a report with your application. Some faculties may require an additional academic referee report if the referee used is your potential supervisor.


Section 7 Relevant research and professional experience

This section is important to enable the faculty to assess your capacity to undertake a significant independent research project, based on your research and professional experience directly related to your proposed area of research.
Examples of research and professional experience can include but are not limited to:

- A previous research project or thesis in an earlier degree;
- Research training and methodology subjects you may have undertaken as part of a previous degree;
- Research work in paid employment or professional experience linked to your proposed area of research;
- Membership of professional bodies and organisations

Section 8: Scholarships

The complete list of Research Degree scholarships and relevant Conditions for Award are available online at: www.uts.edu.au/research-and-teaching/future-researchers/research-degrees-uts/research-scholarships

- Scholarships are considered for AUTUMN INTAKE ONLY and for full time students.
- These scholarships are for living expenses only. Please note that the majority of domestic students are eligible for an RTP scholarship which will cover the tuition fees for the research degree. Please refer to the section about tuition fees for more information about RTP scholarship.
- Each faculty will score and rank your application for scholarships. For information on the faculty’s ranking systems, please visit the individual faculty websites.
- Please refer to the Conditions for Award documents for detailed information on eligibility criteria, and the scholarship terms and conditions.

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 and email it back to Graduate Research School.

Documentation and evidence

The evidence for your application should be provided as supporting documents with your Application Form. Please note that the Graduate Research School or the faculty may request additional documentation or evidence of research and professional experience.

Qualifications: Please provide the documents listed in section 5 for every qualification listed in your CV

Publications: Please attach a copy of the first page of each research publication

Creative works: Please do not submit portfolios, CDs, DVDs or actual books with your application. If these materials are required, the Faculty may request this from you directly

For applicants who have produced research publications and creative works, these should be listed in order in your attached CV with a weblink/ URL to the online copy.

Translations: If your supporting documents are in a language other than English, you must supply an official English translation of these documents AND also attach certified copies of the documents in the original language. Copies translated by any other sources will not be accepted

Officers authorised to translate official documents into English include:

- National Accreditation Authority for Translators & Interpreters (NAATI): www.naati.com.au
- A translator from a reputable translation company in your home country. The translated documents must have an official (translation) seal and be signed by the translator
- An official translation from the institution that issued the document
- UTS registered student recruitment agents if you are an international applicant
- A public notary
- Community Relations Commission for Multicultural New South Wales: www.crc.nsw.gov.au
Submitting your completed Application

Before you submit your Application make sure you have:

- Please refer to the Formatting your Resume/CV and Certification Requirements sections of these guidelines
- Make sure you have provided all required documentation

Please submit your application online with all supporting documentation, and provide the certified documents. Please be advised that documents provided as part of your application cannot be returned to you once they have been submitted.

Certification Requirements

Certification is a process whereby an approved individual, referred to here as an Authorised Officer, confirms the authenticity of a copy of an original document for the purpose of providing it to UTS. A certified copy of a document is can be provided in place of an original document.

An Authorised Officer must certify documents. Authorised Officers must be contactable by telephone during normal working hours. There may be a charge for copies made by some participating institutions.

Note: you or your family are not permitted to certify your documents, if you or your family are an Authorised Officer.

* Documents verified in AUSTRALIA

UTS will accept copies certified by employees of one of the following:

- The Universities Admissions Centre (UAC)
- The Student Enquiries Office or Admissions Office at any UAC participating university
- The Administration Office at any TAFE college
- Interstate tertiary admissions centres
- The official records department of the institution that originally issued the document(s)
- An Australian overseas diplomatic mission and Australian Educational Centres

Alternatively, documents may be certified by someone who is currently employed as on of the following:

- a Justice of the Peace with a registration number
- an accountant – member of the Institute of Chartered Accountants in Australia, CPA Australia, the National Institute of Accountants, the Association of Taxation and Management Accountants or a registered tax agent
- a bank manager, but not a manager of a bank travel centre
- a credit union branch manager
- a commissioner for declarations
- a barrister, solicitor or patent attorney
- a police officer
- a postal office manager
- a principal of an Australian secondary college, high school or primary school
- a pharmacist
- a medical practitioner or specialist
- a registered nurse
- a defence force officer

They must include their professional registration number, if available, when verifying your documents.

*Documents verified OVERSEAS

UTS will accept copies certified by employees of one of the following:

- Australian Overseas Diplomatic Mission
- UTS Authorised Representative or Agent if you are an international student
- Public Notary Office
- the Administration of the Institution which issued the relevant document
The Authorised Officer who certifies your documents must:

- write ‘I certify this to be a true copy of the document shown and reported to me as the original’ on all copies
- include their signature and the date the document was certified
- print their name, daytime contact number, profession or occupation or organisation and date verified
- affix the official stamp or seal of the verifier’s organisation on the copy, if the organisation has such a stamp
- provide their professional registration number if available (this is mandatory for Justices of the Peace)

In addition, a Justice of the Peace (JP) is required to provide:

- The state in which they are registered as a JP.

