



UTS
College

UNIVERSITY
OF TECHNOLOGY
SYDNEY



UTS College Education Access and Inclusion Guide

utscollege.edu.au



Welcome to UTS College

At UTS College, we want to make sure any admitted student with a disability receives reasonable adjustments to support their study needs. We offer a diverse and inclusive study environment for all students and encourage students with a disability (learning or health needs) to join the Education Access and Inclusion Register so they can enjoy the best possible study experience.

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Applying and disclosing your disability as a new student

When you complete your **Domestic** or **International** application form to study with UTS College, remember to tick 'yes' for the question "Do you have a disability, learning need or health issue that may require extra support or specific facilities or adjustment?"

You'll need to provide information about your diagnosed condition from a registered medical health professional (and include them when you send in your application to the Admissions department). If you don't have these documents at the time of your application, you can submit them later (refer to the "obtain supporting documents" section). Once you've submitted your application, a Student Success Adviser will contact you to learn more about your needs and how UTS College could support you.

Your supporting documents must:

- a State your disability, learning requirement, or health condition.
- b State whether the disability, requirement, or condition is permanent or temporary.
- c Explain how the disability affects you as a student. For example, outline its effects on your class participation, exam, and assignment performance.
- d Detail any side-effects from medication that affect your study.

You may also suggest any support or adjustments needed for your study. This can include, where applicable, a plan from a previous higher education institution or from your high school.

Applying as a current enrolled student

If you're currently enrolled at UTS College and didn't disclose your disability at application, or have recently been diagnosed with a disability, we recommend you meet with your Student Success Adviser as soon as possible about being added to the Education Access and Inclusion Register. To receive assistance for your studies, you'll need to submit supporting documents which state your diagnosis as described earlier in the "Applying and disclosing your disability as a new student" section.

Individual Education Access and Inclusion Plan

Once your application is approved, your Student Success Adviser and an Academic Coordinator will meet you to discuss and agree on an Individual Education Access and Inclusion Plan. This plan will outline which specific reasonable adjustments will be offered to you for the duration of your study at UTS College.

Some examples of reasonable adjustments include:

- Special exam conditions such as reader/private room/extra time/frequent breaks
- Modification to assessment deadlines
- Use of alternative assessments
- Use of assistive resources and/or technologies
- Timetable changes
- Added support from academic coordinators/teachers.

You'll receive a confirmation email once your individual Education Access and Inclusion Plan is approved. We'll also inform your teachers, Academic/Program Coordinators and Program Manager so they can set up support for your



Subject Specific Support

Where to get subject-specific support

- Please always stay in close contact with your teachers.
- Subject-specific support occurs best in class, and your class teacher is the first point of contact for this.
- You may also email your teachers for more support.
- The Academic/Program Coordinator is the head teacher of the subject, and they can offer further support outside class (in addition to your teachers).
- You can find contact details for your Academic/Program Coordinator on the CANVAS landing page for your subject.

This contact information is also posted at the beginning of your Subject Outline. Or you can book a one-on-one consultation with your Academic/Program Coordinator outside regular class hours.

UTS College encourages students to participate actively in their studies and collaborate with their teachers and Academic/Program Coordinators. For example, students should be proactive in keeping their teachers informed as they progress through course work and assessments in real time (in class or by email). This results in prompt feedback so you can improve your work and maximise your learning success.

Academic and Wellbeing Support

Studiosity

UTS College students have 24-hour access to [Studiosity](#) for online learning help. Studiosity is a free online service. You can submit a draft essay or assignment and receive personalised, constructive literacy, structure, grammar, and referencing feedback, within 24 hours. For instant support, you can also choose to chat live with a specialist.

To start using these services, look for the 'Get study help now' link. It's on the left-hand navigation bar of every subject and course on Canvas. Then follow the instructions to log on to your Studiosity account.

UTS College HELPS

The [UTS College HELPS](#) page on Canvas links you with Student Success Advisers, Studiosity, Study Skills Workshops, and other useful study help such as UTS Library, and information on APA Referencing. We encourage students to use these resources to support their learning.

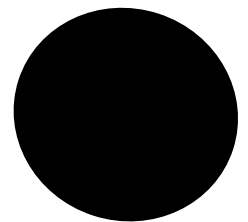
<https://canvas.insearch.edu.au/courses/2121>

Program Manager/Director of Studies

Each UTS College Program (English Language, UTS Foundation Studies, Diploma and Graduate Certificate) has a dedicated Program Manager (UTS Foundation Studies, Diploma, and Graduate Certificate) or a Director of Studies (English Language Teaching Program). You'll meet with them when you begin your studies. Students should feel free to reach out to their Program Manager/Director of Studies as needed for support.

