



2012 ACADEMIC HANDBOOK

UTS:INSEARCH



UNIVERSITY OF
TECHNOLOGY SYDNEY

www.insearch.edu.au



WELCOME TO UTS:INSEARCH

Welcome to INSEARCH academic courses. In choosing to study a pathway course to university you have made the right choice in coming to INSEARCH. Our courses will provide you with the skills and the knowledge needed for your university study and future career.

Many INSEARCH graduates have completed or are completing degree courses at UTS and other Australian universities, and you can look forward to joining them when you successfully complete your studies with us. Our graduate tracking surveys show that INSEARCH

students are very successful at UTS and in some faculties they do better than the general population.

We wish you every success with your studies. Study hard, enjoy your course and prepare yourself for an exciting university career!

Tim Laurence
General Manager Education,
UTS:INSEARCH

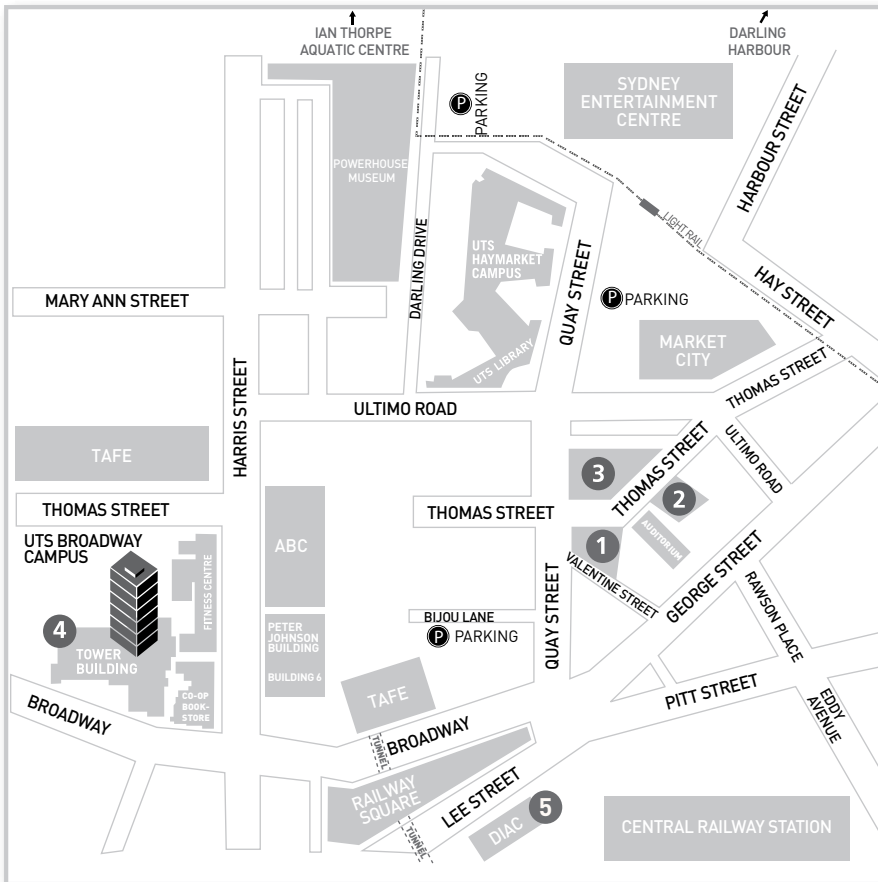
2012 ACADEMIC HANDBOOK CONTENTS

1. GENERAL INFORMATION	2	6. SCHOLARSHIPS, SPONSORSHIPS AND PRIZES FOR STUDENTS	32
1.1 Map	2	6.1 UTS:INSEARCH Scholarships, Sponsorships, and Prizes	32
1.2 Who's Who at UTS:INSEARCH	3	6.2 External Scholarships, Sponsorships and Prizes	32
1.3 Principal Dates 2012	6	7. ACADEMIC POLICIES	33
1.4 Tentative Dates 2013	7	7.1 Assessment	33
2. FACILITIES AND SERVICES FOR STUDENTS	8	7.2 Making Progress and Completing your Studies	33
2.1 Getting help	8	7.3 Academic misconduct	33
2.2 Medical and Legal Help	9	7.4 Non-Academic misconduct	33
2.3 How To Communicate with UTS:INSEARCH	9	7.5 Student Complaints	33
2.4 Your Student ID Card	9	7.6 IT code of conduct	34
2.5 Homestay Accommodation	10	7.7 Security and fire drills	34
2.6 Activities, Sport and Fun	10	7.8 Student cards	34
2.7 Public Transport	11	7.9 Refunds	34
3. FURTHER INFORMATION FOR STUDENTS	12	7.10 Change of address	34
3.1 Full Time Study	12	7.11 Working while studying	35
3.2 Attendance	12	7.12 Academic records	35
3.3 Changing your Course	13	7.13 Timetables	35
3.4 Moving On	13	7.14 Payment of fees	35
4. UTS:INSEARCH COURSES	14	7.15 Withdrawal from UTS:INSEARCH or transfer to another educational provider	35
4.1 Diploma Programs	14	7.16 Deferring a semester	36
Diploma of Business	14	7.17 Library fines and outstanding loans	36
Diploma of Communication (Public Relations)	16	7.18 FEE-HELP Rules	36
Diploma of Design (Visual Communication)	18	8. GRADUATION AND THE UTS:INSEARCH ACADEMIC BOARD	39
Diploma of Engineering	20	8.1 Graduation	39
Diploma of Information Technology	22	8.2 UTS:INSEARCH Academic Board and Its Committees	39
Diploma of Science	24	9. PRIVACY	39
4.2 UTS Foundation Studies	26		
5. FEE INFORMATION	30		
5.1 UTS Foundation Studies	30		
5.2 Diploma Programs	30		

1. GENERAL INFORMATION

1.1 MAP

UTS:INSEARCH & UTS CITY CAMPUS



- 1** UTS:INSEARCH (The Blue Building)
187 Thomas Street, Haymarket
UTS:INSEARCH Student Centre (Ground Floor)
UTS:INSEARCH Auditorium (Ground Floor)
Classrooms (Lvl 2, Lvl 3, Lvl 5, Lvl 6),
Academic Advisers (Lvl 4),
Academic and ELT Reception (Lvl 4),
Prayer Rooms (Lvl 3),
Student Common Areas (Ground Floor, Lvl 2, Lvl 5),
INSEARCH Corporate Reception (Lvl 9),
- 2** CPSU House
187 Thomas Street, Haymarket
Classrooms (Lvl 1, Lvl 2, Lvl 3 Lvl 4)
Security (Lvl 1)
Learning Centre (Lvl 4)
Student Common Area (Lvl 3)
- 3** Prince Centre Classrooms
and Student Area
Level 2, 8 Quay Street Haymarket
- 4** UTS Tower Building,
UTS Prayer Room (Lvl 3),
Medical Centre (Lvl 6)
UTS Tower, 15 Broadway, Ultimo
- 5** Department of Immigration
and Citizenship (DIAC)
Ground Floor, 26 Lee Street, Sydney.

1.2 WHO'S WHO AT INSEARCH

MANAGING DIRECTOR

Alex Murphy, BA (Hons) (Sydney)

EDUCATION MANAGEMENT

GENERAL MANAGER EDUCATION

Tim Laurence B Sc Arch., B Arch. M Art Th. FDIA
Adjunct Professor, UTS

EDUCATION QUALITY MANAGER

Greg Pritchard B.A. (Curtin), Dip.Ed. (Edith
Cowan) M.Ed. (Curtin)

LEARNING DEVELOPMENT COORDINATOR

Jan Merriman, BA (Hons) (Macquarie), MA
AppLing (TESOL) (Sydney), NSW TeachCert

PROGRAM MANAGERS

BUSINESS: David Wilson, BSc (Hons),
MSc (Thesis), CEng, MBCS, CITP, FACS
Adjunct Professor, University of Canberra

COMMUNICATION: Janet Gibson, BA (Syd),
Grad Dip Communication (UTS), MEd (UTS),
MA AppLing (UTS), MA Film and Theatre (UNSW)

DESIGN: Matthew Holt, BA (Hons) (UQ),
PhD (Syd)

INFORMATION TECHNOLOGY: Sally Payne,
BEc (Macquarie)

SCIENCE AND ENGINEERING: David Wheeler,
BSc(Hons), PhD (UNSW), DipEd (Sydney)

UTS FOUNDATION STUDIES:

Chris Cook, BA (Griffith), MA AppLing (UNSW)

ACADEMIC ADVISERS

Jessica So, BEd (ACU), MEd (TESOL)

Nina Phoumirath, BA (Sydney), GradDipTESOL
(UTS), MEd (UTS)

Rebecca Sheldon, BA Community Dev (Murdoch)

Michael Gaudiosi, BCOM (Wollongong)

SUBJECT COORDINATORS

For a list of Subject Coordinators please visit
[https://student.insearch.edu.au/secure/study/
AcademicStaff.asp](https://student.insearch.edu.au/secure/study/AcademicStaff.asp)

OPERATIONS MANAGEMENT

CHIEF OPERATING OFFICER

Peter Harris

OPERATIONS MANAGER

Christa Mobbs

REGISTRAR

Ray Litster

UTS:INSEARCH STUDENT CENTRE

TEAM LEADER

Cindy Li

UTS:INSEARCH STUDENT ADMINISTRATION

TEAM LEADER

Jemma Lyttle

UTS:INSEARCH STUDENT ADMISSIONS

TEAM LEADERS

Mei-Ling Chen

Jacinta Sureka

SECURITY

FACILITIES MANAGER

Oliver Cooney

SECURITY GUARD (CSPU Security Office)

John Baragry

SENIOR ACADEMIC STAFF



TIM LAURENCE
GENERAL MANAGER
EDUCATION



GREG PRITCHARD
EDUCATION QUALITY MANAGER



MATTHEW HOLT
PROGRAM MANAGER
DESIGN



CHRIS COOK
PROGRAM MANAGER
UTS FOUNDATION STUDIES



DAVID WILSON
PROGRAM MANAGER
BUSINESS



JANET GIBSON
PROGRAM MANAGER
COMMUNICATION



SALLY PAYNE
PROGRAM MANAGER
INFORMATION TECHNOLOGY



DAVID WHEELER
PROGRAM MANAGER
SCIENCE AND ENGINEERING



GABRIELA TOTH
ACADEMIC LITERACY



JAN MERRIMAN
LEARNING DEVELOPMENT
COORDINATOR



JESSICA SO
ACADEMIC ADVISER



NINA PHOUMIRATH
ACADEMIC ADVISER



REBECCA SHELDON
ACADEMIC ADVISER



MICHAEL GAUDIOSI
ACADEMIC ADVISER

1.3 PRINCIPAL DATES 2012

FEBRUARY SEMESTER

6 – 10 February 2012

Orientation for new students and re-enrolment for continuing students.