What does correctly certified mean?
Correctly certified means that your original document has been sighted and the copy has been sworn to be a true copy of
the original by one of the authorised people mentioned above. Please note that scans or photocopies will not be accepted.

PRIVACY NOTICE
UTS will take steps to verify that documents which have been certified are authentic if it believes that the certification may
be in question. UTS will use the contact details provided by the Authorised Officer, or obtained them from public registers,
for this purpose (eg a state’s Justice of the Peace Register).

Personal information will be used to investigate any suspected fraudulent activity, which will be dealt with in line with the
University’s Student Rules or the Fraud and Corruption Prevention and Public Interest Disclosures Policy as appropriate in
the circumstances. Suspected fraudulent activity may also be referred to the police.

Formatting your Resume / CV

You will need to provide a current Resume/ CV with your application. Please provide as much information as possible to
help the faculty assess your capacity to undertake a research project.

Your CV should list the following:

- **Education history**: List your qualifications from most recent to oldest.
- **Employment history**: Start with your most recent/current role. Describe your major responsibilities and duties
  and list any key achievements. Provide any additional information that is relevant to your
  proposed area of research.
- **Professional organisations**: List your current memberships
- **Prizes, Awards & Scholarships**: List any that you have received in your academic and professional career
- **Publications**: See below for Publication and Creative work requirements

RESEARCH PUBLICATIONS
IF applicable, please list your research publications, using a standard referencing system such as Harvard or APA style
starting with the most recent publication.

The following information should be provided for each publication:

- **Author/s** - list all authors in the order that appears on the publication with your own name in bold
- **Year of publication**
- **Title of article or book chapter**
- **Name of Journal, book, or conference proceedings**
- **Volume, issue &/or edition of journal or book**
- **Page number/s**
- **Publisher and place of publication**
Publication proof

- Ensure that you include a URL of the online version of the article AND a copy of the front page of each publication.
- If not yet published, provide the acceptance letter from editor that the publication has been accepted for publication.
- For conference papers a copy of the conference program which shows your name as presenter must be provided.

English Translation

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

CREATIVE WORKS

If applicable, please provide a list of your creative works with a link to the URL. Number the creative works and start with the most recent and work backwards. Creative works can be listed as follows (note – this list is not exhaustive):

- Catalogues – title, name of gallery, city, date of publication, URL
- Reviews published in print – name of reviewer, date of publication, title of review, title of publication, page numbers
- Reviews published online - name of reviewer, date of publication, title of review, title of publication, URL
- CD, DVD, Videos – name, author, title and publisher
- Performances – title of piece, date of performance, location of performance
- Awards – name of award, date, name of organisation, URL or award or organisation

UTS COURSES AND THESIS SUBJECTS FOR HIGHER DEGREES BY RESEARCH


Please note these course details were correct at the time of printing and may be subject to change.

FACULTY OF ARTS AND SOCIAL SCIENCES - COMMUNICATION MAJOR (Autumn Session only for domestic applications)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Code</th>
<th>Course Description</th>
</tr>
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<tbody>
<tr>
<td>C03018</td>
<td>Master of Arts in Humanities and Social Sciences (Research)</td>
<td>51984</td>
<td>Master of Arts Thesis</td>
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<tr>
<td>C03044</td>
<td>Master of Creative Arts (Research)</td>
<td>51985</td>
<td>Master of Creative Arts Thesis</td>
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<td>C02019</td>
<td>Doctor of Philosophy</td>
<td>51991</td>
<td>PhD Thesis: Humanities and Social Science</td>
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<td>C02020</td>
<td>Doctor of Creative Arts</td>
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<td>Doctoral Project</td>
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FACULTY OF ARTS AND SOCIAL SCIENCES - EDUCATION MAJOR (Autumn Session only for domestic applications)

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<tr>
<td>C03047</td>
<td>Master of Education (Research)</td>
<td>016102</td>
<td>Thesis (Education)</td>
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<tr>
<td>C02041</td>
<td>Doctor of Philosophy</td>
<td>019982</td>
<td>PhD Thesis: Education</td>
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<tr>
<td>C02050</td>
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<td>019950</td>
<td>EdD Thesis: Education</td>
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## FACULTY OF ARTS AND SOCIAL SCIENCES - INTERNATIONAL STUDIES MAJOR (Autumn Session only for domestic applications)

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<tr>
<td>C03034</td>
<td>Master of Arts in International Studies (Research)</td>
<td>979110</td>
<td>Thesis (International Studies)</td>
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## UTS BUSINESS SCHOOL

