



UTS | INSEARCH

UNIVERSITY OF TECHNOLOGY, SYDNEY

2015 ACADEMIC HANDBOOK



Welcome to UTS:INSEARCH



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

Many UTS: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 UTS: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
Dean of Studies
UTS:INSEARCH

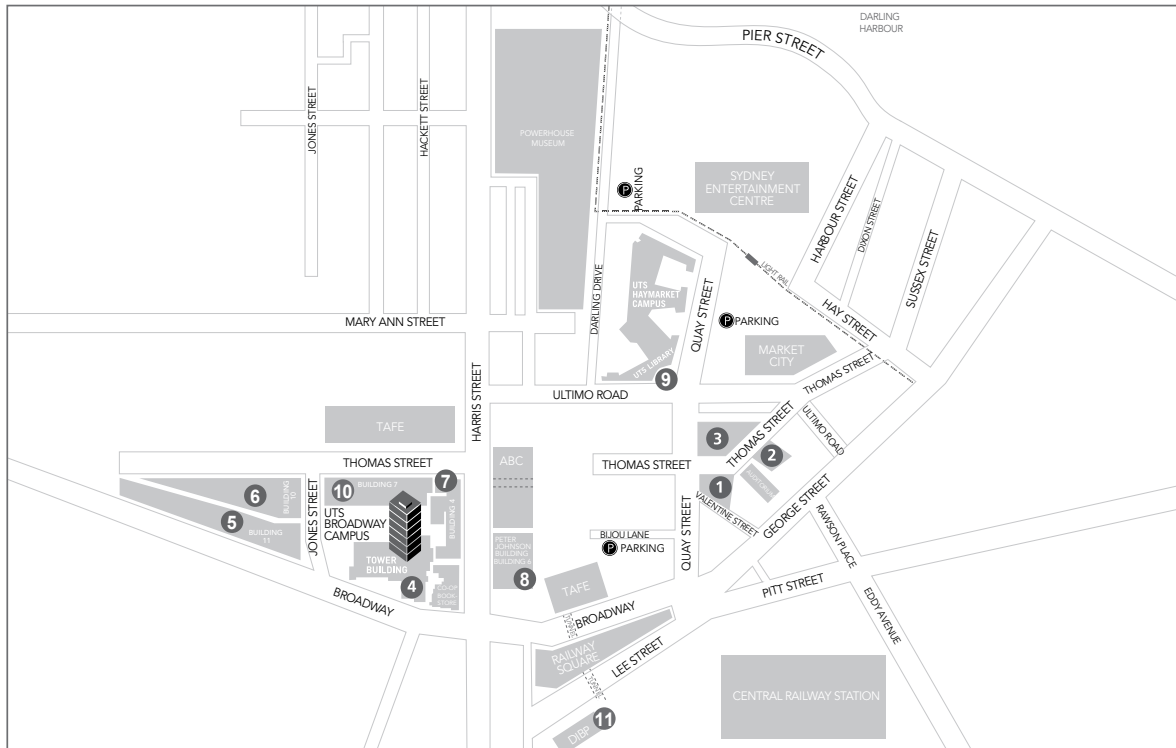
2015 Academic Handbook Contents

1. General Information	4	5. Fee Information	50
1.1 Map	4	5.1 UTS Foundation Studies	50
1.2 Who's Who at UTS:INSEARCH	6	5.2 Diploma Programs	50
1.3 Principal Dates 2015	10	5.3 Refunds	52
1.4 Tentative Dates 2016	11	5.4 Payment of Fees	52
		5.5 FEE-HELP Rules	52
2. Information For Students	12	6. Scholarships, Sponsorships and Prizes for Students	54
2.1 Getting Help	12	6.1 UTS:INSEARCH Scholarships, Sponsorships, and Prizes	54
2.2 How To Communicate with UTS:INSEARCH	12	6.2 External Scholarships, Sponsorships and Prizes	54
2.3 Your Student ID Card	13		
2.4 Homestay Accommodation	13	7. Completing Your Studies	55
2.5 Keeping Your Contact Details Up to Date.	13	7.1 Moving On	55
2.6 Activities, Sport and Fun.	14	7.2 Academic Records	55
2.7 Travel Concessions and Discounted Tickets.	14	7.3 Farewell	55
		8. Policies	56
3. UTS:INSEARCH Courses	16	8.1 Application, Admission and Enrolment Policy	56
3.1 Diploma Programs	16	8.2 Recognition of Prior Learning Policy	56
Diploma of Business	16	8.3 Assessment Policy	56
Diploma of Communication	20	8.4 Special Needs Policy	57
Diploma of Design and Architecture	24	8.5 Academic Course Progress Policy; Attendance Policy and Completion Policy	58
Diploma of Engineering	28	8.6 Academic Misconduct Policy	58
Diploma of Information Technology	32	8.7 Non Academic Misconduct Policy	58
Diploma of Science	36	8.8 Student Complaints Policy	58
3.2 UTS Foundation Studies	42	8.9 ICT Acceptable Use and Security Policy	59
		9. Privacy	60
4. Managing Your Studies	46	10. FAQ's	62
4.1 Changing your Course	46		
4.2 Attendance	46		
4.3 Tutorial Allocation and Classroom Changes	47		
4.4 Working While Studying	47		
4.5 Timetables	47		
4.6 Re-enrolling	47		
4.7 Withdrawal from UTS:INSEARCH or Transfer to Another Education Provider	48		
4.8 Deferring a Semester	48		
4.9 UTS:INSEARCH Academic Board and its Committees	48		

1. General Information

1.1 Map

UTS:INSEARCH & UTS City Campus



1. UTS:Insearch (The Blue Building)

UTS:INSEARCH Student Centre
(Ground Floor)

UTS:INSEARCH Auditorium
(Ground Floor)

Classrooms
(Lvl 2, Lvl 3, Lvl 5, Lvl 6, Lvl 7, Lvl 8)

Academic Advisers (Lvl 4)

Academic and ELT Reception
(Lvl 4)

Prayer Rooms (Lvl 3)

Student Common Areas
(Ground Floor, Lvl 2, Lvl 5, Lvl 7)

UTS:INSEARCH Corporate Reception (Lvl 9)
187 Thomas Street, Haymarket

2. CPSU House

Security (Lvl 1)

Classrooms (Lvl 1, Lvl 2, Lvl 3 Lvl 4)

Learning Centre (Lvl 4)

Student Common Area (Lvl 3)

191 Thomas Street, Haymarket

3. Prince Centre

Classrooms and Student Common Area

Level 2, 8 Quay Street Haymarket

4. UTS Tower Building (CB01)

UTS International Office

Level 3A, UTS Tower, 15 Broadway, Broadway

5. UTS Building 11 (CB11)

UTS Engineering Laboratories
81 – 115 Broadway, Broadway

6. UTS Building 10 (CB10)

235 Jones Street, Broadway

7. UTS Building 4 (CB04)

UTS Physics and Chemistry Laboratories

745 Harris Street, Broadway

8. UTS Peter Johnson Building - Building 6 (CB06)

702-730 Harris Street, Broadway

9. UTS Library

Corner Quay Street & Ultimo Road, Haymarket

10. UTS Building 7 (CB7)

UTS Faculty of Science
638 Jones Street, Broadway

11. Department of Immigration and Border Protection (DIBP)

Ground Floor, 26 Lee Street, Sydney



1.2 Who's who at UTS:INSEARCH

Managing Director

Alex Murphy

Academic Team

Dean of Studies

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

Associate Dean of Studies

Sally Payne, BEc (Macquarie)

Program Managers

Business:

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

Communication:

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

Design and Architecture:

