

UTS Collaborative Doctoral Research Degree Program

Candidate Guide

UTS has an established Collaborative Doctoral Research Degree Program to promote research-led collaboration between UTS and its international partner universities. At the completion of the program, both institutions will formally recognise the collaborative doctoral degree student's research.

BENEFITS:

1. Provides students with an opportunity to participate in jointly-supervised research projects and enrol in a PhD across two universities.
2. Allows students to take advantage of strong industry and other links at both institutions and gain an international experience.
3. Allows academics to attract high-quality PhD students and further develop their research portfolio.
4. Students are supervised by UTS academics and academics from the partnering institution.
5. Students are eligible for all candidature provisions of both institutions.
6. If accepted into the program, the student will receive a tuition fee scholarship for the maximum duration of a PhD candidature, which is 4 years full-time, regardless of the stay at UTS. Any excess candidature requirement will be subject to fees.

OUTBOUND STUDENTS:

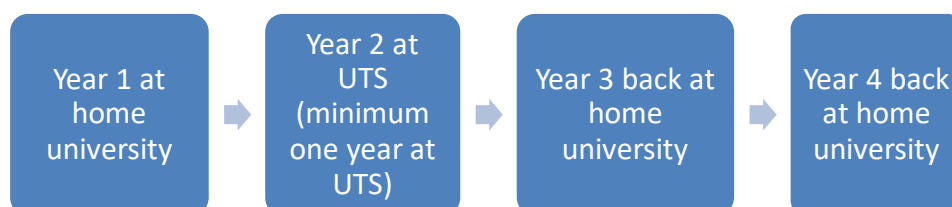
Outbound students are students whose home university is UTS.

INBOUND STUDENTS:

Inbound students are students whose home university is one of UTS's international partner universities.

PREFERRED STRUCTURE:

1. Supervisors at both universities are required to establish the topic of research collaboration with the student.
2. It is advised that supervisors establish a timeframe for when the student will be at each university, to enable stronger collaboration and supervision, and for student participation in the various requirements of both universities.
3. Ideally the inbound student would undertake a minimum of one year of their degree at UTS (onshore). This year can be split over the course of the degree if necessary, instead of doing it in one block; the preferred model for inbound students is as follows:



4. The above time format for inbound students is flexible, provided both universities and supervisors determine it is feasible to comply with the requirements. The maximum full-time candidature period for a PhD at UTS is 4 years. If the candidature period at the partner institution differs from this, it is advised that the supervisors agree on a timeline and seek guidance from the respective graduate research offices prior to finalisation of the proposal.
5. The time format for outbound students is to be agreed by all parties and outlined in the collaborative agreement with the individual partnering institution.

6. The student will need to submit an application for PhD entry to UTS (process described below) and if offered a candidature, enrol and comply with the candidature requirements.
7. The student must remain enrolled in both universities for the duration of the PhD program.
8. The student must comply with laws and regulations of both institutions.

UTS Application Process

Application deadlines

PhD students are advised to apply to the deadline closest to the session they wish to commence their PhD candidature. Commencement period for each session is as follows:

- Research Session One: January - May commencement
- Research Session Two: July – November commencement

Visit the Graduate Research website to view the current [application deadlines](#).

Application process for OUTBOUND students

If you would like to join this program as an outbound student, please [email the Graduate Research School](#) to discuss your collaborative doctoral research plan.

Application process for INBOUND students

1. Approval

Students must obtain approval from both the home university supervisor and the principal UTS supervisor and inform both institution authorities that administer graduate research candidate matters.

2. Eligibility

Students need to check that they meet the eligibility criteria for admission to a graduate research degree at UTS. This information can be found in the [UTS admissions policy](#) and the relevant course entry in the [UTS online handbook](#). Please note that individual faculties may have their own specific additional requirements for admission to research degrees. All admission requirements including [English language requirements](#) must be met.

3. Pre-admission requirements

Some faculties have a pre-assessment stage to the application process. Details are outlined on the [Choose a course](#) webpage.

If applying to the Faculty of Health, candidates MUST submit a [supplementary form](#) to the potential supervisor for approval.

All students will need to provide the following information when they contact the faculty or the potential supervisor:

- a brief research proposal including research topic and background of the project. This must reflect the candidate's ability to conduct research;
- a current CV/resume ([Download CV template](#)); and
- academic transcripts.

Some faculties will require additional documentation, so it is best to consult with them at this stage in the process.