13 February 2012

Classes commence

13 February 2012

Last day to re-enrol without a late fee

17 February 2012

Last day to add a subject

9 March 2012

CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

3 – 5 April 2012

Study week. No classes
Mid-semester exams

6 April 2012

Good Friday public holiday

9 April 2012

Easter Monday public holiday

25 April 2012

Anzac Day public holiday

11 May 2012

Last day of classes

14 – 25 May 2012

Examination period

26 May – 12 June 2012

Holiday and re-enrolment

JUNE SEMESTER

4 – 8 June 2012

Orientation for new students and re-enrolment for continuing students.

11 June 2012

Queen's birthday holiday

12 June 2012

Classes commence

12 June 2012

Last day to re-enrol without a late fee

15 June 2012

Last day to add a subject.

6 July 2012

CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

23 – 27 July 2012

Study week. No classes
Mid-semester exams

7 September 2012

Last day of classes

10 – 21 September 2012

Examination period

22 September – 7 October 2012

Holiday and re-enrolment

OCTOBER SEMESTER

1 October 2012

Labour Day public holiday

2 – 5 October 2012

Orientation for new students and re-enrolment for continuing students.

8 October 2012

Classes commence

8 October 2012

Last day to re-enrol without a late fee

12 October 2012

Last day to add a subject

2 November 2012

CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

21 December 2012

Last day of classes before Christmas holiday

22 December 2012 – 6 January 2013

Christmas holiday

7 January 2013

Classes resume

11 January 2013

Last day of classes

14 – 25 January 2013

Examination period

26 January – 11 February 2013

Holiday and re-enrolment

1.4 TENTATIVE DATES 2013

FEBRUARY SEMESTER

***5-8 February 2013**

Orientation for new students and re-enrolment for continuing students.

11 February 2013

Classes commence

11 February 2013

Last day to re-enrol without a late fee

15 February 2013

Last day to add a subject

8 March 2013

CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

25 – 28 March 2013

Study week. No classes
Mid-semester exams

29 March 2013

Good Friday public holiday

1 April 2013

Easter Monday public holiday

25 April 2013

Anzac Day public holiday

10 May 2013

Last day of classes

13 – 24 May 2013

Examination period

25 May – 10 June 2013

Holiday and re-enrolment

JUNE SEMESTER

3 – 7 June 2013

Orientation for new students and re-enrolment for continuing students.

10 June 2013

Queen's birthday holiday

11 June 2013

Classes commence

11 June 2013

Last day to re-enrol without a late fee

14 June 2013

Last day to add a subject.

5 July 2013

CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

22 - 28 July 2013

Study week. No classes
Mid-semester exams

6 September 2013

Last day of classes

9 - 20 September 2013

Examination period

21 September – 7 October 2013

Holiday and re-enrolment

OCTOBER SEMESTER

30 September – 4 October 2013

Orientation for new students and re-enrolment for continuing students.

7 October 2013

Labour Day public holiday

8 October 2013

Classes commence

8 October 2013

Last day to re-enrol without a late fee

11 October 2013

Last day to add a subject

1 November 2013

CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

20 December 2013

Last day of classes before Christmas holiday

21 December – 5 January 2014

Christmas holiday

6 January 2014

Classes resume

10 January 2014

Last day of classes

13 – 24 January 2014

Examination period

25 January – 9 February 2014

Holiday and re-enrolment

*ELICOS and FDN & DIP (Academic) intakes clash so first day of Academic orientation week (Registration Day) to be held on Tuesday 5/2/13. ELICOS Orientation to be held 4/2/13.

2. FACILITIES AND SERVICES FOR STUDENTS

2.1 GETTING HELP

2.1.1 STUDENT CENTRE

The INSEARCH Student Centre is your first point of help for any matters which are not part of your actual course of study. That's things like changing your subjects, visa problems, withdrawing from a course or paying your fees. The INSEARCH Student Centre is on the Ground Floor, 187 Thomas St and is open 9.00 am to 5.00 pm Monday to Friday.

2.1.2 INSEARCH ACADEMIC ADVISERS AND UTS COUNSELLORS

If you find life and study difficult, or if you would like to discuss study options, go and see an academic adviser. We have four academic advisers and they are located in the Blue Building, 187 Thomas Street on Level 4. They are there to help you so that you can study well. You can either just 'drop in' between 8.30 and 4.30 or make an appointment.

The advisers can also refer you to the UTS Counselling Service located on Level 6 of the UTS Tower Building to help you if you have personal problems. Counsellors can help if you have stressful circumstances or psychological or emotional issues that interfere with your studies.

Position	Name	Email
Education Manager	Greg Pritchard	Greg.Pritchard@insearch.edu.au
Learning Development Coordinator	Jan Merriman	Jan.Merriman@insearch.edu.au
Program Manager, Business	David Wilson	David.Wilson@insearch.edu.au
Program Manager, Information Tech	Sally Payne	Sally.Payne@insearch.edu.au
Program Manager, Communication	Janet Gibson	Janet.Gibson@insearch.edu.au
Program Manager, Design	Matthew Holt	Matthew.Holt@insearch.edu.au
Program Manager, Science and Engineering	David Wheeler	David.Wheeler@insearch.edu.au
Program Manager, UTS Foundation Studies	Chris Cook	Chris.Cook@insearch.edu.au

2.1.3 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 one of the full-time academic staff to make an appointment.

2.1.4 INDIVIDUAL STUDY HELP AT THE LEARNING ASSISTANCE SESSIONS

You can get individual help with any of your subjects by going along to the Learning Assistance Sessions in the evenings from 5.30pm – 7pm in the Prince Centre on Level 2. Students can drop in either individually or in small groups and a tutor will be available to answer your questions about studying and study skills.

Check the student extranet for the Learning Assistance Session schedule beginning in Week 3 each semester .

2.2 MEDICAL AND LEGAL HELP

2.2.1 MEDICAL HELP

Health services including doctors are available at the UTS Student Centre on Level 6 of the UTS Tower Building. There is a range of different services and details are available through their web site at www.uts.edu.au/div/ssu.

2.2.2 BEING SICK AND OTHER PROBLEMS

If you are sick or have other problems it is important that you seek professional help and get the appropriate documentation. This is most important if it means you are absent from INSEARCH. Medical certificates must be from a doctor registered with the NSW medical board, from the first date of illness and handed in to the INSEARCH Student Centre on your first day back at INSEARCH. Please keep a copy of these medical certificates to show your tutors the reason for your absence.

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

2.2.3 LEGAL HELP

Sometimes students need legal assistance. If you need legal help you can contact the Redfern Legal Centre 73 Pitt Street Redfern UNSW 2016 or phone: 9698 7277 or email: info@rlc.org.au.

2.3 HOW TO COMMUNICATE WITH UTS:INSEARCH

2.3.1 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 INSEARCH, especially about 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://www.student.insearch.edu.au>

2.3.2 CHECK YOUR UTS EMAIL ACCOUNT

Email communication from INSEARCH to students is via your UTS email account. It is important that you activate your UTS email account as soon as you enrol as important announcements are sent out via this account from lecturers and from our administration departments.

2.3.3 POST AND TELEPHONE

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

2.3.4 CHECK ALL NOTICE BOARDS

There are notice boards in all buildings on campus. Please make sure you check these regularly as there is information on them about up-coming student Social Activities

2.4 YOUR STUDENT ID CARD

You will be given a student identification card. You must carry this card with you at all times when attending INSEARCH. You might need to produce this card by your teachers, security or administration staff and when using UTS union facilities and when attending exams. Student cards must be signed. If you lose your student card, please see the INSEARCH Student Centre. A replacement card costs \$20. You will also need this card when using the UTS Library and UTS Counselling Services.

2.4.1 UTS LIBRARY

All the services of the UTS Library are available to INSEARCH academic students. The UTS Library is INSEARCH's library too. You will need your INSEARCH student card to use the UTS Library.

2.5 HOMESTAY ACCOMMODATION

Homestay is one of the most popular options for INSEARCH students. Not only do you improve your English on a daily basis with local people, you will be provided with two meals Monday to Friday and three meals a day on weekends. You will also get the chance to make life-long friends and learn about Australian culture first-hand. Homestay hosts can meet you on your arrival at the airport and can act as carers for students under 18. We keep in contact with you frequently to make sure the experience is a happy one.

If you do not wish to stay in a Homestay, the UTS housing service is available to assist you with rental accommodation (if you are over the age of 18). A range of accommodation options is available including hotels and guest houses.

Students under 18 years of age must have an INSEARCH or DIAC-approved carer. These students cannot change accommodation without first obtaining approval from the INSEARCH Student Centre.

All students are required by the Department of Immigration and Citizenship (DIAC) to advise UTS:INSEARCH of their Sydney address when starting their course and of any change of address and/or contact details, including telephone contact details within seven days. Please go to the INSEARCH Student Centre.

2.6 ACTIVITIES, SPORT AND FUN

The INSEARCH Activities Club is a student-led social group affiliated with the UTS Union. It's fun and it's free so come along for:

- BBQ's and parties
- Games days
- Social gatherings
- Sports competitions
- Exchange of languages
- Excursions to the Blue Mountains and Snowy Mountains and various other locations .. and much more!