Dr Matthew Holt BA (Hons) (UQ), PhD (Syd)

Information Technology:

Jasmine Cheng B Com (IS) (UoW), MICT (UoW)

Engineering:

Dr David Wheeler BSc (Hons), PhD (UNSW), DipEd
(Sydney)

Science:

Dr Maree Skillen BSc (UWS), Grad Dip Ed (UWS), MEd
(UTas); MLMed (UON), PhD (Curtin)

UTS Foundation Studies:

Jennifer Banks BA BA (Hons) MAppLing, GDTL, DipBA,
Dip Mgmt, CertIVTA

Subject Coordinators

For a list of Subject Coordinators for each Program
please visit:

[https://Student.Insearch.Edu.Au/Insearch-Staff/
Academic-Staff](https://Student.Insearch.Edu.Au/Insearch-Staff/Academic-Staff)

Academic Advisers

Academic Adviser Team Leader

Rebecca Sheldon, BA Community Dev (Murdoch),
M.Ed. (UTS)

Academic Advisers

Alexander Iosjpe, PostgradDipPsych (UWS), GradDip
Counselling (ACAP), B. Sc (Psych) (UNSW)

Michael Gaudiosi, BCOM (Wollongong)

Nelson Lo, BTeach (UTS), BCom (USYD), Cambridge
CELTA, and Cert IV in Training and Assessment.

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

Operations Management

Chief Operating Officer

Peter Harris

Registrar

Ray Litster

Head of Student Services

Sebastian Zagarella

UTS: INSEARCH Student Administration

Team Leader

Cindy Li

UTS: INSEARCH Student Admissions

Team Leaders

Mei-Ling Chen (Compliance)

Jacinta Sureka (Services)

UTS: INSEARCH Student Centre

Team Leader

Neha Aggarwal

Security

Facilities Manager

John Bonnici

Blue Building Security Guards

Paul Eden

David Lowe

CPSU And Prince Centre Security Guards

John Baragry

Jihad Ahmed

Senior Academic Staff



Tim Laurence
Dean of Studies



Janet Gibson
Program Manager
Communication



Sally Payne
Associate Dean of
Studies



Matthew Holt
Program Manager
Design



Greg Cunningham
Program Manager
Business



Jasmine Cheng
Program Manager
Information Technology



Jennifer Banks
Program Manager UTS
Foundation Studies



David Wheeler
Program Manager
Engineering

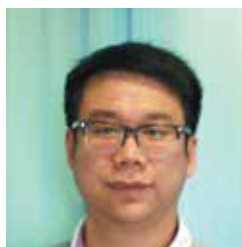


Maree Skillen
Program Manager
Science

Academic Advisers



Rebecca Sheldon
Academic Adviser
Team Leader



Nelson Lo
Academic Adviser



Alexander Iosjpe
Academic Adviser



Patty Norden
Academic Adviser



Michael Gaudiosi
Academic Adviser



David Taplin
UTS Counsellor

1.3 Principal Dates 2015

February Semester

10 – 13 February 2015

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

16 February 2015

Classes commence

16 February 2015

Last day to re-enrol without a late fee

20 February 2015

Last day to add a subject

13 March 2015

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

03 April 2015

Good Friday public holiday

06 April 2015

Easter Monday public holiday

25 April 2015

Anzac Day public holiday

8 May 2015

Last day of classes

11 – 22 May 2015

Examination period

23 May – 1 June 2015

Holiday and re-enrolment

May Semester

26 – 29 May 2015

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

1 June 2015

Classes commence

1 June 2015

Last day to re-enrol without a late fee

5 June 2015

Last day to add a subject.

8 June 2015

Queen's birthday holiday

26 June 2015

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 August 2015

Last day of classes

24 August - 4 September 2015

Examination period

5 – 13 September 2015

Holiday and re-enrolment

September Semester

8 – 11 September 2015

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

14 September 2015

Classes commence

14 September 2015

Last day to re-enrol without a late fee

18 September 2015

Last day to add a subject

5 October 2015

Labour Day public holiday

9 October 2015

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

4 December 2015

Last day of classes

7 – 18 December 2015

Examination period

19 December 2015 – 15 February 2016

Summer Holiday and re-enrolment

1.4 Tentative Dates 2016

February Semester

9 – 12 February 2016

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

15 February 2016

Classes commence

15 February 2016

Last day to re-enrol without a late fee

19 February 2016

Last day to add a subject

11 March 2016

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 March 2016

Good Friday public holiday

28 March 2016

Easter Monday public holiday

25 April 2016

Anzac Day public holiday

6 May 2016

Last day of classes

9 – 20 May 2016

Examination period

21 May – 29 May 2016

Holiday and re-enrolment

May Semester

24 – 27 May 2016

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

30 May 2016

Classes commence

30 May 2016

Last day to re-enrol without a late fee

3 June 2016

Last day to add a subject.

13 June 2016

Queen's birthday holiday

24 June 2016

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

19 August 2016

Last day of classes

22 August – 2 September 2016

Examination period

3 – 11 September 2016

Holiday and re-enrolment

September Semester

6 – 9 September 2016

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

12 September 2016

Classes commence

12 September 2016

Last day to re-enrol without a late fee

16 September 2016

Last day to add a subject

3 October 2016

Labour Day public holiday

7 October 2016

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

2 December 2016

Last day of classes

5 – 16 December 2016

Examination period

17 December 2016 – 13 February 2017

Summer Holiday and re-enrolment

2. Information for Students

2.1 Getting Help

2.1.1 Student Centre

The UTS: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 UTS:INSEARCH Student Centre is on the Ground Floor, 187 Thomas Street (the Blue Building) and is open 9.00 am to 5.00pm Monday to Friday.

2.1.2 UTS: INSEARCH Academic Advisers and UTS Counsellors

If you find life and study difficult, or if you would like to discuss your study plan or study strategies, go and see an Academic Adviser. We have a team of Academic Advisers who are located on Level 4 of the Blue Building, 187 Thomas Street.

Academic Advisers are there to support you in your studies and to assist you to meet course progress requirements. You can see an Academic Adviser during drop in times (Monday to Thursday 1-4pm or Friday 10am-12pm.) If you need to see an Academic Adviser outside of these times, make an appointment via email:

Advisersdiploma@insearch.edu.au

Advisersfoundation@insearch.edu.au

Or Skype:

[insearch-academicadviser-alex](https://www.skype.com/people/insearch-academicadviser-alex)

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

2.1.3 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 your subject coordinator or Program Manager to make an appointment.

2.1.4 Learning Support

UTS:INSEARCH offer free weekly one on one learning support sessions in a number of key areas. These sessions help to support you in the preparation of your assessments and exams. Most sessions will be held in the Blue Building on 187 Thomas Street.

Students in subjects ACEN001, FFE001 and FFE002 also have access to the Learning Centre on Level 4 of CPSU House, 191 Thomas Street. The Learning Centre run different activities, such as, speaking groups, short film discussion groups, learning assistance sessions and teaching support.

Please speak to your Academic Adviser for more information regarding learning support.

2.1.5 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 at: <http://www.uts.edu.au/currentstudents/support/health-and-wellbeing/medical-service>

2.1.6 Legal Help

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

UTS also have a legal service which is available to UTS:INSEARCH students.

