



# 2005 ACADEMIC HANDBOOK

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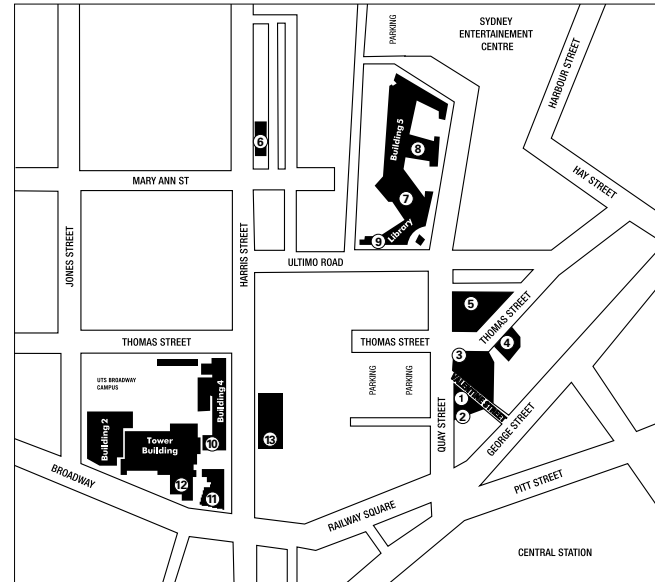
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# GENERAL INFORMATION

## 1.1 MAP

### INSEARCH & UTS CITY CAMPUS

- INSEARCH Student Services**  
Ground Floor, 10 Quay Street  
(Corner Quay & Valentine Streets)
- INSEARCH Academic Advisers**  
Level 3, 10 Quay Street
- INSEARCH Blue Building**  
187 Thomas Street  
Ground Floor  
Auditorium  
Level 2  
INSEARCH Ltd  
Level 3  
INSEARCH Academic Common Room  
Registrar  
Classrooms
- INSEARCH CPSU House**  
191 Thomas Street  
Level 2, 3  
Classrooms  
Level 4  
Learning Centre  
Classrooms
- INSEARCH Prince Centre**  
8 Quay Street  
Levels 1, 2  
Classrooms
- INSEARCH Design Studio**  
608 Harris Street
- University of Technology, Sydney (UTS)**  
Haymarket Campus,  
Quay Street
- UTS Faculty of Business**  
Graduate School of Business
- UTS Library**  
Corner Ultimo Road &  
Quay Street



- UTS Building 4**  
Harris Street, Sydney  
Gymnasium Sports Club
- UTS Bon Marche Building**  
(Faculty of Humanities and Social Science)  
Harris Street, Sydney
- UTS Tower Building**  
Broadway, Sydney  
Ground Floor  
Barbeque Facilities near glasshouse  
Student Services Unit  
(International Student Counsellor, Learning Skills  
Counsellor, doctors)

- Level 3  
Cafeteria  
Bar  
Table Tennis  
Movies  
Social Club Information at Union Information Office  
Photography Club (Developing Room)  
Computer Pool (faxing,  
assignment binding) next to  
Union Information Office
- UTS Faculty of Design, Architecture and Building**  
Harris Street, Sydney

## 1.2 WHO'S WHO AT INSEARCH

### MANAGEMENT

MANAGING DIRECTOR	Murray Laurence
ACADEMIC DIRECTOR	Ron Reilly
GROUP GENERAL MANAGER EDUCATION	Jenny Hannan
GENERAL MANAGER ACADEMIC PROGRAMS	Michelle Salmona
ACADEMIC MANAGER	Adrian Kelly

### REGISTRAR

REGISTRAR	Ray Litster
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### HEADS OF DEPARTMENTS

ACADEMIC LITERACY	Sally Hawse
BUSINESS	Michelle Salmona (acting)
COMMUNICATION	Michael Minehan
DESIGN	Margot Kimber
INFORMATION TECHNOLOGY	Sally Payne
SCIENCE & ENGINEERING	To be announced

### DEPARTMENT COORDINATORS

ACCOUNTING & BUSINESS LAW	Jonathan Tyler
FINANCE, STATISTICS & ECONOMICS	Suzanne Purcell
MARKETING & MANAGEMENT	Francine Garlin

### FULL TIME ACADEMICS

HEAD OF DEPARTMENT, ACADEMIC LITERACY	Sally Hawse
LECTURER, ACCOUNTING	Judith Shepherd
LECTURER, COMMUNICATION & DESIGN	Rosalind Turner
LECTURER, INFORMATION TECHNOLOGY	Jasmine Cheng
LECTURER, INFORMATION TECHNOLOGY	Lisa Cowgill

### STUDENT SERVICES

MANAGER STUDENT SERVICES	Puspa Durgude-Adams
STUDENT SERVICES FRONT DESK ADMINISTRATOR	Zella Schwenke

### ACADEMIC ADVISERS

SENIOR ACADEMIC ADVISER	Hilary Yerbury
ACADEMIC ADVISER	Terri Bichard
ACADEMIC ADVISER	Ildiko Volcz
STUDENT ACTIVITIES COORDINATOR	Suzanne Wilson

## 1.3 ACADEMIC BOARD

### 1.3.1 Terms of reference

The Academic Board oversees and makes recommendations on matters relevant to the academic operations of INSEARCH. The Academic Board

- > reviews proposals for new programs and subjects, and provides strategic advice on the need for courses
- > develops and approves new courses and changes to existing courses
- > approves course documentation
- > establishes course advisory committees to monitor the development, review and ongoing delivery of courses
- > ensures the standard and delivery of INSEARCH courses, including syllabus content, delivery methods and assessment methods
- > approves student results
- > hears and rules on unresolved student appeals, and receives reports on all academic appeals
- > is responsible for developing academic policies, including assessment policies
- > advises on evaluation of courses and articulation processes
- > supervises liaison with UTS and other universities to enable articulation.

# 1.4 QUALITY AND CURRICULUM COMMITTEE

<b>1.3.2 Positions</b>	
<b>External member and chair</b>	Professor Susan Holland Adjunct Professor (Learning and Professional Practice) Institute for the Service Professions, Edith Cowan University
<b>External member</b>	Sidney Newton Associate Professor Head of Building and Construction, School of Built Environment, University of New South Wales
<b>UTS dean's representative</b>	Associate Professor Ben Hunt Associate Dean (Teaching and Learning) Faculty of Business, UTS
<b>UTS academic board representative</b>	Professor Andrew Mowbray Associate Dean Faculty of Law, UTS
<b>INSEARCH UTS representative</b>	Murray Laurence Managing Director, INSEARCH Limited
<b>INSEARCH UTS representative</b>	Michelle Salmona General Manager, Academic Programs, INSEARCH
<b>INSEARCH UTS teaching representative</b>	Sally Payne Head of Department Information Technology, INSEARCH
<b>INSEARCH UTS student representative</b>	Nominee of INSEARCH student council
<b>Observer</b>	Adrian Kelly Academic Manager, INSEARCH

- 1.4.1 Terms of reference**  
The Quality and Curriculum Committee makes day-to-day decisions and advises the Academic Board, the managing director and the Executive Committee on matters relevant to the academic operations of INSEARCH. The Quality and Curriculum Committee
- > monitors and reviews processes relevant to INSEARCH's academic operations, including student progress and assessment, curriculum, learning and teaching, and use of academic resources
  - > plans, monitors and reviews examination and marking activities
  - > reviews student results
  - > determines academic policies
  - > plans, monitors and reviews the sharing of best practice
  - > develops, monitors and reviews professional development activities for academic staff
  - > maintains and improves teaching and learning resources
  - > monitors the quality assurance of course delivery, including through formal student feedback mechanisms.

- 1.4.2 Positions**
- GENERAL MANAGER ACADEMIC PROGRAMS
  - ACADEMIC MANAGER
  - MANAGER STUDENT SERVICES
  - HEADS OF DEPARTMENTS
  - ACADEMIC LITERACY
  - BUSINESS
  - COMMUNICATION
  - DESIGN
  - INFORMATION TECHNOLOGY
  - SCIENCE AND ENGINEERING

# 1.5 STUDENT CONDUCT COMMITTEE

- 1.5.1 Terms of reference**  
The student conduct committee is a sub-committee of the Quality and Curriculum Committee and is charged with implementing rule 2.03 Academic misconduct and rule 2.04 Student misconduct (see rulebook at rear for details). The student conduct committee
- > disseminates information to students and academic staff regarding policies and procedures for student conduct and academic integrity
  - > receives notification of academic and student misconduct from INSEARCH staff and students
  - > convenes a panel of at least two members to investigate allegations of misconduct
  - > imposes penalties as prescribed in rules 2.03 and 2.04
  - > meets annually to review rules, policies and procedures pertaining to academic and student misconduct and to determine committee members for following year
  - > reports via the academic manager and student database reports to the Quality and Curriculum committee at the end of each semester.

- 1.5.2 Positions**
- |                          |  |
|--------------------------|--|
| Chair                    | General Manager Academic Programs  |
| Investigators            | Academic Manager<br>Senior Academic Adviser                                      |
| Additional investigators | Any other suitable person as determined by the General Manager Academic Programs |

# 1.6 PRINCIPAL DATES 2006

## FEBRUARY SEMESTER

**13- 17 February 2006**  
Orientation for new students and re-enrolment

**20 February 2006**  
Classes commence

**21 February 2006\***  
Last day to re-enrol without a late fee

**3 March 2006**  
Last day to add a subject

**17 March 2006**  
Last day to withdraw from a subject without penalty

**14 April 2006**  
Good Friday public holiday

**17 April 2006**  
Easter Monday public holiday

**25 April 2006**  
Anzac Day public holiday

**19 May 2006**  
Classes finish

**22 May - 3 June 2006**  
Examination period

**4- 18 June 2006**  
Vacation and re-enrolment

## JUNE SEMESTER

**12 June 2006**  
Queen's Birthday public holiday

**13- 16 June 2006**  
Orientation for new students and re-enrolment

**19 June 2006**  
Classes commence

**20 June 2006\***  
Last day to re-enrol without a late fee

**30 June 2006**  
Last day to add a subject

**14 July 2006**  
Last day to withdraw from a subject without penalty

**8 September 2006**  
Classes finish

**11 - 23 September 2006**  
Examination period

**24 September - 8 October 2006**  
Vacation and re-enrolment

## OCTOBER SEMESTER

**2 October 2006**  
Labour Day public holiday

**3- 6 October 2006**  
Orientation for new students and re-enrolment

**9 October 2006**  
Classes commence

**10 October 2006\***  
Last day to re-enrol without a late fee

**20 October 2006**  
Last day to add a subject

**3 November 2006**  
Last day to withdraw from a subject without academic penalty

**15 December 2006**  
Classes finish

**16 December - 1 January 2007**  
Christmas vacation

**2 January 2007**  
Classes resume

**19 January 2007**  
Classes finish

**22 January - 3 February 2007**  
Examination period

\* this date may change - consult student intranet for update

# 1.7 TENTATIVE DATES 2007

## FEBRUARY SEMESTER

**12- 16 February 2007**  
Orientation for new students and re-enrolment

**19 February 2007**  
Classes commence

**20 February 2007\***  
Last day to re-enrol without a late fee

**2 March 2007**  
Last day to add a subject

**16 March 2007**  
Last day to withdraw from a subject without penalty

**6 April 2007**  
Good Friday public holiday

**9 April 2007**  
Easter Monday public holiday

**25 April 2007**  
Anzac Day public holiday

**18 May 2006**  
Classes finish

**21 May - 2 June 2007**  
Examination period

**3- 17 June 2007**  
Vacation and re-enrolment

## JUNE SEMESTER

**11 - 15 June 2007**  
Orientation for new students and re-enrolment

**18 June 7 2007**  
Classes commence

**19 June 2007\***  
Last day to re-enrol without a late fee

**29 June 2007**  
Last day to add a subject

**13 July 2007**  
Last day to withdraw from a subject without penalty

**7 September 2007**  
Classes finish

**10- 22 September 2007**  
Examination period

**23 - 7 October 2007**  
Vacation and re-enrolment

## OCTOBER SEMESTER

**2- 5 October 2007**  
Orientation for new students and re-enrolment

**1 October 2007**  
Labour Day public holiday

**9 October 2007**  
Classes commence

**9 October 2007\***  
Last day to re-enrol without a late fee

**19 October 2007**  
Last day to add a subject

**2 November 2007**  
Last day to withdraw from a subject without academic penalty

**21 December 2007**  
Classes finish

**22 December - 6 January 2008**  
Christmas vacation

**7 January 2008**  
Classes resume

**18 January 2008**  
Classes finish

**21 January - 2 February 2008**  
Examination period

\* this date may change – consult student intranet for update

# 2 FACILITIES AND SERVICES FOR STUDENTS

## 2.1 STUDENT SERVICES

INSEARCH Student Services is located on the ground floor, 10 Quay Street, corner of Quay and Valentine Streets. This office is open 9:00am to 5:00pm Monday to Friday.

## 2.2 ACADEMIC ADVISERS

If you find life and study difficult, or if you would like to discuss study options, please see our academic advisers. They are located on the 3rd floor, 10 Quay Street. They are there to help you so that you can study well.

### 2.2.1 Assistance with academic work

Please see your lecturer or tutor before or after your class if you have difficulty understanding anything. If you need further assistance please email one of the full time academic staff to make an appointment. Following are the email addresses of the full time academics:

Position	Name	Email
ACADEMIC MANAGER	Adrian Kelly	Adrian.Kelly@insearch.edu.au
HEAD OF DEPARTMENT, ACADEMIC LITERACY	Sally Hawse	Sally.Hawse@insearch.edu.au
LECTURER (ACCOUNTING)	Judith Shepherd	Judith.Shepherd@insearch.edu.au
LECTURER (COMMUNICATIONS & DESIGN)	Rosalind Turner	Rosalind.Turner@insearch.edu.au
LECTURER (INFORMATION TECHNOLOGY)	Jasmine Cheng	Jasmine.Cheng@insearch.edu.au
LECTURER (INFORMATION TECHNOLOGY)	Lisa Huntley	Lisa.Huntley@insearch.edu.au

### 2.2.2 Academic advice and placement

To study successfully, you need support. You need to live in the right environment, have access to the right advice on courses, and find extra tuition or academic help if you need it. That is why INSEARCH actively identifies students who are having academic difficulties. INSEARCH has a dedicated team of academic advisers who provide study support.

### 2.2.3 Personal counselling

The student counsellors at the UTS student services unit can help you if you have personal problems. Counsellors can help if you have stressful circumstances or psychological or emotional issues that interfere with your studies.

Please see a member of INSEARCH student services or the academic advisers who will be able to give you more information on this service.

## 2.3 STUDENT ACTIVITIES COORDINATOR

To be healthy and have good grades you need to have a balanced life. A part of this balanced life is to have a good social network and support group. The student activities coordinator is responsible for coordinating opportunities for social interaction as a part of INSEARCH's campus life. These opportunities include the peer network, student council, and other student social activities. The activities coordinator can help you if you would like to be more involved in student life on campus.

Information about student activities and events will be posted on notice boards around campus as well as on the student intranet and sent to you by email. The student activities coordinator can be contacted by email at [studentactivities@insearch.edu.au](mailto:studentactivities@insearch.edu.au)

## 2.4 STUDENT COUNCIL

The student council is a great way for you to have a say about what is happening at INSEARCH. The student council is responsible for creating a student newsletter, organising student social activities and representing the students on the INSEARCH Academic Board. Elections are held once a semester and students need to be nominated by two students and two lecturers or tutors.

Please check the noticeboards around campus as well as the student intranet and your email for forthcoming student council meetings and student activities, previous meeting's minutes and news about council elections. For further information please contact the student council by email at: [student.council@insearch.edu.au](mailto:student.council@insearch.edu.au)

## 2.5 COMMUNICATION

### 2.5.1 Student intranet

The student intranet is the place to locate information about your course, resources for the subjects you are studying and the latest announcements regarding events at INSEARCH. It is important to check the student intranet regularly. To access the student intranet go to <http://www.student.insearch.edu.au>

### 2.5.2 UTS email

Email communication from INSEARCH to students is via your UTS email account. It is important that students activate their UTS email accounts as soon as they enrol as important announcements are sent out via this account from teachers and from student services.