If you have suggestions for activities just contact our Student Activities Coordinator.

For more information visit
<http://student.insearch.edu.au>

2.7 PUBLIC TRANSPORT

Please note- student transport concessions are **NOT** available in New South Wales for international students.

3. FURTHER INFORMATION FOR STUDENTS

3.1 FULL-TIME STUDY

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.

3.2 ATTENDANCE

Regular attendance at every class and arriving on time are 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 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.

You must attend the specific class you have enrolled in or you will be marked absent and you cannot change your tutorial without the permission of the INSEARCH Student Centre. The General Manager Education, INSEARCH reserves the right to alter any student's timetable.

It is important that you arrive on time. Lateness to class disrupts your studies and also your classmates. You must also do all of the assignments, group projects, class-work preparation, exams and other learning tasks set by your tutor.

3.2.1 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 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 INSEARCH to contact you.

3.2.2 DOCUMENTARY EVIDENCE

For international students, INSEARCH is required by law to have documentary evidence of the circumstances that prevented you from attending classes. This might be a statement from a hospital, a police report, a report from a doctor, or in the case of a death in the family, a death certificate. These documents are necessary for Australian students as well to support a claim that your ability to study has been seriously affected if you need special consideration. For international students, the documents are essential to make sure that your student visa is not cancelled. The Academic Advisers can help you with this.

3.2.3 GOING ON HOLIDAYS

Holiday time is at the end of exams and over the Christmas break in December in semester 3. Holiday leave is not permitted at any other time during the semester.

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

Start	Break	Finish
9:00 AM	9:50 AM	10:50 AM
11:00 AM	11:50 AM	12:45 PM
Lunch 12.45 – 1.30 PM		
1:30 PM	2:20 PM	3:20 PM
3:30 PM	4:20 PM	5:20 PM
5:30 PM	6:20 PM	7:20 PM

3.2.4 TUTORIAL ALLOCATION AND CLASSROOM CHANGES

Information on tutorial times and class changes are posted on the student extranet.

3.3 CHANGING YOUR COURSE

3.3.1 CHANGING YOUR PROGRAM

If you want to change your program to another diploma program, you will need to go to the INSEARCH Student Centre. Transfer to another program will depend on availability and your academic progress or academic qualifications and/or English qualifications.

3.3.2 ADDING OR DROPPING A SUBJECT

To add or withdraw from a subject after enrolment you should visit an Academic Adviser located at Level 4, 187 Thomas St. Please remember that you cannot add a subject after week 1 or withdraw from a subject without academic penalty after week 4.

3.3.3 CHANGES TO YOUR VISA

If you hold a student visa and need to extend your studies at INSEARCH beyond the normal or expected period of study, you will need to speak to the 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 studies you may also need to contact the UTS International Office to advise them of this. If you need to extend your visa, please see 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 DIAC office. International students must make sure that you have been granted working rights before undertaking part-time work.

3.3.4 CHANGING ADDRESS

You must notify the INSEARCH Student Centre office of any change in your address or telephone number within 7 days. For international students, this is a condition of your student visa.

Students under the age of 18 must live with a DIAC or INSEARCH approved carer. Before changing your Sydney carer address, you must get approval from DIAC or INSEARCH.

3.4 MOVING ON

3.4.1 TRANSFERRING TO UTS

When you are in the final semester of your Diploma course or UTS Foundation Studies program and wish to transfer to UTS you must attend the information day organised by the Academic Advisers where representatives of the faculties will be available to provide advice and information. You will also be given all the necessary forms. This usually takes place in week 10 of your last semester.

If you are a domestic student completing your Diploma course or UTS Foundation Studies program in Semester 2 you need to lodge an application through the Universities Admissions Centre (UAC), by the specified closing date for admission to be accepted into UTS for Autumn Semester.

Domestic students who finish their Diploma course or UTS Foundation Studies program in Semesters 1 or 3 apply by Direct Application to UTS for admission. You should also apply through UAC for admission to other universities for the autumn semester (in March) in case you do not get a UTS place. You 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 available from any newsagent.

3.4.2 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.

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.

3.4.3 LEAVING EARLY

Students wishing to leave early are bound by the INSEARCH refund policy (see the student extranet for details). International students are also bound by DIAC regulation 8206 Change of Provider (see DIAC website for details: <http://www.immi.gov.au/contacts/>). If you need to end your studies early it is important that you first get advice from an Academic Adviser and then go to the INSEARCH Student Centre to formally withdraw.

4. INSEARCH COURSES

4.1 DIPLOMA PROGRAMS

DIPLOMA OF BUSINESS

4.1.1 DIPLOMA OF BUSINESS (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage I

BABC001 Academic and Business Communication
BACC001 Accounting for Business
BECO001 Economics for Business 1
BFIN001 Fundamentals of Business Finance
BMGT001 Managing People and Organisations

Stage II

BACC002 Accounting Transactions and Business Decisions¹
BMKT001 Marketing Foundations
BSTA001 Business Statistics
Elective Choice:
EITHER
BECO002 Economics for Business 2²
OR
BFIN002 The Financial System³

Pre-requisites

¹ Pre-requisite is required (BACC001)

² Pre-requisite is required (BECO001)

³ Pre-requisite is required (BFIN001)

4.1.2 DIPLOMA OF BUSINESS (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage I

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

Stage II

BFIN001 Fundamentals of Business Finance
BACC002 Accounting Transactions and Business Decisions¹
BMGT001 Managing People and Organisations

Stage III

BMKT001 Marketing Foundations
BSTA001 Business Statistics
Elective choice:
EITHER
BECO002 Economics for Business 2²
OR
BFIN002 The Financial System³

Pre-requisites

¹ Prerequisite required (BACC001)

² Prerequisite required (BECO001)

³ Prerequisite required (BFIN001)

SUBJECT DESCRIPTIONS

BABC001 EFTSL: 0.111

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 and develop an appreciation of the communication requirements of business professionals.

BACC001 EFTSL: 0.111

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.

BECO001 EFTSL: 0.111

Economics for Business 1

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 EFTSL: 0.111**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.

BMGT001 EFTSL: 0.111**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.

BACC002 EFTSL: 0.111**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.

BMKT001 EFTSL: 0.111**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 and 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 EFTSL: 0.111**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.

BECO002 EFTSL: 0.111**Economics for Business 2**

This subject examines a number of core issues in economics that include: how consumers choose between alternative combinations of goods and services; how markets may fail to provide some goods; solutions to economic problems such as pollution; trade between countries and systems of international payments; the implications of fiscal policy decisions for levels of public debt; and the forces that affect long run economic growth. Students will extend their knowledge of foundational economic issues and further enhance their ability to both analyse economic phenomena and critically evaluate government policy. The subject thus prepares students for more advanced study in Economics, Finance and other areas of business that draw heavily on economic principles.

BFIN002 EFTSL: 0.111**The Financial System**

This subject develops an understanding of the operations of a modern financial system, covering its payment, financing and market-risk management activities. The main topic areas are financial institutions, financial markets (such as stocks, bonds and foreign exchange) and derivatives (such as futures and options). It forms the foundation for further studies in investment analysis and derivative securities.

DIPLOMA OF COMMUNICATION (PUBLIC RELATIONS)

4.1.5 DIPLOMA OF COMMUNICATION (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1

CAPC001 Academic and Professional
Communication
CUCO001 Understanding Communication
CLAD001 Language and Discourse
CEPC001 The Ecology of Public Communication

Stage 2

CIDH001 Ideas in History *
CSPR001 Strategic Public Relations **
CPPR001 Principles of Public Relations ***

Pre-requisites

* Pre-requisites are required (CUCO001 and
CLAD001)

** Pre-requisite is required (CEPC001)

*** Pre-requisite is required (CEPC001)

4.1.6 DIPLOMA OF COMMUNICATION (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1

CAPC001 Academic and Professional
Communication
CUCO001 Understanding Communication
CEPC001 The Ecology of Public Communication

Stage 2

CLAD001 Language and Discourse
CPPR001 Principles of Public Relations ***

Stage 3

CIDH001 Ideas in History *
CSPR001 Strategic Public Relations **

Pre-requisites

* Pre-requisites are required (CUCO001 and
CLAD001)

** Pre-requisite is required (CEPC001)

*** Pre-requisite is required (CEPC001)

SUBJECT DESCRIPTIONS

CAPC001 EFTSL: 0.111

Academic and Professional Communication

This subject provides a broad overview of topics to do with theory, society, culture and language. This overview will assist you in understanding the complexities of human and public communication processes. You will also have opportunities to engage with the research, language and literacy demands of undergraduate study and develop an appreciation of the role that language plays in the working lives of communication professionals.

CUCO001 EFTSL: 0.148

Understanding Communication

In this subject, you investigate the role of communication in society and the different ways in which communication is understood and practised interpersonally, socially, culturally and professionally. You examine communication from the perspectives of writers, producers, journalists, creative artists, advertising and public relations practitioners, information managers, and from social, cultural and political perspectives. The interrelated roles of authors/producers, audiences, texts and contexts are explored through research, reading, projects and discussions.

CLAD001 EFTSL: 0.148
Language and Discourse

This core subject introduces three key communication concepts, develops a thematic study and teaches skills in the medium of sound. The concepts are Discourse, Genre and 'Multimodality'. Through multimodal analysis and practice, you understand communication as combinations of representations, cultural forms and specific communicative resources, assembling complex relations of thoughts and feelings. The thematic research explores the different ways in which important social and cultural issues are represented in a range of media. You extend your learning by experimentation in multimodal writing in different genres, such as 'report', 'story', 'argument', 'appeal', etc, and you reach out for different audiences with sound practice.

