



UTS Insearch

UNIVERSITY OF TECHNOLOGY SYDNEY

2020 Academic Handbook

insearch.edu.au

Welcome to UTS Insearch



Welcome to your UTS pathway academic program. 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. You can look forward to joining them when you successfully complete your studies with us.

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

Tim Laurence
Dean of Studies
UTS Insearch

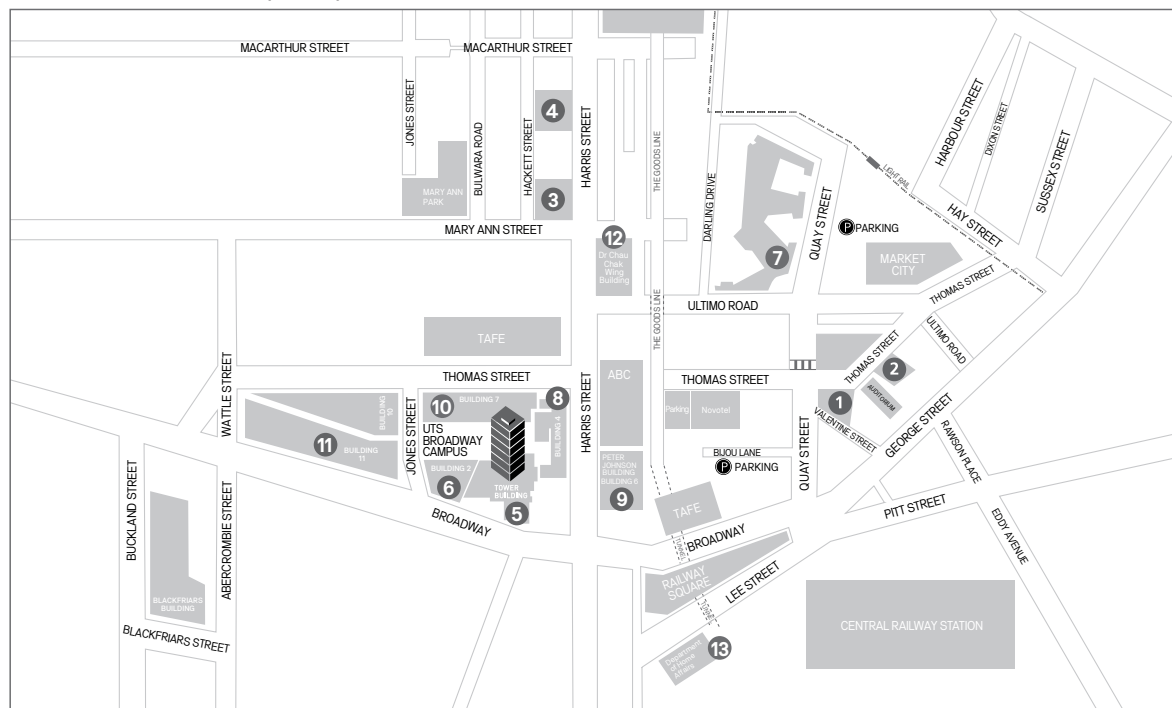
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1. General information