Level 3 UTS Tower building, 1 Broadway, Broadway NSW 2007 or phone: 9514 1155

2.2 How to Communicate with UTS:INSEARCH

2.2.1 Use the Student Extranet

The student extranet is the place to get information about your course, exams and materials for the subjects you are studying. You'll also find the latest announcements about what's on at UTS:INSEARCH, especially 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://student.insearch.edu.au>

2.2.2 Check your UTS Email Account

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

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

2.2.3 Post and Telephone

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

2.2.4 Check all notice boards

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

2.3 Your Student ID card

You will be given a student identification card. You must carry this card with you at all times when attending UTS:INSEARCH. You might be asked to produce this card by your teachers, security or administration staff and will also need it when using UTS union facilities, borrowing from the UTS library, or accessing the UTS Counselling Services. Please remember to sign your Student card and if you lose it, please visit the UTS:INSEARCH Student Centre, where a replacement card can be arranged for a cost of \$20.

2.3.1 UTS Library

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

2.4 Homestay Accommodation

Homestay is one of the most popular options for UTS:INSEARCH students. It gives International students an opportunity to improve your English on a daily basis with local people. You will also get the chance to make lifelong friends and learn about Australian culture first hand, whilst also being provided with two meals a day Monday to Friday and three meals a day on weekends. 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 other accommodation options are available including hotels and guest houses. If you are under 18 years of age you must have a UTS:INSEARCH or Department of Immigration and Border Protection (DIBP) approved carer. You cannot change accommodation without first obtaining approval from the UTS:INSEARCH Student Centre.

2.5 Keeping your contact details up to date

If you are an International student you are required by the Department of Immigration and Border Protection (DIBP) to advise UTS:INSEARCH of your Sydney contact details when starting your course. You also need to advise us if you change your address, your personal email address or your telephone number and this must be done within seven days of the change.

Please complete the 'Contact Details Update' form available on the student extranet or go to the UTS: INSEARCH Student Centre. Keeping us advised of your current contact details is a visa condition. Failure to comply with this will result in the cancellation of your student visa.

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

2.6 Activities, Sport and Fun

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

Here are some events they host throughout the year:

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

...and much more!

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

2.8 Travel Concessions and Discounted Tickets

2.8.1 Student Concessions

– Domestic Students Only

On the first day of classes (not during Orientation) Domestic students may apply at the UTS:INSEARCH Student Centre for travel concessions.

2.8.2 Discounted Travel Tickets

– International Students

On the first day of classes (not during Orientation) International students may apply at the UTS:INSEARCH Student Centre for discounted travel tickets.



3. UTS:INSEARCH Courses

3.1 Diploma Programs

Diploma of Business

3.1.1 Diploma of Business (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1

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

Stage 2

BACC002 Accounting Transactions and Business Decisions *
BMKT001 Marketing Foundations
BSTA001 Business Statistics

Elective Choice:

BECO002 Economics for Business 2**
OR
BMGT002 Cross Cultural Management

Pre-requisites

* Pre-requisite is (BACC001)
**Pre-requisite is (BECO001)

3.1.2 Diploma of Business (Standard) 3 Semesters

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

BMKT001 Marketing Foundations
BSTA001 Business Statistics

Elective Choice:

BECO002 Economics for Business 2**
OR
BMGT002 Cross Cultural Management

Pre-requisites

*Pre-requisite is (BACC001)
**Pre-requisite is (BECO001)

3.1.3 Diploma of Business (Extended) 4 Semesters

COURSE STRUCTURE

Stage 0

BMAT001 Business Maths
BSTU001 Fundamentals of Business
ACEN001 Academic English
OR
ACCO001 Academic Communication for Diploma

Stage 1

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

Stage 2

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

Stage 3

BMKT001 Marketing Foundations
BSTA001 Business Statistics

Elective Choice:

BECO002 Economics for Business 2**
OR
BMGT002 Cross Cultural Management

Pre-requisites

*Pre-requisite is (BACC001)
**Pre-requisite is (BECO001)

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



Diploma of Business

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication

This subject consists of three four week modules designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical creative thinking skills will give students' confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part confidently in any academic speaking contexts. Digital Publishing Skills will provide students with different methods to digitally publish a series of personal profiles related to their future career paths.

Information Literacy Skills will enable students to understand how to research, read and note take from academic texts and to write effective summaries.

ACEN001

Academic English

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

BABC001

Academic and Business Communication

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

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

BACC001

Accounting for Business

This subject equips students with the broad and basic knowledge and skills to deal with accounting information systems in the business environment and is also a foundation for further study in accounting.

BACC002

Accounting Transactions and Business Decisions

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

BECO001

Economics for Business 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.

BECO002

Economics for Business 2

The 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.

BFIN001

Fundamentals of Business Finance

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

BMAT001**Business Maths**

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

BMGT001**Managing People and Organisations**

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

BMGT002**Cross Cultural Management (CCM)**

This subject provides students with the knowledge and skills necessary to identify and evaluate the role of culture in work organisations. This subject aims to develop intercultural awareness and organisational effectiveness in the global context through a critical evaluation of mainstream and emerging models of national culture. There is a strong emphasis on real life cases, students will learn to identify the role of culture in determining organisational strategy, structure, communication, motivation and leadership.

BMKT001**Marketing Foundations**

This subject covers the basic principles of marketing. It develops an understanding of the overall process of marketing planning, implementation and control in the contemporary business environment 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**Business Statistics**

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

BSTU001**Fundamentals of Business**

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

Diploma of Communication

3.1.4 Diploma of Communication (Public Relations) (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 (CEPC001)
*** Pre-requisite is (CEPC001)

3.1.5 Diploma of Communication (Public Relations) (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 (CUCO001 and CLAD001)
** Pre-requisite is (CEPC001)
*** Pre-requisite is (CEPC001)

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

COURSE STRUCTURE

Stage 0

CDCO001 Design Communication
COEC001 Object Ecology
ACEN001 Academic English
OR
ACC0001 Academic Communication for Diploma

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 (CUCO001 and CLAD001)
** Pre-requisite is (CEPC001)
*** Pre-requisite is (CEPC001)

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

3.1.7 Diploma of Communication (Digital and Social Media) (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 *
CUXD001 User Experience Design
CEPG001 Engagement, Participation, Gamification

3.1.8 Diploma of Communication (Digital and Social Media) (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
CUXD001 User Experience Design

Stage 3

CIDH001 Ideas in History
CEPG001 Engagement, Participation, Gamification

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

COURSE STRUCTURE

Stage 0

CDCO001 Design Communication

COECO01 Object Ecology

ACEN001 Academic English

OR

ACCO001 Academic Communication for Diploma

Stage 1

CAPC001 Academic and Professional Communication

CUCO001 Understanding Communication

CEPC001 The Ecology of Public Communication

Stage 2

CLAD001 Language and Discourse

CUXD001 User Experience Design

Stage 3

CIDH001 Ideas in History *

CEPG001 Engagement, Participation, Gamification

Pre-requisites

* Pre-requisites are (CUCO001 and CLAD001)

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



Diploma of Communication

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication

This subject consists of three four week modules designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills will give students' confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part confidently in any academic speaking contexts. Digital Publishing Skills will provide students with different methods to digitally publish a series of personal profiles related to their future career paths. Information Literacy Skills will enable students to understand how to research, read and note take from academic texts and to write effective summaries.

ACEN001

Academic English

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

CAPC001

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, and the language and literacy demands of undergraduate study and develop an appreciation of the role that language plays in the working lives of communication professionals.

CDCO001

Design Communication

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

CEPC001

The Ecology of Public Communication

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.

CEPG001

Engagement, Participation, Gamification

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

CIDH001

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 problematize 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.

CLAD001**Language and Discourse**

In this subject you explore the theories of Michel Foucault in relation to how power and knowledge feature in all discourses that surround topics circulating through society. Identifying these discourses and analysing how language and knowledge are used to reinforce, undermine or shift power enables deeper understanding of written texts. This extends into creating an original audio script with consideration of how music and sounds play a part in communication, culminating in the production of a recorded audio piece.