CIDH001 EFTSL: 0.148
Ideas in History

This subject organises a diverse range of ideas in world history under the rubrics within the social sciences and humanities such as: 'the modern and modernity'; 'the postmodern and postmodernity'; and the idea of 'tradition, culture, custom and community' – to simultaneously interrogate and problematise the multiple manifestations of those ideas. Key ideas and the practices and institutions associated with these will include: modernity and enlightenment, modernity and decadence, modernity and modernism, postmodernism and postmodernity, the ideas of custom, tradition, culture and community such as tradition and clan, family, tribe, nation, state and nationalism, memory and culture, religion and value.

CEPC001 EFTSL: 0.148
The Ecology of Public Communication

In this subject you explore the field of public communication and the major areas of practice to gain an understanding of the role of communication in the public sphere, of audiences, environments and contexts of communication, including professional communication practices and issues around integration and convergence. You learn how public communication, public relations and advertising are conceptualised and practised in various types of organisations and interest groups. You also begin to produce your own work in advertising, public relations and organisational communication including using new media.

CPPR001 EFTSL: 0.148
Principles of Public Relations

In this subject you learn about theories, models and principles of contemporary public relations, tracing the historical evolution from technical function to strategic management. Major areas of employment such as media, community and stakeholder relations, public sector and internal communication are reviewed. Case studies and professional issues are used to analyse current practice, developing understanding of ethics and socially responsible practice. You are introduced to writing, research and multimedia production skills essential for practice.

CSPR001 EFTSL: 0.148
Strategic Public Relations

This subject equips you with knowledge and practical skills in research, planning and budgeting for strategic communication campaigns. You learn to assess and develop strategy by identifying issues, publics and options for communication and relationship management and develop expertise in designing, writing and managing innovative, multimedia campaigns to address client and communication problems and opportunities. You design and present a professional client pitch.

DIPLOMA OF DESIGN (VISUAL COMMUNICATION)

4.1.7 DIPLOMA OF DESIGN (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1

DADC001 Academic & Design Communication
 DWOS001 Ways of Seeing
 DRDH001 Researching Design History
 DIEX001 Image Experimentation
 DVSL001 Visible Language

Stage 2

DDTH001 Design Thinking
 DSAS001 Signs and Symbols *
 DTTF001 Type, Text and Form **
 DHVC001 Histories of Visual Communication ***

Pre-requisites

*Pre-requisite is required (DWOS001)
 ** Pre-requisite is required (DVSL001)
 *** Pre-requisite is required (DRDH001)

4.1.8 DIPLOMA OF DESIGN (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1

DADC001 Academic & Design Communication
 DWOS001 Ways of Seeing
 DRDH001 Researching Design History

Stage 2

DIEX001 Image Experimentation
 DVSL001 Visible Language
 DDTH001 Design Thinking

Stage 3

DSAS001 Signs and Symbols *
 DTTF001 Type, Text and Form **
 DHVC001 Histories of Visual Communication ***

Pre-requisites

*Pre-requisite is required (DWOS001)
 ** Pre-requisite is required (DVSL001)
 *** Pre-requisite is required (DRDH001)

SUBJECT DESCRIPTIONS

DADC001 EFTSL: 0.111

Academic & Design Communication

This subject provides a broad overview of the principles and practice of communication within the study of design at undergraduate level in Australian universities. Students have opportunities to engage with the research, language and literacy demands of undergraduate study in design and to develop an appreciation of the communication requirements of design professionals.

DWOS001 EFTSL: 0.111

Ways of Seeing

The subject equips students with broad and basic knowledge of visual language and the practical and technological skills to implement and execute innovative visual communication solutions to prescribed design problems. The visual elements and principles of design are examined through the research and analysis of visual communication and then explored through a range of practical, applied design exercises.

DRDH001 EFTSL: 0.111

Researching Design History

The subject introduces the student to an overview of the history of design and its most significant movements, schools, figures and ideas; it also closely examines specific design areas, from communication and transport technologies through urban design and interior design to the design of diverse aspects of contemporary society such as leisure, lifestyles, warfare and even cuisine. In placing design in its historical, economic and political context, the subject encourages and develops research skills and critical thinking.

DIEX001 EFTSL: 0.111**Image Experimentation**

This subject introduces the diverse applications of hand generated images to translate the perceived world to the visual plane of 2D design and applying these methodologies/skills to all the design disciplines. Through workshops, students are exposed to different hand-generated image making skills, developing visual awareness and the ability to visually communicate observations, information, and ideas.

DVSL001 EFTSL: 0.111**Visible Language**

This subject introduces the historical and contemporary design, production and application of typographic forms as the visual extension and expression of the spoken word and written text. The design and production of letterforms and typefaces is examined in the context of typography, a keystone language of visual communication. Theoretical understanding is gained experientially through studio practice, which initiates the exploration of letterforms and the visualisation of the spoken word and written text in basic two-dimensional spatial and hierarchical structures.

DDTH001 EFTSL: 0.111**Design Thinking**

The subject helps students to prepare for further design study, connecting students to the way designers work, think and approach design tasks and helps prepare students for work in design environments, by developing their skills in creativity and innovation, and strategic thinking and problem solving. It assists them in applying theoretical frameworks and concepts in design to practical projects and situations.

DSAS001 EFTSL: 0.111**Signs and Symbols**

In this subject you will explore, through lectures and studio experimentation and project work, the historical development and contemporary applications of pictographic, iconographic and ideographic symbols; the value and application of symbolic and metaphoric imagery; and the visual systems of grouping, framing, hierarchy and narrative sequence. It initiates experiential investigation and user study research with particular reference to the perceptual principles of spatial organisation and the role of image and text as reinforcing visual elements.

DTTF001 EFTSL: 0.111**Type, Text and Form**

This subject follows on from Visible Language, and presents an overview of the historical development of written languages in the context of technological change and critically examines contemporary applications of hand written, typographic and symbol forms. Issues of figure/ground relationships, hierarchical structures, spatial organisation and typographic detailing of headline copy and text setting for legibility and readability are presented, analysed and practically examined by hand-generated means and through digital production.

DHVC001 EFTSL: 0.111**Histories of Visual Communication**

The subject examines the intellectual and philosophical frameworks that influence and shape contemporary visual communication design. Students are expected to gain an understanding of visual culture and the impact of contemporary thinking on the practice of visual communication. This will include theoretical debates as raised by modernism, deconstruction and post-modernism. In particular we will consider the history of visual communication over the last 150 years and focus on three main periods: the Industrial Age, the Machine Age, and the Information Age from 1960 to the present.

DIPLOMA OF ENGINEERING

4.1.11 DIPLOMA OF ENGINEERING (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1 (5 Subjects)

EPHY001 Physical Modelling
EMAT001 Mathematical Modelling 1** or
EFMT001 Foundation Mathematics
ECHM001 Chemistry 1
ENET001 Networking Essentials
EATC001 Academic and Technical
Communication

Stage 2 (4 Subjects)

EIEE001 Introduction to Electrical Engineering or
ESTA001 Statics** (Civil engineering only)
ECOM001 Engineering Communication *
EIVB001 Informatics: Visual Basic** or EPRF001
Programming Fundamentals (Mechatronics, ICT
or Electrical engineering only)
EMAT001 Mathematical Modelling 2*** or
EMTH001 Mathematical Modelling 1**

Pre-requisites

* Pre-requisite is required (SATC001 or
EATC001)

** Pre-requisite is required (SFMT001 or
EFMT001 or satisfactory mathematics readiness
test)

*** Pre-requisite is required (SMAT001 or
EMAT001)

4.1.12 DIPLOMA OF ENGINEERING (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1 (3 Subjects)

EATC001 Academic and Technical
Communication
EPHY001 Physical Modelling
EMAT001 Mathematical Modelling 1 or EFMT001
Foundation Mathematics

Stage 2 (3 Subjects)

ECOM001 Engineering Communication *
ENET001 Networking Essentials
EMAT001 Mathematical Modelling 2*** or
EMTH001 Mathematical Modelling 1**

Stage 3 (3 Subjects)

ECHM001 Chemistry 1
EIVB001 Informatics: Visual Basic or EPRF001
Programming Fundamentals (Mechatronics, ICT
or Electrical engineering only)**
EIEE001 Introduction to Electrical Engineering or
ESTA001 Statics**(Civil engineering only)

Pre-requisites

* Pre-requisite is required (SATC001 or
EATC001)

** Pre-requisite is required (SFMT001 or
EFMT001 or satisfactory mathematics readiness
test)

*** Pre-requisite is required (SMAT001 or
EMAT001)

SUBJECT DESCRIPTIONS

EATC001 EFTSL: 0.111

Academic and Technical Communication

This subject provides a broad overview of the principles and practice of communication in undergraduate and professional engineering and science environments. Students have opportunities to engage with the literacy demands of undergraduate study in engineering and science and to develop an appreciation of the role communication plays in the lives of engineering and science professionals. It includes technical language, visual communication and language functions, academic and professional language and style, locating and evaluating engineering and science information sources, academic integrity and referencing conventions.

ECHM001 EFTSL: 0.111

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, thermo chemistry, equilibrium, acid-base equilibria. The laboratory program complements the learning experiences in the lectures.

ECOM001 EFTSL: 0.111

Engineering Communication

This subject aims to develop communication skills in a real workplace setting. These skills include understanding basic principles and theories of human communication; researching within the various discipline areas that inform the study of communication; writing competently in a number of different genres; performing competently in a variety of oral communication situations; understanding basic principles

and practices of graphic communication; expressing technical concepts through graphical communication and 'conversing' mathematically.

EFMT001 EFTSL: 0.111
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, functions, polynomial functions, geometry, trigonometric functions, calculus, logarithmic and exponential functions, introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

EMAT001 EFTSL: 0.111
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, introduction to matrices.

EMTH001 EFTSL: 0.111
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.

EIVB001 EFTSL: 0.111
Informatics: Visual Basic

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

EPRG001 EFTSL: 0.111
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.

EIEE001 EFTSL: 0.111
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.

ENET001 EFTSL: 0.111
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 solution and technologies.

EPHY001 EFTSL: 0.111
Physical Modelling

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

ESTA001 EFTSL: 0.111
Statics

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.

