UTS Insearch

UNIVERSITY OF TECHNOLOGY SYDNEY

2018 Academic handbook

insearch.edu.au

2018 Academic Handbook Contents

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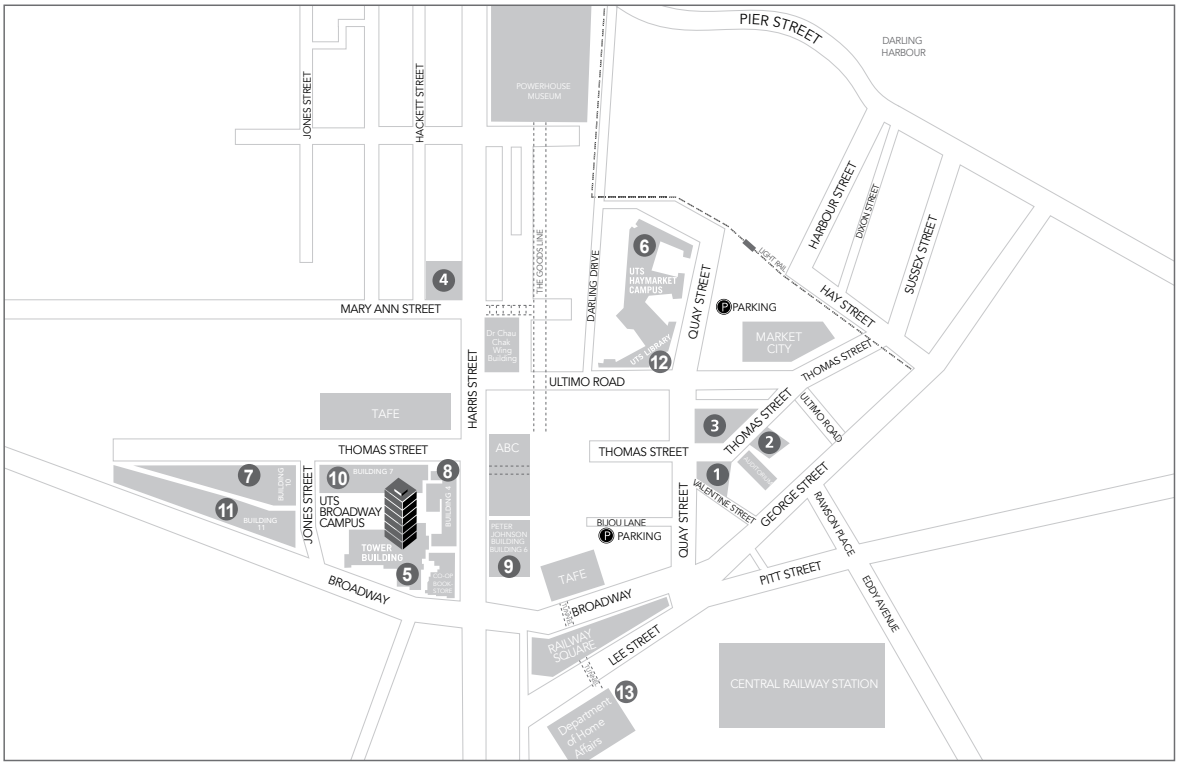
1. General Information

1.1 Maps

UTS Insearch & UTS City Campus



1 UTS Insearch (The Blue Building)
UTS Insearch Student Centre (Ground Floor)
UTS Insearch Auditorium (Ground Floor)
Classrooms (Levels 2, 3, 5, 6, 7)
Academic Advisers (Level 4)
Academic and ELT Reception (Level 4)
Prayer Rooms (Level 3)
Student Common Areas (Ground Floor, Levels 2, 5, 7)
UTS Insearch Corporate Reception (Level 9)
187 Thomas Street, Haymarket

2 CPSU House
Security (Level 1)
Classrooms (Levels 1, 2, 3, 4)
HELPS Centre (Level 4)
Student Common Area (Level 3)
191 Thomas Street, Haymarket

3 Prince Centre
Classrooms and Student Area (Level 2)
8 Quay Street Haymarket

4 Harris Street Campus
Classrooms (Levels 1, 3, 4)
Auditorium (Level 4)
Student Common Areas (Ground Floor)
Security office (Ground Floor)
645 Harris Street, Ultimo

5 UTS Tower Building (CB01)
UTS International Office (Level 3A)
UTS Chaplaincy - Prayer Room 1 (Level 3)
UTS Tower, 15 Broadway, Ultimo

6 UTS Building 5, Block C (CB05C)
UTS: Business
1-9 Quay Street, Haymarket

7 UTS Building 10 (CB10)
235 Jones Street, Ultimo

8 UTS Building 4 (CB04)
UTS Physics and Chemistry Laboratories
745 Harris Street, Ultimo

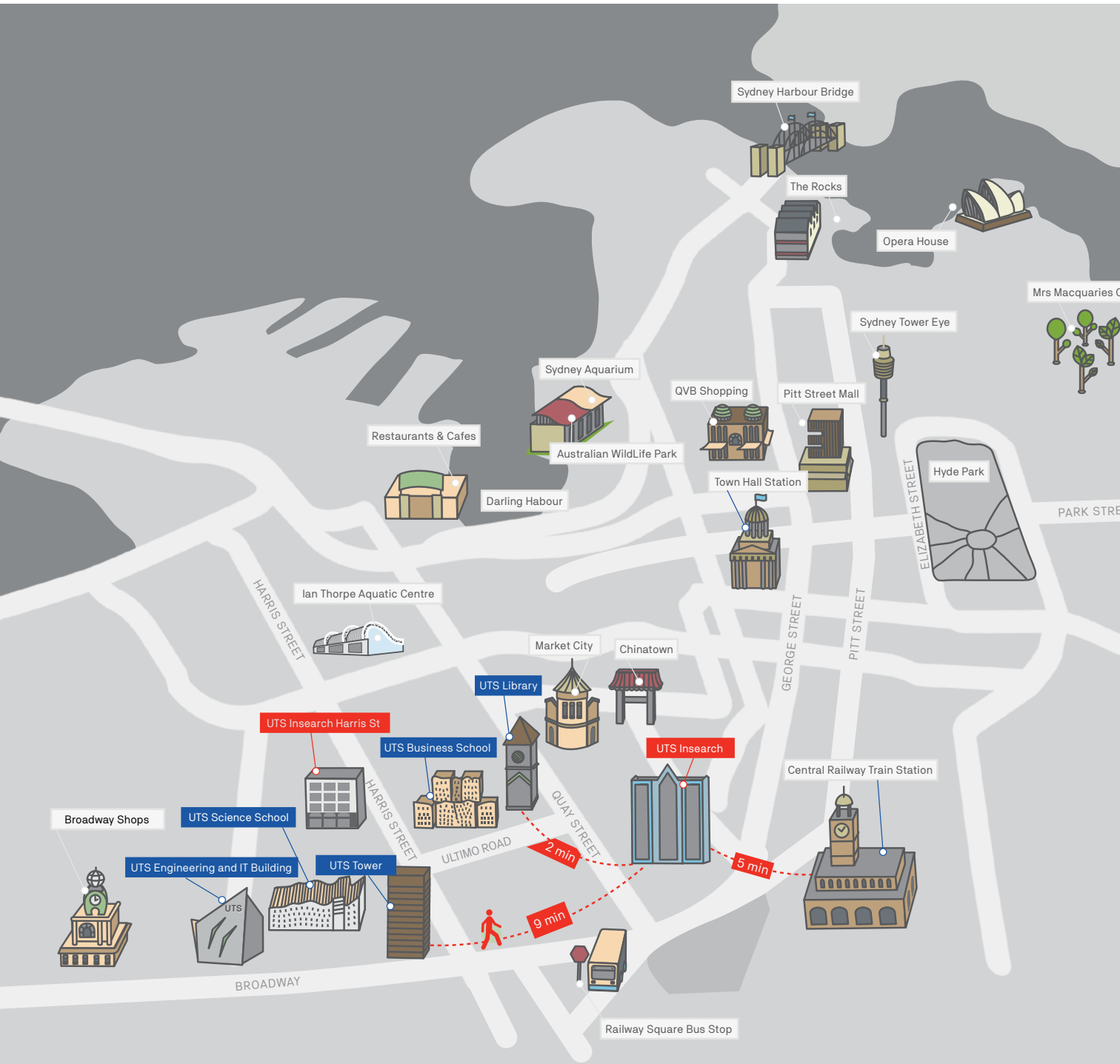
9 UTS Peter Johnson Building - Building 6 (CB06)
702-730 Harris Street, Ultimo

10 UTS Building 7 (CB7)
UTS Faculty of Science
638 Jones Street, Ultimo

11 UTS Building 11 (CB11)
UTS Engineering Laboratories
81-115 Broadway, Ultimo

12 UTS Library
Corner Quay Street & Ultimo Road, Haymarket

13 Department of Home Affairs
Upper Ground Entrance, 26 Lee Street, Sydney


Sydney Harbour Bridge
The Rocks
Opera House
Mrs Macquaries C
Sydney Tower Eye
Sydney Aquarium
QVB Shopping
Pitt Street Mall
Restaurants & Cafes
Australian WildLife Park
Hyde Park
Town Hall Station
Darling Habour
ELIZABETH STREET
PARK STRE
Ian Thorpe Aquatic Centre
HARRIS STREET
Market City
Chinatown
GEORGE STREET
PITT STREET
UTS Library
UTS Insearch Harris St
UTS Business School
UTS Insearch
Central Railway Train Station
Broadway Shops
UTS Science School
HARRIS STREET
QUAY STREET
ULTIMO ROAD
2 min
5 min
UTS Engineering and IT Building
UTS Tower
UTS
9 min
BROADWAY
Railway Square Bus Stop

1.2 Who's who at UTS Insearch

Managing Director
Alex Murphy

Academic Team

Dean of Studies
Tim Laurence B Sc (Arch), B Arch, M Art Th

Associate Dean of Studies
Sally Payne, BEc (Macquarie)

Program Managers

Business:
Greg Cunningham BEc (Macquarie), Dip FP (Deakin), MMgt (Macquarie), MEd (UTS)

Communication:
Dr Janet Gibson BA (Syd), Cert TESOL (UNSWIL), Grad Dip Communication (UTS), MEd (UTS), MA App Ling (UTS), MA Film and Theatre (UNSW), PhD (Macquarie)

Design and Architecture:
Dr Matthew Holt BA (Hons) (UQ), PhD (Syd)

Engineering and Information Technology:
Jasmine Cheng BCom (IS) (UoW), MICT (UoW)

Science:
Dr Maree Skillen BSc (UWS), Grad Dip Ed (UWS), MEd (UTas), MLMEd (UON), PhD (Curtin)

UTS Foundation Studies:
Susan Sherringham BA (Hons)

Subject Coordinators

For a list of Subject Coordinators for each Program please visit: insearch.edu.au

Academic Advisers

Academic Adviser Team Leader
Zoe Wang, BA Information and Library Science (Wuhan University), Grad Dip Information Technology (Swinburne), Grad Dip Secondary Teaching (Monash) M Ed (Sheffield University)

Academic Advisers
Alexander Iosjpe, Postgrad Dip Psych (UWS), Grad Dip Counselling (ACAP), B Sc (Psych) (UNSW)

Michael Gaudiosi, BCOM (Wollongong)

Kaipin Wu, B Ed (Shanghai Normal University), Grad Dip Translation (Western Sydney), M. Ed (Wollongong)

Ammy Yuen, DipCounselling (SG), Cert IVTAE (HBA), AdvCertSalesMgt (Swinburne), AssocDipBus(Mktg) (Swinburne), BBus(Mktg) (CQU), GradDipMgt (CQU), MBA(Mktg Mgt) (CQU)

Patty Norden, BA (Hons) (Delhi), BA (Reading)

Moira Nolan, BA (Hons) from University College Dublin and a Postgrad Dip in Education from National University of Ireland Galway.

Operations Management

Chief Operating Officer
Sally Chatterjee

Registrar
Ray Litster

Head of Student Services
Sebastian Zagarella

Student Administration

Team Leader
Cindy Li

Student Admissions

Admissions Manager
Kathryn DeCarlo

Student Centre

Team Leader
Neha Aggarwal

Student Sponsorship, Compliance and Reporting

Team Leader
Mei-Ling Chen

Security

Facilities Manager
John Bonnici

Blue Building Security Guards
Paul Eden

David Lowe

CPSU And Prince Centre Security Guards
John Baragry

Jihad Ahmed

Harris St Security Guard
Abbas Sharabas

Senior Academic Staff

Tim Laurence
Dean of Studies

Matthew Holt
Program Manager
Design and Architecture

Sally Payne
Associate Dean
of Studies

Jasmine Cheng
Program Manager
Engineering and
Information Technology

Greg Cunningham
Program Manager
Business

Maree Skillen
Program Manager
Science

Janet Gibson
Program Manager
Communication

Susan Sherringham
Program Manager
UTS Foundation Studies

Academic Advisers

Zoe Wang
Academic Adviser
Team Leader

Kaipin Wu
Academic Adviser

Alexander Iosjpe
Academic Adviser

Ammy Yuen
Academic Adviser

Michael Gaudiosi
Academic Adviser

Moira Nolan
Academic Adviser

Patty Norden
Academic Adviser

David Taplin
UTS Counsellor

1.3 Principal Dates 2018

March Semester

5–16 March 2018
Orientation and Preparation Weeks for new students and re-enrolment for continuing students

19 March 2018
Classes commence

19 March 2018
Last day to re-enrol without a late fee

30 March 2018
Good Friday public holiday

2 April 2018
Easter Monday public holiday

13 April 2018
CENSUS DATE: Last day to withdraw from a subject without academic penalty. Last day for domestic students (including FEE-HELP students) to withdraw from a subject without incurring debt

25 April 2018
ANZAC Day public holiday

1 June 2018
Last day of diploma classes

4–8 June 2018
Diploma examination period

8 June 2018
Last day of UTS: Foundation Studies classes

9 June–1 July 2018
Holiday and re-enrolment

June Semester

11 June 2018
Queen's Birthday public holiday

25–29 June 2018
Orientation and Preparation Week for new students and re-enrolment for continuing students

2 July 2018
Classes commence

2 July 2018
Last day to re-enrol without a late fee

27 July 2018
CENSUS DATE: Last day to withdraw from a subject without academic penalty. Last day for domestic students (including FEE-HELP students) to withdraw from a subject without incurring debt

14 September 2018
Last day of diploma classes

15–21 September 2018
Diploma examination period

21 September 2018
Last day of UTS Foundation Studies classes

22 September–14 October 2018
Holiday and re-enrolment

October Semester

1 October 2018
Labour Day public holiday

8–12 October 2018
Orientation and Preparation Week for new students and re-enrolment for continuing students

15 October 2018
Classes commence

15 October 2018
Last day to re-enrol without a late fee

9 November 2018
CENSUS DATE: Last day to withdraw from a subject without academic penalty. Last day for domestic students (including FEE-HELP students) to withdraw from a subject without incurring debt

21 December 2018
Last day of Foundation Studies and Diploma classes this year

25 December 2018
Christmas Day public holiday

26 December 2018
Boxing Day public holiday

1 January 2019
New Year's Day public holiday

7 January 2019
UTS Foundation Studies and diploma students classes resume

11 January 2019
Last day of diploma classes

14–18 January 2019
Diploma examination period

18 January 2019
Last day of UTS Foundation Studies classes

19 January–17 March 2019
Summer holiday and re-enrolment

26 January 2019
Australia Day public holiday

1.4 Tentative Dates 2019

March Semester

4–15 March 2019
Orientation and Preparation Weeks for new students and re-enrolment for continuing students