4. Developing the research proposal

The research proposal must detail the research objectives, examples of key literature in the area of interest and a broad outline of the sequence and timing of the work that is planned to be carried out. The requirements for the research plan or proposal vary in each faculty, so please refer to [how to write a research proposal](#) for assistance.

Students submitting an application to enter into a Collaborative Doctoral Research Degree Program must provide an outline of the collaborative study period, including time to be spent at UTS. It is advised that inbound students would normally spend the 2nd year of their candidature at UTS and it is expected that students submit their application for entry into the program as soon as they commence at their home institution.

5. Completion of the online application form

Late and/or incomplete applications will not be accepted. Inbound students are encouraged to apply early to allow plenty of time to organise an Australian student visa to study at UTS. Please refer to the Australian Department of Home Affairs website for information on [student visas](#) and [processing times](#). It is important the visa application is complete and accurate to avoid delays.

There are two steps to the UTS online application process:

Step 1: The student must register as a user, where a username and password will be provided. Keep note of these details to login and make updates if required.

Step 2: Once registered, the student will be able to complete and submit their application to study a course at UTS.

Click [here](#) to lodge your application.

***Important: inbound students must indicate in the online application form that they are applying under the Collaborative Doctoral Research Degree Program and specify which partner institution they are currently enrolled with. Students must check with their proposed UTS supervisor that there is an agreement in place with the partner institution, prior to commencing their application. If there is no agreement in place with the proposed partner institution, applications will not be considered under the Collaborative Doctoral Research Degree Program.**

6. Attach supporting documentation

All applications require supporting documents to be submitted to UTS. The actual documentation required depends on the applicant and the type of study they are applying to do.

For information on supporting documentation and certified copies, refer to [prepare your documents](#) webpage for assistance.

7. Outcome of application

Students will receive an email confirming receipt of their application once it has been submitted online. Students can monitor the progress of their application and upload supporting documentation with their username and password. The Graduate Research School (GRS) will advise the outcome of the application via email within approximately 9-12 weeks. Further information can be found [here](#).

8. Accepting offer

If the student has met all requirements, they will be sent an email with a letter of offer to study at UTS. The offer must be accepted within the specified deadline provided in the offer letter. Students are encouraged to visit the UTS Graduate Research website to further understand the process of [accepting their offer](#), or what is required in the event they need to [defer their offer](#) to the following session.

After accepting the offer, students will receive a [Confirmation of Enrolment](#) (CoE) certificate via email, which is the only evidence that the Australian Department of Home Affairs will accept to process Australian student visa applications. The email will detail information on traveling to Australia, enrolling at UTS, free airport bus service, accommodation, GRS induction and more.

The UTS International student website provides information about [arriving and settling in](#), as well guidance on [living in Sydney](#). Students are also encouraged to read the [UTS International Arrival Guide](#) which has helpful hints and tips for students arriving to study as an international student in Australia.

9. Application for a student visa

Inbound international students should visit the [Australian Government Department of Home Affairs](#) website which provides guidelines on applying for a student visa.

As well as their CoE letter, it is advised that students provide the following documentation with their application, as it may reduce processing delays:

- detailed CV/resume
- research proposal details
- academic transcripts
- details of publications

10. Candidate Agreement

All Collaborative Doctoral Research Degree Program students are required to sign a candidate agreement that formalises their collaborative research study at UTS, including the agreed examination process. This agreement will be sent to the student with their letter of offer.

The student should review and sign the candidate agreement, arrange for their home institution graduate research office (or equivalent) to sign, and then email back to the UTS Graduate Research School. A copy should also be provided to the student's home institution supervisor for their review and records.

Once UTS has signed the candidate agreement, a copy will be emailed to all parties.

11. Enrolment into PhD Program

Students will need to finalise their enrolment by the UTS coursework census date (if applicable), or the indicated last date to enrol for research students for each session. The relevant enrolment date will be outlined in the student's CoE email and information on [the enrolment process](#) is located on the Graduate Research website.

Usually, PhD students will have up to 5 months to enrol into the session of choice, and this can be done online.

Students enrolling into a PhD must refer to their offer letter or check with their faculty to see if they are required to undertake compulsory coursework subjects. If required, students will need to enrol prior to the coursework census date.

Once enrolled, students will be able to access UTS facilities and research training programs available to PhD students. Information on the researcher development and training programs, including induction and language assistance, will be emailed to the student once they have activated their UTS student email account.