COEC001**Object Ecology**

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

CPPR001**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 skills essential for practice.

CSPR001**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 research a client and social awareness issue, prepare a public relations strategy, and present a professional client pitch.

CUCO001**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.

CUXD001**User Experience Design**

User experience design is a multidisciplinary area that concerns the interaction between users and digital devices. Digital devices form an integral part of our daily interactions in the personal, the social, and the public sphere. In this subject you will be introduced to the ideas, models and theories involved in designing and evaluating user-friendly and effective ICTs and other digital environments using ethnographic approaches. You will also be equipped with the skills to analyse and evaluate user experience designs and to improve users' interactions with digital devices. Different methods for investigating user experience design are explored in individual as well as in group work. At the completion of the subject, you will be able to interpret user interaction situations from a user experience design angle and apply skills and knowledge to solve user experience design problems.

Diploma of Design and Architecture

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

COURSE STRUCTURE

Stage 1

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

Stage 2

DDPR001 Design Project
DDIN001 Design Inquiry
DDTH001 Design Thinking

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

COURSE STRUCTURE

Stage 1

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

Stage 2

DSPD001 Spatial Design
DDIN001 Design Inquiry
DDTH001 Design Thinking

Stage 3

DDPR001 Design Project

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

COURSE STRUCTURE

Stage 0

DOEC001 Object Ecology
DDCO001 Design Communication
ACEN001 Academic English
OR
ACC0001 Academic Communication for Diploma

Stage 1

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

Stage 2

DDIN001 Design Inquiry
DSPD001 Spatial Design
DRDH001 Design Thinking

Stage 3

DDPR001 Design Project

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

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

DDPR001 Design Project

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

COURSE STRUCTURE

Stage 0

DOEC001 Object Ecology
DDCO001 Design Communication
ACEN001 Academic English
OR
ACCO001 Academic Communication for Diploma

Stage 1

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

Stage 2

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

Stage 3

DDPR001 Design Project

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



Diploma of Design and Architecture

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication

This subject consists of three four week modules designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills will give students' confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part confidently in any academic speaking contexts. Digital Publishing Skills will provide students with different methods to digitally publish a series of personal profiles related to their future career paths. Information Literacy Skills will enable students to understand how to research, read and note take from academic texts and to write effective summaries.

ACEN001

Academic English

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

DADC001

Academic and Design Communication

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

DAHO001

Architectural History and Theory: Orientations

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

DAHMO01

Architectural History and Theory: Modernity and Modernism

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

DDCO001

Design Communication

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

DDIN001**Design Inquiry**

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

DDPR001**Design Project**

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

DDST001**Design Studio**

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

DDTH001**Design Thinking**

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

DOEC001**Object Ecology**

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

DRDH001**Researching Design History**

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

DSPD001**Spatial Design**

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

Diploma of Engineering

Assumed Knowledge for the UTS:INSEARCH Diploma of Engineering

Although there are no formal prerequisites, the UTS:INSEARCH Diploma of Engineering is delivered on the assumption that students have competencies equivalent to those of Year 12 subjects in Mathematics and Physics. In particular students are assumed to be operationally familiar with the following mathematical concepts:

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

Previous study of chemistry is also recommended.

Applicants who do not have the assumed knowledge outlined above, or who do not feel confident with this material, should consider enrolling in the Extended Diploma of Engineering.

3.1.16 Diploma of Engineering (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1

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

Stage 2

EIEE001 Introduction to Electrical Engineering
OR
ESTA001 Statics (Civil engineering only)
ECOM001 Engineering Communication *
EIVB001 Informatics: Visual Basic**
OR
EPRG001 Programming Fundamentals
EMAT001 Mathematical Modelling 1**
OR
EMTH001 Mathematical Modelling 2***

Pre-requisites

* Pre-requisite is (SATC001 or EATC001)
** Pre-requisite is (SFMT001 or EFMT001 or satisfactory mathematics readiness test)
*** Pre-requisite is (SMAT001 or EMAT001)

3.1.17 Diploma of Engineering (Standard) 3 Semesters

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

ECHM001 Chemistry 1
EIVB001 Informatics: Visual Basic
OR
EPRG001 Programming Fundamentals
EIEE001 Introduction to Electrical Engineering
OR
ESTA001 Statics (Civil engineering only)

Pre-requisites

* Pre-requisite is (SATC001 or EATC001)
** Pre-requisite is (SFMT001 or EFMT001 or satisfactory mathematics readiness test)
*** Pre-requisite is (SMAT001 or EMAT001)

3.1.18 Diploma of Engineering (Extended) 4 Semesters

COURSE STRUCTURE

Stage 0

EIMT001 Introduction to Mathematics
EIPH001 Introduction to Physics
ACEN001 Academic English
OR
ACCO001 Academic Communication for Diploma

Stage 1

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

Stage 2

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

Stage 3

ECHM001 Chemistry 1
EIVB001 Informatics: Visual Basic
OR
EPRG001 Programming Fundamentals
EIEE001 Introduction to Electrical Engineering
OR
ESTA001 Statics (Civil engineering only)

Pre-requisites

* Pre-requisite is (SATC001 or EATC001)
** Pre-requisite is (SFMT001 or EFMT001 or satisfactory mathematics readiness test)
*** Pre-requisite is (SMAT001 or EMAT001)

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



Diploma of Engineering

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication for Diploma

This subject consists of three four week modules designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills will give students' confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part confidently in any academic speaking contexts. Digital Publishing Skills will provide students with different methods to digitally publish a series of personal profiles related to their future career paths. Information Literacy Skills will enable students to understand how to research, read and note take from academic texts and to write effective summaries.

ACEN001

Academic English

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

EATC001

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

Chemistry 1

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

ECOM001

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

Foundation Mathematics

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

EIEE001

Introduction to Electrical Engineering

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

EIMT001**Introduction to Mathematics**

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

EIPH001**Introduction to Physics**

This subject introduces the fundamentals of optics, mechanics and electricity and their relevance to engineering and the physical sciences. The subject equips the student with key concepts through practical activities, problem solving, and readings of scientific texts and through interactive technologies.

EIVB001**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.

EMAT001**Mathematical Modelling 1**

The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. The subject establishes essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces the basic concepts of linear algebra, including matrices and systems of linear equations for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals, solutions to differential equations by integration, introduction to matrices.

EMTH001**Mathematical Modelling 2**

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

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

ENET001**Networking Essentials**

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

EPHY001**Physical Modelling**

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

EPRG001**Programming Fundamentals**

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

ESTA001**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, dynamics.

Diploma of Information Technology

3.1.19 Diploma of Information Technology (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1

IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IVBS001 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 (IIIS001)
** Pre-requisite is (IPRG001)

3.1.20 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

IVBS001 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 (IIIS001)
** Pre-requisite is (IPRG001)

3.1.21 Diploma of Information Technology (Extended) 4 Semesters

COURSE STRUCTURE

Stage 0

IIIT001 IT Essentials
IIPR001 Programming
ACEN001 Academic English
OR
ACCO001 Academic Communication for Diploma

Stage 1

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

Stage 2

IVBS001 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 (IIIS001)
** Pre-requisite is (IPRG001)

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



Diploma of Information Technology

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication for Diploma

This subject consists of three four week modules designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills will give students' confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part confidently in any academic speaking contexts. Digital Publishing Skills will provide students with different methods to digitally publish a series of personal profiles related to their future career paths. Information Literacy Skills will enable students to understand how to research, read and note take from academic texts and to write effective summaries.

ACEN001

Academic English

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

IACD001

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.

IAPP001

Applications programming

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

IBRM001

Business Requirements Modelling

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

ICBP001

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

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.