18 March 2019
Classes commence

18 March 20109
Last day to re-enrol without a late fee

12 April 2019
CENSUS DATE: Last day to withdraw from a subject without academic penalty. Last day for domestic students (including FEE-HELP students) to withdraw from a subject without incurring debt

19 April 2019
Good Friday public holiday

22 April 2019
Easter Monday public holiday

25 April 2019
ANZAC Day public holiday

31 May 2019
Last day of diploma classes

3–7 June 2019
Diploma examination period

7 June 2019
Last day of UTS: Foundation Studies classes

8–30 June 2019
Holiday and re-enrolment

June Semester

10 June 2019
Queen's Birthday public holiday

24–28 June 2019
Orientation and Preparation Week for new students and re-enrolment for continuing students

1 July 2019
Classes commence

1 July 2019
Last day to re-enrol without a late fee

26 July 2019
CENSUS DATE: Last day to withdraw from a subject without academic penalty. Last day for domestic students (including FEE-HELP students) to withdraw from a subject without incurring debt

13 September 2019
Last day of diploma classes

16–20 September 2019
Diploma examination period

20 September 2019
Last day of UTS Foundation Studies classes

21 September–13 October 2019
Holiday and re-enrolment

October Semester

7 October 2019
Labour Day public holiday

8 October–11 October 2019
Orientation and Preparation Week for new students and re-enrolment for continuing students

14 October 2019
Classes commence

14 October 2019
Last day to re-enrol without a late fee

8 November 2019
CENSUS DATE: Last day to withdraw from a subject without academic penalty. Last day for domestic students (including FEE-HELP students) to withdraw from a subject without incurring debt

20 December 2019
Last day of UTS Foundation Studies and diploma classes this year

25 December 2019
Christmas Day public holiday

26 December 2019
Boxing Day public holiday

1 January 2020
New Year's Day public holiday

6 January 2020
UTS Foundation Studies and diploma classes resume

10 January 2020
Last day of diploma classes

13–17 January 2020
Diploma examination period

17 January 2020
Last day of UTS Foundation Studies classes

18 January–15 March 2020
Summer holiday and re-enrolment

26 January 2020
Australia Day public holiday

27 January 2020
Australia Day public holiday (observed)

2. Information for Students

2.1 Getting Help

2.1.1 Student Centre

The UTS Insearch Student Centre is your first point for any matters which are not part of your actual course of study. This includes changing your contact details, getting your student card, enquiring about transport, current student letters, certificates/transcripts, accommodation assistance, withdrawing from a course or paying your fees.

The UTS Insearch Student Centre is located on the Ground Floor, 187 Thomas Street (the Blue Building) and is open from 9am-5pm Monday to Friday.

2.1.2 UTS Insearch Academic Advisers

Academic Advisers are there to support you in your studies and to assist you to meet course progress requirements. You can see an Academic Adviser during drop-in times (1pm-4pm Monday to Friday). If you need to see an Academic Adviser outside of these times, make an appointment via email:
Advisersdiploma@insearch.edu.au
Advisersfoundation@insearch.edu.au

2.1.3 UTS Health and Counselling

If you are experiencing personal problems and need assistance, the Academic Advisers can refer you to the UTS Health and Counselling Service. The main service is located on Level 6 of the UTS Tower Building; however a UTS Counsellor is also located on Level 4 of the Blue Building one day per week. Counsellors can help if you have stressful circumstances, psychological or emotional issues that interfere with your studies. This includes issues such as adjusting to studying in Australia, culture shock, loneliness, sadness or worry. Counsellors can also assist you with developing effective learning strategies and study skills.

2.1.4 Help with Study

If you have difficulty understanding anything, first see your tutor or lecturer before or after your class, or contact them by their email address given in the Subject Outline. If you need further help please email your Subject Coordinator or Program Manager to make an appointment.

2.1.5 Learning Support

UTS Insearch has a number of Learning Support programs available for students. Our Peer Support initiates involve both peer assistance in the classroom in targeted subjects throughout the semester and Peer Mentoring for students requiring additional support in their studies. Our Subject Coordinators are available for both weekly drop in sessions and online help. We also offer free weekly one-on-one learning support sessions in both Academic Writing and Mathematics. Study skills sessions are held regularly throughout the semester to help with time management and assignment preparation.

2.1.6 Medical Help

Health services, including doctors, are available at the UTS Student Services Unit on Level 6 of the UTS Tower Building. There is a range of different services and details are available at:
www.uts.edu.au/current-students/support/health-and-wellbeing/medical-service

2.1.7 Legal Help

If you need legal help you can contact the Redfern Legal Centre, 73 Pitt Street, Redfern NSW 2016 or phone: +61 2 9698 7277 or email: info@rlc.org.au

UTS also have a legal service which is available to UTS Insearch students. Please visit Level 3, UTS Tower Building, 1 Broadway, Broadway NSW 2007 or phone: +61 2 9514 1155

2.2 How to Communicate with UTS Insearch

2.2.1 Use the Student Extranet

The student extranet is the place to get information about your course, exams and materials for the subjects you are studying. You'll also find the latest announcements about what's on at UTS Insearch, especially all the social activities organised for you to enjoy. It is important to check the student extranet regularly. To access the student extranet go to:
http://student.insearch.edu.au

2.2.2 Check your UTS Email Account

Email communication from UTS Insearch to students is via your UTS email account. It is important that you activate your UTS email account as soon as you can. Important announcements are sent out via this account from lecturers and from our administration departments. Once activated, you can forward any email sent to this UTS email account to your own personal email account.

(Please refer to the FAQ section at the back of the handbook for details on how to activate your UTS email account).

2.2.3 Post and Telephone

Sometimes UTS Insearch may need to contact you by letter or phone. You should reply immediately to any letter that you receive from UTS Insearch and make sure that your address and telephone details are kept up to date. You must notify the UTS Insearch Student Centre within seven days of a change of address, personal email address or telephone number. For international students this is a condition of your student visa.

2.2.4 Check all notice boards

There are six electronic notice boards throughout the buildings on campus. Please make sure you check these regularly as there is information on them about forthcoming student activities and important notices.

2.3 Your Student ID card

You will be given a student identification (ID) card. You must carry this card with you at all times when attending UTS Insearch. You might be asked to produce this card:

- By your teachers
- Security or administration staff
- When borrowing from the UTS library
- When accessing the UTS Counselling Services.

Please remember to sign your student card and if you lose it, please visit the UTS Insearch Student Centre, where a replacement card can be arranged for a cost of A$20. Do not let others borrow your student card.

2.3.1 UTS Library

All the services of the UTS Library are available to UTS Insearch academic students (students undertaking UTS Foundation Studies and diploma courses). The UTS Library is UTS Insearch's library too. You will need your UTS Insearch student identification card to use the UTS Library.

2.4 Accommodation

Homestay is one of the most popular options for UTS Insearch students. It gives you an opportunity to improve your English on a daily basis with local people. You will also get the chance to make lifelong friends and learn about Australian culture first hand, while also being provided with two meals from Monday to Friday and three meals a day on weekends. Homestay hosts can act as carers for students under 18.

For your arrival in Sydney you can use the UTS Insearch airport welcome service and we will keep in contact with you frequently to make sure your experience is a happy one.

If you are over the age of 18 and do not wish to stay in a Homestay, the UTS Housing Service provides a free service of private accommodation listings for UTS Insearch students. Students have access to lists of rental properties including share houses/apartments, studios and rooms from independent providers.

You also have the option to live in student accommodation which is close to the UTS Insearch campus and facilities. The benefits include being a part of a lively student community with easy access to the CBD and local public transport. Some of the popular accommodation providers are urbanest, Unilodge and IGLU who primarily accommodate students, so your neighbours are likely to be fellow students from any of the universities or colleges in the area.

You can contact the INSEARCH Student Accommodation Coordinator by email on homestay@insearch.edu.au if you require advice or assistance.

If you are under 18 years of age, you must have a UTS Insearch or Department of Home Affairs approved carer. You cannot change accommodation without first obtaining approval from the UTS Insearch Student Centre.

2.5 Keeping your contact details up to date

If you are an international student you are required by the Department of Home Affairs to advise UTS Insearch of your Sydney contact details when starting your course. You need to advise us if you change your address, your personal email address or your telephone number and this must be done within seven days of the change. Keeping us advised of your current contact details is a visa condition. Failure to comply with this will result in the cancellation of your student visa.

You can log into e-student to update your contact details. Instructions for updating your contact details via e-student are available on the Student Extranet at the following link: https://student.insearch.edu.au/Student-Centre/Changing-Contact-Details/Changing-Contact-Details or complete a Change of Contact Details Update form at the UTS Insearch Student Centre.

International students under the age of 18 must reside in Department of Home Affairs or UTS Insearch approved accommodation. In order to change your address, you will need to contact UTS Insearch Student Centre staff to update your contact details as UTS Insearch is responsible for confirming that your accommodation and welfare arrangements are appropriate.

If you are a domestic student it is also important that you keep us advised of your current contact details. You can update these by using e-Student.

2.6 Activities, Sport and Fun

The UTS Insearch Activities Club is a group of students who get together regularly on a weekly or fortnightly basis. They plan and organise activities and events for all UTS Insearch students and encourage everyone to come along and have fun. Their goal is to help promote a sense of community at UTS Insearch by creating a social experience for new and current students and to also help our students feel part of the UTS community.

Here are some events they host throughout the year:

- BBQs and parties
- Games days
- Social gatherings
- Sports competitions
- Exchange of languages
- Excursions to the Blue Mountains, Snowy Mountains and various other locations

If you have suggestions for activities just contact our Student Activities Coordinator: Bounthanh.Chanhdara@insearch.edu.au

2.7 Travel Concessions

2.7.1 Domestic Students

During Orientation log into e-student https://estudent.insearch.edu.au and click on the OPAL consent form to allow UTS Insearch to provide your details to Transport for NSW. Once UTS Insearch has received your consent we will send you an email to confirm your eligibility for transport concessions. You need to wait for our email before you can apply for a concession OPAL card at www.opal.com.au/ordercard or by calling 13 67 25 (13 OPAL) 24 hours, 7 days a week. Your Concession OPAL card will be mailed to you within 5-7 working days. You can then follow the enclosed instructions to activate your card. Domestic students may also apply at the UTS Insearch Student Centre for an OPAL concession card.

2.7.2 International Students

International students are not eligible for Concession OPAL cards. International students wishing to travel on public transport must apply for an Adult OPAL card which offers a range of travel benefits including daily and weekly travel caps and a $2.50 daily cap on Sundays. For further information please visit www.transportnsw.info or www.opal.com.au

2.8 Safety

UTS Insearch takes your safety very seriously. At Orientation, you will be given a STAYSAFE card which gives you several contact phone numbers which can be used in emergencies or if you are concerned for your safety.

During business hours (Monday – Friday 9.00am – 5.00pm) you can report such incidents to the UTS Insearch Student Centre in person, by ringing 9218 8666 or by sending a report to studentcentre@insearch.edu.au.

Any incident or allegation of sexual, physical or other abuse can also be reported to the Academic Advisers located on Level 4 of the Blue Building. Such reports will be dealt with confidentially. Students under the age of 18 in particular are strongly encouraged to seek support in such cases.

UTS Insearch and UTS have security guards located in all of our buildings.

After business hours, when UTS Insearch is closed, you can reach us by phoning UTS Security on 1800 249 559.

3. UTS Insearch Courses

3.1 Diploma Programs

Diploma of Business

3.1.1 Diploma of Business (Accelerated)
2 Semesters

COURSE STRUCTURE

Stage 1
BABC001 Academic and Business Communication
BACC001 Accounting for Business
BECO001 Economics for Business
BFIN001 Fundamentals of Business Finance

Stage 2
BMGT001 Managing People and Organisations
BACC002 Accounting Transactions and Business Decisions *
BMKT001 Marketing Foundations
BSTA001 Business Statistics

Pre-requisites
* Pre-requisite is BACC001

3.1.2 Diploma of Business (Standard)
3 Semesters

COURSE STRUCTURE

Stage 1
BABC001 Academic and Business Communication
BACC001 Accounting for Business
BECO001 Economics for Business

Stage 2
BFIN001 Fundamentals of Business Finance
BACC002 Accounting Transactions and Business Decisions *
BMGT001 Managing People and Organisations

Stage 3
BMKT001 Marketing Foundations
BSTA001 Business Statistics

Pre-requisites
* Pre-requisite is BACC001

3.1.3 Diploma of Business (Extended)
4 Semesters

COURSE STRUCTURE

Stage 0
BMAT001 Business Maths
BSTU001 Fundamentals of Business
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1
BABC001 Academic and Business Communication
BACC001 Accounting for Business
BECO001 Economics for Business

Stage 2
BFIN001 Fundamentals of Business Finance
BACC002 Accounting Transactions and Business Decisions *
BMGT001 Managing People and Organisations

Stage 3
BMKT001 Marketing Foundations
BSTA001 Business Statistics

Pre-requisites
* Pre-requisite is BACC001

Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

Diploma of Business

SUBJECT DESCRIPTIONS

ACCO001
Academic Communication
This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

ACEN001
Academic English
This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

BABC001
Academic and Business Communication
This subject provides an understanding of the literacy requirements of academic business environments. It examines the principles and practice of communication in undergraduate and professional business environments through an integrated approach that supports the learning of skills across disciplines.

Students have opportunities to practice and engage with the language and study skills required for undergraduate and further study in business. Such skills will help to develop an appreciation of the communication requirements of business professionals.

BACC001
Accounting for Business
This 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.

BACC002
Accounting Transactions and Business Decisions
This subject continues the study of accounting as an information system. It equips students with the appropriate accounting skills necessary to participate in a managerial capacity in the analysis of accounting information as it is used to facilitate and enhance decision making, accountability and control. It focuses on the development of a vocationally relevant understanding of accounting, fundamental processes and issues, as well as critical, analytical and quantitative skills, with consideration of ethical implications.

BECO001
Economics for Business
The subject introduces students to the basic concepts, theories and principles of economics as well as their application to business decision making and strategic behaviour. It provides students with the opportunity to understand the broad economic contexts in which business operates as well as topical economic issues presented in the financial and business media.

BFIN001
Fundamentals of Business Finance
This subject provides students with an understanding of the core principles of financial management and their applications to financial decision-making. Topics include: financial management, overview of the financial markets, time value of money, valuation of debt and equity securities, risk-and return, capital budgeting and financing decisions.

BMAT001
Business Maths
Business Maths is designed to enhance students' ability to recognise and apply various mathematical techniques to solve problems in the changing business environment. This subject provides students with the opportunity to develop numerical and digital literacy skills in the context of business decision making. It is a practical subject drawing on technology based activities to explore the various mathematical underpinnings of business, laying the foundation for further business studies.

BMGT001
Managing People and Organisations
This subject will cover where management theory came from; how it is applied, how organisations are structured, decisions made, people motivated, their performance managed and how the organisation works in a global setting. On the way, students will also be exposed to ideas about diversity, decision making, communication and ethics.

BMKT001
Marketing Foundations
This subject covers the basic principles of marketing. It develops an understanding of the overall process of marketing planning, implementation and control in the contemporary business environment. It also develops a basic understanding of marketing information systems; market research and marketing ethics; market segmentation; buyer behaviour; product development; and the development of product, distribution, promotion and pricing strategies for both goods and services domestically and internationally.

BSTA001
Business Statistics
This subject is designed to develop students' ability to assess and critically interpret statistics and business information and apply them in a changing business environment. The subject places a strong emphasis on developing a clear theoretical understanding of various analytical tools as well as an appreciation of the application of analytical tools to business decision contexts. These skills and competencies provide a foundation for professional practice and for further business studies.