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<tr>
<td>C02048</td>
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<td>22982</td>
<td>PhD Thesis: Accounting</td>
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<td></td>
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<td>24982</td>
<td>PhD Thesis: Marketing</td>
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<td>23926</td>
<td>PhD Thesis: Economics</td>
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<td>25927</td>
<td>PhD Thesis: Finance</td>
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<td>26928</td>
<td>PhD Thesis: Health Economics</td>
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<tr>
<td>C02058</td>
<td>Doctor of Philosophy (Economics)</td>
<td>23949</td>
<td>PhD Thesis: Economics</td>
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## FACULTY OF DESIGN, ARCHITECTURE & BUILDING

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<tr>
<td>C03001</td>
<td>Master of Architecture (Research)</td>
<td>13905</td>
<td>Thesis (Architecture)</td>
</tr>
<tr>
<td>C03002</td>
<td>Master of Built Environment (Research)</td>
<td>14903</td>
<td>Thesis (Building)</td>
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<td></td>
<td>15903</td>
<td>Thesis (Quantity Surveying)</td>
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<tr>
<td>C03012</td>
<td>Master of Design (Research)</td>
<td>81821</td>
<td>Thesis (Design)</td>
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<td>17900</td>
<td>PhD Thesis: Built Environment</td>
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<td></td>
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<td>PhD Thesis: Design</td>
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## FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY - ENGINEERING MAJOR

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<td>C02018</td>
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## FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY - INFORMATION TECHNOLOGY MAJOR

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<td>C03025</td>
<td>Master of Science in Computing Science (Research)</td>
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<td>Thesis (Computing Science)</td>
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<tr>
<td>C03051</td>
<td>Master of Analytics (Research)</td>
<td>31676</td>
<td>Thesis (Analytics)</td>
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<tr>
<td>C02029</td>
<td>Doctor of Philosophy</td>
<td>32986</td>
<td>PhD Thesis: Information Systems</td>
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</table>
C02047  Doctor of Philosophy
33875  PhD Thesis: Computer Systems

C02062  Doctor of Philosophy (Learning Analytics)
36110  PhD Thesis: Learning Analytics

C03048  Master of Nursing (Research)
92975  Master of Nursing (Research) Thesis

C03049  Master of Midwifery (Research)
92976  Master of Midwifery (Research) Thesis

C03050  Master of Health Services (Research)
92977  Master of Health Services (Research) Thesis

C03055  Master of Sport and Exercise (Research)
92052 Master of Sport and Exercise Thesis

C02024  Doctor of Philosophy
92984  PhD Thesis: Nursing
93000  PhD Thesis: Midwifery
93001  PhD Thesis: Health

C02057  Doctor of Philosophy
93007 PhD Thesis: Sport and Exercise

C02061  Doctor of Philosophy
93007 PhD Thesis: Public Health

C03053  Master of Pharmacy (Research)
95590  Master of Pharmacy Thesis

C03054  Master of Pharmaceutical Sciences (Research)
95591  Master of Pharmaceutical Sciences Thesis

C03056  Master of Orthoptics (Research)
95593  Master of Orthoptics Thesis

C03057  Master of Clinical Psychology (Research)
95594  Master of Clinical Psychology Thesis

C03059  Master of Physiotherapy (Research)
95596  Master of Physiotherapy Thesis

C02056  Doctor of Philosophy (Pharmacy)
95589  PhD Thesis: Pharmacy

C02059  Doctor of Philosophy (Orthoptics)
95592  PhD Thesis: Orthoptics

C02060  Doctor of Philosophy (Clinical Psychology)
95595  PhD Thesis: Clinical Psychology
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<td>C02063</td>
<td>Doctor of Philosophy (Physiotherapy)</td>
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<td>C02028</td>
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**FACULTY OF LAW**

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<td>Thesis (Law)</td>
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**FACULTY OF SCIENCE**

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<td>C03026</td>
<td>Master of Science in Mathematical Sciences (Research)</td>
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<td>Thesis (Mathematics)</td>
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<td>C02031</td>
<td>Doctor of Philosophy</td>
<td>60986</td>
<td>PhD Thesis: Science</td>
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**INSTITUTE FOR SUSTAINABLE FUTURES**

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<tr>
<td>C02037</td>
<td>Doctor of Philosophy</td>
<td>95582</td>
<td>PhD Thesis: Sustainable Futures</td>
</tr>
</tbody>
</table>

**Where to provide certified documents?**

**In person or by courier**

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

**By post**

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

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

**Phone:** (02) 9514 1336

**Email:**
- grs@uts.edu.au for domestic applications
- int.research@uts.edu.au for international applications