To activate your email account, you will need to either register online at <http://email.itd.uts.edu.au/webapps/activation/> or visit a UTS IT Support Centre in either Broadway or Haymarket. A guide to UTS email account activation can be found at [http://www.student.insearch.edu.au/studSpecial/Guide to UTS Computer Labs and UTS Email.doc](http://www.student.insearch.edu.au/studSpecial/Guide%20to%20UTS%20Computer%20Labs%20and%20UTS%20Email.doc)

### 2.5.3 Letters and telephone

Please respond immediately to any letter that you receive from INSEARCH and make sure that your address and telephone details are kept up to date. You are obliged to update student services within seven days of a change of address or telephone number. For overseas students this is a condition of your student visa.

### 2.5.4 Notice boards and bulletins

Notice boards are located in all buildings on campus. Please make sure you check these regularly. Student bulletins are also issued from

time to time outlining important developments and events.

## 2.6 STUDENT CARD

You will be issued with a student identification card. You must carry this card with you at all times when attending INSEARCH. You may be required to produce this card by your teachers, security or administration staff. You will also need this card when using UTS union facilities. If you have lost your student card, please see student services. A replacement card costs \$20.

## 2.7 UTS LIBRARY

Your INSEARCH student card gives you borrowing rights at the UTS library that are renewed each semester. You will be notified via your UTS email when you can begin to borrow from the library. It is expected that you will follow the rules of the UTS library when you make use of this facility.

## 2.8 UTS UNION

All INSEARCH students are members of the UTS Union. This allows you access to all the UTS Union facilities including the gym, academic and social clubs and all the UTS Union activities such as bar nights and lunchtime movies. All you need to do is have your current INSEARCH student card with you. For more information you can look at the UTS Union web site located at <http://www.utsunion.uts.edu.au/>. Please ensure that you follow all the rules and regulations when using UTS facilities.

## 2.9 UTS HEALTH SERVICE

At UTS, health services are provided through the Student Services Unit. There is a range of different services and details are available through their web site at [www.uts.edu.au/div/ssu](http://www.uts.edu.au/div/ssu). The University Health Service provides a

range of general practice medical services to UTS students (including INSEARCH students), staff and general public. The main purpose of the Health Service is to provide optimal health care and health information to ensure good health so that you can maximise your chances of academic success. This service is free of charge and confidential.

## 2.10 ACADEMIC SUPPORT CLASSES

Additional class meetings are provided in some subjects for students having difficulties with their studies. The academic advising team offers a workshop program focusing on study skills development. As the need arises, workshops are developed to support specific groups of students.

# 3 INFORMATION FOR STUDENTS

## 3.1 BEING A GOOD STUDENT

The amount of time spent in full-time study varies between courses. Students take, on average, five subjects per semester over the duration of a course, although the number of subjects can vary from semester to semester, and from course to course. The average number of face-to-face contact teaching hours is 20 per week, with a maximum load of 24 hours per week. You must spend the same amount of time or more studying outside formal class times.

You should attend all classes. This is not only a requirement of INSEARCH, but for international students it is also a regulation of the Australian government.

Following are the start and finish times for INSEARCH lectures and tutorials:

START	FINISH
9.00am	10.50am
11.00am	12.50pm
Lunch 12.50 - 1.30pm	
1.30pm	3.20pm
3.30pm	5.20pm
5.30pm	7.20pm

It is important that students attend classes assigned to them or they will be marked absent and this will affect their overall attendance. If a student is not on the class roll, they must see student services immediately. Personal reasons such as weddings, holidays or hobbies are not valid reasons for missing classes. If unsure, clarify the situation with a staff member at student services.

You should do all of the assignments, group projects, class-work preparation, exams and

other learning tasks set by your tutor. It is only by practising the skills you have learned and writing and speaking about the ideas and information you are learning about that you develop your own understanding. Your average mark (WAM), which is a measure of your overall academic progress, is calculated on the basis of the results in all of the subjects you study.

You must do your own work. This means using your own words to express your own ideas. Your tutors and lecturers expect you to read your text books and also to do research in the library. If you want to use ideas or quotations from your reading or from your searches on the Internet, you must acknowledge them through proper referencing. You will learn the skills to do this in the academic literacy subjects. If you are still unsure, you can go to the BELL website on the UTS web page: [www.bell.uts.edu.au](http://www.bell.uts.edu.au)

## 3.2 WHERE TO GET HELP

There are many sources of help for students at INSEARCH. The main ones are:

- > lecturers and tutors when you do not understand the content of classes
- > student services when you want to make a change to your study plan in some way
- > academic advisers when you have problems which affect your ability to concentrate on your studies, or when the other steps you have taken do not seem to work
- > student activities coordinator when you want to take part in some social activities or become part of the INSEARCH student life
- > peer networkers, who are more senior students at INSEARCH teamed with new students, to help you settle in to Australia.

## 3.3 TUTORIAL ALLOCATION AND CLASSROOM CHANGES

Information on tutorial times and class changes are posted on the student intranet and notice boards in the reception areas in PSU House (ground level, 191 Thomas Street) and "the blue building" (187 Thomas Street) and at the main entrance on level 2 of the Prince Centre (8 Quay Street). Please note that you may not change your tutorial without the permission of student services. The general manager, academic programs reserves the right to alter any student's timetable.

## 3.4 WHAT TO DO WHEN YOU CANNOT ATTEND CLASSES

Sometimes you may be unable to attend classes, for example because you might be in hospital, have had an accident, been involved in a police matter, faced a family crisis and so on. In these circumstances, you should contact the student services office at INSEARCH by telephone: 61-2 **9218-8666**. If you are unable to speak to someone when you call, you should leave a message giving your name, your student number, a brief description of what has happened to prevent you from attending classes and a phone number for INSEARCH to contact you.

INSEARCH is required by law to obtain documentary evidence of the circumstances that prevented you from attending classes. This evidence could include a statement from a hospital, a police report, a report from a medical consultant, in case of a death in the family a death certificate, and so on. These documents are necessary to support your claim that your capacity to study has been seriously affected and will be required for any request you make for special consideration. For international students,

the documents are essential to ensure that your student visa is not compromised.

As soon as you are able, make an appointment to discuss your situation with one of the academic advisers.

## 3.5 DEALING WITH CHANGES

### 3.5.1 Changing course

If you would like to change your course to another diploma course, you will need to see a member of staff at student services. Transfer to another course is not automatic and will depend on availability and your academic progress or academic qualifications and/or English qualifications.

### 3.5.2 Adding or dropping a subject

See the timetable coordinator at Student Services to add or withdraw from a subject after enrolment. Please remember that you cannot add a subject after week 2 or withdraw from a subject without academic penalty after week 4.

### 3.5.3 Changes to your visa

If you need to extend your visa please see student services to obtain the necessary documents at least two weeks before your visa expires. You must take your passport and Medibank details with you to the DIMIA office.

### 3.5.4 Changing address

You must notify Student Services of any change in your address or telephone number within 7 days. For overseas students, this is a condition of your student visa. Students under the age of 18 must reside with a DIMIA or INSEARCH approved carer. Before changing your Sydney carer address, you must seek approval from DIMIA or INSEARCH.

### 3.5.5 Being sick and other problems

If you are sick or have other problems it is important that you get the appropriate documentation. This is most important if your situation means you are absent from INSEARCH.

Medical certificates must be from a doctor registered with the NSW medical board, from the first date of illness and handed in to student services within 2 working days of your last day of illness.

Keep a copy of these medical certificates to show your tutors the reason for your absence.

If you have ongoing or prolonged illness or other problems which are affecting your studies, visit an academic adviser who may be able to assist you.

UTS counsellors are also available as a free service to INSEARCH students.

## 3.6 MOVING ON

### 3.6.1 Going on holidays

At the end of the exam period there is holiday time. Holiday leave is not permitted during the semester.

### 3.6.2 Transferring to UTS

Students wishing to transfer to UTS are required to attend the transfer day organised by UTS where representatives of the relevant faculties will be available to provide advice and information.

**International students** will be able to fill in a transfer form on the day. A transfer form must be completed by the deadline notified by student services and handed in at the student services office.

**Local students** are required to lodge an application through the Universities Admissions Centre, by the specified closing date for admission in Spring and Autumn semesters. Students should be aware of any additional requirements for application to their chosen course at UTS. These are stated in the UAC Handbook. For mid-year entry, the UAC Handbook is available from academic advisers. For entry in March, the UAC Handbook is available from any newsagent.

From time to time, some UTS Faculties may accept direct applications. Students will be notified when a Faculty makes this decision.

### 3.6.3 Applying to another university

The process of applying to other universities is different for international and local students.

**International students** must lodge an application with the universities of their choice and pay the application fee. These application forms can be obtained from the internet or from the International Office of the university.

**Local students** are required to lodge their application for universities in NSW through UAC, by the specified closing date, by indicating on the application form an order of preference for course of study and university.

**Local students** are required to lodge their application for universities in NSW through UAC, by the specified closing date, by indicating on the application form an order of preference for course of study and university.

### 3.6.4 Leaving early

Students wishing to leave early are bound by the INSEARCH refund policy (see your enrolment form for details). International students are also bound by DIMIA regulation 8206 Change of Provider (see DIMIA website for details). If a student wishes to end their studies early it is important that they seek advice from student services.

# 4. INSEARCH COURSES

## 4.1 BUSINESS

### 4.1.1 PRINCIPAL ACADEMIC STAFF

#### ACCOUNTING & BUSINESS LAW

Jonathon Tyler	DEPARTMENT COORDINATOR
	Subject coordinator ACCG203
Laura Hanna	Subject coordinator ACCG104
Judith Shepherd	Subject coordinator ACCG204
Prabhu Sivabalan	Subject coordinator ACCG304
Peter Wells	Subject coordinator ACCG305
Gregory Pazmandy	Subject coordinator ACCG404
W. John Taggart	Subject coordinator LAW302 & LAW305
James Cooper	Subject coordinator LAW402

#### FINANCE, STATISTICS & ECONOMICS

Suzanne Purcell	DEPARTMENT COORDINATOR
	Subject coordinator STAT202 & STAT203
Edward Kasamnie	Subject coordinator BUS101
Steven Talbott	Subject coordinator FIN102
Charles Lo	Subject coordinator FIN304
Neil Westnedge	Subject coordinator FIN305
Scott Walker	Subject coordinator FIN404
Harry Tse	Subject coordinator ECON203
To be appointed	Subject coordinator ECON301
To be appointed	Subject coordinator ECON401

#### MARKETING & MANAGEMENT

Francine Garlin	DEPARTMENT COORDINATOR
	Subject coordinator MKT201 & MKT303
Tracey Shacklock	Subject coordinator MKT305
Lee Featherby	Subject coordinator MGT203
Gregory McSkimming	Subject coordinator MGT204 & MGT402

### 4.1.2 COURSE STRUCTURES

#### DIPLOMA OF BUSINESS AND COMMERCE (ADVANCED STANDING)

##### Stage I

ACAD201	Academic Literacy II
ACCG203	Accounting for Business
ECON203	Micro and Macro Economic Principles
FIN102	Introduction to Financial Management
MGT203	Management and Organisations

##### Stage II

ACCG305	Accounting for Business Decisions
FIN305	Financial Markets and Business Finance

LAW305	Business Law and Ethics
MKT305	Principles of Marketing
STAT203	Business Statistics

#### DIPLOMA OF BUSINESS AND COMMERCE

##### Stage I

ACAD103	Academic Literacy I
INFO105	Managing Information
STAT203	Business Statistics
UNI101	University Preparation

##### Stage II

ACAD201	Academic Literacy II
ACCG203	Accounting for Business
ECON203	Micro and Macro Economic Principles
FIN102	Introduction to Financial Management
MGT203	Management and Organisations

##### (Pre-requisites)

ACCG203
FIN102,
ECON203,
ACCG203
Nil
Nil
Nil

##### (Pre-requisites)

ACAD103
Nil
Nil
Nil
Nil

##### Stage III (Pre-requisites)

ACCG305	Accounting for Business Decisions
FIN305	Financial Markets and Business Finance

LAW305	Business Law and Ethics
MKT305	Principles of Marketing

ACCG203
FIN102,
ECON203,
ACCG203
Nil
Nil

#### DIPLOMA OF BUSINESS STUDIES

##### Stage I

ACAD103	Academic Literacy I
ACCG104	Accounting for Business I
INFO105	Managing Information
STAT202	Business Statistics
UNI101	University Preparation

##### Stage II

ACAD201	Academic Literacy II
ACCG204	Accounting for Business II
FIN102	Introduction to Financial Management
MGT204	Managing People & Organisations I
MKT201	Introduction to Marketing A
UNI201	University Study Skills

##### Stage III (Pre-requisites)

ACCG304	Accounting for Business Decisions I
ECON301	Microeconomics
FIN304	Financial Institutions and Markets
LAW302	Business Law and Ethics I
MKT303	Introduction to Marketing B

##### Stage IV (Pre-requisites)

ACCG404	Accounting for Business Decisions II
ECON401	Macroeconomics
FIN404	Business Finance
LAW402	Business Law and Ethics II
MGT402	Managing People and Organisations II

##### (Pre-requisites)

ACAD103
ACCG104
Nil
Nil
Nil
UNI101

##### (Pre-requisites)

ACCG204
Nil
FIN102
Nil
MKT201

ACCG304
ECON301
FIN304
LAW302
MGT204

#### DIPLOMA OF BUSINESS STUDIES (EXTENDED)

##### Stage I

ACCG104	Accounting for Business I
BCOM102	Business Communication
BUS101	Introduction to Business Studies
UNI101	University Preparation

##### Stage II

ACAD103	Academic Literacy I
ACCG204	Accounting for Business II
FIN102	Introduction to Financial Management
INFO105	Managing Information
STAT202	Business Statistics
UNI201	University Study Skills

##### Stage III (Pre-requisites)

ACAD201	Academic Literacy II
ACCG304	Accounting for Business Decisions I
ECON301	Microeconomics
MGT204	Managing People & Organisations I
MKT201	Introduction to Marketing A

##### Stage IV (Pre-requisites)

ACCG404	Accounting for Business Decisions II
FIN304	Financial Institutions and Markets
LAW302	Business Law and Ethics I
MKT303	Introduction to Marketing B

##### Stage V

ECON401	Macroeconomics
FIN404	Business Finance
LAW402	Business Law and Ethics II
MGT402	Managing People & Organisations II

##### (Pre-requisites)

Nil
ACCG104
Nil
Nil
Nil
UNI101

ACAD103
ACCG204
Nil
Nil
Nil

ACCG304
FIN102
Nil
MKT201

##### (Pre-requisites)

ECON301
FIN102
FIN304
LAW302
MGT204

#### 4.1.3 SUBJECT DESCRIPTIONS

##### ACAD103

##### ACADEMIC LITERACY I

See section 6 Academic Literacy Department for subject description.

##### ACAD201

##### ACADEMIC LITERACY II

See section 6 Academic Literacy Department for subject description.

##### ACCG104

##### ACCOUNTING FOR BUSINESS I

This subject provides students with the necessary foundation knowledge to progress within the accounting stream. The subject concentrates on establishing basic concepts of accounting and analyses procedures and practices within a decision-making, regulatory and professional environment.

##### ACCG203

##### ACCOUNTING FOR BUSINESS

This subject introduces the student to accounting concepts, processes, reports and analysis. The subject equips students with the broad and basic knowledge and skills to deal with accounting information systems in the business environment and is also a foundation for further study in accounting.

##### ACCG204

##### ACCOUNTING FOR BUSINESS II

This subject develops students' familiarity with accounting concepts, processes, reports and analysis. The subject concentrates particularly on the accounting procedures required for partnerships and companies and the preparation of financial reports.

##### ACCG304

##### ACCOUNTING FOR BUSINESS DECISIONS I

The main objective of this subject is to introduce and develop student knowledge of cost accounting systems and the practices used to develop and provide quantitative information used to support the decision makers of the organization in relation to product and service costing.