BSTU001
Fundamentals of Business
Fundamentals of Business provides a broad introduction to the business sector and will equip students with the skills, knowledge and understanding necessary for further study in the field of business. This subject explores the nature, role and structure of business, the issues involved in establishing a business, the processes of business activity, internal and external influences on business as well as the social and ethical issues impacting business today.

Diploma of Communication

3.1.4 Diploma of Communication (Accelerated) (Public Relations Stream) 2 Semesters

COURSE STRUCTURE

Stage 1
CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals
CEPC001 The Ecology of Public Communication

Stage 2
CDLC001 Digital Literacies
CDIC001 Digital Communities
CPPR001 Principles of Public Relations *

Pre-requisite
* Pre-requisite is CEPC001

3.1.5 Diploma of Communication (Standard) (Public Relations Stream) 3 Semesters

COURSE STRUCTURE

Stage 1
CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2
CDLC001 Digital Literacies
CEPC001 The Ecology of Public Communication

Stage 3
CDIC001 Digital Communities
CPPR001 Principles of Public Relations *

Pre-requisite
* Pre-requisite is CEPC001

3.1.6 Diploma of Communication (Extended) (Public Relations Stream)
4 Semesters

COURSE STRUCTURE

Stage 0
CDCO001 Designing Communication
COEC001 Object Ecology
AND
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1
CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2
CDLC001 Digital Literacies
CEPC001 The Ecology of Public Communication

Stage 3
CDIC001 Digital Communities
CPPR001 Principles of Public Relations *

Pre-requisite
* Pre-requisite is CEPC001

Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

3.1.7 Diploma of Communication (Accelerated) (Digital and Social Media Stream) 2 Semesters

COURSE STRUCTURE

Stage 1
CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals
CDIC001 Digital Communities

Stage 2
CDLC001 Digital Literacies
CEPC001 The Ecology of Public Communication
CEPG001 Engagement, Participation, Gamification

3.1.8 Diploma of Communication (Standard) (Digital and Social Media Stream) 3 semesters

COURSE STRUCTURE

Stage 1
CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2
CDLC001 Digital Literacies
CDIC001 Digital Communities

Stage 3
CEPC001 The Ecology of Public Communication
CEPG001 Engagement, Participation, Gamification

3.1.9 Diploma of Communication (Extended) (Digital and Social Media Stream) 4 Semesters

COURSE STRUCTURE

Stage 0
CDC0001 Designing Communication
COEC001 Object Ecology
AND
ACEN001 Academic English
OR
ACC0001 Academic Communication

Stage 1
CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2
CDLC001 Digital Literacies
CDIC001 Digital Communities

Stage 3
CEPC001 The Ecology of Public Communication
CEPG001 Engagement, Participation, Gamification

Students are placed in either ACEN001 or ACC0001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

Diploma of Communication

SUBJECT DESCRIPTIONS

ACCO001
Academic Communication
This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

ACEN001
Academic English
This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

CCOF001
Academic English: Communication Fundamentals
This subject is designed to provide students with an introduction to the nature of effective written and spoken communication in academic contexts, and to assist in reading academic texts. It examines what makes academic communication different from communication in other contexts, explaining some of the 'hidden rules' through the study of the 'principles of academic communication.' Putting these principles into practice, students will analyse and reflect on their own written and spoken communication, at the beginning of the course and as it proceeds. In addition, students have the opportunity of putting into practice skills of effective reading with academic journal articles and other published resources. The subject assists students to apply these frameworks and concepts to their required readings for 'Citizenship and Communication' (CCAC001) and to the spoken and written assessments in that subject, as well as to their future tertiary studies.

CDCO001
Designing Communication
Through a series of practical assignments based around an exploration of the urban environment, complemented by lectures, in-class activities and self-directed learning, students investigate the meaning and construction of images, sequencing, layouts and narrative. After further research and investigation students showcase their understanding of these skills.

CEPC001
The Ecology of Public Communication
Students explore the field of public communication and its major areas of practice. They gain an understanding of the role of communication, audiences and environments and contexts of communication in the public sphere, including professional communication practices and issues of integration and convergence. Students learn how public communication, public relations and advertising are conceptualized and practised in various types of organizations and interest groups including organizational communication and marketing communication. They will explore controversies in the field such as social representations, agendas and advocacy, and begin to produce their own work in advertising, public relations and organizational communication including using new media.

CEPG001
Engagement, Participation, Gamification
Game-like processes and 'gamification' are becoming more and more widespread as a mode of interaction, participation and communication design for engagement with diverse audiences or publics. In this subject students are introduced to theories of technological mediation of communicative ecologies and of interactions through social media. Students undertake place-based research about global locations and events, both contemporary and historical, and then use this knowledge in a design process to create a hybrid online/offline game. The design of interactive tasks within the game develops research skills and introduces concepts and contextual knowledge, as well as algorithmic thinking and scripting of rule-based interaction. Considerations of accessibility and inter-cultural communication are introduced, as well as methods of evaluating digital environments along lines of aesthetics, usability and resource efficiency.

CCAC001
Citizenship and Communication
This subject explores the role of the citizen communicator by examining the institutions which structure our social world, and the social arenas in which civic participation occurs. Students are introduced to political, legal, economic and media institutions and concepts in national and, to a lesser extent, global contexts. There is a particular emphasis on the skills of academic literacy, reflective practice, collaboration and cooperative peer review. Assessments include traditional essay and presentations in addition to reflective journal and interactive game based presentations.

CDLC001
Digital Literacies
This subject addresses literacies that are not only crucial for everyday life and our full participation as citizens, but also required by every contemporary industry and workplace. Practical, critical and theoretical aspects of contemporary media use are explored and integrated. Students gain foundational digital media skills involving digital publishing and digital image production and compositing. They explore the shift in our understandings of being and knowing that both enabled and were enhanced by the development of digital technologies, and which provide the context for our use of them. Students also gain knowledge of the ethical responsibilities of using these media and learn to critically reflect on their own production of multimodal and participatory communication.

COEC001
Object Ecology
Object Ecology explores the relationship between artefacts and their social, cultural and national contexts. Students will directly experience designed objects in a number of environments including museums, consumer contexts and personal and public histories. Students will also be introduced to a variety of hands-on and digital design tools to produce reports and object biographies, as well as create objects in response to their research and analysis.

CPPR001
Principles of Public Relations
This subject provides an overview of the theories, concepts and practice of public relations as a discipline, examining the fundamental principles that underpin the operations of the industry. This is achieved through a deconstruction of its history, an examination of the role of public relations in organisations and an exploration of what constitutes socially responsible and ethical practice. In addition, the subject examines key models of communication theory and explores these within the context of contemporary public relations case studies, making explicit connections between theory and practice. Students will also learn to critique current news stories, analysing them in terms of newsworthiness and identifying their key characteristics, distribution, and potential strategic impact, whilst learning how to produce and distribute their own media releases in response to a variety of given scenarios.

CDIC001
Digital Communities
This subject encourages students to examine communication and cultural practices within local and dispersed groups and communities. Students are introduced to key concepts for exploring digitally mediated social formations, in order to explore the tensions between approaches to understanding and working with digital communities. They also encounter related concepts and theoretical debates, such as networked collectivism, networked individualism and communicative ecology. Students research and learn about the social, historical, cultural and economic aspects of digital sociality as physical and digital realities at the intersection of lived and mediated experiences. They present the results of their investigations through the use of digital media and written text through a combination of scholarly and industry-oriented assessments.

Diploma of Design and Architecture

3.1.10 Diploma of Design and Architecture (Accelerated) (Design Stream) 2 Semesters

COURSE STRUCTURE

Stage 1
DADC001 Academic and Design Communication
DDST001 Design Studio
DRDH001 Researching Design History
DSPD001 Spatial Design

Stage 2
DDPR001 Design Project
DDIN001 Design Inquiry
DDTH001 Design Thinking

3.1.11 Diploma of Design and Architecture (Standard) (Design Stream) 3 Semesters

COURSE STRUCTURE

Stage 1
DADC001 Academic and Design Communication
DDST001 Design Studio
DRDH001 Researching Design History

Stage 2
DSPD001 Spatial Design
DDIN001 Design Inquiry
DDTH001 Design Thinking

Stage 3
DDPR001 Design Project

3.1.12 Diploma of Design and Architecture (Extended) (Design Stream) 4 Semesters

COURSE STRUCTURE

Stage 0
DOEC001 Object Ecology
DDCO001 Designing Communication
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1
DADC001 Academic and Design Communication
DDST001 Design Studio
DRDH001 Researching Design History

Stage 2
DDIN001 Design Inquiry
DSPD001 Spatial Design
DRDH001 Design Thinking

Stage3
DDPR001 Design Project

Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first Semester of their course must successfully complete the subject before progression into further subjects.

3.1.13 Diploma of Design and Architecture (Accelerated) (Architecture Stream) 2 Semesters

COURSE STRUCTURE

Stage 1
DADC001 Academic and Design Communication
DDST001 Design Studio
DAHO001 Architectural History and Theory: Orientations
DSPD001 Spatial Design

Stage 2
DDPR001 Design Project
DDIN001 Design Inquiry
DAHM001 Architectural History and Theory: Modernity and Modernism

3.1.14 Diploma of Design and Architecture (Standard) (Architecture Stream) 3 Semesters

COURSE STRUCTURE

Stage 1
DADC001 Academic and Design Communication
DDST001 Design Studio
DAHO001 Architectural History and Theory: Orientations

Stage 2
DSPD001 Spatial Design
DDIN001 Design Inquiry
DAHM001 Architectural History and Theory: Modernity and Modernism

Stage 3
DDPR001 Design Project

3.1.15 Diploma of Design and Architecture (Extended) (Architecture Stream) 4 Semesters

COURSE STRUCTURE

Stage 0
DOEC001 Object Ecology
DDCO001 Designing Communication
ACEN001 Academic English
OR
ACC0001 Academic Communication

Stage 1
DADC001 Academic and Design Communication
DDST001 Design Studio
DAHO001 Architectural History and Theory: Orientations

Stage 2
DDIN001 Design Inquiry
DSPD001 Spatial Design
DAHM001 Architectural History and Theory: Modernity and Modernism

Stage3
DDPR001 Design Project

Students are placed in either ACEN001 or ACC0001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

Diploma of Design and Architecture

SUBJECT DESCRIPTIONS

ACCO001
Academic Communication
This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

ACEN001
Academic English
This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

DOEC001
Object Ecology
Object Ecology explores the relationship between artefacts and their social, cultural and national contexts. It aims to have students directly experience designed objects in a number of environments including museums, consumer contexts and personal and public histories. Students are introduced to a variety of hands-on and digital design tools to produce an innovative exhibition concept.

DDCO001
Designing Communication
Students will investigate the meaning and construction of images, sequencing, layouts and narrative through a series of practical assignments, which are based around an exploration of the urban environment. After further research and investigation students showcase their understanding of these skills.

DADC001
Academic and Design Communication
By drawing on a variety of theoretical frameworks from the disciplines of architecture, design and semiotics, Academic and Design Communication provides innovative ways in which to construct, analyse, interpret and redesign various modes of design from a social semiotic perspective. The course is constructed to develop the necessary skills to move between and synthesise various means of communication, turning ideas into designs and turning designs into verbal and written texts. Academic and Design Communication develops a community of design practitioners who can critically reflect on design and successfully explicate their own designs by incorporating appropriate modes of communication in their seminars, presentations and reports.

DDST001
Design Studio
This subject develops the students' visual awareness and ability to communicate observations, information and ideas and understand the relationship between physical and digital and two and three dimensions. The main focus is on evolving students' visual literacy skills and how these can be critically evaluated and applied across design disciplines. Through practical exercises undertaken in the studio, students will be exposed to basic visual elements of line, shape, colour, texture, size and space, which will be analysed both individually and in learning groups. Projects will enable the students to explore and apply the principles of design: balance, rhythms, emphasis, scale and unity.

DRDH001
Researching Design History
The knowledge and skills gained though understanding and engaging with design history are of vital importance to designers. In terms of design practice, the study of design history enables designers to critically assess practical design projects and participate in debates within the field of design. This subject provides an opportunity for students to develop an historical understanding of design and learn research and critical thinking skills that may be applied in other subjects, educational contexts and professional practice.

DAH0001
Architectural History and Theory: Orientations
The subject introduces key themes in history and theory, dealing with the nature of design and with issues pertaining to thinking, reasoning and argument. Themes include a range of architectural media spanning photography, film, drawing, modelling, sound and magazines which are explored through operational systems of framing, sequence, notation, scale, ambience and montage/collages. These mediums and operations address a variety of architectural influences driven by theories and applications of geometry, composition, proportion and order, architectural developments and the architect as a historical figure.

DDIN001
Design Inquiry
A sound understanding of research methodology is essential to an undergraduate's success as a student. This subject therefore introduces the student to the varieties of research practice appropriate to design, ranging through the scholarly, empirical, visual and creative. It encourages students to think and experience how research might be visualised beyond simple annotation of texts or citation of images, encouraging them to conceive of research as an endeavour connected to the entire arc of a project: moving through response to brief, idea generation, production of work, presentation of work and the documentation of work.

DSPD001
Spatial Design
This subject explores the designed environment in relation to the human figure and body, developing both human-centred designing and an understanding of spatial values appropriate to both interior design and architecture. Students create a tactical survey of drawing and demonstrating, manufacturing and mapping, ascending along a scale of four different operational dimensions: body, chair, room and building. The primary challenge is the development of a basic formal or spatial idea with attention to tectonic, material, technical, or other-systems. As an exploration and understanding of scale is strongly inherent within all operations, each task acts as a layer of information, performing as a lens in understanding and completing the task to follow. The final assessment focuses on translations of body-scaled events back to architectural expression.

DDTH001
Design Thinking
Design Thinking connects students to the way designers work, think and approach design tasks. It gives students an experience in working in professional design environments by developing their skills in creativity and innovation, and strategic thinking and problem solving, while also introducing students to the relatively new field of service design. Design Thinking assists students in applying theoretical frameworks and concepts in design to practical projects and situations.

DAHM001
Architectural History and Theory: Modernity and Modernism
The subject considers the relationship between the diverse practices of modernism in art and architecture, and theories of modernity as they bear upon and are challenged by these practices. The subject develops students' ability to read and understand key aspects of architectural design through case study analysis. Although focussed on the 20th century, the subject will cover some important antecedents in the 19th and 18th centuries where relevant. Rather than attempt a broad survey of architectural history, the subject focuses on key ideas as they are manifested through time. Cases are used to illustrate those ideas. Assigned readings complement the lectures to give the students an overview of how architectural ideas and aesthetics are developed over time.

DDPR001
Design Project
This subject is a 12 credit point capstone. It encourages students to explore the design field of their interest in great depth, be it visual communication, architecture, spatial design or services. The area of specialisation chosen by the student is coordinated and supervised by an expert teacher in the field. The students will also come together to form a studio and produce a design with their collective skills which will then be exhibited. Students will also produce high-quality individual portfolios, assisting them in further study or future employment.

Diploma of Engineering

Assumed Knowledge for the UTS Insearch Diploma of Engineering

The UTS Insearch Diploma of Engineering accelerated (2 semester) and standard (3 semester) program is offered to students who have successfully completed Year 12 subjects in Mathematics, Physics and/or Chemistry.

Students who do not meet the pre-requisite may be considered for the extended program (4 semesters). The extended program includes three additional enabling subjects to ensure students have the core fundamentals before progressing onto more advanced subjects.