DIPLOMA OF INFORMATION TECHNOLOGY

4.1.3 DIPLOMA OF INFORMATION TECHNOLOGY (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1

IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IWBS001 Web Systems
INET001 Networking Essentials
IACD001 Academic and Information Technology Communication

Stage 2

IBRM001 Business Requirements Modelling
ICBP001 Collaborative Business Processes *
IAPP001 Applications Programming **
IDBF001 Database Fundamentals

Pre-requisites

* Pre-requisite is required (IIIS001)
** Pre-requisite is required (IPRG001)

4.1.4 DIPLOMA OF INFORMATION TECHNOLOGY (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1

IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IACD001 Academic and Information Technology Communication

Stage 2

IWBS001 Web Systems
INET001 Networking Essentials
IBRM001 Business Requirements Modelling

Stage 3

ICBP001 Collaborative Business Processes *
IAPP001 Applications Programming **
IDBF001 Database Fundamentals

Pre-requisites

* Pre-requisite is required (IIIS001)
** Pre-requisite is required (IPRG001)

SUBJECT DESCRIPTIONS

IACD001 EFTSL: 0.111

Academic and Information Technology Communication

This subject provides a broad overview of the principles and practice of communication in undergraduate and professional IT environments. Students have opportunities to practice and engage with the language, literature and study skills required for undergraduate and further study in IT and develop an appreciation of the communication requirements of IT professionals.

IIIS001 EFTSL: 0.111

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.

IWBS001 EFTSL: 0.111

Web Systems

This subject introduces the computer as a component of the Internet. This enables the student 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.

IPRG001 EFTSL: 0.111**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.

INET001 EFTSL: 0.111**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. You 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.

IBRM001 EFTSL: 0.111**Business Requirements Modelling**

This subject provides you 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 develop effective writing and presentation skills and demonstrate the capacity for continued learning.

ICBP001 EFTSL: 0.111**Collaborative Business Processes**

Teamwork has become an ever more important aspect of carrying out tasks as well as building knowledge and expertise within organisations. In addition, virtual teams collaborating across vast distances are using Internet technologies to support their work. This subject introduces the ways in which teams function in modern organisations, how businesses can change to support culturally diverse teams and how systems can enable effective team operation. It focuses on improving the ways people work together, developing trust, designing team structures and establishing information and communication technologies to support trans national teams.

IDBF001 EFTSL: 0.111**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.

IAPP001 EFTSL: 0.111**Applications programming**

The subject builds on a set of basic skills in program design and object-oriented programming. It covers the new topics of inheritance and JDBC (the Java Database interface) 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.

4.1.9 DIPLOMA OF SCIENCE (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1 (5 Subjects)

SATC001 Academic and Technical Communication
 SCHM001 Chemistry 1
 SPHY001 Physical Modelling
 SMAT001 Mathematical Modelling 1** or
 SFMT001 Foundation Mathematics
 SNET001 Networking Essentials

Stage 2 (4 Subjects)

SSTA001 Statics ****
 SMTH001 Mathematical Modelling 2 *** or
 SMAT001 Mathematical Modelling 1**
 SCOM001 Engineering Communication *
 SIVB001 Informatics: Visual Basic**

Pre-requisites

* Pre-requisite is required (SATC001 or EATC001)

** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness test)

*** Pre-requisite is required (SMAT001 or EMAT001)

4.1.10 DIPLOMA OF SCIENCE (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1 (3 Subjects)

SATC001 Academic and Technical Communication
 SPHY001 Physical Modelling
 SMAT001 Mathematical Modelling 1** or
 SFMT001 Foundation Mathematics

Stage 2 (3 Subjects)

SCOM001 Engineering Communication *
 SNET001 Networking Essentials
 SMTH001 Mathematical Modelling 2 *** or
 SMAT001 Mathematical Modelling 1**

Stage 3 (3 Subjects)

SCHM001 Chemistry 1
 SSTA001 Statics**
 SIVB001 Informatics: Visual Basic**

Pre-requisites

* Pre-requisite is required (SATC001 or EATC001)

** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness test)

*** Pre-requisite is required (SMAT001 or EMAT001)

SUBJECT DESCRIPTIONS

SATC001 EFTSL: 0.111

Academic and Technical Communication

This subject provides a broad overview of the principles and practice of communication in undergraduate and professional engineering and science environments. Students have opportunities to engage with the literacy demands of undergraduate study in engineering and science and to develop an appreciation of the role communication plays in the lives of engineering and science professionals. This subject includes technical language, visual communication and language functions, locating and evaluating engineering and science information sources, academic integrity and referencing conventions.

SCHM001 EFTSL: 0.111

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, acid-base equilibria. The laboratory program complements the learning experiences in the lectures.

SFMT001 EFTSL: 0.111
Foundation Mathematics

This 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, calculus, logarithmic and exponential functions, introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

SMAT001 EFTSL: 0.111
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, introduction to matrices.

SMTH001 EFTSL: 0.111
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.

SSTA001 EFTSL: 0.111
Statics

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.

SNET001 EFTSL: 0.111
Networking Essentials

This 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 solution and technologies.

SPHY001 EFTSL: 0.111
Physical Modelling

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

SCOM001 EFTSL: 0.111
Engineering Communication

This subject aims to develop communication skills in a real workplace setting. These skills include understanding basic principles and theories of human communication; researching within the various discipline areas that inform the study of communication; writing competently in a number of different genres; performing competently in a variety of oral communication situations; understanding basic principles and practices of graphic communication; expressing technical concepts through graphical communication and 'conversing' mathematically.

SIVB001 EFTSL: 0.111
Informatics: Visual Basic

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

4.2 UTS FOUNDATION STUDIES

4.2.1 UTS FOUNDATION STUDIES (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

1 stream, 5 subjects, 2 semesters

STREAMS

ARTS AND SOCIAL SCIENCES

FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FMU201 Media Studies
FMS201 Multimedia
FSC201 Society and Culture

BUSINESS

FEB201 Academic English for Business
FDL201 Digital Literacies
FAC201 Accounting
FEF201 Economics and Finance
FMA201 Mathematics A

DESIGN AND ARCHITECTURE

FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FDM201 Design Media
FDP201 Design Projects
FSC201 Society and Culture

NURSING AND HEALTH SCIENCES

FES201 Academic English for Science and
Technology
FDL201 Digital Literacies
FCH201 Chemistry
FMA201 Mathematics A
FSC201 Society and Culture

INFORMATION TECHNOLOGY

FES201 Academic English for Science and
Technology
FDL201 Digital Literacies
FMA201 Mathematics A
FMS201 Multimedia
FPR201 Programming

PHYSICAL SCIENCES

FES201 Academic English for Science and
Technology
FDL201 Digital Literacies
FCH201 Chemistry
FMB201 Mathematics B
FPH201 Physics

4.2.2 UTS FOUNDATION STUDIES (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Part 1

One semester

5 SUBJECTS

FAE101 Foundations of Academic English
FAM101 Applied Mathematics
FAS101 Australian Studies
FTS101 Technology and Society
FAP101 Academic and Professional
Environments

Part 2

Two semesters

1 stream, 5 subjects over 2 semesters

STREAMS

ARTS AND SOCIAL SCIENCES

FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FMU201 Media Studies
FMS201 Multimedia
FSC201 Society and Culture

BUSINESS

FEB201 Academic English for Business
FDL201 Digital Literacies
FAC201 Accounting
FEF201 Economics and Finance
FMA201 Mathematics A

DESIGN AND ARCHITECTURE

FEC201	Academic English for Creative Industries
FDL201	Digital Literacies
FDM201	Design Media
FDP201	Design Projects
FSC201	Society and Culture

NURSING AND HEALTH SCIENCES

FES201	Academic English for Science and Technology
FDL201	Digital Literacies
FCH201	Chemistry
FMA201	Mathematics A
FSC201	Society and Culture

INFORMATION TECHNOLOGY

FES201	Academic English for Science and Technology
FDL201	Digital Literacies
FMA201	Mathematics A
FMS201	Multimedia
FPR201	Programming

PHYSICAL SCIENCES

FES201	Academic English for Science and Technology
FDL201	Digital Literacies
FCH201	Chemistry
FMB201	Mathematics B
FPH201	Physics

SUBJECT DESCRIPTIONS

Part One Subjects

FAP101 EFTSL: 0.067

Academic and Professional Environments

This subject provides an overview of the fundamental principles and practices of higher education in Australia. The focus is on academic and disciplinary cultures; the knowledge, skills and attributes university students are expected to develop and demonstrate through assessments; and the relationship between academic and professional work environments.

FAM101 EFTSL: 0.067

Applied Mathematics

In this subject students are provided with a broad contextual introduction to elementary mathematics. It covers fundamental mathematical methods including basic algebra, simple trigonometry, and the construction and interpretation of graphs. 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.

FAS101 EFTSL: 0.067

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.

FAE101 EFTSL: 0.067

Foundations of Academic English

This subject is designed to develop students' reading, writing, listening and speaking skills in English in preparation for further studies in the Foundation program. The subject introduces a range of academic text types, genres and English language functions. Students are required to respond orally and in writing to a variety of sources including literature, presentations, film, media and multimedia.

FTS101 EFTSL: 0.067

Technology and Society

This subject provides opportunities for students to investigate social relations of technology and technological change in modern and postmodern eras. Students conduct group-based enquiry into a modern technological development and present findings both orally and in a written report. Simultaneously, students establish an online identity in a format of choice and use this identity as data for a report comparing and contrasting written communication on-line and in a more formal context.

4.2 UTS FOUNDATION STUDIES (CONTINUED)

Part Two Subjects

FEB201 EFTSL: 0.067

Academic English for Business

This subject is designed to prepare students for the language and literacy demands of undergraduate study in business fields. This includes the study of academic and disciplinary cultures, language forms, functions and genres, and the study skills associated with autonomous learning.

FEC201 EFTSL: 0.067

Academic English for Creative Industries

In this subject students are prepared for the language and literacy demands of undergraduate study in the creative fields. This includes the study of language forms, functions and genres through a range of channels, and an exploration of academic and disciplinary cultures and autonomous learning strategies. Students are challenged to engage with coursework through thought-provoking and controversial topics of discipline specific text types.