##### ACCG305

##### ACCOUNTING FOR BUSINESS DECISIONS

This subject broadens students' understanding of the principles of accounting. As such it further develops what was learned in ACCG203, and contributes to the development of an understanding of accounting processes and issues, as well as developing critical, analytical and quantitative skills.

##### ACCG404

##### ACCOUNTING FOR BUSINESS DECISIONS II

The main objective of this subject is to introduce and develop students' knowledge of accounting concepts and techniques used to process financial data so as to generate information products that are to be regarded as input for management decision support systems.

##### BCOM102

##### BUSINESS COMMUNICATION

See section 6 Academic Literacy Department for subject description.

##### BUS101

##### INTRODUCTION TO BUSINESS STUDIES

BUS101 emphasises the application of mathematics to personal and professional business problems. It is an introductory survey of the applicable mathematics which will benefit students in the specialised areas of accounting, marketing, economics and management. The

second half of the subject is an introduction to the theory of management, and basic concepts of business economics and finance.

##### ECON203

##### MICRO AND MACROECONOMICS PRINCIPLES

This subject introduces students to the basic economic concepts, skills and competencies for understanding how businesses work in our economic environment. It therefore provides a foundation for future studies in economics, accounting, finance, marketing and management. The first half of this subject is about Microeconomics, the study of the decisions of individuals and business and the interaction of those decisions in the market. The second half of this subject is Macroeconomics, the study of the national economy and the global economy as a whole (aggregate).

##### ECON301

##### MICROECONOMICS

Microeconomics is taught in an applied context. The main objective of the subject is to provide students with a set of concepts and an analytical apparatus that will help them to think more coherently and consistently about a wide range of economic problems. This analytical way of thinking provides a platform for other subjects in the course.

##### ECON401

##### MACROECONOMICS

This is the second of the two introductory subjects in Economics. It is concerned with 'Macroeconomics', a study of the economy as a whole (aggregate). This subject focuses on macroeconomic variables such as national income, inflation, unemployment, balance of payments, exchange rates, interest rates and a brief history of economic thought.

##### FIN102

##### INTRODUCTION TO FINANCIAL MANAGEMENT

This subject gives an introduction to the basic concepts and techniques of financial mathematics and their application to a wide range of financial instruments.

##### FIN304

##### FINANCIAL INSTITUTIONS AND MARKETS

The purpose of FIN304 is to enable students to acquire an understanding of the behaviour practice of financial institutions and the workings of financial markets in a developed financial system. It carefully covers both instruments as well as markets so that students gain a wider perspective. The financial system is an important part of every economy and business students in all the diploma courses need a good knowledge of the services of financial institutions that are an integral part of the business environment.

##### FIN305

##### FINANCIAL MARKETS AND BUSINESS FINANCE

This subject introduces students to the workings of the financial markets, focusing on several key financial instruments. Additionally, this unit provides students with many of the core principles and essential skills that are required in the successful financial management of businesses.

##### FIN404

##### BUSINESS FINANCE

This subject provides students with a basic understanding of the core principles and essential skills that are required for successful financial management.

##### INFO105

##### MANAGING INFORMATION

This subject introduces students to the basic concepts underlying business information systems and supplements this by the coverage of procedural steps associated with processing data into information products that are subsequently used to support management decision making.

##### LAW302

##### BUSINESS LAW AND ETHICS I

The legal system in Australia is a complex set of rules emanating from a number of different political bodies. Students learn how these bodies have developed and how they co-exist and about their respective powers. They learn how to research legal problems and apply basic concepts of commercial law. The skills learned in LAW302 provide a foundation for further law subjects.

##### LAW305

##### BUSINESS LAW AND ETHICS

The legal system in Australia is a complex set of rules emanating from a number of different political bodies. Students learn how these bodies have developed and how they co-exist and about their respective powers. Students learn about the fundamental institutions of government and the ethics upon which they are based. The subject also covers the law of torts, property, crime, contracts and consumer protection legislation.

##### LAW402

##### BUSINESS LAW AND ETHICS II

This unit assists students in developing their understanding of the Australian legal system and provides them with the necessary skills in legal research and analysis to make relevant

business decisions. Students are involved in actively monitoring and regulating their learning.

##### MGT203

##### MANAGEMENT AND ORGANISATIONS

This subject provides a foundation for the application of management and organisational knowledge for other related subjects in the course. It focuses on the development of vocationally relevant knowledge, attitudes and skills or behaviour in organisations, fundamental organisational issues and processes, and professional skills in the management of people with appropriate consideration of ethical issues and communication, in the context of organisations in Australia and internationally.

##### MGT204

##### MANAGING PEOPLE AND ORGANISATIONS I

This subject provides a basis for further study in management. It focuses on the development of vocationally relevant knowledge, attitudes and skills of behaviour in organisations and other fundamental issues and processes, as well as applying management and organisational knowledge to real world examples.

##### MGT402

##### MANAGING PEOPLE & ORGANISATIONS II

This subject contributes to the core of INSEARCH's business course by building upon knowledge and skills developed in the earlier subject, MGT204 Management and Organisations I and further developing an understanding of organisational principles. The subject consolidates information acquired in the earlier subject whilst further developing knowledge specially aimed at understanding the functioning of the business organisation in today's domestic and global environment.

### **MKT201 PRINCIPLES OF MARKETING**

This subject introduces the student to marketing and marketing concepts. It explains how marketing integrates with other functions of a business and how it is applied in both profit making and not for profit organisations. The concepts and procedures introduced in this subject provide a foundation for further study in marketing.

### **MKT303 INTRODUCTION TO MARKETING B**

On successful completion of this subject, students will be able to understand the concepts of marketing and how these apply to profit and non profit organisations involved in the domestic, international and the global market. They will be able to explain how marketing integrates with the other functional areas of business and understand the need for a marketing orientation in a dynamic and changing business environment. They will also be able to critically analyse marketing cases and recommend strategic changes and to implement marketing strategies effectively in a group environment.

### **MKT305 PRINCIPLES OF MARKETING**

This subject introduces the student to marketing and marketing concepts. It explains how marketing integrates with other functions of a business and how it is applied in both profit making and not for profit organisations. The concepts and procedures introduced in this subject provide a foundation for further study in marketing.

### **STAT202 BUSINESS STATISTICS**

This subject gives an introduction to the basic concepts and the statistical tools that are used for sound decision making within the sphere of business management.

### **STAT203 BUSINESS STATISTICS**

This subject gives an introduction to the basic concepts and the statistical tools that are used for sound decision making within the sphere of business management.

### **UNI101 UNIVERSITY PREPARATION**

See section 6 Academic Literacy Department for subject description.

### **UNI201 UNIVERSITY STUDY SKILLS**

See section 6 Academic Literacy Department for subject description.

## **4.2 COMMUNICATION**

### **4.2.1 PRINCIPAL ACADEMIC STAFF**

Mike Minehan HEAD OF DEPARTMENT  
Donna Crotty  
Rosalind Turner  
Mike Whittle  
Julia Kalytis

### **4.2.2 COURSE STRUCTURES**

#### **DIPLOMA OF COMMUNICATION**

For students who commenced after September 2005

##### **Stage I**

ACAD103 Academic Literacy I  
COMM115 Production Skills I  
COMM116 Communication Skills I  
COMM117 Society and Culture I  
COMM118 Communication Environments I  
COMM119 Media Analysis I

##### **Stage II**

ACAD201 Academic Literacy II  
COMM215 Production Skills II  
COMM216 Communication Skills II  
COMM217 Society and Culture II  
COMM218 Communication Environments II  
COMM219 Media Analysis II

##### **Stage III**

COMM315 Production Skills III  
COMM316 Communication Skills III  
COMM317 Society and Culture III  
COMM318 Communication Environments III  
COMM319 Media Analysis III

COMM320 Communication Project

##### **Stage IV**

COMM415 Production Skills IV

##### **(Pre-requisites)**

ACAD103  
COMM115  
COMM116  
COMM117  
COMM118  
COMM119;  
ACAD103

##### **(Pre-requisites)**

COMM215  
COMM216  
COMM217  
COMM218  
COMM219;  
ACAD201  
ACAD201

##### **(Pre-requisites)**

COMM315

COMM416 Communication Skills IV  
COMM417 Society and Culture IV  
COMM418 Communication Environments IV  
COMM419 Media Analysis IV

COMM316  
COMM317  
COMM318  
COMM319

#### **DIPLOMA OF COMMUNICATION**

For students who commenced before September 2005

##### **Stage I**

ACAD103 Academic Literacy I  
COMM105 Communication and Media Industries  
COMM106 Desktop Publishing  
COMM107 Communication Skills I  
COMM108 Media Industries  
COMM109 Media Analysis I

##### **Stage II**

ACAD201 Academic Literacy II  
COMM209 Communication Skills II  
COMM210 Communication and Media Policy  
COMM211 New Media  
COMM212 Interactive Multimedia  
COMM213 Media Analysis II

##### **Stage III**

COMM309 Culture and Society  
COMM310 Communication Research Methods  
COMM311 Communication Professional Practice  
COMM312 Media Production I  
COMM313 Media Production II

##### **Stage IV**

COMM314 Communication Analysis I  
COMM402 Communication Project

COMM409 Media Analysis Project  
COMM410 Communication Strategies  
COMM411 Media Production III  
COMM412 Media Production IV

##### **(Pre-requisites)**

ACAD 103  
COMM107  
COMM105  
COMM108  
COMM106  
COMM109

##### **(Pre-requisites)**

COMM213  
COMM209  
COMM210  
COMM211  
COMM212

##### **(Pre-requisites)**

ACAD201  
COMM310, 311,  
312, 313  
COMM309  
COMM310  
COMM311  
COMM313

## 4.2.3 SUBJECT DESCRIPTIONS

### ACAD103

#### ACADEMIC LITERACY I

See section 6 Academic Literacy Department for subject description.

### ACAD201

#### ACADEMIC LITERACY II

See section 6 Academic Literacy Department for subject description.

### COMM105

#### COMMUNICATION AND MEDIA INDUSTRIES

This subject equips students with the knowledge and ability required to participate in the global on-line community and to understand the history and context of new media /Internet within the broader context of the media. The contribution to course aims is also to give students the necessary hands-on new media /Internet skills required in many media related positions.

### COMM106

#### DESKTOP PUBLISHING

This subject introduces students to processes associated with writing for the media.

### COMM107

#### COMMUNICATION SKILLS I

This subject examines basic principles of communication, including theories and models of communication, as well as communication practices such as intercultural communication, aspects of language in communication and nonverbal communication. The subject also provides communication skills in academic writing, media writing and oral presentation.

### COMM108

#### MEDIA INDUSTRIES

This subject examines fundamentals of global media industries. These include media history, control of the media, the media as the 'Fourth Estate', differences between commercial and public media, cultural imperialism and influences on the media. The subject also explores the relationship between profit, entertainment and public responsibility in the media. Case studies are presented to illustrate key concepts and students will visit newspaper plants and broadcasting networks to help understand the working of media industries.

### COMM109

#### MEDIA ANALYSIS I

This subject is an introduction to the understanding of media structures, media genres, media theories and media formats. Specific topics include multiculturalism, stereotypes, advertising and glamour, and genres such as cartoons and comics. The emphasis is on how to critically analyse media products and how to interpret media from a theoretical and industrial basis. Students are encouraged to analyse the media that they consume.

### COMM115

#### PRODUCTION SKILLS I

This subject equips students with the knowledge and ability required to participate in the global on-line community and to understand the history and context of new media /Internet within the broader context of the media. The contribution to course aims is also to give students the necessary hands-on new media /Internet skills required in many media related positions.

### COMM116

#### COMMUNICATION SKILLS I

This subject will introduce students to the various models of communication and the relationship between communication, language and culture as expressed in Sydney newspapers. It will also develop an analysis and a working practice of the various genres and modes in professional writing through a close reading of suburban newspapers, The Daily Telegraph, The Sydney Morning Herald and The Australian. Students will learn to identify and apply the key elements of effective writing for media and academic papers and develop the research skills required for the writing news stories, letters-to-the-editor and features for newspapers and magazines.

### COMM117

#### SOCIETY AND CULTURE I

This subject provides a basic introduction to European history, with a focus on the history of ideas and social movements. It reviews the building blocks of Western culture through a summary overview of historical stages, including: reference to Greek and Roman civilizations; the Renaissance; European imperialism; Revolutions and Nationalism; the Enlightenment and modernity; the Cold War and US hegemony. Key ideas and social movements arising through Western history are outlined, and their impact on current cultural politics investigated.

### COMM118

#### COMMUNICATION ENVIRONMENTS I

This subject encompasses several introductory strands which form the basis of further study in this stream. The subject explores the relationship between communication technologies and social systems; introduces the various elements of the Australian communication and information industries, including media, public communication and

advertising; and raises some of the major issues of concern in the global and Australian communication and information context.

### COMM119

#### MEDIA ANALYSIS I

This subject introduces students to a range of basic concepts fundamental to the study of communication. It introduces a range of theoretical perspectives and concepts including stereotyping and political correctness. There is a strong emphasis on news analysis with consideration of news values and narrative styles. Students are encouraged to become thoughtful, critical consumers of a range of media forms and to become regular readers of current affairs. There is regular class discussion of coverage of contemporary events and students are required to prepare for these discussions by reading and watching different types of news. The focus is on developing the ability of students to integrate a range of perspectives in their appraisal of different forms of media and to familiarise them with theoretical, analytical approaches. Media Analysis 1 introduces a range of basic approaches and techniques of media analysis and equipping them with the skills to test and apply these in academic contexts.

### COMM209

#### COMMUNICATION SKILLS II

This subject is designed to help students understand advanced communication skills related to the communication professions. These skills include an understanding of the principles of persuasion as they relate to media writing genres such as film reviews, editorials and opinion pieces. Content includes persuasion, argument and logic, reviews of media products, the construction and administration of questionnaires and the analysis

of journals. Students are encouraged to develop practical skills including library research, oral communication and media and academic writing.

### COMM210

#### COMMUNICATION AND MEDIA POLICY

This subject aims to develop an understanding of the importance of media policy and its relationship to democracy and culture. The subject examines the relationship between government and media, including power, control and the public interest. This subject also examines important underlying principles of western media. Specific topics include the principle of separation of powers, the influence of media owners, the influence of media consumers on programming, attempts to control representations of violence in the media and the control of sexually explicit material.

### COMM211

#### NEW MEDIA

This subject aims to provide students with an insight into the technical and creative processes of web design. This subject also analyses the impact of Internet communications on culture and society. It examines the relationship between virtual and actual media environments in terms of interface design strategies, media strategies, language deployment and cyber communities. It covers the historical development of first, second and third generation net media sites and analyses the rise of Internet commerce, virtual advertising, cyber entertainment and cyber politics. Specific case studies are cited. Students produce a website for a client (real or imaginary) using a WYSIWYG HTML editor.

### COMM212

#### INTERACTIVE MULTIMEDIA

This subject explores the relevance of design principles in the development of multimedia

packages in the overall look and flow of information. Students are introduced to basic software and are encouraged to develop skills in the design and presentation of multimedia applications. The subject also identifies and explores issues surrounding the production and use of multimedia programs in collection institutions such as libraries, sciences, social history, art and communications.

### COMM213

#### MEDIA ANALYSIS II

This subject is the second part of an introduction to the practice of media analysis and its cultural context. Students are encouraged to develop skills to undertake a research project and develop appropriate critical frameworks and also build up a knowledge of a range of media genres. Students will also undertake a structured research project involving library research and Internet searches and interviews.

### COMM215

#### PRODUCTION SKILLS II

At the end of the course students will have an understanding of the processes involved in the development of printed and on-line resources. The class projects are designed to integrate theory and practice, and to provide students with the opportunity to work and think independently.

### COMM216

#### COMMUNICATION SKILLS II

Students are introduced to the film reviews in popular newspapers and magazines and develop the skills required to write film reviews for various target markets. Students also identify the steps and processes involved in interviewing, identify the various fields of communication research and further develop the research skills required for writing for the media.