3.1.16 Diploma of Engineering (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1
EITC001 Introduction to Technical Communication
ECHM001 Chemistry 1/ECMS001 Chemistry and Materials Science
OR
EPRG001 Programming Fundamentals
EMAT001 Mathematical Modelling 1 *
EPHY001 Physical Modelling

Stage 2
EMTH001 Mathematical Modelling 2 **
EENC001 Engineering Computations
OR
EAPP001 Applications Programming ***
ENET001 Networking Essentials
OR
EICE001 Introduction to Civil and Environmental Engineering OR
EBRM001 Business Requirements Modelling
EIEE001 Introduction to Electrical Engineering
OR
EENM001 Engineering Mechanics
OR
EDBF001 Database Fundamentals***

Pre-requisites
* Pre-requisite is EFMT001 or satisfactory mathematics readiness test
** Pre-requisite is EMAT001
*** Pre-requisite is EPRG001

It is compulsory for students to complete EMAT001 and EMTH001 if they take a major in Electrical and Mechatronics at UTS.

Students take differing combinations of subjects depending on their choice of major.

3.1.17 Diploma of Engineering (Standard) 3 Semesters

COURSE STRUCTURE

Stage 1
EITC001 Introduction to Technical Communication
ECHM001 Chemistry 1/ECMS001 Chemistry and Materials Science
OR
EPRG001 Programming Fundamentals
EMAT001 Mathematical Modelling 1 *
OR
EFMT001 Foundation Mathematics

Stage 2
EPHY001 Physical Modelling
EMTH001 Mathematical Modelling 2 **
OR
EMAT001 Mathematical Modelling 1 *
EENC001 Engineering Computations
OR
EICE001 Introduction to Civil and Environmental Engineering
OR
EAPP001 Applications Programming ***

Stage 3
ENET001 Networking Essentials
OR
EMTH001 Mathematical Modelling 2 **
OR
EENC001 Engineering Computations
OR
EBRM001 Business Requirements Modelling
EIEE001 Introduction to Electrical Engineering
OR
EENM001 Engineering Mechanics
OR
EDBF001 Database Fundamentals***

Pre-requisites
* Pre-requisite is EFMT001 or satisfactory mathematics readiness test
** Pre-requisite is EMAT001
*** Pre-requisite is EPRG001
It is compulsory for students to complete EMAT001 and EMTH001 if they take a major in Electrical and Mechatronics at UTS.

Students take differing combinations of subjects depending on their choice of major.

3.1.18 Diploma of Engineering (Extended)
4 Semesters

COURSE STRUCTURE

Stage 0
EIMT001 Introduction to Mathematics
EIPH001 Introduction to Science
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1
EITC001 Introduction to Technical Communication
ECHM001 Chemistry 1/ECMS001 Chemistry and Materials Science
OR
EPRG001 Programming Fundamentals
EMAT001 Mathematical Modelling 1 *
OR
EFMT001 Foundation Mathematics

Stage 2
EPHY001 Physical Modelling
EMTH001 Mathematical Modelling 2 **
OR
EMAT001 Mathematical Modelling 1 *
EENC001 Engineering Computations
OR
EICE001 Introduction to Civil and Environmental Engineering *
OR
EAPP001 Applications Programming ***

Stage 3
ENET001 Networking Essentials
OR
EMTH001 Mathematical Modelling 2 **
OR
EENC001 Engineering Computations
OR
EBRM001 Business Requirements Modelling
EIEE001 Introduction to Electrical Engineering
OR
EENM001 Engineering Mechanics
OR
EDBF001 Database Fundamentals***

Pre-requisites
* Pre-requisite is EFMT001 or satisfactory mathematics readiness test
** Pre-requisite is EMAT001
*** Pre-requisite is EPRG001

It is compulsory for students to complete EMAT001 and EMTH001 if they take a major in Electrical and Mechatronics at UTS.

Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

Students take differing combinations of subjects depending on their choice of major.

Diploma of Engineering

SUBJECT DESCRIPTIONS

ACCO001
Academic Communication
This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

ACEN001
Academic English
This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

EITC001
Introduction to Technical Communication
This subject introduces both Engineering and IT students to the basic principles of technical communication. The subject allows students to engage with and practice the language and study skills required for undergraduate study in Engineering and IT. Students will have opportunities to understand and appreciate the communication requirements of the profession, and also to develop skills in oral, written, visual, and digital technical communication; essential to succeed in increasingly globalised electronic communication environments.

ECHM001
Chemistry 1
The subject is an introduction to chemistry covering matter, chemical reactions, atomic structure, stoichiometry, the periodic table, intermolecular forces, crystal structures, molecular geometry, introductory carbon chemistry, thermochemistry, equilibrium and acid-base equilibria. The laboratory program complements the learning experiences in the lectures.

EFMT001
Foundation Mathematics
The subject introduces the aspects of algebra, functions and calculus that are considered fundamental and that are required in subsequent technical courses. Students are shown how to provide systematic and detailed answers to problems using standard mathematical notation, thus enhancing their written communication skills. Topics include algebra, polynomial functions, geometry, trigonometric functions, calculus, logarithmic and exponential functions and introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

EIEE001
Introduction to Electrical Engineering
This subject gives you an overview of the engineering process, the technologies involved, the approach to problem solving and the skills and tools used. Topics include basic electrical concepts such as voltage, current, resistance, power, DC and AC, supply and utilisation of domestic electricity and the functions of components commonly found in a linear DC power supply. The practical aspects include learning how to use basic equipment such as a multimeter and a CRO, learning some simple 'tinkering' skills and building and testing a DC power supply and a data acquisition system. The major objective of this subject is to give early-stage students some understanding of the scope and methods of electrical engineering.

EICE001
Introduction to Civil and Environmental Engineering
The civil and environmental engineer plays a major role in the provision of basic infrastructure necessary to support the development and maintenance of urban and rural settlements. This subject provides a sound foundation for further education in the processes of design, construction, operation and maintenance of community infrastructure AND an understanding of the need to develop the necessary individual and multidisciplinary skills in civil engineering project analysis and development.

EIMT001
Introduction to Mathematics
This subject provides a broad introduction to mathematics and statistics. It covers fundamental mathematical methods including number, basic algebra, functions and graphs and trigonometry. Students have opportunities to apply their mathematical knowledge in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

EIPH001
Introduction to Science
This subject is designed to build the capacity of students to become critical and creative thinkers, capable of working in a collaborative environment. Students are encouraged to develop their scientific skills, knowledge and professional dialogue in preparation for education beyond the diploma course. Innovative teaching strategies including problem based learning and the flipped classroom will transform learning experiences into communities in which students are engaged, challenged, motivated and committed to their continued learning.

The subject equips students with the skills to learn content through integrated science subjects that combine the major areas of study including physics, engineering, mathematics, chemistry and biology. Students will be presented with modern scientific applications from these areas and consider the responsibility scientists and engineers have to society, as knowledge is refined and extended. Further, they will learn the importance of scientific communication in the contemporary and increasingly global scientific context.

EENC001
Engineering Computations
This subject covers basic and advanced spreadsheet, matrix operations, solving nonlinear equations, numerical differentiation and integration, advanced built-in functions, spreadsheets add ins, macros and user-written functions.

EMAT001
Mathematical Modelling 1
The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. 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 for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals, solutions to differential equations by integration and introduction to matrices.

EMTH001
Mathematical Modelling 2
In this subject students will be working with statistics and mathematical resources to gain an appreciation of the way in which mathematics, probability and statistics have enhanced engineering and science and how engineering and scientific problems have in turn motivated the development of the mathematics, probability and statistics required for their solution.

Topics from statistics include the presentation of data, discrete and continuous probability distributions, hypothesis testing and confidence intervals, and simple linear regression. Topics from mathematics include simultaneous linear equations and applications, matrices and determinants, heat and wave equations, optimisation and multiple integrals and their applications.

ENET001
Networking Essentials
This subject is a first subject in data communications and networking where networking concepts and skills are developed. Students will be introduced to networking technologies, network devices, end systems (PCs and servers) and the role of protocols and standards. Through a case study and group work, students will work collaboratively and individually to produce and justify an initial design for a computer network, requiring analysis and evaluation of alternative solutions and technologies.

EPHY001
Physical Modelling
This subject is an introductory physics course for engineering and science students covering mechanics, thermal physics, waves and optics, electricity and fluids. The laboratory program complements the learning experiences in the lectures.

EPRG001
Programming Fundamentals
This subject introduces object-oriented programming in Java. It covers data flow, procedures, classes, and data structures. The topics include the Blue J environment, Object Oriented Programming, data structures and basic algorithms, file storage and retrieval, debugging strategies, design notations, processes and rules and software quality.

Diploma of Engineering

EENM001
Engineering Mechanics
In this subject, students are introduced to equilibrium concepts commonly used in analysis and design of engineered structures. Topics include free body diagrams, beams, trusses and pin-jointed frames, axially-loaded tensile structural members, safety factors, structures under various loading and support conditions and dynamics.

ECMS001
Chemistry and Materials Science
This subject develops a solid science foundation for further materials and engineering-related studies whilst detailing the working relationship between engineers, materials scientists and other scientists. Students will develop an ability to identify and solve materials problems and an ability to relate properties of engineering materials to technical applications. Topics covered in this subject include: chemical bonding of materials, classification of materials, structure-property relationships, mechanical properties, heat treatment and strengthening mechanisms, ferrous and non-ferrous alloys, ceramics, polymers and composites, materials degradation, materials recycling and materials selection. Numerous applied examples are discussed. Laboratory work imparts practical skills and reinforces the underlying theories. This is an integral part of the subject along with tutorial workshops.

EAPP001
Applications Programming
The subject builds on a set of basic skills in program design and object-oriented programming. It covers the topics of inheritance and swing and provides knowledge and practice in advanced GUI programming and design. It provides practical experience in the design, construction, testing, and evaluation of object-oriented systems and shows how to develop a correct and well-designed system from a specification.

EBRM001
Business Requirements Modelling
This subject introduces information system concepts, including their static and dynamic components. It describes how these concepts can be used to model information systems to correctly capture their structure and needs. It outlines how the ability to capture information about the system in ways understood by its eventual users improves the final quality of the system. The subject introduces various analysis approaches found in contemporary system development, including object-oriented methods and entity-relationship modeling, and describes the relationships between these techniques and their application.

EDBF001
Database Fundamentals
This subject introduces students to the fundamentals of effective database systems. Students are taught how data is structured and managed in an organisation in a way that can be used effectively by applications and users. They also learn to use the language SQL for effective data retrieval and modification. This subject teaches students to appreciate the significance and challenges of good database design and management, which underpin the development of functional software applications.

MECHANICAL
ENGINEERING
LABORATORIES
UTS
MECH LABS
UNIVERSITY OF TECHNOLOGY
suttontools
Basecamp
ACTION
ALUMINIUM
AITECH
PICTON
KARTING
TRACK
texense
NSK
MoTeC
LINCOLN
ELECTRIC

Diploma of Information Technology

3.1.19 Diploma of Information Technology (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1
IITC001 Introduction to Technical Communication
IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IWBS001 Web Systems

Stage 2
IBRM001 Business Requirements Modelling *
IAPP001 Applications Programming **
INET001 Networking Essentials
IDBF001 Database Fundamentals **

Pre-requisites
* Pre-requisite is IIIS001
** Pre-requisite is IPRG001

3.1.20 Diploma of Information Technology (Standard) 3 Semesters

COURSE STRUCTURE

Stage 1
IITC001 Introduction to Technical Communication
IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals

Stage 2
IWBS001 Web Systems
IBRM001 Business Requirements Modelling *
IAPP001 Applications Programming **

Stage 3
INET001 Networking Essentials
IDBF001 Database Fundamentals **

Pre-requisites
* Pre-requisite is IIIS001
** Pre-requisite is IPRG001

3.1.21 Diploma of Information Technology (Extended) 4 Semesters

COURSE STRUCTURE

Stage 0
IIIT001 IT Essentials
IIPR001 Programming
ACEN001 Academic English
OR
ACC0001 Academic Communication for Diploma

Stage 1
IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IITC001 Introduction to Technical Communication

Stage 2
IWBS001 Web Systems
IBRM001 Business Requirements Modelling *
IAPP001 Applications Programming **

Stage 3
INET001 Networking Essentials
IDBF001 Database Fundamentals **

Pre-requisites
* Pre-requisite is IIIS001
** Pre-requisite is IPRG001

Students are placed in either ACEN001 or ACC0001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

Diploma of Information Technology

SUBJECT DESCRIPTIONS

ACCO001
Academic Communication
This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

ACEN001
Academic English
This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

IITC001
Introduction to Technical Communication
This subject introduces both Engineering and IT students to the basic principles of technical communication. The subject allows students to engage with and practise the language and study skills required for undergraduate study in Engineering and IT. Students will have opportunities to understand and appreciate the communication requirements of the profession, and also to develop skills in oral, written, visual, and digital technical communication, essential for them to succeed in increasingly globalised electronic communication environments.

IAPP001
Applications Programming
The subject builds on a set of basic skills in program design and object-oriented programming. It covers the topics of inheritance and swing and provides knowledge and practice in advanced GUI programming and design. It provides practical experience in the design, construction, testing, and evaluation of object-oriented systems and shows how to develop a correct and well-designed system from a specification.

IBRM001
Business Requirements Modelling
This subject provides students with the opportunity to experience the process by which IT solutions are designed to solve business problems. The subject emulates the commercial environment, with students working in groups to produce a design solution to a business problem. The subject contributes to developing team skills and an understanding of how teams work. It introduces students to the software development life cycle and relates information systems concepts to the business environment. In addition, it provides students with an opportunity to develop analytical thinking and problem-solving skills and develop effective writing and presentation skills, and demonstrate the capacity for continued learning.

IDBF001
Database Fundamentals
This subject introduces students to the fundamentals of effective database systems. Students are taught how data is structured and managed in an organisation in a way that can be used effectively by applications and users. They also learn to use the language SQL for effective data retrieval and modification. This subject teaches students to appreciate the significance and challenges of good database design and management, which underpins the development of functional software applications.

IIPR001
Programming
The subject provides an introduction to general programming concepts and best practices. It provides practical experience in problem solving and critical thinking to create algorithms that solve programming problems. Topics include algorithm design, code development, code testing, debugging and deployment. Students will use J2ME to create mobile phone applications in Java. Skills learnt in this subject are transferrable and will help students prepare for Object Oriented Programming subjects.

IIIS001
Introduction to Information Systems
This subject introduces students to the type of information systems which form the foundation of conducting business in the 21st century. Key concepts include how information systems support organisations and add business value, the importance of stakeholders and users in information systems, systems development methodologies, collaborative work processes, teamwork and usability evaluation.

IIIT001
IT Essentials
The subject provides an introduction to information technology. This subject will explore computer technology, software, hardware, operating systems, computer networking and how information technology is used in society. An emphasis of critical thinking skills, problem solving and technical communication is given in order to prepare students for further computing studies and work readiness.

INET001
Networking Essentials
This is the first subject in the field of data communications and networking. Basic networking concepts and skills are developed. The skills and knowledge gained are essential to all IT professionals. Students will be introduced to networking technologies, network devices, end systems (PCs and servers) and the role of protocols and standards. Through a case study and group work, students will work collaboratively and individually to produce and justify an initial design for a computer network, requiring analysis and evaluation of alternative solution and technologies.

IPRG001
Programming Fundamentals
This subject introduces object-oriented programming in Java. It covers data flow, procedures, classes, and data structures. The topics include the Blue J environment, Object Oriented Programming, data structures and basic algorithms, file storage and retrieval, debugging strategies, design notations, processes and rules and software quality.