UTS PhD students are required to complete a mandatory Research Integrity module in the first 3 months of their enrolment. If there are other compulsory courses, students will be notified of such requirements upon enrolment or via email when required.

12. Living stipend

Inbound students who are **not** in receipt of a stipend scholarship (living allowance) from their home country, **may** be entitled to receive a UTS stipend scholarship during their onshore time at UTS, to a maximum period of 1 year. This will be paid at the Australian Government Research Training Program Stipend (RTPS) rate.

Inbound students who are sponsored with a stipend scholarship from their home country, which is lower than the RTPS rate, **may** be offered a top-up UTS scholarship to equal the RTPS rate. This will be paid during their onshore time at UTS, to a maximum of 1 year.

Students who are eligible for a stipend scholarship, will be notified in writing along with their candidature offer.

13. Fees

Students will be required to pay the UTS Student Services and Amenities Fee (SSAF) for each year of their stay at UTS. It is important that students enrolled in the Collaborative Doctoral Research Degree Program inform the UTS Graduate Research School of their “off-shore” address when they leave UTS and return to their home institution, so that they can be exempt from the SSAF.

14. Supervision

In addition to supervisors at the partner institution, the student will be provided a UTS supervision panel as per the [Graduate Research and Supervision Policy](#).

15. Candidature Management

All students accepted and enrolled into a PhD program at UTS are required to manage their candidature as outlined in the [Student Rights and Responsibilities Policy](#), the [UTS Graduate Research Student Rules](#) and the [Candidature Management, Thesis Preparation and Submission Procedures](#).

As part of the candidature lifecycle, PhD students must establish a Graduate Research Study Plan with their supervisors and participate in reviews of progress and candidature assessments. As a Collaborative Doctoral Research Degree Program student, it will be expected that the student and their supervisors will establish a process of undertaking the required assessments and comply with requirements of both institutions.

The student’s graduate research program at UTS should be structured in accordance with the Graduate Research Education Framework (GREF).

The GREF is a UTS university-wide initiative that involves faculties, institutes, schools and research centres and the Graduate Research School. The GREF has two main aims: to support the advancement of knowledge through original graduate research and to develop the PhD student as a researcher prepared for a career in academia or industry.

This GREF articulates the support the PhD student will receive and is expected to engage with while undertaking a graduate research degree at UTS.

The GREF:

- involves a panel of supervisors;
- is guided by a Graduate Research Study Plan (GRSP);
- comprises three formal candidature stages including assessment;
- is monitored on a session-by-session basis through a Review of Progress;
- includes mandatory and optional training components;
- involves undertaking a program of research that adheres to research management best practice;
- culminates with the submission of a final thesis for examination;
- provides a supportive research environment.

Full details of the GREF are outlined in the [Graduate Research Candidature Management, Thesis Preparation and Submission Procedures](#).

16. Examination and Graduation

The examination process must be agreed to by both institutions prior to commencement of the collaborative research degree at UTS.

All PhD students will need to meet the UTS examination requirements set out in the [UTS PhD Student Rules](#) and [Graduate Research Candidature Management, Thesis Preparation and Submission Procedures](#). PhD students must liaise with the UTS Graduate Research School six months prior to their expected work submission date to discuss particular requirements of the examination process.

As standard, UTS will expect the examination to be a joint process in which the PhD student submits a single thesis for examination by external examiners nominated by both institutions. Where an institution requires an oral defence or viva voce examination, these will be conducted separately outside this process. If the PhD student successfully completes all requirements and is entitled to graduate, the PhD student will receive a testamur from both institutions bearing the crest, logo or insignia of both institutions **or** receive a separate testamur from each institution. In addition to the testamur, the UTS transcript and Australian Higher Education Graduate Statement (AHEGS) will carry the comment to the effect that the degree is awarded under a collaborative agreement. Unless otherwise agreed to in the candidate agreement, the UTS testamur will carry a comment line to the effect that the degree is awarded under a collaborative agreement.

Alternatively, a single thesis is prepared that is submitted for independent external examination by both universities. Each institution's examination process is fully complied with including an oral defence or viva voce examination. If the student successfully completes all requirements and is entitled to graduate, the student will receive a separate testamur from each institution. The UTS transcript and AHEGS will carry the comment to the effect that the degree is awarded under a collaborative agreement. Unless otherwise agreed to in the candidate agreement, the UTS testamur will carry a comment line to the effect that the degree is awarded under a collaborative agreement.

For complete information, visit the [UTS Collaborative Doctoral Research Degree Program website](#).