### **COMM217 SOCIETY AND CULTURE II**

This subject explores the relationship between gender, power and equality. Key concepts of the Enlightenment are revisited as the basis for understanding changes in notions of subjectivity, identity and difference. These concepts inform students exploration of the various phases of Western feminism. Key concepts are examined through critical analysis of academic and cultural texts, including examples of popular culture in film and television.

### **COMM218 COMMUNICATION ENVIRONMENTS II**

This subject provides students with a critical overview of the communication industries, including communication trends and commercial and public interest considerations. The subject will compare and contrast a variety of systems operating in different countries by way of historical and contemporary analysis. Students critically explore liberal and authoritarian models of media, and related concepts of democracy, freedom of speech and censorship.

### **COMM219 MEDIA ANALYSIS II**

Media Analysis II is the second part of an introduction to the practice of media analysis and its cultural context. It builds upon the theoretical approaches of Media Analysis I and introduces more complex and sophisticated critical theories and approaches. Political and economy based approaches as well as socio-cultural approaches are discussed. Students develop their ability to undertake a research project and make assessments about appropriate critical frameworks and also build up a basic familiarity with a range of genres. Media Analysis II contributes to the overall course aims by familiarising students with basic

approaches and techniques of media analysis and equipping them with the skills to test and apply these as independent scholars.

### **COMM309 CULTURE AND SOCIETY**

This subject introduces students to the nature of identity, work, culture, nation-state and globalisation. To achieve this aim, the subject develops an understanding of colonisation, national identity and character, social class, ethnicity and gender in Australia and the Asia-Pacific region. Specific topics include colonisations, post-colonisation, multiculturalism, indigenous rights, immigration policies and the import and export of media and culture. This subject also explores power and deviance as well as media definitions of culture.

### **COMM310 COMMUNICATION RESEARCH METHODS**

This subject introduces students to the nature of various fields of communication research. Specifically, the subject provides an understanding of the theory and practice of research design, data collection, summary and evaluation. In this subject, students are encouraged to develop key research methods and techniques in the study of media and mass communication. Content includes an evaluation of qualitative and quantitative data, primary and secondary research, survey methodology and questionnaires.

### **COMM311 COMMUNICATION PROFESSIONAL PRACTICE**

This subject examines the roles of the communication industry professionals in the production and distribution of media products. The subject also assists with an understanding of the process of deciding the events, stories and issues that warrant media attention. Content

includes writing to attract attention, interviewing, media readerships and ratings, public relations and its impact on different types of media, the role of advertising and advertorials on media products, media objectivity, media ethics and operating environments and media as business, including deadlines, budgets and ownership.

### **COMM312 MEDIA PRODUCTION I**

This subject develops practical skills involved in the creation of media products. The subject develops journalistic and sub-editing skills through researching, writing, illustrating and publishing articles in a colour magazine. Students work in production teams to develop production skills such as design and layout, budget management and working to production deadlines.

### **COMM313 MEDIA PRODUCTION II**

This subject introduces students to the design and production of multi-camera video productions in a television studio. The subject involves the creative, aesthetic and industrial processes involved in visual communication and requires students to complete a mass communication project. Students learn the processes involved in scripting, producing, directing, vision mixing, floor managing, audio-production, shooting, editing and post-production. It is necessary to complete a short television production to pass this subject.

### **COMM314 COMMUNICATION ANALYSIS I**

This subject explores some key concepts in semiotics by analysing gender in poster propaganda in the Second World War. It also examines the role of advertising and branding in the globalisation process. The subject will develop students' ability to select relevant and

appropriate literature in response to assignment questions, and to produce academic text types such as short-answer assignments, critical reviews, and analytical essays.

### **COMM315 PRODUCTION SKILLS III**

This subject will offer students a hands-on approach to learning the practical and theoretical aspects of producing time-based medias for multimedia applications. Accomplishment of the above objectives will equip students with the knowledge and skills to communicate effectively by using moving images and sound.

### **COMM316 COMMUNICATION SKILLS III**

An introduction to the practices and protocols within communication and media industries. Students are taken through the differences between the various forms of print and broadcast media as well as commercial and government media. Weekly quizzes based on print, radio and television are conducted to ensure students 'consume' the media in its many forms. The role of public relations and its relationship with the media is examined and students will learn how to create and provide stories for the media.

### **COMM317 SOCIETY AND CULTURE III**

This subject extends the study of colonialism and modernity previewed in Society and Culture 1, with a particular focus on constructions of race and racism, the nation and nationalism. Students develop their knowledge of colonial expansion, anti-colonial movements and post-colonial theories. The subject introduces the students to several case studies, key historical figures and theoretical perspectives. Application of theoretical concepts to current issues in the media is demonstrated and encouraged.

### **COMM318 COMMUNICATION ENVIRONMENTS III**

This subject extends the study of government, media and cultural-political systems and principles. Students critically analyse media regulation in terms of power, ownership and patronage and examine government policy and the public interest. Media debates such as violence in the media and its relationship to crimes of violence are also examined.

### **COMM319 MEDIA ANALYSIS III**

Media Analysis III introduces semiotic theory and language in a specific way and builds on the analytical approaches of Media Analysis I and II. In more general terms it introduces propaganda theory, perspectives on the social construction of gender and issues relating to ethics and global marketing. The subject also focuses on strengthening and building student ability to use appropriate language and expressions particular to academic writing, with specific attention to semiotic discourse. There are three units in which the concepts are applied and tested. The first considers print advertising, the second examines propaganda, with focus on World War II posters, taking gender ideology into account, and the third looks at ethics and global marketing. The latter includes consideration of strategies and images used by Benetton, Nike and McDonalds. The overall aim is to familiarise students with semiotic discourse as one of the basic approaches to media analysis and to improve analytical and writing skills particular to this approach. There is also focus on strengthening student ability to incorporate semiotic discourse within more broadly based forms of analysis.

### **COMM320 COMMUNICATION PROJECT**

This subject builds on the skills and concepts presented in previous COMM and ACAD subjects. The subject aims to aid the transfer of learning from a theoretical to a production context. Students will produce an academic text within the framework of the application of professional standards. Through approaching and producing a text from a variety of audience perspectives, students will enact both the professional and academic rigor required in the communication workplace.

### **COMM402 COMMUNICATION PROJECT**

This subject is project based and examines news, journalism, public relations and ethics. Emphasis is placed on the examination of case studies and contemporary media discourse. Students are introduced to a range of theoretical approaches in the humanities and social sciences that are relevant to the field and may be applied in case study analysis.

### **COMM409 MEDIA ANALYSIS PROJECT**

This subject introduces students to university level research methodologies. Content includes advanced Internet research of scholarly journals, an analysis of key theoretical concepts in mass communication research, the techniques involved in identifying, analysing and comparing different theoretical texts and the implementation of these skills in writing essays. The subject also examines post-modernism, critical theory and utopian ideals of media and government.

**COMM410  
COMMUNICATION STRATEGIES**

This subject develops a public relations or advertising campaign in response to a client brief. In addition to the practical skills involved in such production, the subject also explores ethical issues in marketing and consumerism, persuasive communication strategies, consumer psychology and behaviour, rational, emotional and moral appeals, and the implementation of a public campaign and measurement of campaign outcomes.

**COMM411  
MEDIA PRODUCTION III**

This subject analyses the concepts involved in producing material for different types of media. The subject explores the processes involved in the balance of creative concepts and commercial constraints, including audience targeting and the differences involved in presenting personal insight and content for specific media outlets. Content includes the written word, writing for radio (ears) and television (eyes and ears), allocation of resources and allocation of roles and responsibilities. The subject also explores the differences between critical analysis and producing for media consumers.

**COMM412  
MEDIA PRODUCTION IV**

This subject explores advanced Internet communication involved in E-commerce, online learning, database access and user generated custom searches. The subject also explores the effectiveness of such applications compared with traditional paper-based media products. Content includes awareness of design factors, both visual and informational, project management and the role of personal and professional value systems as well as time management systems in the process of decision-making.

**COMM415  
PRODUCTION SKILLS IV**

At the end of the course students should have a greater understanding of the processes involved in creating a major media production, including the development of design, both visual and information, project management, and the role of personal and professional value systems and time management systems in the process of decision making.

**COMM416  
COMMUNICATION SKILLS IV**

This subject focuses on the commercial and creative processes involved in the production of media products. It examines the steps involved in creating the total media product, be it radio programmes, television features, documentaries and studio productions. Students are taught the skills necessary to research, produce and edit material for broadcast for specific target audiences. These skills are applied on a practical level as students research and produce their own major project. Students are expected to critically evaluate their work throughout the subject.

**COMM417  
SOCIETY AND CULTURE IV**

This subject extends the previous study of modernity in society and culture and discusses concepts of post-modernism and post-structuralism. Students will develop a knowledge of the key differences between modernist and postmodernist philosophies, through the ideas of major theorists and case studies. Application of theoretical concepts to current issues in the media is demonstrated and encouraged.

**COMM418  
COMMUNICATION ENVIRONMENTS IV**

This subject is project based and examines news, journalism, public relations and ethics. Emphasis is placed on the examination of case studies and contemporary media discourse. Students are introduced to a range of theoretical approaches in the humanities and social sciences that are relevant to the field and may be applied in case study analysis.

**COMM419  
MEDIA ANALYSIS IV**

This subject builds on and makes concrete the skills acquired in Media Analysis III. The subject analyses persuasive communication strategies and media tactics as employed in marketing and advertising campaigns. It critically examines the creation of wants and needs, consumer behaviour and the culture of consumerism. Students decode ads, images and slogans using a range of critical and semiotic perspectives. Using the acquired analytical skills students then work in teams to design their own social awareness campaigns targeting a particular area of consumer behaviour.

## 4.3 DESIGN

### 4.3.1 PRINCIPAL ACADEMIC STAFF

Margot Kimber HEAD OF DEPARTMENT  
Prudence Black  
Cassandra Sharp  
Jan Idle  
Susan Pedley  
Rosalind Turner  
Donna Crotty

### 4.3.2 COURSE STRUCTURE

#### DIPLOMA OF DESIGN

Students enrolled in Diploma of Design Part one refer to stages 1 & 2 only.

#### Stage I

ACAD103 Academic Literacy I  
DES111 Design History I  
DES112 Design Studio I  
DES113 2D/3D Studies  
DES114 Design Technology  
UNI101 University Preparation

#### Stage II

ACAD201 Academic Literacy II  
DES206 Voice

DES211 Design History II  
DES212 Design Studio II  
DES213 Word/Image

DES215 Design Analysis II

#### Stage III

DES311 Viscom History I

DES312 Design Studio III

DES313 Image Making I  
DES314 Visible Language  
DES315 Design Analysis III

#### Stage IV

DES411 Viscom History II

DES412 Design Studio IV

DES413 Image Making II  
DES414 Introduction to Text and Type

DES415 Design Analysis IV

#### (Pre-requisites)

ACAD201;  
DES206;  
DES211;  
DES212;  
DES213;  
DES213;  
DES213;  
ACAD201;  
DES215

#### (Pre-requisites)

DES311;  
DES315;  
DES312;  
DES313;  
DES314;  
DES313;  
DES313;  
DES314;  
DES315

#### (Pre-requisites)

ACAD103  
ACAD103;  
UNI101  
DES111  
DES112  
DES113;  
DES114  
ACAD103

### 4.3.3 SUBJECT DESCRIPTION

#### ACAD103

##### ACADEMIC LITERACY I

See section 6 Academic Literacy Department for subject description.

#### ACAD201

##### ACADEMIC LITERACY II

See section 6 Academic Literacy Department for subject description.

#### DES111

##### DESIGN HISTORY I

This subject introduces design history and research by providing a context for students to learn about the origins of technologies and the historical background of the design industry. The focus is upon the issues that have shaped design in the last 200 years.

#### DES112

##### DESIGN STUDIO I

This subject initiates the core learning study field of the course as it introduces students to a model of design practice and the methodology of designing. The theoretical understanding, sensibilities and skills acquired in parallel subjects are synthesized by undertaking a number of design projects. Students experientially learn the holistic practice of design.

#### DES113

##### 2D & 3D STUDIES

This subject presents the essential building blocks of visual literacy which leads to increased visual awareness and acuity. Learning is initiated by introducing some basic theories of visual perception but is primarily experiential, relying on a progressive process of visual exploration, reflective action and refinement. Design solutions are presented in visual, written and oral formats.

#### DES114

##### DESIGN TECHNOLOGY

This subject prepares students with understanding and competence in the use and applications of computer technology. The basic functions and use of the Macintosh computer and selected software for design processing, presentation and communication is introduced. The flexibility and limitations of computer functions and production are presented and experienced to encourage discriminatory use and application to program work.

#### DES206

##### VOICE

This subject focuses on developing confidence and skill in verbal communication, preparing students for active participation in further tertiary studies. Individual and group activities explore cultural and personal inhibitions through the use of drama exercises, role play, improvisations and vocal awareness.

#### DES211

##### DESIGN HISTORY II

This subject offers a broad perspective on design and provides a context for students learning about the historical background of professional design practice in Australia. Topics include the influence of colonialism, federation, post-colonialism, culture, modernism, postmodernism, globalisation, climate, geographic position, industrialisation, and technological and social change on design in Australia.

#### DES212

##### DESIGN STUDIO II

This subject continues to provide the core learning study field of the course as it develops students understanding of design practice and the methodology of designing. The theoretical understanding, sensibilities and skills acquired in previous and parallel subjects continue to be synthesized by undertaking a number of design projects. Project briefs are designed to be topically significant, presenting issues of current interest and of direct relevance to the perceived needs of participating students. Project topics examine the role of designed communication in relationship to place, site, space, message, meaning, viewer, audience and client. Students work both individually and productively in groups to develop their ability to operate effectively as a team member and to improve interpersonal communication skills.

#### DES213

##### WORD & IMAGE

This subject focuses on the use, manipulation and application of the dual languages of image and text. Text as hand generated and typographic form and structure is investigated in the Word Workshop. In the Image Workshop, students develop awareness, skills and a diverse visual repertoire through experience of drawing, illustrating and the use of mixed media. In both workshops the emphasis is on observation, investigation, creative exploration and experimentation.

#### DES215

##### DESIGN ANALYSIS II

This subject is the second part of an introduction to the practice of design analysis and relevant academic discourse. The subject builds on the academic literacy skills introduced in ACAD103 as well as the communicative and research skills practiced in BCOM101. The content is related to the design theory studied in Design History II. Students analyse the design of material cultural products in terms of form and function and focus on themes including the design of functional objects, eco-design, advertising and representation and links between cultural products and identity. The subject develops students' ability to distinguish between generalist literature and specialist academic literature and to evaluate specialist academic literature for its relevance to various assignment tasks. In particular the subject develops students' ability to draw upon suitable academic literature in the preparation and production of research essays.

#### DES311

##### VISCOM HISTORY I

This subject presents both a broad historical overview of visual communication and a focus on the specific issues of concern to contemporary design practice such as: historical precedents; political and economic pressures; style and content; private enterprise and public expectations; corporate elitism and social needs; projected identities and advertising hype; technological advances and digital media; future progress and sustainable practices.

#### DES312

##### DESIGN STUDIO III

The design studio projects strand and this subject continue to provide the core learning field of the course. Students continue the study and exploration of the visible language of communication and ideas surrounding creative thinking and the methodology of reflective practice.

The perceptual principles of visual form and structure are introduced, with particular reference to the Gestalt Theories and Laws of: Prognaz, Proximity, Similarity, Constancy, Continuation and Closure. These, combined with basic visual elements of line, shape, form, colour, tone, texture, emphasis, sequence, framing, hierarchy and abstraction, are researched and applied through exercises undertaken in the studio.

#### DES313

##### IMAGE MAKING I

This subject further develops students' levels of visual literacy, concepts and visualising skills. The visual phenomena of framing, sequence and visual hierarchy are explored. Students experiment with a wide range of media and tools and are encouraged to be imaginative with their choice and use of media and to incorporate both images and words to enhance engagement and communication.