IIPR001**Programming**

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

IIIS001**Introduction to Information Systems**

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

IIIT001**IT Essentials**

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

INET001**Networking Essentials**

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

IPRG001**Programming Fundamentals**

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

IWBS001**Web Systems**

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

Diploma of Science

Assumed Knowledge for the UTS:INSEARCH Diploma of Science

Physical Sciences Stream

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

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

Previous study of physics and chemistry is also recommended.

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

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Pre-requisites

* Pre-requisite is (SCHM001)

** Pre-requisite is (SFMT001)

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

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

Pre-requisites

* Pre-requisite is (SCHM001)

** Pre-requisite is (SFMT001)

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

COURSE STRUCTURE

Stage 0

SIMT001 Introduction to Mathematics
SIPH001 Introduction to Physics
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1

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

Stage 2

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

Stage 3

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

Pre-requisites

* Pre-requisite is (SCHM001)

** Pre-requisite is (SFMT001)

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

Diploma of Science

Assumed Knowledge for the UTS:INSEARCH Diploma of Science

Life Sciences Stream

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

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

Previous study of physics and chemistry is also recommended.

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

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Pre-requisites

* Pre-requisite is (SCHM001)

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

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

Pre-requisites

* Pre-requisite is (SCHM001)

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

COURSE STRUCTURE

Stage 0

SIMT001 Introduction to Mathematics
SIPH001 Introduction to Physics
ACEN001 Academic English
OR
ACCO001 Academic Communication

Stage 1

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

Stage 2

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

Stage 3

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

Pre-requisites

* Pre-requisite is (SCHM001)

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

Diploma of Science

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication for Diploma

This subject consists of three four week modules designed to acclimatise students to a broad range of skills necessary to succeed in their academic studies. Performance and critical/creative thinking skills will give students' confidence in the use of their body and voice which will better enable them to deliver successful presentations and take part confidently in any academic speaking contexts. Digital Publishing Skills will provide students with different methods to digitally publish a series of personal profiles related to their future career paths. Information Literacy Skills will enable students to understand how to research, read and note take from academic texts and to write effective summaries.

ACEN001

Academic English

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

SATC001

Academic and Technical Communication

This subject provides a broad overview of the principles and 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.

SBCY001

Biocomplexity

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

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

SCBG001

Cell Biology and Genetics

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

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

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

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

**SCHM001
Chemistry 1**

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

**SCHM002
Chemistry 2**

This subject builds on and develops further the material introduced in 65111 Chemistry 1. Physical chemistry topics include acidic and basic salts, acid-base titrations, buffers, solubility equilibria, complex ion equilibria; introduction to chemical thermodynamics, enthalpy of reactions, Hess's Law, entropy and Gibbs free energy; chemical kinetics; coordination chemistry; redox chemistry, electrode potentials, electrolysis, corrosion, Galvanic cells. Carbon chemistry topics include: structures and reactions of the common families of carbon compounds, alkanes, alkenes, alkynes, arenes, halogen compounds, alcohols, ethers, alkanals, alkanones, carboxylic acids, amines, amides, esters; stereochemistry, chirality and optical isomerism; biological molecules and biopolymers, amino acids, peptides, proteins, carbohydrates, nucleic acids.

**SFMT001
Foundation Mathematics**

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

**SHAP001
Human Anatomy and Physiology**

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

**SIMT001
Introduction to Mathematics**

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

**SIPH001
Introduction to Physics**

This subject introduces the fundamentals of optics, mechanics and electricity and their relevance to engineering and the physical sciences. The subject equips the student with key concepts through practical activities, problem solving, and readings of scientific texts and through interactive technologies.

**SITM001
Introduction to Materials**

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

Diploma of Science

SMAT001

Mathematical Modelling 1

The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. The subject establishes essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces the basic concepts of linear algebra, including matrices and systems of linear equations for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals, introduction to matrices.

SPAN001

Physical Aspects of Nature

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

SPIA001

Physics in Action

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

SPSP001

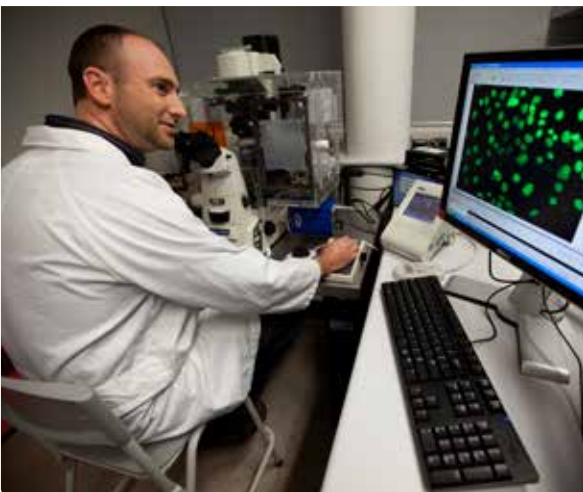
Principles of Scientific Practice

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

SSDA001

Statistical Design and Analysis

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



UTS Foundation Studies

3.2.1 UTS Foundation Studies (Standard) 2 Semesters

COURSE STRUCTURE :

8 Subjects + Learning Support Modules, 2 Semesters Students are required to attend a two hour Learning Support Module each week of semester.

Stage 1

FFE001 Foundations of English 1
FDL001 Digital Literacies
FLS101 Learning Support Module 1
FIM001 Introduction to Mathematics 1
OR
FFM001 Fundamentals of Mathematics*

ONE elective from the following list:

FMU001 Multimedia
FIP001 International Perspectives
FST001 Science, Technology and Society

* This subject is designed for students who have studied maths before at senior high school or who intend studying engineering.

Stage 2

FFE002 Foundations of English 2
FIC001 Introduction to Creative Thinking
FPE001 Professional Environments Capstone Project
FLS102 Learning Support Module 2

ONE elective from the following list:

FIM002 Introduction to Mathematics 2
OR
FME001 Mathematics for Engineering and Science#
FMU001 Multimedia
FIP001 International Perspectives
FST001 Science, Technology and Society

Fundamentals of Mathematics is a pre-requisite for this subject.

3.2.2 UTS Foundation Studies (Extended) 3 Semesters

COURSE STRUCTURE:

12 Subjects + Learning Support Modules, 3 Semesters Students are required to attend a two hour Learning Support Computer workshop (FCS101) each week of their first semester, and two hour Learning Support Modules in subsequent semesters.

Stage 1

FFE001 Foundations of English 1
FAS001 Australian Studies
FIM001 Introduction to Mathematics 1
FSC001 Society and Culture
FCS101 Learning Support Computer Workshop

Stage 2

FFE002 Foundations of English 2
FDL001 Digital Literacies
FLS101 Learning Support Module 1

TWO electives from the following list:

FIM001 Introduction to Mathematics 1
OR
FFM001 Fundamentals of Mathematics*
FMU001 Multimedia
FIP001 International Perspectives
FST001 Science, Technology and Society

* This subject is designed for students who intend studying engineering.

Stage 3

FEN002 Academic Communication
FIC001 Introduction to Creative Thinking
FPE001 Professional Environments Capstone Project
FLS102 Learning Support Module 2

ONE elective from the following list:

FIM002 Introduction to Mathematics 2
OR
FFM001 Fundamentals of Mathematics
OR
FME001 Mathematics for Engineering and Science#
FMU001 Multimedia
FIP001 International Perspectives
FST001 Science, Technology and Society

Fundamentals of Mathematics is a pre-requisite for this subject.



UTS Foundation Studies

SUBJECT DESCRIPTIONS

COMPULSORY SUBJECTS

FAS001

Australian Studies

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

FCS101

Learning Support Computer Workshop

This workshop builds students computer skills to ensure they understand and can effectively use a range of applications to support their studies.