IWBS001
Web Systems
This subject introduces the computer as a component of the internet. This enables students to understand the use of a computer in a distributed environment, and provides the context for later subjects on distributed services. Students will be able to develop scripting skills required in later subjects, such as using the command line interface of UNIX and building web sites. Some fundamental computing theory is introduced.

Diploma of Science

Assumed Knowledge for the UTS Insearch Diploma of Science Physical Sciences Stream

Although there are no formal prerequisites, students are assumed to be operationally familiar with the following mathematical concepts:

- Algebra
- Quadratic Equations
- Linear Relationships
- Graphing
- Exponents and Logarithms
- Geometry
- Trigonometric Functions
- Areas and Volumes
- Differentiation
- Integration.

Previous study of physics and chemistry is also recommended.

NOTE: Applicants who do not have the assumed knowledge outlined above, or who do not feel confident with this material, should enrol in the Extended Diploma of Science.

3.1.22 Diploma of Science (Accelerated) (Physical Sciences Stream) 2 Semesters

COURSE STRUCTURE

Stage 1
SATC001 Academic and Technical Communication
SCHM001 Chemistry 1
SPSP001 Principles of Scientific Practice
SPAN001 Physical Aspects of Nature
SFMT001 Foundation Mathematics

Stage 2
SCHM002 Chemistry 2 *
SPIA001 Physics in Action**
SITM001 Introduction to Materials
SMAT001 Mathematical Modelling 1 ***

Pre-requisites
* Pre-requisite is SCHM001
** Pre-requisite is SPAN001
*** Pre-requisite is SFMT001

3.1.23 Diploma of Science (Standard) (Physical Sciences Stream) 3 Semesters

COURSE STRUCTURE

Stage 1
SATC001 Academic and Technical Communication
SCHM001 Chemistry 1
SPSP001 Principles of Scientific Practice

Stage 2
SPAN001 Physical Aspects of Nature
SCHM002 Chemistry 2 *
SFMT001 Foundation Mathematics

Stage 3
SPIA001 Physics in Action**
SITM001 Introduction to Materials
SMAT001 Mathematical Modelling 1***

Pre-requisites
* Pre-requisite is SCHM001
** Pre-requisite is SPAN001
*** Pre-requisite is SFMT001

3.1.24 Diploma of Science (Extended) (Physical Sciences Stream) 4 Semesters

COURSE STRUCTURE

Stage 0
SIMT001 Introduction to Mathematics
SIPH001 Introduction to Science
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1
SATC001 Academic and Technical Communication
SCHM001 Chemistry 1
SPSP001 Principles of Scientific Practice

Stage 2
SPAN001 Physical Aspects of Nature
SCHM002 Chemistry 2 *
SFMT001 Foundation Mathematics

Stage 3
SPIA001 Physics in Action **
SITM001 Introduction to Materials
SMAT001 Mathematical Modelling 1 ***

Pre-requisites
* Pre-requisite is SCHM001
** Pre-requisite is SPAN001
*** Pre-requisite is SFMT001

Assumed Knowledge for the UTS Insearch Diploma of Science

Life Sciences Stream

Although there are no formal prerequisites, students are assumed to be operationally familiar with the following mathematical concepts:

- Algebra
- Quadratic Equations
- Linear Relationships
- Graphing
- Exponents and Logarithms
- Geometry
- Trigonometric Functions
- Areas and Volumes.

Previous study of physics and chemistry is also recommended.

NOTE: Applicants who do not have the assumed knowledge outlined above, or who do not feel confident with this material, should enrol in the Extended Diploma of Science.

3.1.25 Diploma of Science (Accelerated) (Life Sciences Stream) 2 Semesters

COURSE STRUCTURE

Stage 1
SATC001 Academic and Technical Communication
SCHM001 Chemistry 1
SPSP001 Principles of Scientific Practice
SPAN001 Physical Aspects of Nature
SCBG001 Cell Biology and Genetics

Stage 2
SCHM002 Chemistry 2 *
SBCY001 Biocomplexity
SSDA001 Statistical Design and Analysis
SHAP001 Human Anatomy and Physiology

Pre-requisites
* Pre-requisite is SCHM001

3.1.26 Diploma of Science (Standard) (Life Sciences Stream) 3 Semesters

COURSE STRUCTURE

Stage 1
SATC001 Academic and Technical Communication
SCHM001 Chemistry 1
SPSP001 Principles of Scientific Practice

Stage 2
SPAN001 Physical Aspects of Nature
SCHM002 Chemistry 2 *
SCBG001 Cell Biology and Genetics

Stage 3
SHAP001 Human Anatomy and Physiology
SBCY001 Biocomplexity
SSDA001 Statistical Design and Analysis

Pre-requisites
* Pre-requisite is SCHM001

3.1.27 Diploma of Science (Extended) (Life Sciences Stream) 4 Semesters

COURSE STRUCTURE

Stage 0
SIMT001 Introduction to Mathematics
SIPH001 Introduction to Science
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1
SATC001 Academic and Technical Communication
SCHM001 Chemistry 1
SPSP001 Principles of Scientific Practice

Stage 2
SPAN001 Physical Aspects of Nature
SCHM002 Chemistry 2 *
SCBG001 Cell Biology and Genetics

Stage 3
SHAP001 Human Anatomy and Physiology
SBCY001 Biocomplexity
SSDA001 Statistical Design and Analysis

Pre-requisites
* Pre-requisite is SCHM001

Students are placed in either ACEN001 or ACCO001 based on their level of English. Students enrolled in ACEN001 in the first semester of their course must successfully complete the subject before progression into further subjects.

Diploma of Science

SUBJECT DESCRIPTIONS

ACCO001
Academic Communication
This subject is designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills give students confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part self-assuredly in any academic speaking contexts.

Writing tasks also build an understanding of structure and language that enhance essay writing. Working as a group, setting goals, understanding text, building empathy, expressing an opinion, engaging an audience, developing interpersonal, oral and written communication skills: all will be addressed through workshop activities.

Students use their own experiences to develop stories and a performance that utilises the principles and techniques of drama. They are encouraged to reflect on the practical relationship these skills have to their academic and professional lives. Research skills are employed to add context to storytelling. Multimedia is used to enhance student learning as well as to demonstrate how different media combine to engage an audience. The principles and techniques of effective storytelling form the basis of this subject and through practical application, students learn to write and perform their stories, explore ways to represent these stories digitally and understand the importance of storytelling in their personal lives, study and professional practice.

This subject also works to increase awareness of, as well as develop and employ 'soft skills': attributes such as adaptability, resourcefulness, initiative, creativity, interpersonal communication skills and the ability to problem solve and to work well in teams.

ACEN001
Academic English
This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the diploma program.

SATC001
Academic and Technical Communication
This subject provides a broad overview of the principles and practices of communication within the study of science at the undergraduate level in Australian Universities. Students will have the opportunity to engage with the research, language and literacy demands necessary to support the growth and development of their content knowledge for the science and mathematics subjects being studied. Sources from a range of texts are explored in terms of the way scientific, mathematical and technical knowledge is constructed and presented within the university environment and beyond.

SBCY001
Biocomplexity
This subject investigates the question: what does it take for life to exist in the range of habitats across the globe? There is considerable variation among living organisms, including humans, in their biology and how they interact with their environment.

This subject explores the problems faced by organisms living in different habitats and demonstrates the strategies of plants, animals, fungi, protists, bacteria and archaea that have evolved to cope with the vast array of habitats on earth. The order in which these biota are treated is reflected in the order of the evolution of life, i.e. movement from water to land (and in some cases back again). All major topics are discussed comparatively to better demonstrate the diversity of evolutionary strategies that have evolved in response to environmental conditions. The subject concludes with considerations of the sustainable use of animals, plants, fungi and bacteria as resources for humans.

SCBG001
Cell Biology and Genetics
This subject is concerned with the cellular nature of biological material and students engage in processes of scientific inquiry in cell biology and genetics. The subject introduces the student to the basic concepts of cell biology, cell structure and function and the underlying genetic code.

The different structure, composition and function of prokaryotes, eukaryotes and archaea are covered. The subject covers the structure and properties of cell membranes and transport across them, as well as the chemical changes (both synthetic and degradative) that occur in cells and the ways in which cells obtain, store and manipulate energy.

Processes of cell communication, including cell recognition and adhesion, and the ways in which cells respond to external signals are also covered. Students are introduced to the methods used to investigate cellular structure and the functional significance of their subcellular organisation. Cell growth and division along with stages of the cell cycle and key molecules and mechanisms involved in its regulation, along with mitosis and meiosis are discussed.

The topics of cell proliferation, cell differentiation and apoptosis (programmed cell death) are covered. In this subject students learn to undertake independent research and participate in the scientific peer review process.

SCHM001
Chemistry 1
This subject is an introduction to chemistry covering matter, chemical reactions, atomic structure, stoichiometry, the periodic table, intermolecular forces, crystal structures, molecular geometry, introductory carbon chemistry, thermochemistry, equilibrium and acidbase equilibria. The laboratory program complements the learning experiences in the lectures.

SCHM002
Chemistry 2
This subject builds on and develops further the material introduced in Chemistry 1. Physical chemistry topics include: acidic and basic salts, acid-base titrations, buffers, solubility equilibria, complex ion equilibria, introduction to chemical thermodynamics, enthalpy of reactions, Hess's Law, entropy and Gibbs free energy; chemical kinetics; coordination chemistry, redox chemistry, electrode potentials, electrolysis, corrosion and Galvanic cells. Carbon chemistry topics include: structures and reactions of the common families of carbon compounds, alkanes, alkenes, alkynes, arenes, halogen compounds, alcohols, ethers, alkanals, alkanones, carboxylic acids, amines, amides, esters; stereochemistry, chirality and optical isomerism; biological molecules and biopolymers, amino acids, peptides, proteins, carbohydrates and nucleic acids.

SFMT001
Foundation Mathematics
The subject introduces those aspects of algebra, functions and calculus that are considered fundamental and that are required in subsequent technical courses. Students are shown how to provide systematic and detailed answers to problems using standard mathematical notation, thus enhancing their written communication skills. Topics include algebra, polynomial functions, geometry, trigonometric functions, calculus, logarithmic and exponential functions and introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

SHAP001
Human Anatomy and Physiology
This subject describes the anatomy (structure) and physiology (function) of the healthy human body. Lectures are complemented by a supportive practical/ tutorial program.
The content includes: homeostasis; the anatomical organisation of the body and anatomical terms; the structure and function of the blood, cardiovascular system, musculoskeletal system, endocrine system, nervous system, respiratory system, gastrointestinal system and urinary system; and human reproduction. Development of practical skills is a major part of the subject.

SIMT001
Introduction to Mathematics
This subject provides a broad introduction to mathematics and statistics. It covers fundamental mathematical methods including number, basic algebra, functions and graphs and trigonometry. Students have opportunities to apply their mathematical knowledge in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

SIPH001
Introduction to Science
This subject is designed to build the capacity of students to become critical and creative thinkers capable of working in a collaborative environment. Students are encouraged to develop their scientific skills, knowledge and professional dialogue in preparation for education beyond the diploma course. Innovative teaching strategies including problem based learning and the flipped classroom will transform learning experiences into communities in which students are engaged, challenged, motivated and committed to their continued learning.

The subject equips students with the skills to learn content through integrated science subjects that combine the major areas of study including physics, engineering, mathematics, chemistry and biology. Students will be presented with modern scientific applications from these areas and consider the responsibility scientists and engineers have to society, as knowledge is refined and extended. Further, they will learn the importance of scientific communication in the contemporary and increasingly global scientific context.

SITM001
Introduction to Materials
This subject develops a solid science foundation for further materials and engineering-related studies and facilitates the working relationship between engineers, materials scientists and other scientists, an ability to identify and solve materials problems, and an ability to relate properties of engineering materials to technical applications. Topics covered in this subject are: chemical bonding of materials, classification of materials, structure-property relationships, mechanical properties, heat treatment and strengthening mechanisms, ferrous and non-ferrous alloys, ceramics, polymers and composites, materials degradation, materials recycling and materials selection. Numerous applied examples are discussed. Laboratory work imparts practical skills and reinforces the underlying theories. This is an integral part of the subject along with tutorial workshops.

Diploma of Science

SMAT001
Mathematical Modelling 1
The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. 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 for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals and introduction to matrices.

SPAN001
Physical Aspects of Nature
This subject provides an introduction to motion, waves and optics, thermal effects, properties of solid and fluid matter, electrical and nuclear concepts, with a view to developing an appreciation and understanding of how to describe and model the physical aspects of nature. The material is presented with particular focus on applications in the medical, biological and environmental sciences. The subject integrates, as key components, hands-on laboratory work and the analysis of experimental data.

SPIA001
Physics in Action
This subject is a foundation for later stage subjects. In this subject students learn about: electrostatics, dc circuits, magnetism, electromagnetism and induction, geometrical optics, physical optics, introductory atomic physics, and quantum theory. Research linked to each of the topic areas, and what is happening within the School of Physics and Advanced Materials at UTS, is integrated into this subject.

SPSP001
Principles of Scientific Practice
This subject introduces the major themes of contemporary science and experimentation and has been designed to be applicable to all empirical sciences. The material presented emphasises how science formulates and addresses problems, and introduces the critical scientific tools of empirical data and its handling, experimental design, and scientific argument.

SSDA001
Statistical Design and Analysis
This subject focuses on data analysis. The subject aims to show students how to collect and analyse data and how to draw valid conclusions from the data. The subject begins with a discussion of how to sample from a population, and how to describe the data collected. This is followed by a discussion of how to form and test hypotheses about the population using the data collected from the sample.

UTS Foundation Studies

3.2.1 UTS Foundation Studies (Standard) 2 Semesters

COURSE STRUCTURE

8 Subjects + Academic Skills Modules, 2 Semesters

Stage 1
FFE001 Foundation English 1
OR
FAE001 Advanced English 1 ****
FDL001 Digital Literacies
FIM001 Introduction to Mathematics 1
OR
FIM002 Introduction to Mathematics 2 *
FLS001 Academic Skills 1

ONE elective from the following list:
FMU001 Multimedia ***
FIP001 International Perspectives
FST001 Science, Technology and Society

Stage 2
FFE002 Foundation English 2
OR
FAE002 Advanced English 2 ****
FIC001 Introduction to Creative Thinking
FPE001 Professional Environments
FLS102 Academic Skills 2

ONE elective from the following list:
FIM002 Introduction to Mathematics 2
OR
FIM003 Introduction to Mathematics 3 **
FIP001 International Perspectives
FMU001 Multimedia
FST001 Science, Technology and Society

3.2.2 UTS Foundation Studies (Extended) 3 Semesters

COURSE STRUCTURE

12 Subjects + Academic Skills Modules, 3 Semesters .

Stage 1
FFE001 Foundation English 1
OR
FAE001 Advanced English 1 ****
FAS001 Australian Studies
FSC001 Society and Culture
FIM001 Introduction to Mathematics 1
OR
FIM002 Introduction to Mathematics 2 *
FLS001 Academic Skills 1

Stage 2
FFE002 Foundation English 2
OR
FAE002 Advanced English 2 ****
FDL001 Digital Literacies
FLS002 Academic Skills 2

TWO electives from the following list:
FIM002 Introduction to Mathematics 2 *
OR
FIM003 Introduction to Mathematics 3 **
FMU001 Multimedia ***
FIP001 International Perspectives
FST001 Science, Technology and Society

Stage 3
FEN002 Academic Communication
OR
FAE003 Advanced English 3 ****
FIC001 Introduction to Creative Thinking
FPE001 Professional Environments
FLS003 Academic Skills 3

ONE elective from the following list:
FIM002 Introduction to Mathematics 2
OR
FIM003 Introduction to Mathematics 3 **
FMU001 Multimedia
FIP001 International Perspectives
FST001 Science, Technology and Society

Pre-requisites
* This subject is a pre-requisite for FIM003 and is designed for students who have studied maths before at senior high school or who intend studying engineering or science. A readiness test is required to study this subject in Stage 1.
** Pre-requisite is FIM002. This subject is designed for students who intend studying engineering or science.
*** It is recommended that students with little to no exposure to digital technologies should undertake FDL001 prior to attempting this subject.
**** Students with an IELTS of 6 overall with 5.5 in writing or equivalent will be enrolled in FAE0001 and take the advanced English stream to enhance their academic communication skills.