#### DES314

##### VISIBLE LANGUAGE

The design, production and applications of typographic forms as the visual extension and expression of the spoken word and written text are explored. Lectures introduce the 20th century pioneers of contemporary typography and this is explored experientially in the studio with the exploration of letterforms and the visualization of the spoken word and text in basic spatial and hierarchical structures. Hand-generated visuals are translated in the computer laboratory for further development and digital processing.

#### DES315

##### DESIGN ANALYSIS III

This subject introduces semiotic theory and language in a specific way and builds on the analytical approaches of Design Analysis I and II. In more general terms it introduces propaganda theory, perspectives on the social construction of gender and issues relating to ethics and global marketing. The subject also focuses on strengthening and building student ability to use appropriate language and expressions particular to academic writing, with specific attention to semiotic discourse. There are three themes in which the concepts are applied and tested. The first considers print advertising, the second examines propaganda, with focus on World War II posters, taking gender ideology into account, and the third looks at ethics and global marketing. The latter includes consideration of strategies and images used by Benetton, Nike and McDonalds. The overall aim is to familiarise students with semiotic discourse as one of the basic approaches to design and communication analysis and to improve analytic and writing skills particular to this approach.

#### DES411

##### VISCOMHISTORY II

This subject presents both a broad overview of visual communication and a focus on the specific issues of concern to contemporary design in Australia. It emphasises research and analytical skills requiring students to evaluate aspects of professional practice and to present their findings in aural and written form.

#### DES412

##### DESIGN STUDIO IV

This subject further develops student's awareness, knowledge and skills in designing for and with visual media. The theoretical understanding, sensibilities and skills acquired in previous and parallel subjects continue to be synthesised by undertaking progressively complex design projects. Projects require examination of the integration of 3D form, 2D words, images, symbols and numeric systems into a personally published, limited edition, graphic product.

#### DES413

##### IMAGE MAKING II

This subject further develops the study undertaken in Image Making I and encourages an advanced level of study in the development and structure of visible languages to communicate effectively and appropriately. Experimental work is applied to a range of visual media and includes the basics of print reprographics using both mechanical, craft and digital technologies for manipulation and reproduction in multiple form.

#### DES414

##### INTRODUCTION TO TEXT & TYPE

This subject advances students' awareness, knowledge and skills in the design and production of words and texts as typeset and as hand generated expressive letterforms. Students further develop their understanding of figure/ground relationships, hierarchical structures, spatial organisation and typographic detailing of type for legibility and readability. Typefaces are investigated, examined and created. Functions of advanced software for typographic generation are introduced in the computer laboratory.

#### DES415

##### DESIGN ANALYSIS IV

This subject further develops students' academic literacy by exploring some of the key post-structuralist and post-modern texts about cultural constructions of identity in terms of some of the following themes - gender, sexuality, class, race, ethnicity and nationality. It makes a major contribution to developing a critical analytic approach to Western systems of representation and their impact on identity formation and circulation, with a particular focus on the role of visual media. Within this context, a range of strategies for developing critical reading, thinking and analytic writing skills are introduced with opportunities provided for meaningful application.

#### UNI101

##### UNIVERSITY PREPARATION

See section 6 Academic Literacy Department for subject description.

## 4.4 INFORMATION TECHNOLOGY

### 4.4.1 PRINCIPAL ACADEMIC STAFF

Sally Payne	HEAD OF DEPARTMENT Subject coordinator INFO210 & INFO317
Jasmine Cheng	Subject coordinator INFO106 & INFO111
Lisa Cowgill	Subject coordinator INFO105 & INFO312
James Hu	Subject coordinator INFO113 & INFO212
Christopher Johnson	Subject coordinator INFO218 & INFO318
Steven Leavett-Brown	Subject coordinator INFO115
Denis Payne	Subject coordinator INFO117, INFO214, INFO313 & INFO319
Xuan Tran	Subject coordinator INFO116
Clifford Yee	Subject coordinator INFO107
Subramaniam Paramasivama	Subject coordinator STAT101

### 4.4.2 COURSE STRUCTURES

#### DIPLOMA OF INFORMATION TECHNOLOGY (FAST-TRACK)

##### Stage I

ACAD103	Academic Literacy I
INFO111	Information Systems
INFO113	Introduction to Computing
INFO116	Foundation Mathematics
INFO117	Introduction to Computer Architecture

##### Stage II

ACAD201	Academic Literacy II
INFO210	Introduction to Collaborative Systems
INFO212	Principles of Distributed Computing

INFO214	Object Oriented Programming
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INFO218	Networking I
STAT101	Introduction to Statistics

##### (Pre-requisites)

ACAD103
INFO111
INFO111,
INFO117
INFO111,
INFO113
INFO117
Nil

##### Stage III

INFO115	Social, Legal and Ethical Issues in Information Technology
INFO312	Distributed Computing Architecture
INFO317	Information, Classification and Control
INFO318	Networking II
INFO319	Object Oriented Design

##### (Pre-requisites)

ACAD201
INFO212,
INFO214
Nil
INFO218
INFO214

#### DIPLOMA OF INFORMATION TECHNOLOGY

##### Stage I

ACAD103	Academic Literacy I
INFO106	Introduction to Communications
INFO107	Computer Use
STAT101	Introduction to Statistics
UNI101	University Preparation

##### Stage II

ACAD201	Academic Literacy II
INFO111	Information Systems
INFO113	Introduction to Computing
INFO116	Foundation Mathematics
INFO117	Introduction to Computer Architecture
UNI201	University Study Skills

##### (Pre-requisites)

ACAD103
Nil
Nil
Nil
Nil
UNI101

##### Stage III

INFO115	Social, Legal and Ethical Issues in Information Technology
INFO210	Introduction to Collaborative Systems
INFO212	Principles of Distributed Computing
INFO214	Object Oriented Programming
INFO218	Networking I

##### (Pre-requisites)

ACAD201
INFO111
INFO111,
INFO117
INFO111,
INFO113
INFO117

<b>Stage IV</b>		<b>(Pre-requisites)</b>	<b>Stage IV</b>	<b>(Pre-requisites)</b>
INFO312	Distributed Computing Architecture	INFO212, INFO214	INFO212	Principles of Distributed Computing INFO111; INFO117
INFO313	Object Oriented Development	INFO214	INFO214	Object Oriented Programming INFO111; INFO113
INFO317	Information, Classification and Control	Nil	INFO218	Networking I INFO117
INFO318	Networking II	INFO218	INFO317	Information, Classification and Control Nil
INFO319	Object Oriented Design	INFO214		
<b>DIPLOMA OF INFORMATION TECHNOLOGY (EXTENDED) (5 semester program)</b>			<b>Stage V</b>	<b>(Pre-requisites)</b>
<b>Stage I</b>			INFO312	Distributed Computing Architecture INFO212; INFO214
ACAD103	Academic Literacy I		INFO313	Object Oriented Development INFO214
INFO106	Introduction to Communications		INFO318	Networking II INFO218
STAT101	Introduction to Statistics		INFO319	Object Oriented Design INFO214
UNI101	University Preparation			
<b>Stage II</b>		<b>(Pre-requisites)</b>		
ACAD201	Academic Literacy II	ACAD103		
INFO107	Computer Use			
INFO111	Information Systems			
INFO113	Introduction to Computing			
UNI201	University Study Skills	UNI101		
<b>Stage III</b>		<b>(Pre-requisites)</b>		
INFO115	Social, Legal and Ethical Issues in Information Technology	ACAD201		
INFO116	Foundation Mathematics	Nil		
INFO117	Introduction to Computer Architecture	Nil		
INFO210	Introduction to Collaborative Systems	INFO111		

#### 4.4.3 SUBJECT DESCRIPTIONS

##### ACAD103

##### ACADEMIC LITERACY I

See section 6 Academic Literacy Department for subject description.

##### ACAD201

##### ACADEMIC LITERACY II

See section 6 Academic Literacy Department for subject description.

##### INFO106

##### INTRODUCTION TO COMMUNICATIONS

The major aim of this subject is to introduce students to the concepts of communications. Communications will be considered between people, in information systems and on the Internet. The students will examine the concepts of, and be familiar with some examples of information systems. The importance of databases and the Internet will be emphasised.

##### INFO107

##### COMPUTER USE

This subject develops knowledge of how computers are used. Typical office situations are explored and how applications are used to enhance productivity.

##### INFO111

##### INFORMATION SYSTEMS

The major aim of this subject is to equip students to design and develop information systems for organisations, particularly in the business environment. This subject forms one of the foundation stones of the course by examining the place of information systems in organisations, their effects on an organisation, on individuals within it, on the organisation's partners and clients, and thereby with society. Throughout

there is an emphasis on the human and usability factors of a system and the techniques needed to analyse and describe user requirements.

##### INFO113

##### INTRODUCTION TO COMPUTING

This subject teaches the basic concepts of files, editing, version control, testing and documentation. It will introduce the principles of programming languages and the design and implementation of visual basic programs and systems including the reuse of code via libraries.

##### INFO115

##### SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY

This subject introduces students to the impact of information technology on the contemporary world. It will examine the evolution of the 'information age' and will focus on the sociological, psychological, philosophical and employment implications of the new information technology society and future challenges.

##### INFO116

##### FOUNDATION MATHEMATICS

Commercial IT systems are increasingly complex. Formal methods provide a partial solution for reasoning about their behaviour and verifying their correctness. This subject looks at how the notation of discrete mathematics can be used for representation, problem solving and proof.

##### INFO117

##### INTRODUCTION TO COMPUTER ARCHITECTURE

An understanding of the basics of how computers work is essential to any IT professional. This subject introduces the components of modern computer architecture, how they fit together and work and how information is represented and manipulated and transferred to and from peripherals and networks. The Internet is introduced along with the concepts of HTML and XML.

##### INFO210

##### INTRODUCTION TO COLLABORATIVE SYSTEMS

This subject introduces students to key human aspects of IS development - stakeholder consideration, teamwork and usability. Students use collaborative software tools to produce a group report and reflect on this activity as a design process.

##### INFO212

##### PRINCIPLES OF DISTRIBUTED COMPUTING

This subject introduces distributed applications as one of the foundations of a modern computing environment. It focuses on the principles surrounding the use and development of applications in a networked environment and introduces some of the basic operations and scripting in the Unix operating system. Students will have the opportunity to develop skills in using distributed applications and developing simple web sites.

#### INFO214

##### OBJECT ORIENTED PROGRAMMING

This subject introduces object-oriented (OO) programming in Java. It covers the topics of data flow, procedures, classes, and data structures. It also shows how to build a graphical user interface (GUI) to a Java system.

#### INFO218

##### NETWORKING I

This subject introduces computer networks as an arrangement of computers, networking devices and processes driven by complex distributed software. The focus in this subject is Layer 1 and Layer 2 of the OSI to prepare the student for later work in network design, implementation and management. Students are also exposed in sufficient detail to issues associated with Layer 3 the internet work layer viz IP addressing and routing. Layer 4 to 7 of the OSI model and their mapping to TCP/IP utilities and application software are discussed.

#### INFO312

##### DISTRIBUTED COMPUTING ARCHITECTURE

This subject focuses on the design and development of distributed applications that exchange information. It looks at information architectures for distributed applications, and typical application for information exchange. It examines and explores the technologies for development of distributed systems.

#### INFO313

##### OBJECT ORIENTED DEVELOPMENT

Modern computer systems are increasingly built using object oriented languages. This subject will provide experience in the design, documentation and implementation of large object oriented programs, including areas such as inheritance, polymorphism and the use of language libraries. The languages used will be C and C++.

#### INFO317

##### INFORMATION, CLASSIFICATION AND CONTROL

This subject introduces the concepts of information and information systems and introduces two major types of information system. For information retrieval systems this subject deals with classification and search techniques and the evaluation of web based information resources. For accounting information systems this subject covers basic accounting principles, classification of accounts, accounting with spreadsheet packages and budgeting and control.

#### INFO318

##### NETWORKING II

This subject extends the work done in Networking I. Students learn to apply the concepts and develop higher-level skills in the design and operation of larger scale networks using higher level networking devices. Students will be well placed to pursue a specialisation in network design and management if they so choose. The subject also develops skills necessary for information technology planning and design of systems that are network focused. The emphasis in this subject is intranets that use routers. The role and operation of routers in a range of computer networks are examined in detail. Router based networks are designed and routers configured. Deeper treatment of IP addressing and routing protocols is undertaken. The impact of routing protocol choices on network behaviour is emphasised. Skills in network design, router configuration and network troubleshooting are further developed.

#### INFO319

##### OBJECT ORIENTED DESIGN

This subject shows how to design, build, test, document, and maintain large or complex object-oriented (OO) systems. It presents a set of design frameworks, patterns, and rules, along with a set of explicit evaluation criteria that can be used to judge the quality of a reusable, OO system. It also presents the problems that arise in large system development, and discusses technical tools to solve these problems.

#### STAT101

##### INTRODUCTION TO STATISTICS

This subject gives an introduction to the basic concepts and techniques of statistics and their application to a wide range of situations. It emphasises analytical skills requiring students to examine problems, organise information, analyse and to make conclusions about their findings, in written form.

#### UNI101

##### UNIVERSITY PREPARATION

See section 6 Academic Literacy Department for subject description.

#### UNI201

##### UNIVERSITY STUDY SKILLS

See section 6 Academic Literacy Department for subject description.

## 4.5 SCIENCE AND ENGINEERING

### 4.5.1 COURSE STRUCTURES

#### DIPLOMA OF SCIENCE AND ENGINEERING

Students enrolled in the Diploma of Science and Engineering (Part One) refer to stages 1 & 2 only.

##### Stage I

ACAD103	Academic Literacy
MATH101	Statistics
CHEM101	Introduction to Chemistry
ENVO101	Earth and Environment

##### Stage II

LIT201	Technical Communication	ACAD103
MATH201	Introduction to Mathematics	
CHEM201	Chemistry I	CHEM101
PHYS201	Physics I	

##### Stage III

MATH301	Mathematics I	MATH201
CHEM301	Chemistry II	CHEM201
PHYS301	Physics II	PHYS201
ENGN301	Object Oriented Programming	MATH201

##### Stage IV

MATH401	Mathematics II	MATH301
PHYS401	Physics III	PHYS301
ENGN401	Introduction to Electrical Engineering	
LIT401	Information Literacy	

#### 4.4.3 SUBJECT DESCRIPTIONS

##### ACAD103

##### ACADEMIC LITERACY I

See section 6 Academic Literacy Department for subject description.

##### CHEM101

##### INTRODUCTION TO CHEMISTRY

The study of Chemistry is central to an understanding of the world around us and is relevant to many other sciences, such as Physics, Biology and Geology at the fundamental level. This subject is an introduction to Chemistry and is designed to develop a student's understanding of the basic principles of Chemistry. Topics covered are an introduction to matter, chemical reactions, atomic structure, stoichiometry, the periodic table, intermolecular forces and crystal structures.

##### CHEM201

##### CHEMISTRY I

The study of Chemistry is central to an understanding of the world around us and is relevant to many other sciences, such as Physics, Biology and Geology at the fundamental level. This subject is the second of the three subject sequence in Chemistry and is designed to build on the knowledge gained in Introduction to Chemistry and further develop a student's understanding of key concepts in Chemistry. Topics covered are molecular geometry, basic carbon chemistry, thermochemistry, equilibrium, acid-base equilibria, oxidation – reduction.

##### CHEM301

##### CHEMISTRY II

The study of Chemistry is central to an understanding of the world around us and is relevant to many other sciences, such as Physics, Biology and Geology at the fundamental level. This subject is the last of a three subject sequence in Chemistry and is designed to build on the knowledge gained in Introduction to Chemistry and Chemistry 1 and further develop a student's understanding of key concepts in Chemistry. Topics covered are reaction kinetics, co-ordination chemistry, isomerism, organic reactions and mechanisms. This unit will provide the necessary chemistry knowledge and skills for entry into second year of a Science degree.

##### ENGN301

##### OBJECT ORIENTED PROGRAMMING

This subject introduces students to programming and software testing. It presents the syntax and mechanism of the Java language and shows how to build simple software systems in Java. It covers the topics of object-oriented (OO) programming, GUI building and basic testing.