FES201 EFTSL: 0.067

Academic English for Science and Technology

This subject prepares students for the language and literacy demands of undergraduate study in scientific and technical fields. It provides strategies for meeting the expectations of university lecturers in regard to the verbal and written communication of scientific and technical concepts, the presentation of research results, and the construction of arguments on the social implications of science and technology.

FDL201 EFTSL: 0.067

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. Desktop publishing skills are introduced to assist in the presentation and documentation of material.

FAC201 EFTSL: 0.067

Accounting

In this subject students are given a broad, contextual introduction to financial and management accounting. It develops a basic understanding of cost accumulation and product costing, the types and requirements of accounting reports, concepts and conventions (such as double entry, trial balance and accounting standards), debit and credit rules, chart of accounts, and the measurement and identification of relevant costs for managerial decision making, planning, control and performance measurement.

FCH201 EFTSL: 0.067

Chemistry

This subject gives students an understanding of the basic principles of chemistry, by providing an introduction to matter, chemical reactions, atomic structure, stoichiometry, the periodic table of the elements, chemical bonding and intermolecular forces, oxidation and reduction, ions in solutions, solubilities and carbon chemistry. Key concepts, introduced through practical examples, calculations and readings of scientific texts, are specifically explored through problem solving and experimental laboratory work.

FDM201 EFTSL: 0.067

Design Media

This subject develops students' visual literacy and visualising skills in communicating design ideas and concepts. The knowledge and skills acquired are directly applicable to the design projects undertaken in the parallel subject Design Projects. The fundamental principles of contemporary practice, historical movements and the basic theories of visual perception are introduced through enquiry based research and experimentation and subsequently applied and developed in students' visual solutions.

FDP201 EFTSL: 0.067

Design Projects

In this subject students are introduced to design through the process of undertaking a number of experiential and conceptual design projects. Theoretical knowledge, relevant issues and practical skills acquired in parallel subjects are further developed in students' personal design solutions to the project briefs as they engage in a process of creative problem solving. This involves research, questioning, experimentation, reflection, critical analysis and evaluation, progressive change, refinement, decision making, concept realisation and visual, oral and written presentations.

FEF201 EFTSL: 0.067

Economics and Finance

This subject presents a broad, contextual introduction to finance, financial systems and economics. Through the study of this subject, students develop a basic understanding of how financial and economic variables impact the decisions of individuals, firms and government. Students are also introduced to contemporary problems and issues in the Australian economy and the role of policy and institutions in managing these issues.

FMA201 EFTSL: 0.067**Mathematics A**

This subject gives a broad contextual introduction to mathematics and statistics with a focus on their application to business, finance, economics, information technology and the sciences. It develops a basic understanding of mathematical methods and theoretical statistics, particularly the interpretation of tables and results, appropriate ways to approach mathematical and statistical problems, and measurement and hypothesis testing.

FMB201 EFTSL: 0.067**Mathematics B**

This subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in science and engineering. It covers essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces basic concepts of linear algebra, including matrices and systems of linear equations, which are required for an understanding of linear modelling.

FMU201 EFTSL: 0.067**Media Studies**

In this subject students examine how the media works to produce meaning and influence on the world. Consideration is given to the key strategies and tactics used by the media to communicate specific points of view, represent groups and individuals, inform, persuade and entertain. Students analyse, deconstruct and discuss television, film, the music industry, internet, advertising, newspapers, magazines and public communication to determine underlying positions and viewpoints as well as notice how they, as audience members, respond to these texts.

FMS201 EFTSL: 0.067**Multimedia**

This subject explores media technologies from the integrated viewpoint of Communication and IT 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.

FPH201 EFTSL: 0.067**Physics**

This subject introduces students to the fundamentals of measurement, mechanics, electricity, magnetism, thermal physics, fluids, optics and waves and their relevance in various areas of science and engineering. Key concepts, introduced through practical examples, calculations and the readings of scientific texts, are specifically explored through problem solving and experimental laboratory work.

FPR201 EFTSL: 0.067**Programming**

This subject covers the fundamentals of computer architecture and computer programming, focusing on the development of good programming style. Emphasis is placed on the concepts and techniques used to design and develop solutions to simple computer problems. Topics include algorithm design and testing, program code writing, and program testing.

FSC201 EFTSL: 0.067**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 over two semesters. 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, cultural commonality and diversity.

5. FEE INFORMATION

UTS FOUNDATION STUDIES

UTS FOUNDATION STUDIES (STANDARD)

(CRICOS COURSE CODE 068814M) (UTS COURSE CODE CS30014)

All Streams (Arts and Social Sciences (Fass), Business (Fbus), Design and Architecture (Fdes), Nursing and Health Sciences (Fhsc), Information Technology (Fit), Physical Sciences (Fpsc))

1st semester	A\$8,400
2nd semester	A\$8,400
3rd semester	A\$8,400
TOTAL	A\$25,200

UTS FOUNDATION STUDIES (ACCELERATED)

(CRICOS COURSE CODE 068815K) (UTS COURSE CODE CS30015)

All Streams (Arts and Social Sciences (Fass), Business (Fbus), Design and Architecture (Fdes), Nursing and Health Sciences (Fhsc), Information Technology (Fit), Physical Sciences (Fpsc))

1st semester	A\$9,450
2nd semester	A\$9,450
TOTAL	A\$18,900

DIPLOMA PROGRAMS

The fees below refer to students commencing their diploma course in 2011. For fees for continuing students please refer to the INSEARCH website. The fee structures set out below are for international students and Australian permanent residents and citizens.

DIPLOMA OF BUSINESS (STANDARD) (DBUS)

(CRICOS COURSE CODE 053606J)

Tuition fees A\$2,570 per subject

1st semester	A\$7,710
2nd semester	A\$7,710
3rd semester	A\$7,710
TOTAL	A\$23,130

DIPLOMA OF BUSINESS (ACCELERATED) (DBUSA)

(CRICOS COURSE CODE 070300G)

Tuition fees A\$2,570 per subject

1st semester	A\$12,850
2nd semester	A\$10,280
TOTAL	A\$23,130

DIPLOMA OF INFORMATION TECHNOLOGY (STANDARD) (DINF)

(CRICOS COURSE CODE 053604M)

Tuition fees A\$2,725 per subject

1st semester	A\$8,175
2nd semester	A\$8,175
3rd semester	A\$8,175
TOTAL	A\$24,525

DIPLOMA OF INFORMATION TECHNOLOGY (ACCELERATED) (DINFA)

(CRICOS COURSE CODE 070299G)

Tuition fees A\$2,725 per subject

1st semester	A\$13,625
2nd semester	A\$10,900
TOTAL	A\$24,525

DIPLOMA OF COMMUNICATION (PUBLIC RELATIONS) (STANDARD) (DCOM)

(CRICOS COURSE CODE 053609F)

Tuition fees A\$3,300 per subject

1st semester	A\$9,900
2nd semester	A\$6,600
3rd semester	A\$6,600
TOTAL	A\$23,100

DIPLOMA OF COMMUNICATION (PUBLIC RELATIONS) (ACCELERATED) (DCOMMA)

(CRICOS COURSE CODE 070303E)

Tuition fees A\$3,300 per subject

1st semester	A\$13,200
2nd semester	A\$9,900
TOTAL	A\$23,100

DIPLOMA OF DESIGN (VISUAL COMMUNICATION) (STANDARD) (DDES)

(CRICOS COURSE CODE 053608G)

Tuition fees A2,725 per subject

1st semester	A\$8,175
2nd semester	A\$8,175
3rd semester	A\$8,175
TOTAL	A\$24,525

DIPLOMA OF DESIGN (VISUAL COMMUNICATION) (ACCELERATED) (DDESA)

(CRICOS COURSE CODE 070306B)

Tuition fees A\$2,725 per subject

1st semester	A\$13,625
2nd semester	A\$10,900
TOTAL	A\$24,525

DIPLOMA OF SCIENCE (STANDARD) (DSC)

(CRICOS COURSE CODE 070301G)

Tuition fees A\$2,725 per subject

1st semester	A\$8,175
2nd semester	A\$8,175
3rd semester	A\$8,175
TOTAL	A\$24,525

DIPLOMA OF SCIENCE (ACCELERATED) (DSCA)

(CRICOS COURSE CODE 070302F)

Tuition fees A\$2,725 per subject

1st semester	A\$13,625
2nd semester	A\$10,900
TOTAL	A\$24,525

DIPLOMA OF ENGINEERING (STANDARD) (DENG)

(CRICOS COURSE CODE 070304D)

Tuition fees A\$2,725per subject

1st semester	A\$8,175
2nd semester	A\$8,175
3rd semester	A\$8,175
TOTAL	A\$24,525

6. SCHOLARSHIPS, SPONSORSHIPS AND PRIZES FOR STUDENTS

DIPLOMA OF ENGINEERING (ACCELERATED) (DENGA)

(CRICOS COURSE CODE 070305C)

Tuition fees A\$2,725 per subject

1st semester	A\$13,625
2nd semester	A\$10,900
TOTAL	A\$24,525

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 classes 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 available at: www.goingtouni.gov.au

6.1 UTS:INSEARCH SCHOLARSHIPS, SPONSORSHIPS AND PRIZES

INSEARCH makes available a number of scholarships and sponsorships to INSEARCH students each year. These scholarships are awarded as fee credits.

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 INSEARCH academic studies.

For details on the scholarships, sponsorships and prizes available to INSEARCH students go to the student extranet.

7. ACADEMIC POLICIES

7.1 ASSESSMENT

These requirements are based on INSEARCH's Assessment Policy which can be located in full on the student extranet at <https://student.insearch.edu.au>

Assessment covers all tasks, including examinations, designed to test if you have achieved the learning objectives of your subjects. These learning objectives are set out in the Subject Outlines. The policy also covers appeals against grades and special consideration.