UTS Foundation Studies

SUBJECT DESCRIPTIONS

COMPULSORY SUBJECTS

FAS001
Australian Studies
This subject covers the historical events and contemporary social issues that contribute to Australian society and culture. The subject allows students to interpret and make meaning of aspects of Australian society and culture significant in everyday life. The subject equips students with skills to examine and document interactions with Australian society and culture from the perspectives of space, ethnicity, race, gender, nationality and class.

FDL001
Digital Literacies
This subject introduces students to the digital world. As well as the development of skills in basic office and business applications, this subject explores online applications that highlight the management of online information and resources. Emphasis is placed on the decision making processes involved with selection of appropriate tools for specific purposes.

FAE001*
Advanced English 1
This subject is designed to develop students' language skills and introduce them to the language and literacy demands of undergraduate study in a variety of disciplinary fields. Students will become familiar with expression, argumentation, evidence and case studies and their use in academic communication. The subject will develop students' literacy skills to comprehend and analyse academic materials, and to formulate and present arguments using disciplinary and academic language. Learning activities will give students the opportunity to develop their skills in communication, independent learning, critical thinking, team work and technology use, in the context of investigating relevant contemporary issues.

FAE002*
Advanced English 2
This subject is designed to prepare students for the language and literacy demands of undergraduate study in a variety of disciplinary fields. Students are provided with further opportunities to practice their academic communication and literacy skills to comprehend academic materials, formulate opinions and convey responses. This subject also equips students with the skills and strategies to conduct research and to integrate arguments and evidence effectively in written texts and oral presentations.

FAE003*
Advanced English 3
This subject aims to further develop students' competence in academic language and literacy toward the undergraduate level with a focus on students' chosen disciplinary field. Students will analyse, discuss and interpret a range of sources in order to develop understandings of the communication and research conventions of particular disciplines. Students will work to further develop skills in research methods, research writing, and in particular documenting the research path as they work towards the completion of a case study.

FFE001
Foundations of English 1
This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the UTS Foundation Studies program.

FFE002
Foundations of English 2
This subject follows on from Foundations of English 1 and further develops students' reading, writing, listening and speaking skills in English in preparation for further studies in the UTS Foundation Studies program.

FEN002
Academic Communication
This subject is designed to prepare students for the language and literacy demands of undergraduate study in a variety of disciplinary fields. Students are provided with further opportunities to practise their academic communication and literacy skills to comprehend academic materials, formulate opinions and convey responses. This subject also equips students with the skills and strategies to conduct research and to integrate arguments and evidence effectively in written texts and oral presentations.

FIC001
Introduction to Creative Thinking
The subject is designed to help students prepare for further study by developing their skills in creativity and innovation and strategic thinking and problem solving. It assists them in applying theoretical frameworks and concepts to practical projects and situations.

FIM001
Introduction to Mathematics 1
In this subject students are provided with a broad contextual introduction to elementary mathematics. It covers fundamental mathematical methods including an introduction to number, basic algebra, measurement, construction and interpretation of graphs, and introductory data analysis. Students have opportunities to apply their mathematical knowledge, in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

FPE001
Professional Environments Capstone Project
This subject focuses on the educational and professional development of students, introducing some of the fundamental principles and practices of higher education in Australia as well as developing personal attributes and professional skills. Students will work in teams to explore the personal and professional attributes necessary to engage with a commercial environment, particularly the emerging political, social, economic, technological and ethical issues that impact on that engagement.

*For students with IELTS 6 overall or higher and 5.5 and above in writing (or equivalent)

FSC001
Society and Culture
In this subject students explore relationships between individuals, societies and cultures across environments and time. Self, contemporary society, past cultures and global and multicultural viewpoints are investigated. The subject presents issues of current interest and of direct relevance to the perceived needs of students, including stereotypes and representation of different cultures in the media, self-identity and self-representation, self-direction and career choices and cultural commonality and diversity.

ELECTIVE SUBJECTS

FIM002
Introduction to Mathematics 2
This subject provides a broad contextual introduction to elementary mathematics building on the subject Introduction to Mathematics 1. It builds fundamental understandings of mathematical methods and introduces concepts such as transformation of graphs, graphing techniques, calculus, probability, sequences and series. The emphasis is on developing appropriate ways to approach mathematical problems helping students to understand and analyse their world through mathematics.

FIM003
Introduction to Mathematic 3
This subject will develop students' skills in mathematical processes, thinking and logic to provide a thorough foundation for learning higher level mathematics. The subject covers essential knowledge and skills, reviewing basic number and algebra and developing understandings and skills in calculus building on the knowledge and skills developed in Introduction to Mathematics 1 and 2. The subject aims to develop process and analytical skills and knowledge with a focus on mathematical thinking and communication.

FIP001
International Perspectives
This subject introduces the concept of globalisation and the issues and challenges facing society from a range of viewpoints including cultural, economic, legal, environmental and political. Cross culturalisation and the impact on different cultures are investigated.

FMU001
Multimedia
This subject explores media technologies from the integrated viewpoint of the main discipline fields. Audio, graphics, publishing and web-based tools are introduced and investigated through individual and collaborative tasks and project work. Students have opportunities to critically analyse, select and use the various tools to complete their projects. Differing viewpoints are introduced to enable the technical and non-technical aspects to be considered in the decision making process.

FST001
Science, Technology and Society
This subject explores science and technology by looking at a range of different topics throughout the semester. Students will examine how advancements in science and technology change our society and consider the impact of these changes on the world and their own lives. Students will also investigate the possibilities that science and technology might offer in the future.

LEARNING SUPPORT

FLS001, FLS002 and FLS003
Academic Skills Modules
Learning Support Modules will focus on building students' skills across a range of areas and directly support learning and assessments in compulsory and elective subjects.

TEACHING AND LEARNING ACTIVITIES

All classes are face-to-face workshops and incorporate a range of teaching and learning strategies that include mini lectures, tutorial style activities, short presentations, simulations, games, class discussions, role play, debates, case studies, research and analysis, problem solving, group work, language and skills development. The workshop activities aim to develop a culture that encourages critical thinking and reflection, team work skills and the development of a range of academic literacy skills. Workshop activities are complemented by independent study, preparation exercises, and assignment work.

4. Managing your Studies

4.1 Changing your Course

4.1.1 Changing your Study Plan

If you want to change your study plan you will need to go to the UTS Insearch Student Centre. Transfer to another program will depend on availability and your academic progress or academic qualifications and/or English qualifications.

Applications to transfer to another Insearch course (from existing students who have already studied one or more semesters of another academic course) will only be accepted from Results Release Date until close of business Wednesday during Orientation Week (the week before classes commence).

4.1.2 Adding or dropping a Subject

To add a subject you will require permission from your Program Manager. All applications to add a subject must be lodged at the Student Centre no later than Wednesday before classes commence. Withdraw from a subject after enrolment you should visit an Academic Adviser located at Level 4, 187 Thomas Street. Please remember that you cannot withdraw from a subject without academic penalty after week four (census date).

4.1.3 Changes to your Visa

If you hold a student visa and need to extend your studies at UTS Insearch beyond the normal or expected period of study, you will need to speak to UTS Insearch Student Centre staff and obtain additional visa documentation to cover this extra period of study. If you already hold a visa covering your UTS degree you will also need to contact the UTS International Office (Level 3A of the UTS Tower Building) to advise them of this. If you need to extend your visa, please see UTS Insearch Student Centre staff 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 Department of Home Affairs office.

4.2 Attendance

Regular attendance at every class is very important for success in your studies. Students with good attendance rarely fail. You must attend all classes. This is not only a requirement of UTS 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 acceptable reasons for missing classes.

It is also important that you arrive on time for class. Lateness to class disrupts your studies and also your classmates. You must ensure you do the assignments, group projects, class-work preparation, exams and other learning tasks set by your tutor. You must attend the specific class you have enrolled in or you will be marked absent. You cannot change your tutorial without the permission of the UTS Insearch Student Centre. UTS Insearch reserves the right to alter any student's timetable.

4.2.1 What to do when you cannot attend classes

If you are ever unable to attend classes due to serious circumstances, for example, because you might be in hospital, have had an accident, been involved in a police matter, have faced a family crisis and so on, you should contact the UTS Insearch Student Centre 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 UTS Insearch to contact you.

For emergencies after office hours (9am-5pm Monday to Friday) please contact UTS Security for assistance.

UTS Security +61 2 9514 1192 or 1800 249 559

Blue Building: 0408 238 011

CPSU House: 0408 152 022

Prince Centre: 0409 664 923

Harris St: 0416 215 828

4.2.2 Documentary Evidence

If you are unable to attend classes for any reason, such as an illness, accident or family bereavement, you need to contact the UTS Insearch Student Centre by telephone: +61 2 9218 8666 or email: StudentCentre@insearch.edu.au.

If you are absent due to illness, you will need a medical certificate which should include the period of illness. A medical certificate is issued by a registered medical provider such as hospitals, doctors, dentists (emergency appointments only), psychiatrists and psychologists. Medical Certificates can not be purchased online or from friends. UTS Insearch does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc. The medical certificate must be the original and must state the practitioner's provider number. This documentation should be provided to the UTS Insearch Student Centre on your first day back after the absence and must not be backdated.

For international students, UTS Insearch is required by law to have documentary evidence of the circumstances that prevented you from attending class. Providing documentation is essential to make sure that your student visa is not cancelled. Documentation includes medical certificates, a police report or in the case of a loss in the family, a death certificate or statement from a funeral home.

For domestic students, documentation is required to support any claim that your ability to study has been seriously affected and you need special consideration. The Academic Advisers can help you this this.

4.2.3 Going on Holidays

Holiday time is at the end of exams and over the Christmas break in December. Holiday leave is not permitted during the semester.

Below are the start and finish times for typical UTS Insearch lectures and tutorials:

Start	Finish
9am	10.50am
11am	12.45am
Lunch 12.45-2pm	
2pm	3.50pm
4pm	5.50pm
6pm	7.50pm

4.3 Academic progress

Students are expected to maintain satisfactory academic progress and complete their courses within the normal time-frame required. Satisfactory progression through your course is not only an UTS Insearch requirement but for international students it is also a regulation of the Australian Government. Failing subjects will impact on your planned articulation to your degree studies.

Students who are struggling to meet academic progress expectations will be placed on Academic Caution and will be contacted by Academic Advisers who will offer additional support.

4.4 Tutorial allocation and classroom changes

Information on tutorial times and class changes are posted on the student extranet https://student.insearch.edu.au

4.5 Working while Studying

Traditionally, UTS Insearch courses are fast-tracked with only short vacations. A focus on study is important but UTS Insearch recognises that you might wish to work part-time. Working arrangements need to be fitted in around your study commitments.

If you are an international student you are permitted to work, but only after you have commenced your course. Once your course has commenced you are permitted to work a maximum of 40 hours per fortnight when your course is in session and unlimited hours when your course is not in session.

Students, including those on student visas, have the same workplace rights as all other workers in Australia. The Fair Work Ombudsman provides free advice and support to all workers helping you understand your rights including pay and conditions, visa matters (if you are an international student) and help with workplace issues that might arise.

More information about the Fair Work Ombudsman can be found at https://www.fairwork.gov.au/find-help-for/visa-holders-and-migrants.

UTS Insearch recommends that you always record what hours you have worked in your part-time job. The Fair Work Ombudsman provides an application to assist you in doing this. For more information about the Record My Hours app please refer to https://www.fairwork.gov.au/how-we-will-help/how-we-help-you/record-my-hours-app

4.6 Timetables

Students can check their class timetable on eStudent. UTS Insearch reserves the right to change a student's timetable, especially during the first three weeks of the semester. Students are advised to check their UTS email regularly as timetable-change notifications are sent to this email account.

4.7 Re-enrolling

Please refer to the UTS Insearch student extranet for re-enrolment procedure and schedule.

4.8 Withdrawal from UTS Insearch or Transfer to Another Educational Provider

If you have decided to withdraw from your studies at UTS Insearch you should first see an Academic Adviser. Withdrawing students will need to return their student card, ensure that they have paid any library fines and have returned all library resources to the library. Students wishing to leave early are bound by the UTS Insearch refund policy (see the student Extranet for details) and the Terms and Conditions outlined on your offer letter. International students are also bound by Department of Home Affairs regulation 8206 Change of Provider (for further details please access the Department of Home Affairs website: http://www.homeaffairs.gov.au).

International students

a. If you are considering changing to another educational provider, you should first speak to an Academic Adviser and then a member of the UTS Insearch Student Centre staff. You will need to complete an 'Application to Transfer to Another Provider ' form, Documentation, including a valid offer letter from the new institution supporting your request to transfer is required.

b. Department of Home Affairs regulations require UTS Insearch approval if you are intending to enrol at another institution after withdrawing from UTS Insearch.

c. Department of Home Affairs regulations will not normally permit you to change to a course of a lower Australian Qualification Framework (AQF) level. Failure to comply with immigration rules will lead to cancellation of your student visa.

d. In some cases you may be required to return overseas after withdrawing.

e. Where approval to withdraw is granted, UTS Insearch is required to advise Department of Home Affairs of this change in your enrolment status. If you hold a UTS package visa you will need to contact the UTS International office to advise them of this change in your study plans.

Domestic students

Domestic students (irrespective of whether they are FEE-HELP
students or non-FEE-HELP students) can withdraw from their studies by notifying UTS Insearch Student Centre staff of this in writing on or before the census date. If you notify UTS Insearch of your withdrawal on or before the census date no academic and financial penalty will apply to that semester's enrolled subjects. If you withdraw after census date academic and financial penalties will apply.

4.9 Deferring a Semester

If you need to defer your studies at UTS Insearch you must first speak to staff in the UTS Insearch Student Centre. If you are an international student, an Application to Defer form must be completed which will need to be approved by the UTS Insearch Student Centre Team Leader. Prior to applying to defer your course you must ensure that you have paid any library fines and have returned all library resources to the library.

If you are a domestic student, once you have commenced your course you are not permitted to defer it. If you need to interrupt your studies for a semester or more you will need to complete an Application to Withdraw (domestic students) form and provide this to Student Centre staff. If you choose to resume your studies at a later date, you will need to complete a new application form and have this assessed before being allowed to re-enrol in your course.

International students:

Department of Home Affairs 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. Students will be required to provide documentation supporting their application to defer.

4.10 UTS Insearch Academic Board and its Committees

The UTS Insearch Academic Board meets each semester. It is chaired by an external member and includes the President of the UTS Insearch Student Council. Under its terms of reference it oversees and makes recommendations on matters relevant to the academic operations of UTS Insearch.

4.10.1 Learning and Teaching Committee

The Learning and Teaching Committee provides advice and makes recommendations to the Academic Board on the following:

a. Strategic directions, priorities and quality assurance processes for the student experience and learning and teaching

b. Policies, processes and systems related to learning and teaching

c. Improvement plans based on the outcomes of course and subject reviews, student and staff surveys, and benchmarking activities, and reports on progress in their implementation.