##### ENGN401

##### INTRODUCTION TO ELECTRICAL ENGINEERING

The major aim of Introduction to Electrical Engineering is to give students basic understanding of the scope and methods of Electrical Engineering. This includes the engineering process, the technologies involved, the approach to problem solving, and the skills and tools used.

##### ENVO101

##### EARTH AND ENVIRONMENT

This subject provides an introduction to the study of Earth Science, in particular the dynamic nature of the planet and how it affects the natural environment such as climate the distribution of soils, extractable resources and localities of habitation. Topics include earth materials, structure of the Earth, the evolution of oceans and continents, what the rock layers tells us – time sequencing of major events, landscape development and rehabilitation, aspects of global geophysics (seismicity, heatflow, magnetism, gravitation and isostasy), geological hazards.

##### LIT201

##### TECHNICAL COMMUNICATION

See section 6 Academic Literacy Department for subject description.

##### LIT401

##### INFORMATION LITERACY

See section 6 Academic Literacy Department for subject description.

##### MATH101

##### STATISTICS

This subject aims to develop an understanding of statistical reasoning; to show the purpose, scope and power of statistical analysis; to introduce an appropriate set of statistical concepts and techniques that provide a basis for effective understanding and use of statistical methods; to show the relevance of statistical analysis to a wide range of areas; and, to lay a good foundation for further studies in mathematics and applied statistics.

##### MATH201

##### INTRODUCTION TO MATHEMATICS

Introduction to Mathematics is to provide a thorough foundation in the mathematical techniques needed for undergraduate programs in Science and Engineering. The subject establishes essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces the basic concepts of linear algebra, including matrices, and systems of linear equations, which are required for the understanding of linear modelling. The subject aims to improve a student's chance of success by reinforcing and developing study skills, particularly academic reading and mathematical reading, writing, listening and speaking.

##### MATH301

##### MATHEMATICS I

This subject is designed to provide the mathematical techniques needed for undergraduate programs in Science and Engineering. This subject covers the following topics: limits, continuity and differentiation of functions of a single variable; curve sketching; maxima and minima; integration; trapezoidal and Simpson's rule; the fundamental theorem of calculus; applications to area, volumes and lengths of curves; trigonometric and hyperbolic functions; inverse trigonometric functions; First order differential equations; methods of integration; complex numbers; an introduction to differential equations.

##### MATH401

##### MATHEMATICS II

This subject extends the skills, knowledge and attitudes needed for undergraduate programs in Science and Engineering, including vectors and vector algebra, dot and cross products; functions of several variables – limits and continuity, partial derivatives, tangent planes, linear approximation, differentials, chain rule, directional derivatives, an introduction to optimisation, maxima and minima; coordinate systems; multiple integration; sequences and series – properties of sequences, tests for convergence, power series, Taylor series and Binomial series. The subject also aims to introduce students to the use of computer systems and the ways computers are used to solve simple numerical and business problems, and to develop basic programming skills. Examples used include numerical solutions of linear and nonlinear equations, the numerical calculation of integrals and series.

##### PHYS201

##### PHYSICS I

The subject explores the relationship between physics, chemistry and biology. Key concepts of this relationship are being developed as the basis for understanding science and engineering research. Key concepts are introduced through practical examples, problem solving, and scientific texts.

##### PHYS301

##### PHYSICS II

The subject explores the relationship between physics, chemistry and biology. Key concepts of this relationship are being developed as the basis for understanding science and engineering research. Key concepts are examined through practical examples, theoretical problem solving, and scientific texts.

##### PHYS401

##### PHYSICS III

The subject explores the relationship between physics, chemistry and biology. Key concepts of this relationship are being developed as the basis for understanding science and engineering research. Key concepts are examined through practical examples, theoretical problem solving, and scientific texts.

##### LIT201

##### TECHNICAL COMMUNICATION

This subject develops the skills base established in ACAD103. It focuses on developing, analysing and organising arguments and on the use of formal academic language. Students are guided through the process of writing academic reports and essays, with special attention being given to the critical evaluation of information.

##### LIT401

##### INFORMATION LITERACY

This subject develops skills in accessing, choosing and using a variety of information sources.

## 5. ACADEMIC LITERACY DEPARTMENT

Academic literacy and university preparation subjects are taught in all diplomas. The purpose of these subjects is to enable students to read, write and orally communicate for successful academic study.

### 5.1 PRINCIPAL ACADEMIC STAFF

HEAD OF DEPARTMENT Sally Hawse  
SUBJECT ADMINISTRATOR Christina Katterfeld

### 5.2 SUBJECT DESCRIPTIONS

#### ACAD103 ACADEMIC LITERACY I

This subject assists students to understand the demands of academic writing and to equip them with the skills necessary for successful academic study. It focuses on developing the critical reading and writing skills involved in writing academic text types relevant to tertiary study, such as short answer assignments and reports. Specific academic skills include critical analysis, developing an argument, distinguishing author's voice, referring to secondary sources, summarising, paraphrasing and the structuring of common academic texts. In addition, this subject covers aspects of academic English relevant to assignment writing. Students participate in tutorials and in practical workshops, which allow them to use their developing skills while receiving immediate feedback on their performance.

#### ACAD201 ACADEMIC LITERACY II

This subject develops the skills base established in ACAD103. It focuses on developing, analysing and organising arguments and on the use of formal academic language. Students are guided through the process of writing academic reports and essays, with special attention being given to the critical evaluation of information.

#### BCOM102 BUSINESS COMMUNICATION

This subject helps students to develop the skills needed for successful study in the Extended Diploma of Business Studies. The focus of BCOM102 is to provide students with a business vocabulary relevant to their lectures in business. The subject also assists students in understanding the expectations of university lecturers and provides skills and strategies for meeting these expectations.

#### LIT201 TECHNICAL COMMUNICATION

This subject develops the skills base established in ACAD103. It focuses on developing, analysing and organising arguments and on the use of formal academic language. Students are guided through the process of writing academic reports and essays, with special attention being given to the critical evaluation of information.

#### LIT401 INFORMATION LITERACY

This subject develops skills in accessing, choosing and using a variety of information sources.

#### UNI101 UNIVERSITY PREPARATION

This subject introduces students to basic study skills for undergraduate study in Australian universities. The subject will explore the differences among academic traditions in various cultures and highlight the characteristics of universities as institutions of learning and research in contrast with universities as institutions of teaching. Students will be introduced to: information literacy skills and the nature of research; tutorial preparation, presentation and participation skills; lecture note taking skills; self-directed reading programs; study timetabling and group project management skills; and reflective journal writing.

#### UNI201 UNIVERSITY STUDY SKILLS

This subject builds on the skills and concepts presented in UNI101. The subject will provide students with the opportunity to explore and practice the discourse types and texts relevant to their chosen academic discipline. The subject aims to consolidate and further develop the students' skills relevant to their diploma in the areas of information literacy, undertaking research, tutorial presentation and participation, lecture note taking, and group project management skills.

# 6 SCHEDULE OF SUBJECTS

CODE	SUBJECT NAME	PREREQUISITE
ACAD103	Academic Literacy I	Nil
ACAD201	Academic Literacy II	ACAD103
ACCG104	Accounting for Business I	Nil
ACCG203	Accounting for Business	Nil
ACCG204	Accounting for Business II	ACCG104
ACCG304	Accounting for Business Decisions I	ACCG204
ACCG305	Accounting for Business Decisions	ACCG203
ACCG404	Accounting for Business Decisions II	ACCG304
BCOM102	Business Communication	Nil
BUS101	Introduction to Business Studies	Nil
CHEM101	Introduction to Chemistry	Nil
CHEM201	Chemistry I	CHEM101
CHEM301	Chemistry II	CHEM201
COMM105	Communication and Media Industries	Nil
COMM106	Desktop Publishing	Nil
COMM107	Communication Skills I	Nil
COMM108	Media Industries	Nil
COMM109	Media Analysis I	Nil
COMM115	Production Skills I	Nil
COMM116	Communication Skills I	Nil
COMM117	Society and Culture I	Nil

CODE	SUBJECT NAME	PREREQUISITE
COMM118	Communication Environments I	Nil
COMM119	Media Analysis I	Nil
COMM209	Communication Skills II	COMM107
COMM210	Communication and Media Policy	COMM105
COMM211	New Media	COMM108
COMM212	Interactive Multimedia	COMM106
COMM213	Media Analysis II	COMM109
COMM215	Production Skills II	COMM115
COMM216	Communication Skills II	COMM116
COMM217	Society and Culture II	COMM117
COMM218	Communication Environments II	COMM118
COMM219	Media Analysis II	COMM119
COMM309	Culture and Society	COMM213
COMM310	Communication Research Methods	COMM209
COMM311	Communications Professional Practice	COMM210
COMM312	Media Production I	COMM211
COMM313	Media Production II	COMM212
COMM314	Communication Analysis I	ACAD201
COMM315	Production Skills III	COMM215
COMM316	Communication Skills III	COMM216
COMM317	Society and Culture III	COMM217

CODE	SUBJECT NAME	PREREQUISITE
COMM318	Communication Environments III	COMM218
COMM319	Media Analysis III	COMM219
COMM320	Communication Project	ACAD201
COMM402	Communication Project	COMM310, 311, 312, 313
COMM409	Media Analysis Project	COMM309
COMM410	Communication Strategies	COMM310
COMM411	Media Production III	COMM311
COMM412	Media Production IV	COMM313
COMM415	Production Skills IV	COMM315
COMM416	Communication Skills IV	COMM316
COMM417	Society and Culture IV	COMM317
COMM418	Communication Environments IV	COMM318
COMM419	Media Analysis IV	COMM319
DES111	Design History I	Nil
DES112	Design Studio I	Nil
DES113	2D & 3D Studies	Nil
DES114	Design Technology	Nil
DES206	Voice	ACAD103, UNI101
DES211	Design History II	DES111
DES212	Design Studio I	Nil
DES213	Word/Image	DES113, DES114

CODE	SUBJECT NAME	PREREQUISITE
DES215	Design Analysis II	ACAD103, UNI101
DES311	Viscom History I	ACAD201, DES206, DES211, DES215
DES312	Design Studio III	DES212, DES213
DES313	Image Making I	DES213
DES314	Visible Language	DES213, DES214
DES315	Design Analysis III	DES215, ACAD201
DES411	Viscom History II	DES311, DES315
DES412	Design Studio IV	DES312, DES313, DES314
DES413	Image Making II	DES313
DES414	Introduction to Text & Type	DES314, DES313
DES415	Design Analysis IV	DES315
ECON203	Micro and Macro Economic Principles	Nil
ECON301	Microeconomics	Nil
ECON401	Macroeconomics	ECON301
ENGN301	Object Oriented Programming	MATH201
ENGN401	Introduction to Electrical Engineering	Nil
ENVO101	Earth and Environment	Nil
FIN102	Introduction to Financial Management I	Nil
FIN304	Financial Institutions & Markets	FIN102

CODE	SUBJECT NAME	PREREQUISITE
FIN305	Financial Markets & Business Finance	FIN102, ECON203, ACCG203
FIN404	Business Finance	FIN304
INFO105	Managing Information	Nil
INFO106	Introduction to Communications	Nil
INFO107	Computer Use	Nil
INFO111	Information Systems	Nil
INFO113	Introduction to Computing	Nil
INFO115	Social, Legal and Ethical Issues in Information Technology	ACAD201
INFO116	Foundation Mathematics	Nil
INFO117	Introduction to Computer Architecture	Nil
INFO210	Introduction to Collaborative Systems	INFO111
INFO212	Principles of Distributed Computing	INFO111, INFO117
INFO214	Object Oriented Programming	INFO111, INFO113
INFO218	Networking I	INFO117
INFO312	Distributed Computing Architecture	INFO212, INFO214
INFO313	Object Oriented Development	INFO214
INFO317	Information, Classification & Control	Nil
INFO318	Networking II	INFO218
INFO319	Object Oriented Design	INFO214
LAW302	Business Law & Ethics I	Nil

CODE	SUBJECT NAME	PREREQUISITE
LAW305	Business Law & Ethics	Nil
LAW402	Business Law & Ethics II	LAW302
LIT201	Technical Communication	ACAD103
LIT401	Information Literacy	Nil
MATH101	Statistics	Nil
MATH201	Introduction to Mathematics	MATH101
MATH301	Mathematics I	MATH201
MATH401	Mathematics II	MATH301
MGT203	Management & Organisations	Nil
MGT204	Managing People & Organisations I	Nil
MGT402	Managing People & Organisations II	MGT204
MKT201	Introduction to Marketing A	Nil
MKT303	Introduction to Marketing B	MKT201
MKT305	Principles of Marketing	Nil
PHYS201	Physics I	Nil
PHYS301	Physics II	PHYS201
PHYS401	Physics III	PHYS301
STAT101	Introduction to Statistics	Nil
STAT202	Business Statistics	Nil
STAT203	Business Statistics	Nil
UNI101	University Preparation	Nil
UNI201	University Study Skills	UNI101

# 7. COURSE FEE INFORMATION

All students are required to pay a full semester fee at the beginning of each of the first two semesters irrespective of the number of subjects attempted in the first two semesters. After paying for two semesters, students may pay only for subjects attempted, including repeated subjects. Any fees for subjects paid for but not used in the first two semesters will be credited to the subsequent semesters.

The fee structures for these courses are set out below for international students and Australian permanent residents and citizens:

## BUSINESS AND COMMERCE

Enrolment fee A \$200 payable only once  
Tuition fees A \$1,500 per subject

### DIPLOMA OF BUSINESS AND COMMERCE (ADVANCED STANDING)

(DBI)  
1st semester A \$6,750  
2nd semester A \$6,750  
**TOTAL A \$13,500**

### DIPLOMA OF BUSINESS AND COMMERCE

(DBC)  
1st semester A \$6,000  
2nd semester A \$6,000  
3rd semester A \$6,000  
**TOTAL A \$18,000**

The Diploma of Business and Commerce is not available in extended mode.

## BUSINESS STUDIES

Enrolment fee A \$200 payable only once  
Tuition fees A \$1,100 per subject

### DIPLOMA OF BUSINESS STUDIES

(DBS)  
1st semester A \$5,500  
2nd semester A \$5,500  
3rd semester A \$5,500  
4th semester A \$5,500  
**TOTAL A \$22,500**

### DIPLOMA OF BUSINESS STUDIES (EXTENDED)

(XBS)  
1st semester A \$5,500  
2nd semester A \$5,500  
3rd semester A \$5,500  
4th semester A \$5,500  
5th semester A \$2,200  
**TOTAL A \$24,000**

Cost and number of subjects in the extended program depend on individual student's academic and English background.

## COMMUNICATION

Enrolment fee A \$200 payable only once  
Tuition fees A \$1,160 per subject

### DIPLOMA OF COMMUNICATION

(DCN)  
1st semester A \$5,800  
2nd semester A \$5,800  
3rd semester A \$5,800  
4th semester A \$5,800  
**TOTAL A \$23,200**

The Diploma of Communication is not available in extended mode.

## DESIGN

Enrolment fee A \$200 payable only once  
Tuition fees A \$1,280 per subject

### DIPLOMA OF DESIGN (PART ONE)

(DDO)  
1st semester A \$6,400  
2nd semester A \$6,400  
**TOTAL A \$12,800**

The Diploma of Design (Part One) is not available in extended mode.

### DIPLOMA OF DESIGN

(DDN)  
1st semester A \$6,400  
2nd semester A \$6,400  
3rd semester A \$6,400  
4th semester A \$6,400  
**TOTAL A \$25,600**

The Diploma of Design is not available in extended mode.

## INFORMATION TECHNOLOGY

Enrolment fee A \$200 payable only once  
Tuition fees A \$1,200 per subject

### DIPLOMA OF INFORMATION TECHNOLOGY

(Fast Track) (DCI)  
1st semester A \$6,000  
2nd semester A \$6,000  
3rd semester A \$6,000  
**TOTAL A \$18,000**

### Standard Program (DIT)

1st semester A \$6,000  
2nd semester A \$6,000  
3rd semester A \$6,000  
4th semester A \$6,000  
**TOTAL A \$24,000**

### DIPLOMA OF INFORMATION TECHNOLOGY

(EXTENDED) (DIT)  
1st semester A \$6,000  
2nd semester A \$6,000  
3rd semester A \$6,000  
4th semester A \$6,000  
5th semester A \$1,200  
**TOTAL A \$25,200**

The Diploma of Information Technology (Extended) is not available to students with an English level below IELTS Academic Module 5.5 with 5 in writing.