FDL001

Digital Literacies

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

FEN002

Academic Communication

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

FFE001

Foundations of English 1

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

FFE002

Foundations of English 2

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

FFM001

Fundamentals of Mathematics

This subject gives a broad contextual introduction to mathematics and statistics. It develops fundamental understandings of mathematical methods and theoretical statistics. It also introduces concepts of linear algebra, including matrices and systems of linear equations, which are required for an understanding of linear modelling and appropriate ways to approach mathematical and statistical problems. This subject is designed for students who have studied maths before at senior high school or who intend to do engineering.

FIC001

Introduction to Creative Thinking

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

FIM001

Introduction to Mathematics 1

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

FLS101 and FLS102

Learning Support Module

Learning Support Modules will focus on building students' skills across a range of areas and supports their learning in their compulsory and elective subjects.

FPE001**Professional Environments Capstone Project**

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

FSC001**Society and Culture**

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

ELECTIVE SUBJECTS**FFM001****Fundamentals of Mathematics**

This subject gives a broad contextual introduction to mathematics and statistics. It develops fundamental understandings of mathematical methods and theoretical statistics. It also introduces concepts of linear algebra, including matrices and systems of linear equations, which are required for an understanding of linear modelling and appropriate ways to approach mathematical and statistical problems. This subject is designed for students who have studied maths before at senior high school or who intend to do engineering.

FIM002**Introduction to Mathematics 2**

This subject follows on from Introduction to Mathematics 1. In this subject students are provided with a broad contextual introduction to elementary mathematics and statistics. It covers fundamental mathematical methods including basic algebra, rates and ratio, further data analysis and probability. 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.

FIP001**International Perspectives**

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

FME001**Mathematics for Engineering and Science**

Mathematics for Engineering and Science provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Science and Engineering. The subject covers essential knowledge and skills in calculus and is a follow on to the Fundamentals of Mathematics course. The subject aims to develop skills and knowledge with a focus on mathematical thinking and communication.

FMU001**Multimedia**

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

FST001**Science, Technology and Society**

This subject explores the relationship between science and society and the social issues that arise from the advancement of science and technology. It explores how technology and society work together in shaping our world and how science changes the way we understand the world around us.

4. Managing your Studies

4.1 Changing your Course

4.1.1 Changing your Study Plan

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

4.1.2 Adding or dropping a Subject (Diploma)

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

4.1.3 Changes to your Visa

If you hold a student visa and need to extend your studies at UTS:INSEARCH beyond the normal or expected period of study, you will need to speak to UTS:INSEARCH Student Centre staff and obtain additional visa documentation to cover this extra period of study. If you already hold a visa covering your UTS degree you will also need to contact the UTS International Office (Level 3 of the Tower Building) to advise them of this. If you need to extend your visa, please see UTS:INSEARCH Student Centre staff to obtain the necessary documents at least two weeks before your visa expires. You must take your passport and Medibank details with you to the DIBP office. International students must also make sure that you have been granted working rights before undertaking part time work. Part time work can only commence after enrolling in your first semester subjects.

4.2 Attendance

Regular attendance at every class is very important for success in your studies. Students with good attendance rarely fail. You must attend all classes. This is not only a requirement of UTS:INSEARCH but for International students it is also a regulation of the Australian government. Personal reasons such as weddings, holidays, sports or hobbies are not acceptable reasons for missing classes.

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

4.2.1 What to do when you cannot Attend Classes

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

For emergencies after office hours (9.00am - 5pm Monday to Friday) please contact UTS Security for assistance.

UTS Security 9514 1192 or 1800 249 559

Blue Building: 0408 238 011

CPSU House: 0408 152 022

Prince Centre: 0409 664 923

4.2.2 Documentary Evidence

For International students, UTS:INSEARCH is required by law to have documentary evidence of the circumstances that prevented you from attending classes. This could be a medical certificate, a police report or in the case of a loss in the family, a death certificate or a statement from a funeral home. If you are unable to attend classes for any reason, such as illness, accident or family bereavement, you need to contact INSEARCH Student Centre by telephone: +61292188666 or email StudentCentre@insearch.edu.au.

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

For International students, this is a requirement of their visa, and the documents are essential to make sure that your student visa is not cancelled.

For Domestic students, these documents are necessary as well to support a claim that your ability to study has been seriously affected if you need special consideration. The Academic Advisers can help you with this.

4.2.3 Going on Holidays

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

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

Start	Finish
9:00 AM	10:50 AM
11:00 AM	12:45 PM
Lunch 12.45 – 2.00 PM	
2:00 PM	3:50 PM
4:00 PM	5:50 PM
6:00 PM	7:50 PM

4.3 Tutorial allocation and classroom changes

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

4.4 Working while Studying

As UTS:INSEARCH courses are fast-track in nature with only short vacations, a focus on study is important but INSEARCH recognises that you might wish to work part-time. Working arrangements need to be fitted in around your study commitments.

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

4.5 Timetables

Students may check their class timetable on eStudent. UTS:INSEARCH reserves the right to change a student's timetable, especially during the first 3 weeks of the semester. Students are advised to check their UTS email regularly as timetable-change notifications are sent to this email account.

4.6 Re-enrolling

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

4.7 Withdrawal from UTS:INSEARCH or transfer to another educational provider

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

International students

- a. If you are considering changing to another educational provider, you must first speak to an Academic Adviser. You will need to complete an application to withdraw form. Documentation supporting your request to transfer to another institution is required.
- b. DIBP regulations may require UTS:INSEARCH approval if you are intending to enrol at another institution after withdrawing from UTS:INSEARCH.
- c. If you hold a SVP (Streamlined Visa Processing) visa DIBP regulations will not normally permit you to change to a non-SVP provider. Failure to comply with SVP legislation will lead to cancellation of your student visa.
- c. In some cases you may be required to return overseas after withdrawing.
- d. Where approval to withdraw is granted, UTS:INSEARCH is required to advise DIBP of this change in your enrolment status. If you hold a UTS package visa you will need to contact the UTS International office to alert them of this change in your study plans.

Domestic students

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

4.8 Deferring a Semester

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

International students:

DIBP regulations permit deferral of studies by International students only in exceptional circumstances such as serious illness, death in the family or for some other compassionate reason. Students will be required to provide documentation supporting their application to defer.

4.9 UTS:INSEARCH Academic Board and its Committees

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

4.9.1 Quality and Curriculum Committee

The Quality and Curriculum Committee (QCC) is chaired by the Associate Dean of Studies. It meets each semester and advises the Academic Board on matters relevant to the quality of the Academic operations of UTS:INSEARCH Sydney.

4.9.2 Results Ratification Committee

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

4.9.3 Student Conduct Committee

The Student Conduct Committee is a subcommittee of the Academic Board and meets as required to implement the Academic Misconduct Policy.



5. Fee Information

Individual unit fee, unit code, unit of study name and unit EFTSL are available on the website in the Census and EFTSL Information section. <http://www.insearch.edu.au/Course-Details/Courses/EFTSL-Census>

5.1 UTS Foundation Studies

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

1st semester fee	A\$10,500
2nd semester fee	A\$10,500
TOTAL FEE	A\$21,000

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

1st semester fee	A\$9,500
2nd semester fee	A\$9,500
3rd semester fee	A\$9,500
TOTAL FEE	A\$28,500

5.2 Diploma Programs

For detailed fee information please refer to the UTS:INSEARCH website. The fee structures set out below are for both International students and Domestic students (Australian Permanent Residents and Citizens).