5. 2018 Fee Information

Individual unit fee, unit code, unit of study name and unit EFTSL are available on the website in the Census and EFTSL Information section: http://www.insearch.edu.au/au/census-and-eftsl-information

5.1 UTS Foundation Studies

UTS Foundation Studies (Standard) (CRICOS COURSE CODE 082432G) (UTS COURSE CODE C30019)

Tuition fees	A$3,000 per subject
1st semester fee	A$12,000
2nd semester fee	A$12,000
TOTAL FEE	A$24,000

UTS Foundation Studies (Extended) (CRICOS COURSE CODE 082433G) (UTS COURSE CODE C30020)

Tuition fees	A$2,875 per subject
1st semester fee	A$11,500
2nd semester fee	A$11,500
3rd semester fee	A$11,500
TOTAL FEE	A$34,500

5.2 Diploma Programs

For detailed fee information please refer to the UTS Insearch website. The fee structures set out below are for both international students and domestic students (Australian Permanent Residents and Citizens).

Diploma of Business (Accelerated) (CRICOS COURSE CODE 070300G)

Tuition fees	A$3,750 per subject
1st semester fee	A$15,000
2nd semester fee	A$15,000
TOTAL FEE	A$30,000

Diploma of Business (Standard) (CRICOS COURSE CODE 053606J)

Tuition fees	A$3,750 per subject
1st semester fee	A$11,250
2nd semester fee	A$11,250
3rd semester fee	A$7,500
TOTAL FEE	A$30,000

Diploma of Business (Extended) (CRICOS COURSE CODE 080142A)

Tuition fees	A$3,272.72 per subject
1st semester fee	A$9,818.16
2nd semester fee	A$9,818.16
3rd semester fee	A$9,818.16
4th semester fee	A$6,545.44
TOTAL FEE	A$36,000

Diploma of Communication (Accelerated) (CRICOS COURSE CODE 080602M)

Tuition fees	A$5,000 per subject
1st semester fee	A$15,000
2nd semester fee	A$15,000
TOTAL FEE	A$30,000

Diploma of Communication (Standard) (CRICOS COURSE CODE 080601A)

Tuition fees	A$5,000 per subject
1st semester	A$10,000
2nd semester	A$10,000
3rd semester	A$10,000
TOTAL FEE	A$30,000

Diploma of Communication (Extended) (CRICOS COURSE CODE 080143M)

Tuition fees	A$4,000 per subject
1st semester fee	A$12,000
2nd semester fee	A$8,000
3rd semester fee	A$8,000
4th semester fee	A$8,000
TOTAL FEE	A$36,000

Diploma of Design and Architecture (Accelerated) (CRICOS COURSE CODE 082795C)

Tuition fees	A$4,285.71 per subject
1st semester fee	A$17,142.84
2nd semester fee	A$12,857.13
TOTAL FEE	A$30,000

Diploma of Design and Architecture (Standard) (CRICOS COURSE CODE 082796B)

Tuition fees	A$4,285.71 per subject
1st semester	A$12,857.13
2nd semester	A$12,857.13
3rd semester	A$4,285.71
TOTAL FEE	A$30,000

Diploma of Design and Architecture (Extended) (CRICOS COURSE CODE 080144K)

Tuition fees	A$3,600 per subject
1st semester fee	A$10,800
2nd semester fee	A$10,800
3rd semester fee	A$10,800
4th semester fee	A$3,600
TOTAL FEE	A$36,000

Diploma of Engineering (Accelerated) (CRICOS COURSE CODE 070305C)

Tuition fees	A$3,750 per subject
1st semester fee	A$15,000
2nd semester fee	A$15,000
TOTAL FEE	A$30,000

Diploma of Engineering (Standard) (CRICOS COURSE CODE 070304D)

Tuition fees	A$ 3,750 per subject
1st semester fee	A$11,250
2nd semester fee	A$11,250
3rd semester fee	A$7,500
TOTAL FEE	A$30,000

Diploma of Engineering (Extended) (CRICOS COURSE CODE 080145J)

Tuition fees	A$3,272.72 per subject
1st semester fee	A$9,818.16
2nd semester fee	A$9,818.16
3rd semester fee	A$9,818.16
4th semester fee	A$6,545.44
TOTAL FEE	A$36,000

Diploma of Information Technology (Accelerated) (CRICOS COURSE CODE 070299G)

Tuition fees	A$3,750 per subject
1st semester fee	A$15,000
2nd semester fee	A$15,000
TOTAL FEE	A$30,000

Diploma of Information Technology (Standard) (CRICOS COURSE CODE 053604M)

Tuition fees	A$3,750 per subject
1st semester fee	A$11,250
2nd semester fee	A$11,250
3rd semester fee	A$7,500
TOTAL FEE	A$30,000

Diploma of Information Technology (Extended) (CRICOS COURSE CODE 080146G)

Tuition fees	A$3,272.72 per subject
1st semester fee	A$9,818.16
2nd semester fee	A$9,818.16
3rd semester fee	A$9,818.16
4th semester fee	A$6,545.44
TOTAL FEE	A$36,000

Diploma of Science (Accelerated) (CRICOS COURSE CODE 070302F)

Tuition fees	A$3,333.33 per subject
1st semester fee	A$16,666.66
2nd semester fee	A$13,333.33
TOTAL FEE	A$30,000

Diploma of Science (Standard) (CRICOS COURSE CODE 070301G)

Tuition fees	A$3,333.33 per subject
1st semester fee	A$9,999.99
2nd semester fee	A$9,999.99
3rd semester fee	A$9,999.99
TOTAL FEE	A$30,000

Diploma of Science (Extended) (CRICOS COURSE CODE 080147G)

Tuition fees	A$3,000 per subject
1st semester fee	A$9,000
2nd semester fee	A$9,000
3rd semester fee	A$9,000
4th semester fee	A$9,000
TOTAL FEE	A$36,000

UTS Insearch reserves the right to charge the following additional fees:

Late Re-Enrolment Fee

A late re-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 (the first day of class of a semester). No student will be permitted to re-enrol if they arrive after the end of the first week of classes.

Replacement testamur fee: A$50

Transcript fee: A$20

Student card replacement fee: A$20

International student processing fee: A$250

FEE-HELP students should refer to the FEE-HELP information booklet for further information, available at:
www.studyassist.gov.au

5.3 Refunds

UTS Insearch will refund tuition fees in some circumstances. Please refer to the Terms and Conditions attached to your offer letter. The Refund Policy is also available on the Student Extranet and UTS Insearch website.

5.4 Payment of Fees

Invoices for payment of tuition fees for subsequent semesters are sent out towards the end of each semester. You should pay your fees well before re-enrolment, as indicated on the invoice. If you are using the FEE-HELP scheme you may choose to continue with that rather than pay the forthcoming semester's fees.

5.4.1 Library Fines and Outstanding Loans

Students who have an outstanding loan or owe late fees to the UTS Library will not be given examination results. Academic transcripts will not be available until the fines have been paid and/or outstanding loans have been returned.

5.4.2 UTS Housing and Outstanding Fees

Students who owe fees to UTS Housing will not be given examination results. Academic transcripts will not be available until all overdue fees have been paid. Once the issue has been resolved with the UTS Housing Office, bring a statement from the UTS Housing Office which shows a zero balance (no fees owing) to the UTS Insearch Student Centre and once this has been confirmed results will be available the following day.

5.5 FEE-HELP rules

Eligible domestic students are entitled to use the FEE-HELP government loan scheme. Further information regarding the FEE-HELP scheme is available at the Study Assist website:
www.studyassist.gov.au

Some important things to remember:

- Faxed, scanned or photocopies of the 'Request for a FEE-HELP – Non-university private higher education providers' form cannot be used
- When applying for FEE-HELP your TFN (Tax File Number) or a certificate from the Australian Tax Office (ATO) confirming that you have applied for a TFN is required
- FEE-HELP students are able to:
  - Pay full fees (1st semester tuition fees or the fees required to complete the subjects they plan on studying if less than a full semester workload) up front
  - Pay part of the fees
  - Pay none of the fees
  - Prior to the census date, domestic students, including FEE-HELP students, can withdraw without incurring any debt for that semester.
- Continuing domestic students who commenced their diploma studies as NON FEE-HELP students may choose to use the FEE-HELP loan scheme for their second or subsequent semesters. This is done through e-Student. For assistance with this please contact staff in the UTS Insearch Student Centre.

6. Scholarships, Sponsorships and Prizes for Students

6.1 UTS Insearch Scholarships, Sponsorships and Prizes

UTS Insearch makes available a number of scholarships and sponsorships to UTS Insearch students each year.

6.1.1 UTS Insearch Dean's Merit Prizes

Each semester, a prize of A$5,000 will be awarded to the full time student who achieves the highest Grade Point Average (GPA) in their first semester in each of the diploma programs and the UTS Foundation Studies program. If more than one student achieves the highest GPA the prize is shared.

6.1.2 UTS Insearch Outstanding Graduate Prizes

Each semester, a A$5,000 prize will be awarded to the full-time student who achieves the highest Grade Point Average (GPA) in their final semester in each of the diploma programs and the UTS Foundation Studies program. If more than one student achieves the highest GPA the prize is shared.

6.1.3 Dianne Leckie Memorial Scholarship

The Dianne Leckie Memorial Scholarship was established in 2013 and is awarded annually to an international student who has completed the UTS Insearch Diploma of Business and who is enrolled in the Bachelor of Business at UTS. It is awarded on the basis of academic merit and personal qualities and aims to enable the legacy and passion of Mrs Leckie to live on through the student's continued studies.

6.1.4 UTS Insearch to UTS Pathway Scholarship

UTS Insearch works closely with UTS to ensure students are fully prepared for tertiary studies. As part of this ongoing relationship UTS offers the UTS Insearch to UTS Pathway Scholarship. This scholarship has been set up to support high achieving international students who are currently studying a UTS Insearch diploma and wish to complete their undergraduate study at UTS. The scholarship is awarded twice a year to international students who can demonstrate high academic success and the motivation to succeed. The pathway scholarship covers 50% the entire cost of tuition fees for the duration of the undergraduate course at UTS.

6.2 External Scholarships, Sponsorships and Prizes

From time to time other scholarships and sponsorships are available, sponsored by external organisations. These may include cash prizes and are generally awarded each semester to outstanding students across all UTS Insearch academic studies. For details on the scholarships, sponsorships and prizes available to UTS Insearch students go to the student extranet: https://student.insearch.edu.au

7. Completing Your Studies

7.1 Moving On

7.1.1 Transferring to UTS

If you are in the final semester of your diploma program or UTS Foundation Studies course and wish to transfer to UTS you must attend the UTS transfer session organised by the Academic Advisers, where representatives of UTS faculties will be available to provide advice and information. You will also be given all the necessary forms to complete. This usually takes place in week 10 of your last semester. If you are a domestic student completing your diploma program you will need to lodge an application through the Universities Admissions Centre (UAC), by the specified closing date for admission, in order to be considered for an offer to UTS. You will also need to find out if any additional requirements are needed for an application to your chosen course at UTS. These are stated in the UAC Handbook. The UAC Handbook is available online at www.uac.edu.au. The UAC Handbook is also available from any newsagent. Please also see your Academic Adviser if you need further assistance.

7.1.2 Applying to another University

The process for applying to other universities is different for international and domestic students. If you are an international student you must lodge an application directly with the university of your choice and pay the application fee. These application forms can be obtained from the internet or from the International Office of the university.

International students holding a UTS packaged visa must comply with SVP/SSVF and Department of Home Affairs legislation.

Domestic 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.

7.2 Academic Records

Students may obtain a copy of their results by requesting an official Academic Transcript or an unofficial result notice. An Academic Transcript, result notice and replacement testamur may be requested from the UTS Insearch Student Centre or via an email request to graduation@insearch.edu.au. An Academic Transcript costs A$20 per copy and takes up to 5 days for processing. On the spot processing of an Academic Transcript is available from Student Centre (upon request). For a replacement testamur, students will need to complete a statutory declaration signed by a justice of the peace. The replacement fee is A$50. A postage fee of A$25 (international) and A$5 (local) will apply if the documents are to be posted. The fees are applicable per location, payable in advance and non-refundable.

7.3 Graduation and Prize Giving Ceremony

The Graduation and Prize Giving Ceremony is an opportunity for students to celebrate the completion of their studies at UTS Insearch with fellow students, family and friends.
It is a formal event, held every semester for students who have completed their studies in the diploma program.

The ceremony also includes the presentation of prizes including the Dean's Merit Prize, Outstanding Graduate Prize and the Alumni Prize for that semester.

Students are congratulated by the Vice Chancellor of UTS.

Students who are eligible to attend each ceremony (including all prize winners), will receive an invitation by email and post to the Australian address supplied by them to UTS Insearch. The details of the ceremony will also be available on the student extranet.

8. Policies

UTS Insearch has a range of policies and procedures available to assist in understanding what is required during your studies, your responsibilities and our obligations to you. A brief outline of important policies can be found below, with full versions of the policies located on the student extranet: https://student.insearch.edu.au/Home/policies-and-procedures and on the UTS Insearch website: http://www.insearch.edu.au/student-life/student-policies-and-procedures

8.1 Application, Admission and Enrolment Policy

New enrolments

You must pay your tuition fees, or submit prior to enrolment

- A 'Request for FEE-HELP Assistance' form, or
- A formal scholarship letter confirming the payment of fees issued by a Cultural Mission or relevant government body, or
- A financial guarantee confirming your scholarship, issued by a Cultural Mission or relevant government body.

Last day to enrol

You must enrol or re-enrol by the end of the first day of week one to avoid a late fee. International students who have not re-enrolled by Friday of week one will be reported to the Department of Home Affairs for failure to re-enrol. Domestic students who fail to re-enrol by Friday of week one and who have made no arrangements at the Student Centre to defer their course will be withdrawn from the course.

Last day to add a subject

The last day to add an additional subject to your study plan is Friday of week one.

Last day to withdraw from a subject without academic penalty

You are permitted to drop a subject from your study plan up to and including the Census date, which is Friday of week four of classes. However if you are an international student it is a condition of your student visa that you enrol and attend the published subjects for each stage of your course.

Study loads

International students enrolled in diploma or UTS Foundation Studies programs are required by Department of Home Affairs to undertake a full-time study load. Domestic students enrolled in diploma programs are permitted to take less than the standard published study load but would normally be expected to take a minimum of two subjects per semester.

Pre-requisites and co-requisites

You cannot enrol in a subject, which has a pre-requisite, without first successfully completing the pre-requisite unless there are exceptional circumstances and you have the permission of the Program Manager.

Maximum number of subjects

You cannot normally enrol in more than the standard number of subjects for the stage of your course. You may only be allowed to enrol in more than the standard number of subjects for your course in exceptional circumstances and with the approval of the Program Manager.

8.2 Recognition of Prior Learning Policy

If you are seeking exemption from subjects at UTS Insearch on the basis of an equivalent level of study at a previous institution you should apply at the same time as submitting your application for entry to UTS Insearch. Applications for exemptions with all necessary documentation can be made up until the end of week one of your first semester of study. No exemptions will be granted towards UTS Foundation Studies.

8.3 Assessment Policy

The primary goals of assessment at UTS Insearch are to encourage learning and to indicate level of progress or achievement both for the student and for UTS Insearch. Assessment events are criterion referenced and are listed with the weighting of each assessment event and the submission requirements in the Subject Outline. Subject Outlines are available to you in both electronic and hard copy.