## SCIENCE AND ENGINEERING

Enrolment fee A \$200 payable only once  
Tuition fees A \$1,500 per subject

### DIPLOMA OF SCIENCE AND ENGINEERING (PART ONE)

(DSO)  
1st semester A \$6,000  
2nd semester A \$6,000  
**TOTAL A \$12,000**

The Diploma of Science and Engineering (Part One) is not available in extended mode.

### DIPLOMA OF SCIENCE AND ENGINEERING

(DSE)  
1st semester A \$6,000  
2nd semester A \$6,000  
3rd semester A \$6,000  
4th semester A \$6,000  
**TOTAL A \$24,000**

The Diploma of Science and Engineering is not available in extended mode.

#### Late enrolment fee

A late enrolment fee of A \$500 will be charged to any student who fails to re-enrol by the end of the official re-enrolment period. No student will be permitted to re-enrol if they arrive after the end of the second week of classes.

# 8 SCHOLARSHIPS AND PRIZES FOR STUDENTS

## 8.1 SCHOLARSHIPS

The following scholarships and sponsorships are available to INSEARCH students. These scholarships are awarded as fees credits and cannot be awarded in cash.

### 8.1.1 The Vice Chancellor's Scholarship

The scholarship honours the support given to INSEARCH by Professor R D Guthrie, foundation vice-chancellor and president of the University of Technology, Sydney. It is available to students who complete an INSEARCH diploma and qualify to continue their study in a UTS degree program. It has a value of A\$5,000. It is awarded to the top graduating student of each year.

### 8.1.2 Part sponsorships

Each semester, the top five INSEARCH students completing their second semester (excluding extended courses and diploma of business and commerce (advanced standing) students are awarded \$1,000 sponsorships credited to their students' fees accounts.

### 8.1.3 Other scholarships and sponsorships

From time to time other scholarships and sponsorships are available, sponsored by external organisations. When such scholarships and sponsorships are offered, students will be informed on the student notice board and should contact student services for further details.

## 8.2 PRIZES

The following prizes are available to students and are awarded three times a year.

### 8.2.1 The UTS Faculty of Business Prize for General Proficiency in the Diploma of Business and Commerce

The prize is awarded for the best graduating student in the Diploma in Business and Commerce.

Prize: A \$100 book voucher

### 8.2.2 The UTS Faculty of Business Prize for General Proficiency in the Diploma of Business Studies

The prize is awarded to the graduating student with the best result in the Diploma of Business Studies.

Prize: A \$100 book voucher

### 8.2.3 The UTS Faculty of Humanities and Social Sciences Prize for General Proficiency in the Diploma of Communication

The prize is awarded to the best graduating student in the Diploma of Communication.

Prize: A \$100 book voucher

### 8.2.4 The UTS Faculty of Design, Architecture and Building Prize for General Proficiency in the Diploma of Design

The prize is awarded to the best graduating student in the Diploma of Design.

Prize: A \$100 book voucher

### 8.2.5 The UTS Faculty of Information Technology Prize for General Proficiency in the Diploma of Information Technology

These prizes are awarded to the best graduating students in the Diploma of Information Technology.

Prize: 2 x A \$100 book voucher

### 8.2.6 The INSEARCH Limited Prize

Donated by INSEARCH Limited and awarded to the student with the best performance in MGT204.

Prize: A \$150 book voucher

### 8.2.7 The Lecturer's Prize for Accounting for Business II

The prize is awarded to the student with the best performance in ACCG204.

Prize: A \$100 book voucher

### 8.2.8 The Academic Literacy Prize

This prize is awarded to the student with the best combined performance in Academic Literacy I & II.

Prize: A \$100 book voucher

## INSEARCH ACADEMIC RULES AND PROCEDURES FOR STUDENTS

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INSEARCH students in academic courses are bound by the following rules.

## 1. ENROLMENT

### 1.01 Last day to enrol

Enrolment is not possible after week two of classes. Local students arriving after week two must speak to student services to defer their studies for one semester. International students may have to withdraw and return to their home country.

### 1.02 Last day to add a subject

No student is permitted to add an additional subject to their study plan after Friday of week two of classes. No student may enrol in more than the published stage load for their course except in exceptional circumstances and with the approval of the academic manager or general manager, academic programs.

### 1.03 Last day to drop a subject

No student is permitted to drop a subject from their study plan after Friday of week 4 of classes. It is a condition of the international student visa that students enrol and attend the number of subjects for each stage of their course as published in the academic handbook.

### 1.04 INSEARCH study loads

International students are required by the Department of Immigration & Multicultural & Indigenous Affairs (DIMIA) to undertake a full-time load. The full-time workload for each course is published in the academic handbook.

Local students are permitted to take less than the standard published workload but would normally be expected to take a minimum of two subjects each semester.

### 1.05 Timetables

Information on tutorial times and class changes

are posted on the student intranet and notice boards in the reception areas on ground level, 191 Thomas St and 187 Thomas St and at the main entrance on level 2 of the Prince Centre, 8 Quay St. The general manager, academic programs reserves the right to alter any student's timetable.

### 1.06 Recognition of prior learning

Students seeking exemptions from subjects at INSEARCH on the basis of equivalent level of study at a previous institution should apply using INSEARCH's application for exemption form. The forms are available at student services, 10 Quay Street. Students are required to apply for exemptions before the end of week one. Students will need to provide evidence of prior learning. Students should refer to the recognition of prior learning policy on the student intranet.

### 1.07 Pre-requisite and co-requisites

No student may enrol in a subject which has a pre-requisite without successfully completing the pre-requisite except in exceptional circumstances and with the permission of the general manager, academic programs or academic manager.

If a subject has a co-requisite, the students are expected to enrol in those courses concurrently except in exceptional circumstances and with the permission of the general manager, academic programs or academic manager.

### 1.08 Maximum number of subjects

As a general rule students cannot enrol in more than the standard number of subjects for the stage of their course published in the academic handbook.

Students may only enrol in more than the standard number of subjects for their course in exceptional circumstances and with the approval of the general manager, academic

programs or the academic manager. In general, students can only add a subject in the last stage of their diploma if it is the only subject needed to complete their diploma. Students in the second-to-last stage of 3, 4 or 5 stage diplomas may also apply to the general manager, academic programs or the academic manager to add a subject in exceptional circumstances.

Decisions about whether a student can add a subject will take into account the following criteria:

- 1.08A the student has maintained 80% attendance or above both in their most recent semester at INSEARCH and over the period of enrolment in their course, and
- 1.08B the student has maintained the average mark (WAM) necessary to enter the relevant UTS program both in their most recent semester at INSEARCH and over the period of enrolment in their course, and
- 1.08C the student presents a strong argument that there would be educational benefits from adding the subject, and
- 1.08D the student understands, and signs a waiver to the effect, that they have no right of appeal if they fail a subject.

### 1.09 Maximum time for completion of course

Except where otherwise provided the following schedule will apply:

- > Maximum time for completion of a 5-semester course is 7 semesters
- > Maximum time for completion of a 4-semester course is 6 semesters

> Maximum time for completion of a 3-semester course is 5 semesters

> Maximum time for completion of a 2-semester course is 4 semesters

This calculation shall not include periods of approved leave of absence or periods of exclusion from the course.

1. The maximum time in which students granted advanced standing might be permitted to complete a course shall be determined by the general manager, academic programs.

2. Students who are unable to complete a course within the maximum time set out in this policy shall be excluded from that course. Appeals against exclusion may be lodged at student services and should be addressed to the general manager, academic programs.

#### 1.10 Payment of fees

Invoice for payment of tuition fees for subsequent semesters are sent out towards the end of each semester. Fees are to be paid well before re-enrolment as indicated on the invoice.

#### 1.11 Withdrawal from INSEARCH or transfer to another educational provider

Students who have decided to withdraw from their studies at INSEARCH should first speak to staff in Student Services. Where an approval to withdraw is granted students will need to return their student card and ensure that they have paid any library fines and have returned all library resources to the library.

Students who are considering changing to another educational provider, must first speak to staff in Student Services. Students will need to complete an application to withdraw form. Documentation supporting their request to transfer to another institution is required.

All students wishing to withdraw are subject to the INSEARCH conditions of enrolment.

#### International students

> DIMIA regulations may require INSEARCH approval if students are intending to enrol at another institution after withdrawing from INSEARCH.

> In some cases international students may be required to return overseas after withdrawing.

> Where approval to withdraw is granted, INSEARCH is required to advise DIMIA of this change in the student's enrolment status. Students on UTS package visas will need to contact the UTS international office to alert them of this change in their study plans.

#### 1.12 Deferring a semester

Students who would like to defer their studies at INSEARCH must first speak to staff in Student Services. An application to defer form must be completed which will need to be approved by student services staff. Prior to applying to defer their course students must ensure that they have paid any library fines and have returned all library resources to the library.

Students will be required to provide documentation supporting their application to defer.

#### International students

DIMIA regulations permit deferral of studies by international students only in exceptional circumstances such as serious illness, death in the family or for some other compassionate reason.

#### 1.13 Library fines and outstanding loans

Students with overdue UTS library fines or outstanding loans will not be given semester results. Academic transcripts will not be

available until the fines have been paid and/or outstanding loans have been returned. Once the issue has been resolved with the UTS library, students are required to bring to the student services office a copy of their UTS library record confirming there are no overdue fees and no outstanding loans. Once this has been confirmed results will be unblocked. Results will not be available for a further 24 hours.

## 2 ACADEMIC RULES

### 2.01 Re-enrolment

Students are expected to achieve the following requirements in order to be allowed to re-enrol at INSEARCH:

> An average mark (WAM) of at least 50 in the subjects for which a student has been enrolled since the start of the relevant course

> Not failing a subject more than once

> Attending at least 80% of scheduled classes (applies to both local and international students).

The consequences of failure to meet one or more of the requirements for re-enrolment are as follows:

#### 2.01.A Failure to achieve an average mark (WAM) of 50

Students who fail to achieve an average mark (WAM) of 50 will be allowed to re-enrol but will be placed on probation for the semester following the one in which they attained under 50. INSEARCH academic advisers will support students who are placed on probation and it is the student's responsibility to maintain contact with the academic adviser.

#### 2.01.B Failing a subject more than once

Students who fail a subject for the second time

must seek the permission of the academic manager before being permitted to enrol in that subject a third time. This permission will only be granted in exceptional circumstances.

#### 2.01.C Failure to meet two or more of the requirements

Students who fail to meet two or more of the requirements for re-enrolment in a semester may be excluded. Exclusion means that the student is prohibited from attending any classes at INSEARCH either for a set period of time or permanently. Whether or not to exclude a student from INSEARCH is determined at the end of each semester by the general manager, academic programs.

#### 2.01.D Notification and appeal

Students must be notified in writing by the academic manager of consequences (other than exclusion) of failure to meet the requirements for re-enrolment.

The general manager, academic programs, must notify students in writing of exclusion from INSEARCH.

Students may appeal all consequences imposed for failing to meet the requirements for re-enrolment. Appeals must be lodged in writing with the manager, student services within three weeks of the date of the student being notified of the consequence.

## 2.02 Examination Rules

### 2.02.A Attendance at examinations

1. Attendance at mid-semester and final examinations is compulsory. Failure to attend final examinations without satisfactory explanation may result in automatic failure in that particular subject.

2. Students must be present at examinations at the correct time and place. Misreading or misunderstanding the exam timetable cannot be accepted as a reason for failure to attend an examination.

### 2.02.B Absence from an examination

When a student is prevented from attending an exam due to illness a medical certificate completed by a registered medical practitioner must be submitted to student services.

Where a student is prevented from attending an exam due to misadventure, the circumstances must be clearly beyond the control of the student and where possible must be clearly documented (e.g. a police report).

An illness/misadventure form completed by the student will be attached to the medical certificate or misadventure document upon submission to student services. Documentation must be submitted to student services no later than 2 working days after the day of the missed examination.

INSEARCH is not bound to accept a backdated illness/misadventure form. Submission of an illness/misadventure form does not guarantee an alternative exam.

### 2.02.C Admission to the examination room

1. Students are required to produce their current student identity card for entry into the examination room. No student is admitted without their student ID card. It is the student's responsibility to ensure that their card is current. Students should go to student services to replace outdated or lost student cards.

2. On entering the examination room, students are required to proceed directly to their seats, and follow the instructions of the examination supervisor. They are not permitted to turn over

or read the exam question paper until they are instructed to do so. They must place their student ID card on the top right hand corner of the desk.

3. Students are responsible for preparing themselves for examinations and this includes making sure that they do not bring any unauthorised material into the examination room. Any student found with unauthorised material in an examination is liable to severe penalties as outlined in the academic misconduct rule (see rule 2.03 below).

4. Students arriving more than one hour late will not be permitted to enter the examination room.

### 2.02.D Leaving the examination room

No student is permitted to leave an examination room until the first hour of writing time has elapsed regardless of the duration of the exam.

### 2.02.E Readmission to the examination room

No student will be re-admitted to the examination room after they have left it unless they have been under approved supervision during the full period of their absence. During this supervision students are prohibited from talking to anyone other than the supervisor.

### 2.02.F Reading time

1. Ten minutes at the beginning of the exam is designated as reading time. During reading time, writing is not permitted.

2. If a student arrives late to an examination, they will not be permitted to enter the examination room until reading time has ceased.

### 2.02.G Conduct of students

Students may not communicate with any person except authorised supervisors during an examination. Should students need to communicate with an supervisor they should

raise their hand and wait for the supervisor to attend to them. Any student who is found cheating, behaves in a disorderly manner or otherwise disrupts an examination is liable to face disciplinary action as determined by the student conduct committee.

#### **2.02.H Material or equipment in the examination room**

No material or equipment other than that specified on the examination paper may be brought into the examination room. Examination supervisors have been authorised to confiscate unauthorised material which will be retained as evidence and submitted with an academic misconduct form to the student conduct committee.

Students must ensure that any mobile phone or pager in their possession is switched off and placed under the examination table. Examination supervisors have been authorised to confiscate, for the period of the examination, any mobile or pager that is not switched off or causes disturbance in the examination room.

Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted by student services personnel prior to the examination. It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with student services personnel prior to the examination if they are in doubt.

#### **2.02.I Exclusion from examinations**

A student may be excluded from a final examination in a subject for any of the following reasons:

- a. unauthorised absence from class.
- b. failure to meet subject requirements, for example non-submission of assignments or

failure to attend class or mid-semester tests.

c. academic misconduct (see rule 2.03 below).

d. misconduct (see rule 2.04 below).

#### **2.02.J Alternative examinations**

1. The running of alternative examinations is at the discretion of INSEARCH.

2. Alternative exams are not granted to students who are unable to attend the mid-semester exam. Students missing this exam may in exceptional circumstances have their mid-semester exam marks carried towards the final exam mark. In order to apply to have mid-semester marks carried over towards final exam marks, students must submit documentary evidence (such as medical certificates or police reports dated on the day of absence) along with an illness/misadventure form to student services within one day of the mid-semester examination or as soon as circumstances permit.

3. An alternative examination may be granted to students who are unable to attend the final examination only where they are able to demonstrate that:

> their absence was due to illness or misadventure, and

> the student has attended at least 80% of the classes for that subject for that semester (excluding medical certificates), and

> the student has submitted all pieces of continuous (in-class) assessment during the semester, or medical certificates in lieu of such assessment have been submitted.

4. Students must apply through student services to be able to sit an alternative examination. Students are required to check on the student intranet to find out whether they have been granted an alternative examination.

#### **2.02.K Final stage supplementary examination**

Where a student fails one final subject required to satisfy the conditions for the award of a diploma they will be granted a final stage supplementary examination if the final mark for that subject is 40 or more. This exam will be marked at 100% and where a supplementary examination is offered, the highest mark awarded is 49 pass conceded.