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$15,000
2nd semester fee	A\$12,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$9,000
2nd semester fee	A\$9,000
3rd semester fee	A\$9,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$2,875 per subject
1st semester fee	A\$8,625
2nd semester fee	A\$8,625
3rd semester fee	A\$8,625
4th semester fee	A\$8,625
TOTAL FEE	A\$34,500

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$15,000
2nd semester fee	A\$12,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$9,000
2nd semester fee	A\$9,000
3rd semester fee	A\$9,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$2,875 per subject
1st semester fee	A\$8,625
2nd semester fee	A\$8,625
3rd semester fee	A\$8,625
4th semester fee	A\$8,625
TOTAL FEE	A\$34,500

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

Tuition fees	A\$3,857.14 per subject
1st semester fee	A\$15,428.56
2nd semester fee	A\$11,571.42
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,857.14 per subject
1st semester	A\$11,571.42
2nd semester	A\$7,714.28
3rd semester	A\$7,714.28
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,450 per subject
1st semester fee	A\$10,350
2nd semester fee	A\$10,350
3rd semester fee	A\$6,900
4th semester fee	A\$6,900
TOTAL FEE	A\$34,500

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

Tuition fees	A\$3,857.14 per subject
1st semester fee	A\$15,428.56
2nd semester fee	A\$11,571.42
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,857.14 per subject
1st semester	A\$11,571.42
2nd semester	A\$11,571.42
3rd semester	A\$3,857.14
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,450 per subject
1st semester fee	A\$10,350
2nd semester fee	A\$10,350
3rd semester fee	A\$10,350
4th semester fee	A\$3,450
TOTAL FEE	A\$34,500

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$15,000
2nd semester fee	A\$12,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$9,000
2nd semester fee	A\$9,000
3rd semester fee	A\$9,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$2,875 per subject
1st semester fee	A\$8,625
2nd semester fee	A\$8,625
3rd semester fee	A\$8,625
4th semester fee	A\$8,625
TOTAL FEE	A\$34,500

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$15,000
2nd semester fee	A\$12,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$3,000 per subject
1st semester fee	A\$9,000
2nd semester fee	A\$9,000
3rd semester fee	A\$9,000
TOTAL FEE	A\$27,000

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

Tuition fees	A\$2,875 per subject
1st semester fee	A\$8,625
2nd semester fee	A\$8,625
3rd semester fee	A\$8,625
4th semester fee	A\$8,625
TOTAL FEE	A\$34,500

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

Late Re-Enrolment Fee

A late re-enrolment fee of A\$500 will be charged to any student who fails to re-enrol by the end of the official re-enrolment period (the first day of 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 for further information, available at www.studyassist.gov.au

5.3 Refunds

UTS:INSEARCH will refund tuition fees in some circumstances. Please refer to your offer letter, Terms and Conditions.

5.4 Payment of Fees

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

5.4.1 Library Fines and Outstanding Loans

If you have an outstanding loan or owe late fees to the UTS library you 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, bring a copy of your UTS library record, confirming there are no overdue fees and no outstanding loans, to the UTS:INSEARCH Student Centre, and once this has been confirmed results will be available the following day.

5.4.2 UTS Housing and Outstanding Fees

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

5.5 FEE-HELP rules

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

Some important things to remember:

- Faxed, scanned or photocopies of the Request for FEE-HELP assistance form cannot be used.
- 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
- FEE-HELP students are able to:
 - Pay full fees (1st semester tuition fees or the fees required to complete the subjects they plan on studying if less than a full semester workload) up front
 - Pay part of the fees
 - Pay none of the fees
 - Prior to the census date, domestic students, including FEE-HELP students, can withdraw without incurring any debt.



6. Scholarships, Sponsorships and prizes for Students

6.1 UTS:INSEARCH Scholarships, Sponsorships and Prizes

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

6.1.1 UTS:INSEARCH Dean's Merit Prizes

Each semester, a prize of \$5000 will be awarded to the full time student who achieves the highest Grade Point Average (GPA) in their first semester in each of the diploma programs and the UTS Foundation Studies program. If more than one student achieves the highest GPA the prize is shared.

6.1.2 UTS:INSEARCH Outstanding Graduate Prizes

Each semester, a \$5000 prize will be awarded to the full-time student who achieves the highest Grade Point Average (GPA) in their final semester in each of the diploma programs and the UTS Foundation Studies program. If more than one student achieves the highest GPA the prize is shared.

6.1.3 Dianne Leckie Memorial Scholarship

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

6.1.4 UTS:INSEARCH to UTS Pathway Scholarship

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

6.2 External Scholarships, Sponsorships and Prizes

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

<https://student.insearch.edu.au>

7. What happens next/completing your studies

7.1 Moving On

7.1.1 Transferring to UTS

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

7.1.2 Applying to Another University

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

International students holding a UTS packaged visa must comply with SVP and DIBP legislation.

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

7.2 Academic Records

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

7.3 Farewell

The Farewell Ceremony is an opportunity for you to celebrate the completion of your studies at UTS:INSEARCH with fellow students, family and friends. It is a formal event, held every semester for departing students who are due to complete their studies in either the Foundation or Diploma program. The ceremony includes an academic procession; students receive a letter of congratulations and are presented to the UTS Vice-Chancellor.

Note: this is not a graduation ceremony and you won't receive your testamur or formal results at this event. Your testamur and transcript will be available for collection from UTS:INSEARCH once results have been released.

Students who are eligible to attend each ceremony, will receive an invitation by email and post to the Australian address supplied by them to UTS:INSEARCH. The details of the ceremony will also be available on the student extranet. Students must confirm their attendance at the farewell ceremony in order to attend.

8. Policies

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

8.1 Application, Admission and Enrolment Policy

New enrolments

You must pay your tuition fees, or submit prior to enrolment (at admission stage)

- A request for FEE-HELP assistance form, or
- A formal scholarship letter confirming the payment of fees issued by a Cultural Mission or relevant government body,

Or

- A financial guarantee confirming your scholarship, issued by a Cultural Mission or relevant government body.

Last day to enrol

You must enrol or re-enrol by the end of the first day of week 1 to avoid a late fee. International students who have not re-enrolled by Friday of week 1 will be reported to the DIBP for failure to re-enrol. Domestic students who fail to re-enrol by Friday of week 1 and who have made no arrangements at the Student Centre to defer their course will be withdrawn from the course.

Last day to add a subject

The last day to add an additional subject to your study plan is Friday of week 1. You may not enrol in more than the published stage load for your course except in exceptional circumstances and with the approval of the Program Manager.

Last day to withdraw from a subject without academic penalty

You are permitted to drop a subject from your study plan up to and including the Census Date, which is Friday of week 4 of classes, however if you are an International student it is a condition of your student visa that you enrol and attend the published subjects for each stage of your course.

Study loads

International students enrolled in Diploma or UTS Foundation Studies programs are required by DIBP to undertake a full-time study load. Domestic students enrolled in Diploma programs are permitted to take less than the standard published study load but would normally be expected to take a minimum of 2 subjects per semester.

Pre-requisites and co-requisites

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

Maximum number of subjects

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

8.2 Recognition of Prior Learning Policy

If you are seeking exemption from subjects at UTS:INSEARCH on the basis of an equivalent level of study at a previous institution you should apply at the same time as submitting your application for entry to UTS:INSEARCH. Applications for exemptions with all necessary documentation can be made up until the end of week 1 of your first semester of study. No exemptions will be granted towards UTS Foundation Studies.

8.3 Assessment Policy

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

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

8.3.1 Special Consideration Procedure

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

Under what circumstances can you apply for special consideration?

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

What evidence do you need to submit?