You will be notified of all assessments in the subject outline which is distributed no later than end of week 1 of classes.

7.1.1 CRITERION REFERENCED ASSESSMENT

INSEARCH uses an assessment method that refers to pre-set criteria resulting in a grade i.e. (High Distinction, Distinction, Credit, Pass, Fail), not a mark.

7.2 MAKING PROGRESS, AND COMPLETING YOUR STUDIES

These rules are based on INSEARCH's Course Progress Completion and Early Intervention Policy which can be located in full on the student extranet at <https://student.insearch.edu.au>

INSEARCH students in academic programs are bound by the policies found on the student extranet at student.insearch.edu.au.

7.3 ACADEMIC MISCONDUCT

All students at INSEARCH are expected to maintain high standards of academic honesty and

integrity and penalties will be imposed on any student who seeks to gain unfair advantage by copying another student's work, or in any way misleading a lecturer or tutor about their knowledge, ability, or the amount of original work they have done or assisting other students to do so.

Please refer to the INSEARCH student extranet website for full details of the policy and procedure: <https://student.insearch.edu.au>

7.4 NON-ACADEMIC MISCONDUCT

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

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

Please refer to the INSEARCH student extranet website for full details of the policy and procedure: <https://student.insearch.edu.au>

7.5 STUDENT COMPLAINTS

INSEARCH provides a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. As part of its commitment to creating a supportive and open organisational culture, INSEARCH values ethical and responsible management, transparency in its decision-making processes, and a visible, accessible and fair complaint process.

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.

To ensure that all students are comfortable voicing a complaint, every staff member at INSEARCH is able to receive and resolve complaints. INSEARCH will maintain your enrolment for the duration of the complaint process. Students are also able to voice their complaint using the complaint@insearch.edu.au email address.

Complaints are handled confidentially at all times. Staff will always get permission from a student before discussing a complaint with other relevant staff.

Students will also be provided with a copy of the Student Complaint Procedure along with information on the external appeals process.

Students are allowed to bring someone with them for support throughout the complaint process. If a translator is needed, INSEARCH will provide one.

If you are not satisfied with the outcome of your complaint, INSEARCH has two independent dispute resolution processes available. These do not remove your right to take further action under Australia's consumer protection laws.

The two processes available are explained in the Student Complaint Procedure and consists of complaint resolution processes or application to Administrative Appeals Tribunal (AAT).

Please refer to the INSEARCH student extranet website for full details of the policy and procedure: <https://student.insearch.edu.au>

7.6 IT CODE OF CONDUCT

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

Students must not:

- give their password to another person, or have it in written form where it is likely to be seen by another person.
- obtain passwords which they are not authorised to have.
- use another person's identification when signing onto an INSEARCH computer or network.
- use INSEARCH computing facilities for purposes not related to legitimate business or study activities.
- use INSEARCH computing facilities to purposely disrupt other users.
- introduce tools that could be used to hack, disrupt, or alter system software or alter system security.
- copy or load software of any kind onto any computer unless authorised by the systems manager or network administrator.
- access data on any INSEARCH computer or any computer via the INSEARCH network unless they have been assigned access rights to the data.
- attach any devices to the INSEARCH computer network without authorisation from the systems manager or network administrator.
- leave their workstation unattended while logged on to the INSEARCH computer network.

7.7 SECURITY AND FIRE DRILLS

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

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

7.8 STUDENT CARDS

Each student will be issued with a student identification card which must be signed. Students are required to carry this card at all times when attending INSEARCH. Students may be required to produce this card by teachers or administration staff. Students will also need this card when using UTS Student Union facilities and when attending exams.

In case of loss, a replacement card can be obtained from the INSEARCH Student Centre on payment of a \$20 fee.

7.9 REFUNDS

INSEARCH will refund tuition fees in some circumstances. Please refer to the Application Form or student extranet for details of the policy.

7.10 CHANGE OF ADDRESS

Students must notify the INSEARCH Student Centre of any change in their address or telephone number within 7 days of the change. For international students this is a condition of their student visa.

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

7.11 WORKING WHILE STUDYING

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

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

On arrival in Australia, international students, once they have commenced their course at INSEARCH, can obtain a letter confirming their enrolment from the INSEARCH Student Centre. This must be taken to the DIAC office where a new visa can be provided which will give students permission to work. Under no circumstances must any international student undertake work unless they have applied to DIAC to have visa condition 8101 (no work condition) removed from their visa. Failure to seek permission to work from DIAC will lead to visa cancellation.

7.12 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 INSEARCH Student Centre.

An Academic Transcript costs A\$20 per copy and must be requested by 3:00 PM for collection the following business day. Results notices are free and may be collected upon request (available to currently enrolled students only).

For a replacement testamur, students will need to have completed a statutory declaration signed by a justice of the peace. The replacement fee is A\$50 and must be requested by 3:00 PM for collection the following business day.

A postage fee of A\$20 (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.

7.13 TIMETABLES

Information on tutorial times and class changes are posted on the student extranet. The General Manager Education, UTS:INSEARCH reserves the right to alter any student's timetable.

7.14 PAYMENT OF FEES

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

7.15 WITHDRAWAL FROM UTS:INSEARCH OR TRANSFER TO ANOTHER EDUCATIONAL PROVIDER

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

All students wishing to withdraw are subject to the INSEARCH conditions of enrolment (Refer to the application form).

International students

- a. Students who are considering changing to another educational provider, must first speak to staff in the INSEARCH Student Centre. Students will need to complete an application to withdraw form. Documentation supporting their request to transfer to another institution is required.
- b. DIAC regulations may require INSEARCH approval if students are intending to enrol at another institution after withdrawing from INSEARCH.
- c. In some cases international students may be required to return overseas after withdrawing.
- d. Where approval to withdraw is granted, INSEARCH is required to advise DIAC of this change in the student's enrolment status. Students on UTS package visas will need to contact the UTS international office to alert them of this change in their study plans.

7.16 DEFERRING A SEMESTER

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

International students

DIAC 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.

7.17 LIBRARY FINES AND OUTSTANDING LOANS

Students with overdue UTS library fines or outstanding loans 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. Once the issue has been resolved with the UTS library, students are required to bring to the INSEARCH Student Centre a copy of their UTS library record confirming there are no overdue fees and no outstanding loans. Once this has been confirmed results will be available the following day.

7.18 FEE-HELP RULES

Applying for FEE-HELP

- a. When an Australian citizen or the holder of a Humanitarian Permanent Resident Visa (see link below for Humanitarian

- Permanent Resident visa subclasses) satisfies the relevant entry requirements for admission to an INSEARCH diploma or UTS Foundation Studies program they are eligible to apply as a FEE-HELP student.
- b. The student can either pay fees as noted on the offer letter if they wish to apply as a fee-paying student or proceed as a FEE-HELP student.
 - c. If they would like to be admitted as a FEE-HELP student, they will need to contact the INSEARCH Student Centre to receive a FEE-HELP booklet and a Request for FEE-HELP assistance form. An electronic copy of the FEE-HELP information booklet is available to students on the Going to Uni website at <http://www.goingtouni.gov.au/Main/Resources/PublicationsAndLinks/FormsPublications.htm>
 - d. If the student wishes to be admitted to the course as a FEE-HELP student, after reading the FEE-HELP booklet, the student needs to complete the Request for FEE-HELP assistance form. Assistance completing the form is provided by INSEARCH Student Centre staff. Faxed, scanned or photocopies of the Request for FEE-HELP assistance form can not be used.
 - e. When applying for FEE-HELP a valid TFN (Tax File Number) or a certificate from the Australian Tax Office (ATO) confirming that the student has applied for a TFN is required
 - f. Once the Request for FEE-HELP assistance form has been confirmed as complete and correct a copy is given to the student as proof that they have been accepted as a FEE-HELP student, a copy is retained by INSEARCH and a copy is sent to the ATO.
 - g. Any student who is not an Australian Citizen or other eligible student, as defined in the FEE-HELP booklet, is advised that they are ineligible for FEE-HELP.

- h. 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
- i. If the student has not used FEE-HELP before they will not have a Commonwealth Higher Education Student Support Number (CHESSN) and will need to have one allocated. INSEARCH will contact the Department of Education, Employment and Workplace Relations (DEEWR) to have the CHESSN allocated. INSEARCH will also be able to give the student their FEE-HELP balance, if they have used FEE-HELP previously.
- j. If the student has previously used FEE-HELP they will already have a CHESSN but before admission their FEE-HELP balance will need to be checked to confirm that there are sufficient funds to cover the cost of the subjects in which the student wants to enrol. CHESSNs are not transferable.
- k. Existing eligible INSEARCH students (those who are already part way through their courses) can also become FEE-HELP students. They will need to complete a Request for FEE-HELP assistance form just like a new student. Existing INSEARCH FEE-HELP students wishing to transfer to another INSEARCH diploma will need to apply for FEE-HELP for the new course and so will need to complete a new Request for FEE-HELP assistance form for the new course of study.

Enrolment procedure

1. When enrolling or re-enrolling in their studies domestic students need to have

either paid the required tuition fees required to enrol in their desired workload or have applied for FEE-HELP at the INSEARCH Student Centre to defer their fees.

2. Domestic students who have not paid the required tuition fees and/or have not applied for FEE-HELP will be unable to enrol in their subjects.
3. The rules regarding the maximum number of subjects in which a student can enrol and the late re-enrolment fee also apply to domestic students (including FEE-HELP students).
4. Failure to re-enrol during the official re-enrolment period will result in a "where are you letter" being sent to FEE-HELP students as for any other non-re-enrolling student. If no response is received from the FEE-HELP student regarding their failure to re-enrol, they will be withdrawn from the course, the UTS library will be checked to ensure there are no outstanding fees or resources on loan and a letter confirming their withdrawal from the course will be sent to them.
5. Immediately after enrolment/re-enrolment FEE-HELP students will receive a FEE-HELP confirmation of enrolment letter indicating which subjects they have enrolled in, the estimated full time study load (EFTSL), the cost and the fact that barring any further payments before the census date what FEE-HELP debt will result from the enrolment. The FEE-HELP confirmation of enrolment letter also provides FEE-HELP students with census dates for the current year of study and procedures for the re-crediting of a FEE-HELP balance.
6. The purpose of the FEE-HELP confirmation of enrolment letter is to alert FEE-HELP students to any unintended enrolment/

re-enrolment or any other problems. The student must advise the INSEARCH Student Centre of any corrections within 14 days. Any enrolled subjects with unpaid fees immediately after the census will incur a FEE-HELP debt for the student so amendments to student enrolments must take place prior to census date.