#### **2.02.L Special consideration**

Students may apply for special consideration if they:

> Attend an examination but are forced to leave before the end of the allocated time due to illness or misadventure.

> Finish an exam, but believe their performance was affected by illness or circumstances beyond their control.

A medical certificate duly completed by a registered medical practitioner and dated on the day of the exam must be submitted to student services when requesting consideration. This will be attached to an Insearch special consideration form (available at student services) that must be completed by the student. UTS special consideration forms cannot be accepted.

Request for special consideration must be submitted to student services no later than one day after the examination or as soon as circumstances permit.

#### **2.03 Academic misconduct**

All students at INSEARCH are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating

if they seek to gain advantage by unfair means such as copying another student's work, or in any way mislead a lecturer or tutor about their knowledge, ability, or the amount of original work they have done.

#### **2.03.A Student's responsibilities:**

1. Examinations

a) Students must not help or receive assistance from other students

b) Students must not request the loan of or lend materials or devices to other students

c) Students must not bring any materials into the examination room other than those specified for that examination

d) Students must not use computer software or other devices during an examination other than those specified.

2. Other assessment tasks

a) Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study

b) Students must not use another person's concepts, results or conclusions and pass them off as their own

c) In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.

d) Students must not ask another person to produce an assessable item for them.

#### **2.03.B. INSEARCH's responsibilities:**

Procedural fairness

1. Students must be treated fairly, with dignity and with due regard to their privacy

2. Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the student conduct committee to have so behaved.

3. Past misconduct is not evidence that a student has behaved in the same manner again.

4. Each case is dealt with on its own merits and according to its own circumstances with the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

#### **2.03.C. Penalties**

1. Penalties imposed will take into account the nature and the extent of the misconduct

2. Penalties imposed will take into account the students' stage in the course

3. Penalties imposed will take into account the conventions of the field of study

4. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from INSEARCH.

5. The following penalties may be imposed: a warning, a reduction in grades, receiving zero for an assessment event, failing the subject, exclusion from INSEARCH.

#### **2.03.D. Record keeping**

All students penalised as a result of a case of academic misconduct will have details of the misconduct and the penalty recorded on their student record. Other students who have been subject to an investigation may at the discretion

of the general manager academic programs also have information recorded on their student record.

#### **2.03.E. Notification and appeal**

1. Students must be notified in writing by the academic manager of penalties as a consequence of academic misconduct

2. The grounds for appeal are:

a) procedural irregularities, and/or

b) factual errors on which the decision was based and which were of such magnitude as to invalidate the decision

3. Appeals must be lodged in writing with the manager student services within 14 days of the date of the student being notified of the consequence.

#### **2.04 Student misconduct**

Students at INSEARCH are expected to respect other students, staff and property so that learning and teaching at INSEARCH can take place freely, safely and without impediment due to the misconduct of others.

Student misconduct is where a student acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals INSEARCH property or the property of others; alters/defaces INSEARCH documents or records; prejudices the good name of INSEARCH, or otherwise acts in an improper manner.

INSEARCH will report all criminal acts committed by its students to the relevant authorities.

The following examples indicate the kinds of behaviour which constitute student misconduct.

They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student

a) contravenes any rules or acts;

b) prejudices the good name or reputation of INSEARCH;

c) prejudices the good order and governance of INSEARCH or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of INSEARCH;

d) fails to comply with conditions agreed in the contract;

e) willfully disobeys or disregards any lawful order or direction; f) refuses to identify him or herself when lawfully asked to do so by an officer of INSEARCH;

g) fails to comply with any penalty imposed for breach of discipline;

h) misbehaves in a class, meeting or other activity under the control or supervision of INSEARCH, or on INSEARCH premises or other premises to which the student has access as a student of INSEARCH;

i) obstructs any member of staff in the performance of their duties;

j) acts dishonestly in relation to admission to INSEARCH;

k) knowingly makes any false or misleading representation about things that concern the student as a student of INSEARCH or breaches any of INSEARCH's rules;

l) alters any documents or records;

m) harasses or intimidates another student, a member of staff, a visitor to INSEARCH, or any other person while the student is engaged in

study or other activity as an INSEARCH student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;

n) breaches any confidence of INSEARCH;

o) misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from INSEARCH premises while acting as an INSEARCH student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;

p) steals, destroys or damages a facility or property of INSEARCH or for which INSEARCH is responsible; or

q) is guilty of any improper conduct.

#### **2.04.A Penalties for student misconduct**

1. Penalties imposed will take into account the nature and the extent of the misconduct

2. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from INSEARCH.

If the student admits to the alleged misconduct, the general manager, academic programs may impose one or both of the following:

> a charge for the cost of damage to facilities and equipment

> temporary exclusion from INSEARCH.

The general manager, academic programs may with the approval of the managing director impose the penalty of permanent exclusion from INSEARCH in the case of physical or

verbal abuse of students or staff of INSEARCH, repeated or severe misconduct, or in the case of criminal acts.

#### **2.04.B Notification and appeal**

1. Students must be notified in writing by the academic manager of penalties as a consequence of student misconduct

2. The grounds for appeal are:

a) procedural irregularities, and/or

b) factual errors on which the decision was based and which were of such magnitude as to invalidate the decision

3. Appeals must be lodged in writing with the manager, student services within three weeks of the date of the student being notified of the consequence.

#### **2.05 Probation**

INSEARCH conducts a system of academic probation for students whose scholastic performance is unsatisfactory at INSEARCH. During any period of probation, students are assigned an INSEARCH academic adviser. It is the student's responsibility to maintain contact with their academic adviser.

1. Students at INSEARCH may be placed on probation if they fail to pass at least 50 per cent of the subjects in which they were enrolled during that semester. In such cases a student will be placed on probation for the following semester.

2. INSEARCH academic advisers will liaise with all students who are placed on probation. It is the student's responsibility to maintain contact with the academic adviser.

3. Any of the provisions above may be waived in particular cases by the INSEARCH Academic Board.

#### **2.06 Academic penalty**

Students who officially withdraw from a subject before the end of week four of classes incur no academic penalty.

Students may only withdraw from a subject after week four of classes without academic penalty if they suffer illness or misadventure. The illness should be documented with a medical certificate and should be of sufficient severity that it interrupts the student's work significantly in that particular subject. Misadventure is defined as an event which is beyond the student's control and which disrupts the student's academic work. Students should see student services, academic advisers or UTS counseling service if they require help in documenting cases of illness or misadventure.

#### **2.07 Appeals against grades**

Students who believe there have been procedural or factual errors in the grading of their assignments should speak to the marker of the assignment in the first instance. If the student still believes that procedural or factual errors have not been redressed they should lodge an appeal with student services.

Dissatisfaction with grades alone does not constitute grounds for an appeal. The tutor and the subject coordinator, head of department, or a suitably qualified person as determined by the academic manager review appeals.

#### **2.08 Academic advising day**

Students who believe there have been procedural or factual errors in the calculation of their final grades for a subject are required to attend advising day in order to lodge an appeal. Dissatisfaction with final grades alone does not constitute grounds for an appeal. A fee of \$50 will be charged per appeal and this fee is refundable if the appeal is upheld.

#### **2.09 Transferring between INSEARCH courses**

Any student wishing to transfer from one INSEARCH course to another INSEARCH course for which they have not met the entry requirements must demonstrate the following:

1. Students wishing to transfer from the diploma of business studies to the second semester of the diploma of business and commerce must demonstrate diligent study behaviour in their previous semester of study at INSEARCH, and having taken a full work load in that previous semester, have achieved an average mark (WAM) of 80 or more.

2. Students wishing to transfer from the extended diploma of business studies or extended diploma of IT to the diploma of design or diploma of communication must demonstrate diligent study behaviour in their previous semester and achieve an average mark (WAM) of 60 or more. Students transferring from the extended diploma of business studies must also have achieved a pass grade or above in ENGL104.

3. Any local students transferring to a 2-semester course in either Design or Science and Engineering must have matriculated in Australia or equivalent.

4. Students wishing to transfer between courses in circumstances not covered above must apply to the general manager academic programs outlining the reasons for transfer.

5. All students wishing to transfer from one INSEARCH course to another must satisfy the requirements for re-enrolment as laid out in rule 2.01

#### **2.10 Extraordinary study plan**

Students with problems which prevent them

from meeting assessment due dates for their subjects over a period of time for reasons beyond their control but who will be able to complete their assessment tasks before the end of the semester exam period are eligible to apply for an extraordinary study plan. This rule applies to students who are not so incapacitated as to be unable to achieve the objectives of their subjects. These are usually students with chronic illnesses or students who have been hospitalised as the result of an accident or illness.

1. Extraordinary study plans are granted at the discretion of the general manager, academic programs.

2. Students must complete an application for an extraordinary study plan and lodge it with student services. The applications must be supported by documentation from relevant experts such as a hospital, a medical practitioner, a psychologist or psychiatrist, or the UTS counselling service. If the student believes that the information is sensitive, it can be submitted through student services in a sealed envelope marked "Private and Confidential" and addressed to the academic manager. Information submitted in this manner will only be made known to the academic advisers, academic manager and the general manager, academic programs.

3. The academic manager will develop a proposed extraordinary study plan in all subjects in which the student is enrolled in consultation among the student, heads of departments, department coordinators, subject coordinators and tutors as necessary. The plan documents an alternative assessment schedule taking into account the expert opinion that the student can complete the work with an extension of due dates which does not extend beyond the end of the semester exam period.

4. The plan is signed by the subject coordinators and the student and submitted to the general manager, academic programs for approval. If approved, the student will receive an approved extraordinary study plan for the semester in which they are enrolled.

### 3. ADMINISTRATIVE RULES

#### 3.01 Attendance

Students should attend all classes. This is not only a requirement of INSEARCH but for international students it is also a regulation of the Australian government. Personal reasons such as weddings, holidays, sports, or hobbies are not valid reasons for missing classes.

INSEARCH is required to report international students whose attendance drops below 80% to DIMIA. This could result in visa cancellation.

It is important that students attend classes assigned to them or they will be marked absent. If a student is not on the class roll they will not be marked present and must see student services immediately.

#### 3.02 Medical certificates

If classes are missed due to illness, a medical certificate must be obtained by all students from a registered doctor with a Medicare provider number and submitted at student services on the students' first day of return to INSEARCH. Certificates must be written by the doctor during the period of illness and in normal circumstances on the first day of illness. Backdated or late certificates cannot be accepted.

For international students, it is a DIMIA regulation that the medical certificate must be from a general practitioner registered with the Australian Medical Association and not backdated. Dental Certificates are not accepted for attendance purposes.

#### 3.03 Grievances

A grievance can be a complaint about a situation, a process, a person or people, a facility or a service provided by INSEARCH. A grievance is not about an academic result (see section 2.08 appeals against grades).

A grievance can be lodged in writing by letter or by email at [grievance@insearch.edu.au](mailto:grievance@insearch.edu.au) or in person. A student can lodge their grievance with any member of staff but should lodge their initial grievance at the student services office. All INSEARCH staff can respond to a grievance. A student must lodge their grievance with only one member of staff at INSEARCH. If the grievance needs to be escalated, the staff member must follow the grievance policy.

INSEARCH will investigate and respond to all grievances lodged by a student in the shortest possible time. INSEARCH treats all grievances in confidence and must seek the permission of the student before discussing the grievance with relevant staff. Students who are not happy with the outcome of their grievance can take further action through the UTS student ombud ([ombuds@uts.edu.au](mailto:ombuds@uts.edu.au)) or the NSW Department of Fair Trading ([www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)).

#### 3.04 IT code of conduct

The following code of conduct is to provide students with a set of disciplines that will help protect and secure INSEARCH's systems and network environment.

Students must not:

- > give their password to another person, or have it in written form where it is likely to be seen by another person.
- > obtain passwords which they are not authorised to have.
- > use another person's identification when signing

onto an INSEARCH computer or network.

- > use INSEARCH computing facilities for purposes not related to legitimate business or study activities.
- > use INSEARCH computing facilities to purposely disrupt other users.
- > introduce tools that could be used to hack, disrupt, or alter system software or alter system security.
- > copy or load software of any kind onto any computer unless authorised by the systems manager or network administrator.
- > access data on any INSEARCH computer or any computer via the INSEARCH network unless they have been assigned access rights to the data.
- > attach any devices to the INSEARCH computer network without authorisation from the systems manager or network administrator.
- > leave their workstation unattended while logged on to the INSEARCH computer network.

#### 3.05 Security and fire drills

Security guards are located in all teaching facilities. Students are obliged to identify themselves to these guards upon request by producing their student card. In the case of accidents, emergencies or lost property students should inform the guards immediately.

Fire drills are carried out every semester. Students must familiarise themselves with the location of emergency exits. All classrooms have floor plans indicating the nearest emergency exit to each classroom.

#### 3.06 Student cards

Each student will be issued with a student identification card. Students are required to carry this card at all times when attending

INSEARCH. Students may be required to produce this card by teachers or administration staff. Students will also need this card when using UTS Union facilities.

In case of loss, a replacement card can be obtained from student services on payment of a \$20 fee.

#### 3.07 Attendance letters

Letters will be sent to each student before week 8 of each semester advising of their attendance. Students whose attendance is below the required level will be asked to contact an academic adviser to discuss how they will improve their attendance by the end of the semester.

#### 3.08 Change of address

Students must notify the student services office of any change in their address or telephone number within 7 days of the change. For overseas students this is a condition of their student visa.

International students under the age of 18 must reside with a DIMIA or INSEARCH approved carer. Before changing their carer these students must seek approval from DIMIA or INSEARCH.

#### 3.09 Working while studying

As INSEARCH courses are fast-track in nature with only short vacations, a focus on study is important but INSEARCH recognises that some students may need to work part-time. Working arrangements need to be fitted in around the student's study commitments.

International students may be restricted by visa condition 8101 which prevents them from undertaking any work.

On arrival in Australia, international students, once they have commenced their course at INSEARCH, can obtain a letter confirming their enrolment from the student services office. This

must be taken to the DIMIA office where a new visa can be provided which will give students permission to work. Under no circumstances must any international student undertake work unless they have applied to DIMIA to have visa condition 8101 (no work condition) removed from their visa. Failure to seek permission to work from DIMIA will lead to visa cancellation.

#### 3.10 Academic records

Students wishing to obtain a copy of their academic transcript must see student services, 10 Quay Street. Students must provide sufficient photo identification before the record will be released. Current enrolled students requesting more than one transcript per semester will be charged a fee of \$20 per transcript.

The request for an academic transcript form is to be completed by 5:00pm on Thursday. Transcripts are printed every Friday and are available after 3:00pm of that day. If there is an urgent request, transcripts can be printed in two hours for a charge of \$50 (this service is not provided during examination time). Fees must be paid in advance and are non-refundable.

Academic transcripts are a confidential document and can only be released to the student unless the student provides a letter of authority for the transcript to be collected by another person. Photo identification will also need to be provided to collect the transcript.

For replacement of a testamur students will need to have completed a statutory declaration signed by a justice of the peace. The replacement fee is \$50. Fees are payable in advance and are non-refundable.

## 4. GRADUATION

### 4.01 Average mark (WAM)

(a) A student's average mark (WAM) is the average of the marks that they gain for all the subjects that they attempt.

(b) A subject for which a fail grade has been recorded is included in the calculation of the average mark (WAM) and remains in the average mark calculation when the student subsequently repeats and passes that subject.

(c) The average mark is used to determine whether a student is making satisfactory academic progress. Students with an average mark below 50% will be placed on probation (see rule 2.05).

(d) The average mark is used to determine whether international students qualify for advanced standing at UTS.

### 4.02 Accepting invitation to graduation

Students qualifying for an award will be sent a graduation invitation by post. They must complete the reply form and return it to student services by the date on the form. Information regarding graduation and academic dress hire is posted on the intranet. Academic dress is compulsory and graduating students without academic dress will not be presented with their diploma at the ceremony. Fees for the hire of academic dress are payable in advance and no payments will be accepted after the due date.