The Assessment Policy outlines the principles on formal examinations, moderation, appeals against grades, special consideration and special needs. UTS Insearch uses an assessment method that refers to pre-set criteria resulting in the following grades: High Distinction, Distinction, Credit, Pass and Fail.

8.3.1 Special Consideration Procedure

Special Consideration is the use of academic judgement to determine if your performance in an assessment item has been affected by illness or misadventure. If you have experienced serious illness or if a traumatic incident has affected your performance in an assessment item, you can apply for Special Consideration.

Under what circumstances can you apply for special consideration?

- Serious illness or injury, hospital admission, severe anxiety or depression
- Death of a parent or sibling, family or relationship breakdown
- Being a victim of crime
- Severe disruption to domestic arrangements.

What evidence do you need to submit?

You must first meet with an UTS Insearch Academic Adviser to discuss your situation and they will advise you of the evidence you will need to support your request.

You must obtain a 'Request for Special Consideration' form from the Academic Adviser, complete it and lodge it in person with the Academic Adviser at Level 4, 187 Thomas Street (Blue Building). The professional authority section of the form must be completed and signed for a request to be considered.

The professional authority must be completed and signed by a:

- Registered medical practitioner, registered psychologist or other registered counsellor
- Minister of religion (only if religious commitments have impacted on ability to do assessments).

Documentation such as a medical report, death notice or certificate, police report or statutory declaration may also be submitted to support your application.

The Academic Advisers will keep your documentation in a confidential file.

The severity and period of illness must be clearly stated in the professional authority section. Backdated medical certificates, receipts for medical fees or medical certificates from non-registered practitioners will not be accepted.

If you miss a mid-semester or final exam, you must submit a 'Request for Special Exam (due to illness/ misadventure)' form.

How is Special Consideration processed?

If approved, the Academic Advisor Team Leader will inform the Subject Coordinator who will apply the Special Consideration provisions to your results in the assessment and will notify you by email of any extension or alternative assessment deadlines. Such deadlines cannot extend beyond the final day of the second week of the special exams except in exceptional circumstances. All requests for Special Consideration must be lodged no later than five working days after the due date of the assessment.

8.4 Education Access Policy

The policy aims for compliance with the Disability Discrimination Act 1992 and the Human Rights and Equal Opportunity Commission Act 1986.

The purpose of this policy is to ensure that relevant UTS Insearch staff are aware of their responsibilities relating to students with diverse abilities, needs, and circumstances (including but not limited to disabilities and medical conditions) in order to provide equitable educational access. Disclosure of a disability or medical condition is encouraged so that UTS Insearch staff can best assist students in the course of their studies but is not compulsory. Relevant documentation (such as doctor or counsellor's certificates) would be helpful for UTS Insearch staff to access.

All information collected will be treated as confidential and access to this information restricted to staff on a legitimate need to know basis (for example, the Academic Adviser). Disclosure of any disability or medical condition beyond this is up to the student.

8.5 Academic Course Progress Policy, Attendance Policy and Completion Policy

Diploma and UTS Foundation Studies students must demonstrate that they are progressing in their course by achieving each of the following:

a. Passing fifty per cent or more of the subjects attempted in any study period
b. Not failing a subject more than twice
c. No more than 5 fail results on their entire record.

We also require a minimum of 80% attendance at all scheduled classes and punctual submission of assessments as specified in the subject outlines. This is not only a requirement of UTS Insearch but for international students it is also a regulation of the Australian Government. If your attendance drops below 80% UTS Insearch is required to advise the Department of Home Affairs. This could result in the cancellation of your visa. International students must also complete their course within the expected duration of study, as specified in their e-CoE. We will only allow students to extend the expected duration of study for the course through issuing of a new e-CoE in limited circumstances.

8.6 Academic Misconduct Policy

While studying at UTS Insearch you are expected to maintain high standards of academic honesty and integrity. You will be penalised if you seek to gain unfair advantage by copying another student's work, or in any way misleading a lecturer or tutor about your knowledge, ability, or the amount of original work you have done, or if you assist other students to do so.

There are 5 levels of penalties:

1. Reprimand
2. Reduction in grade
3. Fail grade for the assessment event
4. Fail grade for the subject
5. Exclusion from UTS Insearch.

If you are found to have breached the Academic Misconduct Policy, you will be contacted by the Student Conduct Committee by email to schedule a time to meet with the committee members to discuss the allegation.

If you want to make an appeal, all appeals must be in writing addressed to the Dean of Studies and lodged with the Student Centre within seven days of the date you are notified of the decision. You must demonstrate that there were procedural or factual errors in the decision made.

8.7 Non-Academic Misconduct Policy

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

Non-academic misconduct includes contraventions of UTS Insearch's rules, policies and procedures and also includes but is not limited to breaches of confidentiality and privacy, discrimination, submission of fraudulent documentation, intimidation or assault on another student or staff member at UTS Insearch.

If you are found to have breached the non-academic misconduct policy, you will be contacted by the Student Conduct Committee by email to schedule a time to meet with the committee members to discuss the allegation.

8.8 Student Complaints and Appeals Policy

UTS Insearch views student complaints as providing an opportunity to review and improve its policies and practices and also to gain insight into student levels of satisfaction. Complaints and appeals can be forwarded to complaint@insearch.edu.au. UTS Insearch regards student complaints as a confidential matter, however UTS Insearch will usually not accept anonymous complaints. Procedural fairness will be observed in all aspects of handling a complaint. Where necessary, UTS Insearch will provide an interpreter throughout the complaint handling process.

This policy is designed to ensure procedural fairness, facilitate a consistent handling of complaints and meet best practice standards of complaint handling. If you are unsatisfied with the outcome of a complaint or appeal you can pursue the complaint with an independent third party.

8.9 ICT Acceptable Use and Security Policy

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

You must not:

- give your password to another person, or have it in written form where it is likely to be seen by another person
- obtain passwords which you are not authorised to have
- use another person's identification when signing on to an UTS Insearch computer or network
- use UTS Insearch computing facilities for purposes not related to legitimate business or study activities
- use UTS 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 UTS Insearch computer or any computer via the UTS Insearch network unless you have been assigned access rights to the data
- attach any devices to the UTS Insearch computer network without authorisation from the Systems Manager or Network Administrator
- leave your workstation unattended while logged on to the UTS Insearch computer network.

BYOD (Bring Your Own Device)

UTS Insearch has a student centred, technology enabled approach to learning and teaching where students learn through seamless integration of technology-enhanced strategies and face-to-face activities, characterised by the best features of interaction within a subject.

This approach requires you to use your own devices (tablets and/or laptops that can be connected to UTS Insearch Wi-Fi*) to access learning resources and to participate and complete class activities. As part of your studies we encourage you to bring your own device (BYOD) to all your classes so you can use apps and access online resources that will support your learning. You will also be able to use your device at home to access learning resources. You will not be required to purchase apps, and all apps used by UTS Insearch are available on iOS and Android.

You will use your devices in the classroom to:

- research topics and concepts being covered in the class,
- develop strong critical thinking skills by using multiple sources of information,
- access, explore and share learning using a range of media skills,
- access UTS Insearch's online learning management system (UTSOnline) and Student Toolbox
- and much more.

BYOD is part of UTS Insearch's commitment to provide students with 21st century skills that are becoming increasingly important for their further studies and professional lives.

*While smart phones can be used in class as a BYOD device, UTS Insearch suggests devices with larger screens (tablets and/or laptops) are preferable to support your learning.

9. Privacy

INSEARCH Limited (UTS Insearch) acknowledges and respects the privacy of individuals. The Privacy and Personal Information Protection Act 1998 (NSW) (the PPIP Act) and the Australian Privacy Principles regulate how UTS Insearch collects, uses and discloses and otherwise handles personal information UTS Insearch holds about you. UTS Insearch collects personal information for purposes including student recruitment, processing applications, managing student admissions, administering study programs and as required or authorised by law, which may be disclosed to the University of Technology Sydney, government departments and other authorised third parties. When you applied to UTS Insearch, your application form and/or offer letter included a privacy notice, advising that your personal information had been collected under the UTS Insearch Privacy Policy, available at insearch.edu.au/Privacy-Policy. Provision of information was voluntary, and enabled us to process your application.

The Privacy Policy contains information about how to access and correct any personal information, how to make privacy complaints, and how we deal with those complaints.

Please direct any enquiries you may have about privacy information at UTS Insearch to the Privacy Officer by:

- emailing privacy@insearch.edu.au
- writing to the Privacy Officer, UTS Insearch, PO Box K1085, Haymarket NSW 1240

  or
- calling +61 2 9218 8793 during normal business hours.

10. FAQ

Q: How much study time per week is expected?

A: As a full-time student you should spend about 35-40 hours a week on your studies, made up of an equal amount of face-to-face class time with self-study outside class. Classes are scheduled from Monday to Saturday between 9am and 8pm.

Q: What can I expect the learning experience to be like?

A: UTS Insearch has a blended learning approach to learning and teaching where students learn through seamless integration of technology-enhanced strategies and face-to-face activities, characterised by the best features of interaction within a subject. The blended learning approach requires students to use devices (smart phones, tablets and/or laptops that can be connected to UTS Insearch Wi-Fi) to access learning resources and to communicate and collaborate with each other. As part of your studies, we encourage you to bring your own device (BYOD) to your classes. To learn more about BYOD see page 59.

Q: Are there opportunities for me to provide feedback about my studies?

A: UTS Insearch conducts online Student Surveys once every semester (3 times per year), which give students the opportunity to provide anonymous feedback about their subjects and teachers. We take your feedback seriously and find it extremely useful in ensuring we continue to deliver high quality programs and teaching excellence.

Q: What happens if I can't make it to class?

A: If you are unable to attend classes due to serious circumstances such as an accident, illness or family crisis, you should contact the UTS Insearch Student Centre 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, student number, a brief description of what has happened to prevent you from attending classes and a phone number for UTS Insearch to contact you.

All students must provide documentary evidence (such as medical certificates, a police report, or in the case of a death in the family, a death certificate) of the circumstances that prevented you from attending class to the UTS Insearch Student Centre on the first day back after your absence. This documentation is necessary to support claims that your ability to study has been seriously affected if you need special consideration, and for international Students is essential to make sure your student visa is not impacted.

Q: Where can I get help with a subject?

A: If you are having difficulty with anything to do with understanding a subject you should first talk to your tutor or lecturer before or after class and ask for assistance. You can also contact them via their email address, which is given in the subject outline. If you still need further help please email your Subject Co-ordinator or Program Manager to make an appointment. Contact details can be found on the Student Extranet:

https://student.insearch.edu.au/INSEARCH-Staff/Academic- Staff

You can also access learning support at UTS Insearch for help with your studies. Please speak to your Academic Adviser for more information.

Q: What should I bring to class?

A: Students should always come prepared to class. Your teachers will advise you on exactly what is needed in each class.

Q: How can I activate my UTS email account and can I forward my UTS email to my personal account?

It is very important to activate and check your UTS email address on a regular basis. This is the email address that will be used by UTS Insearch to communicate to you on a range of matters. Details on how you can activate and forward your UTS email to your personal account are outlined below.

Activating your UTS email account

1. **Go to** http://www.uts.edu.au/email

2. **Click on 'Account Activation'**

(Please note: You can only activate your account once.)

3. Enter your

- Student number
- Given (first) name
- Surname (last name)
- Date of birth (dd/mm/yy)
- Click Continue.

4. Read the UTS IT Facilities Policy and

- 'Tick' the boxes.
- Click on 'I Agree to the above statements'.

5. Select 3 secret questions, enter the answers then click 'Set Security Question'.

6. Set your password.

- Your password must be 8 to 16 characters long and can only contain letters, numbers and symbols, and must contain at least one of each
- Click Set Password
- Examples of correct passwords: Superman1976$, Timetogo88!, @Superman1976, (Captaincook88), #CrazyCab1, *Wishingwell76.

7. Now you have activated your email account
- Click on 'Log Out'.

8. To access to your email please go to https://email.itd.uts.edu.au/email/.
- Enter your username (Student Number)
- Enter your password (the password you set in Step 6)
- Click on Login.

9. Now you can see your email

10. If you have any issue please contact our technical support on +61 2 9218 7000 or go to http://servicedesk.insearch.edu.au.

Forwarding your UTS email to your personal account

1. To login to your UTS email please go to https://email.itd.uts.edu.au/email/.
- Enter your username (Student Number)
- Enter your password
- Click on Login.

2. After you login please navigate to the Setting
- Navigate to the Setting Icon, click on it and select 'Options' from the drop down menu.

3. Click on 'Forward your email'

4. Type your personal email address in box provided and click on 'start forwarding'

5. Now you will receive all your UTS email to your personal email address
If you have any issue please contact our technical support on+61 2 9218 7000 or go to http://servicedesk.insearch.edu.au.

Q: How do I activate my UTS Online Account?

Instructions on how you can activate your UTS Online account are outlined below.

Activating your UTS Online account

Before you can use UTS Online, you will need to activate your account

- Go to online.uts.edu.au
- Select 'Webmail'
- Select 'Account activation'
- Enter your details, click 'continue'
- Check off all the user agreement boxes
- Select your security 'secret questions'
- Create your new UTS Online password.

(HINT: use the same password as your insearch log in).

If you forget UTS email or UTS Online Password

1. Go to https://email.itd.uts.edu.au
- Click 'UTS Webmail'

2. Reset your password
- Click 'forgot your password'

3. Enter your details, click 'continue'
Please note, you have previously chosen your security questions, you will require them to reset your password.

Accessing UTS Online

Go to the URL directly at http://online.uts.edu.au. Students can also launch UTS Online directly from the Student Extranet (default home page on UTS Insearch computers)

Q: Can I connect to Wi-Fi while on campus?

UTS Insearch provides students with access to Wi-Fi. To connect to Wi-Fi please follow the instructions outlined below.

1. Select 'INSEARCH Secure'

2. Type in your username and password

3. Accept the 'User Authentication Certificate'

Q: I don't know anyone, how can I meet other students?

The UTS Insearch Activities Club is a great way to be more involved and meet others, through a range of social gatherings, excursions and events. The aim of the club is to promote a sense of community amongst our students by creating a fun, social experience.

All students are encouraged to attend and for further information you can contact the Student Activities Coordinator Bounthanh Chanhdara – Bounthanh.Chanhdara@insearch.edu.au

Q: How can I be more involved during my time at UTS Insearch?

A: The Student Council provides a forum for discussion of all issues relating to the student experience at UTS Insearch and provides a direct link between students' views and the UTS Insearch decision making processes. The Student Council meets with the UTS Insearch management team regularly throughout the year to canvas views from students and bring issues to the management for discussion and resolution.

Student Council members are given the opportunity to attend the UTS Insearch Academic Board meetings. For further information you can contact the Student Council on: Studentcouncil@insearch.edu.au

Q: Are there any security measures in place around campus that I should know about?

A: Security guards are located in all teaching facilities. You are obliged to identify yourself to these guards upon request by producing your student ID card. In the case of accidents, emergencies or lost property you should inform the guards immediately. Security guards are all First Aid qualified. Fire drills are also carried out every semester. You must familiarise yourself with the location of emergency exits. All classrooms have floor plans indicating the nearest emergency exit from each classroom.

Notes

UTS Insearch

UNIVERSITY OF TECHNOLOGY SYDNEY

CONTACT DETAILS

Postal Address
The Registrar – UTS Insearch
PO Box K1085 Haymarket NSW 1240 Australia

Street Address
UTS Insearch Student Centre
Ground Floor, 187 Thomas Street, Sydney NSW 2000

T +61 2 9218 8666 **E** studentcentre@insearch.edu.au
insearch.edu.au

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