7. Immediately after the census date (within 28 days) INSEARCH will send a Commonwealth Assistance Notice (CAN) to all FEE-HELP students.
8. The CAN is similar to the FEE-HELP confirmation of enrolment letter but gives the actual FEE-HELP debt (including the 25% loan fee) that has been incurred based on the student's diploma enrolment. The CAN also gives advice of the deadline before which students need to rectify any errors in their enrolment. Please note: There is no loan fee for UTS Foundation Studies students.
9. Students must speak to INSEARCH Student Centre staff within 14 days to have any errors on their CAN corrected.
10. If INSEARCH discovers an error has been made a new CAN will be issued to the student and any incorrect reporting followed up with DEEWR.
11. Any change to the student's enrolment resulting from the CAN may involve additional payment of fees or a refund / re-crediting of fees.

Making changes to the enrolled subjects

1. Students are normally expected to enrol in the standard full-time semester workload (varies according to course). Where students have not enrolled in the full-time semester workload they are allowed to enrol in an additional subject of study up to the end of week 1 of teaching. Students

already taking the full-time semester workload can enrol in an additional subject of study so long as they have achieved an acceptable GRADE or are in their final semester of study.

2. Students wishing to withdraw from a subject of study are permitted to do so by the census date (end of week 4 of teaching). Failure to withdraw from subjects by the census date will mean that they will incur a FEE-HELP debt (this is equal to the cost of the unpaid tuition fees plus the 25% loan fee). There is no loan fee for students enrolled in UTS Foundation Studies.
3. Students wishing to withdraw from an enrolled subject, but failing to do so before the census date, should refer to page 36.

Application to Withdraw before Census date

1. Prior to the census date, domestic students, including FEE-HELP students, can withdraw without incurring any debt.
2. Immediately after the census date any FEE-HELP student with unpaid tuition fees for that semester will have this debt transferred to the FEE-HELP loan scheme. It is therefore important that any FEE-HELP student applying to withdraw before the census date has their application processed before the census date.
3. When applying to withdraw from a course before the census date, the FEE-HELP student must complete an Application to Withdraw form. The student card should be provided with the form so that the UTS library can be consulted about outstanding library fees or resources.
4. Withdrawals before the census date may involve refund of fees paid by the student personally for that semester. These fees are to be refunded in full to the student.

Notification of decisions

1. A copy of the approved form, showing details of any tuition fee refund to be made directly to the student, is given to the student and another kept on the student file.
2. An additional letter, a FEE-HELP withdrawal confirmation letter, indicating that the student has now withdrawn from their studies before the census date and therefore no FEE-HELP debt has been incurred for the semester is sent to the student.

Application to Withdraw after Census date Procedure

1. Students withdrawing after the census date for that semester will have the debt transferred to the FEE-HELP loan scheme.
2. Students wishing to apply for special consideration will need to show extenuating circumstances and apply in writing. The application is submitted on the Application to withdraw form and must include independent supporting documentation to support the request. The student card should be provided with this request so that the UTS library can be consulted about outstanding library fees or resources.
3. Any application to re-credit fees must be made within 12 months of the withdrawal date or, if the student did not withdraw, within 12 months of the end of the period of study in which the subject was undertaken.
4. No Student can apply for a re-credit of fees if they have successfully completed the subject.

Special Circumstances

1. INSEARCH will approve the request to withdraw and to re-credit the fees if INSEARCH is satisfied that:
 - special circumstances beyond the student's control exist;

- that the special circumstances did not make their full impact on the student till on or after the census date; and
- that the special circumstances made it impracticable for the person to complete the requirements for the subject during the period the student was to undertake the subject.

Special circumstances do not include a lack of understanding of the FEE-HELP scheme or an inability to pay the FEE-HELP debt.

2. Once a decision has been made, a copy of the authorised form is sent to the INSEARCH Student Centre so that the necessary changes can be made to the student's record.
3. INSEARCH must reach a decision regarding the special circumstances as soon as possible (before the deadline published in the Academic handbook) and advise the student:
 - of the decision including the reasons for the decision; and
 - the student's rights for a review of the decision.
 - the need to lodge an appeal within 28 days of their being advised of the decision.

Notifying DEEWR

If the student's application to withdraw and have fees re-credited is approved then INSEARCH must advise DEEWR and fees received from FEE-HELP need to be refunded to the Commonwealth.

Cancellation of FEE-HELP application

1. Generally only the student wishing to make use of the FEE-HELP loan is authorised to sign the Request for FEE-HELP assistance form. Others who have power of attorney are permitted to sign the form on their behalf. Whether a student is a minor or not does not influence his or her ability to sign the form.

2. A FEE-HELP application lasts the duration of the FEE-HELP course.
3. FEE-HELP students are not required to cancel their FEE-HELP application if they choose to pay their fee on or before the census date.
4. As long as all enrolled subjects have been paid for on or before the census date there will be no FEE-HELP debt incurred. Fees can not be paid for enrolled subjects after the census date.
5. A student can reactivate their FEE-HELP application at any time.
6. FEE-HELP documents need to be kept for at least 7 years following the completion of the student's course.
7. All requests to cancel a FEE-HELP application must be made in writing.
8. Requests to cancel a FEE-HELP application can be made at any time before the census date of that semester.
9. FEE-HELP reporting includes all FEE-HELP students whether they have paid fees in full, they have paid fees partially or they have paid no fees at all.
10. After the census date no payment of fees can be made for subjects in which the student is currently enrolled as the FEE-HELP debt including the 25% loan fee (only for diploma courses) are already in place.
11. If a student wishes to cancel their FEE-HELP application before the census date they will either need to:
 - pay for any unpaid subjects or
 - withdraw from unpaid subjects.
12. the FEE-HELP status of students cancelling their FEE-HELP application after the census date will only come inforce from the next period of enrolment.

8. GRADUATION AND THE UTS:INSEARCH ACADEMIC BOARD

8.1 GRADUATION

Students may check their eligibility for an award and details of the award ceremony by logging onto eStudent. Students who are eligible for an award will be sent an invitation to the graduation ceremony by post to the Australian address supplied by them to INSEARCH.

The details of the ceremony will also be available on the student extranet. Students must confirm their attendance at the graduation ceremony in order to be permitted to attend.

8.2 UTS:INSEARCH ACADEMIC BOARD AND ITS COMMITTEES

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

8.2.1 QUALITY AND CURRICULUM COMMITTEE

The Quality and Curriculum Committee is chaired by the Education Manager. It meets each semester and advises the Academic Board on matters relevant to the quality of the academic operations of INSEARCH Sydney.

8.2.2 RESULTS RATIFICATION COMMITTEE

The Results Ratification Committee meets in Week 15 of each semester to examine the results and recommend ratification of the results to the Academic Board.

8.2.3 STUDENT CONDUCT COMMITTEE

The Student Conduct Committee is a sub-committee Academic Board and meets as required to implement the Academic Misconduct Policy.

Further details on the membership can be found on the student extranet.

9. PRIVACY

9.0 PRIVACY

INSEARCH Limited acknowledges and respects the privacy of individuals. We are required under the Privacy Act 1988 (Cth) to comply with the national Privacy Principles in respect of the collection, use and disclosure of personal information from individuals. Provision of information is voluntary, but if it is not provided we will be unable to process your application. We have an obligation under Commonwealth & State Legislation to provide information to certain government departments.

You have the right of access to and alteration of your personal information. A copy of our privacy policy is available from the Privacy Officer. Please direct any enquiries you may have in relation to this matter to:

The Privacy Officer INSEARCH Limited,
PO Box K1085
Haymarket NSW 1240

[T] +61 2 9218 8600

[E] privacy@insearch.edu.au

[W] www.insearch.edu.au

INSEARCH CRICOS provider Code: 00859D

NOTES

DISCLAIMER

This handbook contains information that is current at the date of publication. Changes in circumstances after this date may impact on the accuracy or currency of the information. UTS:INSEARCH takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice. More up-to-date information is published on the student intranet. Readers are responsible for verifying information that pertains to them by contacting the UTS:INSEARCH Student Centre.

PRIVACY

INSEARCH Limited acknowledges and respects the privacy of individuals. We are required under the Privacy Act 1998 (Cth) to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.

A copy of our Privacy Policy is available from the Privacy Officer. Please direct any enquiries you may have in relation to this matter to

The Privacy Officer

INSEARCH Limited

PO Box K1085

Haymarket NSW 1240

[T] +61 2 **9218 8600**

[E] privacy@insearch.edu.au

[W] www.insearch.edu.au

INSEARCH CRICOS provider code: 00859D UTS CRICOS provider code: 00099F

UTS:INSEARCH



UNIVERSITY OF
TECHNOLOGY SYDNEY

CONTACT DETAILS

Postal Address

The Registrar – 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 [F] +61 2 9281 4675 [E] studentcentre@insearch.edu.au
www.insearch.edu.au

The information contained in this brochure is correct at time of printing.
Changes in circumstances may impact the accuracy or currency of the information.
UTS:INSEARCH reserves the right to vary any matter described in this brochure
at any time without notice. Please visit www.insearch.edu.au for latest information.

INSEARCH CRICOS provider code: 00859D | UTS CRICOS provider code: 00099F
INSEARCH Limited is a controlled entity of the University of Technology, Sydney (UTS).

INSEARCH is a registered non-self accrediting higher education institution and
a pathway provider to UTS.

www.insearch.edu.au