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

You must obtain a Request for Special Consideration form from the Academic Adviser, complete it and lodge it in person with the Academic Adviser:

Level 4, 187 Thomas Street (Blue Building) Haymarket.
The professional authority section of the form must be completed and signed for a request to be considered.

The professional authority must be completed and signed by a:

- Registered medical practitioner, registered psychologist or other registered counsellor;
- Minister of religion (only if religious commitments have impacted on ability to do assessments)
- Documentation such as a medical report, death notice or certificate, police report or statutory declaration may be attached to this form. The Academic Advisers will keep your documentation in a confidential file.

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

If you miss a mid-semester or final exam, you must submit a Request for Special Exam (due to Illness/ Misadventure).

Who will consider your request?

Your request will be assessed by the Associate Dean of Studies. If approved, the Associate Dean of Studies will inform the Subject Coordinator who will apply the Special Consideration provisions to your results in the assessment in the relevant subject and will notify you by email of any extension or alternative assessment deadlines. Such deadlines cannot extend beyond the final day of the second week of the special exams except in exceptional circumstances. All requests for Special Consideration must be lodged NO LATER THAN FIVE WORKING DAYS AFTER THE DUE DATE OF THE ASSESSMENT

8.4 Special Needs Policy

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

The policy applies to the students who have special needs in terms of learning as a result of disability (physical or mental) or illness. If you have an existing special need you should advise UTS:INSEARCH of this when completing the 'Domestic or International Application Form'. You will need to include medical certificates or other relevant supporting documentation.

Confidentiality of information relating to students with special needs will be protected, and access to information will be restricted to staff with a legitimate need to know basis. All documentary evidence of disability will be retained by the Academic Adviser unless otherwise agreed to by the person with the disability.

8.5 Academic Course Progress Policy; Attendance Policy and Completion Policy

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

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

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

8.6 Academic Misconduct Policy

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

There are 5 levels of penalties:

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

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

All appeals must be in writing addressed to the Dean of Studies and lodged with the Student Centre within 7 days of the date you are notified of the decision. You must demonstrate that there were procedural or factual errors in the decision made.

8.7 Non-Academic Misconduct Policy

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

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

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

8.8 Student Complaints Policy

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

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

8.9 ICT Acceptable Use and Security Policy

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

You must not:

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

9. Privacy

INSEARCH Limited (UTS:INSEARCH) acknowledges and respects the privacy of individuals and complies with the Privacy and Personal Information Protection Act 1998 (NSW) (the PPIP Act) and Australian Privacy Principles, which regulate the collection, use and disclosure of personal information that INSEARCH holds about you. When you applied to UTS:INSEARCH, the application form and terms & conditions included a Privacy Statement containing information about how your personal information will be handled, including:

- the purposes for which UTS:INSEARCH collects your personal information; and
- who UTS:INSEARCH may disclose your personal information to.

Provision of your personal information is voluntary, however if you do not provide it we may be unable to process your application. As part of the administration of your application and study with UTS:INSEARCH, your personal information may be used by us and shared with our controlling entity the University of Technology, Sydney, and associated companies for the purpose of assessing your application, establishing and administering your program of study, and other related purposes.

The UTS:INSEARCH Privacy Policy contains information about how you:

- can request us to provide you with access to any personal information we hold about you;
- can seek correction of personal information we hold about you;
- may complain about a breach of an Australian Privacy Principle, and how we will deal with such a complaint.

The Privacy Statement and Policy is available on the INSEARCH website and Student Extranet, or on request from the Privacy Officer. Please direct any enquiries you may have in relation to privacy by:

- emailing privacy@insearch.edu.au
- writing to the Privacy Officer, INSEARCH Limited, PO Box K1085, Haymarket NSW 1240;
or
- phoning 02 9218 8793 during normal business hours.



10. FAQs

Q: How much study time per week is expected?

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

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

A: UTS:INSEARCH has a blended learning approach to learning and teaching where students learn through seamless integration of technology-enhanced strategies and face-to-face activities, characterised by the best features of interaction within a subject. The blended learning approach requires students to use devices (smart phones, tablets and/or laptops that can be connected to UTS:INSEARCH Wi-Fi) to access learning resources and to communicate and collaborate with each other. As part of your studies we encourage you to bring your own device (BYOD) to your classes so you can use apps that will support your learning. You will also be able to use your device at home to access learning resources. You will not be required to purchase apps, and all apps used by UTS:INSEARCH are available on iOS and Android.

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

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

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

A: If you are unable to attend classes due to serious circumstances such as an accident, illness or family crisis, you should contact the UTS:INSEARCH Student Centre by telephone: 9218 8666. If you are unable to speak to someone when you call you should leave a message giving your name, student number, a brief description of what has happened to prevent you from attending classes and a phone number for UTS:INSEARCH to contact you.

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

Q: Where can I get help with a subject?

If you are having difficulty with anything to do with understanding a subject you should first talk to your tutor or lecturer before or after class, and ask for assistance. You can also contact them via their email address which is given in the

subject outline. If you still need further help please email your subject co-ordinator or Program Manager to make an appointment. Contact details can be found on the Student Extranet:

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

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

Q: What should I bring to class?

A: Students should always come prepared for class, and your teachers will advise you what you should bring to each class. We also encourage students (where possible) to bring their own personal devices (BYOD) such as smart phones, tablets and laptops that will assist with your studies and can be incorporated into lessons. If you don't have any personal devices, don't worry as UTS:INSEARCH students have access to a wide range of technology on campus.

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

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

Activating your UTS Email Account

- 1. Go to <http://www.uts.edu.au/email>**
- 2. Click on 'Account Activation'.**
(Please note: You can only activate your account once.)

3. Enter your

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

4. Read the UTS IT Facilities Policy and

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

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

6. Set your password.

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

7. Now you have activated your email account.

- Click on "Log Out"

8. To access to your email please go to

<https://email.itd.uts.edu.au/email/>

- Enter your username (Student Number)
- Enter your password (the password you set in Step 6)
- Click on Login

9. Now you can see your email

10. If you have any issue please contact our technical support on +61292187000 or go to

<http://servicedesk.insearch.edu.au>

Forwarding your UTS email to your personal account

1. To login to your UTS email please go to

<https://email.itd.uts.edu.au/email/>

- Enter your username (Student Number)
- Enter your password
- Click on Login

2. After you login please navigate to the Setting

Icon and click on it and go select 'Options' from the drop down menu

3. Click on 'Forward your email'

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

5. Now you will receive all your UTS email to your personal email address, If you have any issue please contact our technical support on +61292187000 or go to <http://servicedesk.insearch.edu.au>

Q: How do I activate my UTS Online Account?

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

Activating your UTS Online account

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

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

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

If you forget UTS email or UTS Online Password

1. Go to <https://email.itd.uts.edu.au>

- Click 'UTS Webmail'

2. Reset your password

- Click 'forgot your password'

3. Enter your details, click 'continue'

Please note. You have previously chosen your security questions, you will require them to reset your password.

Accessing UTS Online

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

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

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

1. Select "INSEARCH Secure"

2. Type in your username and password

3. Accept the User Authentication Certificate

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

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

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

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

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

The President of the Student Council is also a member of the UTS:INSEARCH Academic Board. For further information you can contact the Student Council on

Studentcouncil@insearch.edu.au

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

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

CONTACT DETAILS

Postal Address

The Registrar – UTS:INSEARCH
PO Box K1085 Haymarket NSW 1240 Australia

Street Address

UTS:INSEARCH Student Centre
Ground Floor, 187 Thomas Street, Sydney NSW 2000

T +61 2 9218 8666 **E** studentcentre@insearch.edu.au
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),
a registered private higher education provider of pathways to UTS.