Student Success Adviser

Each UTS College Program (English Language, UTS Foundation Studies, Diploma, and Graduate Certificate) has a dedicated Student Success Adviser. You'll meet with them when you start your studies. We encourage students to reach out to their Student Success Adviser for help with any issues or questions in relation to their studies.



Frequently Asked Questions

1. If I disclose that I have a disability on my application to UTS College, will it compromise my application?

UTS College has a dedicated Policy and Procedure which sets out our principles to enhance the learning experiences of all UTS College students by providing inclusive and equitable access to education.

The principles are to:

- Ensure that UTS College students with a disability, learning need, or health issue can access and take part in their education on the same basis as other students.
- Enrich the accessibility and inclusiveness of enrolment, learning, and assessment practices.
- Make sure UTS College complies with the Human Rights and Equal Opportunity Commission Act 1986, the Disability Discrimination Act 1992, the UN Convention of the Rights of Persons with Disabilities 2006, as well as the Disability Standards for Education 2005 (and the 2015 review).

UTS College will work with you to decide how to best meet your individual learning needs. We encourage students to disclose any disabilities so they can have the best study experience.

2. Who is eligible for Education Access Inclusion support?

To be eligible for Education Access Inclusion support, you must provide information about your diagnosed condition from a registered medical health professional or psychologist.

Students can register with:

- An ongoing medical or mental health condition
- An ongoing disability
- Responsibilities as a student carer

3. What if I don't have a formal diagnosis of my disability condition?

We recommend that students with ongoing issues affecting their study see a medical or mental health professional for a diagnosis. Once you have this you can apply for Education Access Inclusion support.

Students who experience medical or other personal issues that affect their ability to study should check if they're eligible to apply for Special Consideration to receive short-term support.

4. What sort of Education Access Inclusion Support can I get?

The type of support will depend on your diagnosed condition. The College can support students in many different ways, including providing more time for assignments and exams, providing a separate or smaller exam venue, and offering referral to UTS counselling services. Understanding Australian culture.

5. What about my privacy? Must I show teachers my documents?

Only staff helping you apply for Education Access Inclusion Support will see the details of your diagnosed condition. Once you're admitted into the Education Access and Inclusion Register, we file your documentation confidentially. We don't share it with anyone else. Your Student Success Advisor will inform your teachers, Academic/Program Coordinator, and Program Manager/Director of Studies of your reasonable adjustments at the start of each semester, but they're not told about your diagnosed condition.



6. Should I discuss my diagnosed condition with my teachers?

We encourage you to speak with your teachers so they understand how they can support you. It's up to you how much you share with them. For example, you might choose to tell them about the specific difficulties you have with study (including concentration, time management, or difficulties in group-tasks). Alternatively, you might choose to tell them what your diagnosis is and how it affects your study. Tell them only what you're comfortable sharing.

7. What do I do if my disability changes?

We recommend that you always keep your Student Success Adviser informed of any changes to your disability. This way, UTS College can adapt and adjust support, so it remains appropriate for your studies. However, all reasonable adjustments are subject to approval.

8. I take medication which makes me drowsy in the mornings. What help can UTS College provide?

UTS College can make a request for afternoon classes through a priority timetable. However, this will be subject to availability. We encourage you to discuss any such special needs with your Student Success Adviser well in advance of the enrolment period so you can make your request with plenty of notice.

The College can arrange afternoon formal final exams as a reasonable adjustment to support your disability needs.

9. How do I request extension on assessments?

If you're approved for extension on assessments if needed, you'll need to discuss this with your teachers. Please do this as soon as you realise you need more time, rather than leaving it until the night before an assessment is due.

10. Will sharing my diagnosed condition with UTS affect my transfer to UTS?

No. Providing details about your diagnosed condition does not prevent you from studying at UTS or negatively affect your student visa. Your health information will not appear on your academic transcript. The Accessibility Service at UTS keeps your health information private.

If you still have your diagnosed condition when you graduate from UTS College and progress to UTS, your Student Success Adviser will support you with your transition to UTS Accessibility Service and UTS Accessibility staff will continue to support you.



Thank you

Thank you for choosing UTS College. We look forward to welcoming you to Australia, Sydney and UTS.

We're excited to be part of your journey.