1.1 Maps

UTS Insearch & UTS City Campus



- 1 UTS Insearch (The Blue Building)**
 UTS Insearch Student Centre (Ground Floor)
 UTS Insearch Auditorium (Ground Floor)
 Classrooms (Levels 2, 3, 5, 6, 7)
 Study Success Advisers (Level 4)
 Academic and ELT Reception (Level 4)
 Prayer Rooms (Level 3)
 Student Common Areas (Ground Floor, Levels 2, 5, 7)
 UTS Insearch Corporate Reception (Level 9)
 187 Thomas Street, Haymarket
- 2 CPSU House**
 Security (Level 1)
 Classrooms (Levels 1, 2, 3, 4)
 HELPS Centre (Level 4)
 Student Common Area (Level 3)
 Student Activities HUB (Ground Floor)
 191 Thomas Street, Haymarket
- 3 645 Harris Street – Mary Ann House**
 Classrooms (Levels 1, 3, 4)
 Auditorium (Level 4)
 Student Common Areas (Ground Floor)
 Security office (Ground Floor)
 645 Harris Street, Ultimo
- 4 609 Harris Street – Harris Street**
 Classrooms and Student Common Area (Ground Floor, Level 1)
 609 Harris Street
- 5 UTS Tower Building (CB01)**
 UTS Chaplaincy – Prayer Room 1 (Level 3)
 UTS Health Service
 UTS Counselling Services
 UTS Legal Services
 UTS Tower, 15 Broadway, Ultimo
- 6 UTS Building 2 (CB02)**
 UTS Library (Lvl 7, Lvl 8, Lvl 9)
 UTS Law (Lvl 14, Lvl 15, Lvl 16)
 UTS Central, 61 Broadway, Broadway
- 7 UTS Building 5, Block A (CB05A)**
 UTS International Office
 Corner of Quay Street and Ultimo Road, Haymarket
- 8 UTS Building 4 (CB04)**
 UTS Physics and Chemistry Laboratories
 745 Harris Street, Broadway
- 9 UTS Peter Johnson Building – Building 6 (CB06)**
 702-730 Harris Street, Broadway
- 10 UTS Building 7 (CB07)**
 UTS Faculty of Science and Graduate School of Health Building
 638 Jones Street, Broadway
- 11 UTS Building 11 (CB11)**
 UTS Engineering Laboratories
 81-115 Broadway, Broadway
- 12 UTS Building 5, Block C (CB05C)**
 UTS Business School
 1-9 Quay Street, Haymarket
- 13 Department of Home Affairs**
 Upper Ground Entrance, 26 Lee Street, Sydney

Key

- Shopping
- Train stations
- Walking distance

To Manly, Mosman & Watsons Bay →





1.2 Who's who at UTS Insearch

Managing Director

Alex Murphy

Academic Team

Dean of Studies

Tim Laurence, BSc (Arch), BArch, M Art Th

Associate Dean of Studies

Sally Payne, BEc (Macquarie)

Program Managers

Business:

Vinh Tran, BComm (RMIT), MComm (Macquarie),
M.Acc. (Macquarie)

Communication:

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

Design and Architecture:

Dr Alex Su, BA (Hons) (UQ), PhD (UTS)

Engineering and Information Technology:

Jasmine Cheng, BCom (IS) (UoW), MICT (UoW)

Science:

Justin Chu, BSc (1st Class Hons), M.Phil, PGDE

UTS Foundation Studies:

Susan Sherringham, BA (Hons)

Study Success Advisers

Study Success Adviser Team Leader

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

Study Success Advisers

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

Michael Gaudiosi, BCOM (Wollongong)

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

Jing Gu, Bachelor of Business Information Systems
Master of ICT – Project MGMT (Wollongong)

Kim Pham, Bachelor of Business (LaTrobe University)

Kaipin Wu, BA Education (Shanghai Normal university)
Postgrad Dip (Translations) (UWS)
MED (Wollongong)

Operations Management

Chief Operating Officer

Sally Chatterjee

Registrar

Ray Litster

Head of Student Services

Sebastian Zagarella

Education Services

Education Services Manager

David Montgomery

Student Administration

Team Leader

Cindy Li

Student Admissions

Admissions Manager

Kathryn DeCarlo

Student Centre

Student Centre Team Leader

Beenu Dhingra

Student Welfare Team Leader

Robert Brennan

Student Sponsorship, Compliance and Reporting

Team Leader

Mei-Ling Chen

Security

Facilities Manager

John Bonnici

Security Guards

Abbas Sharabas

Arthur Babas

David Lowe

John Baragry

Jihad Ahmed

Shawkat Yako



Senior Academic Staff



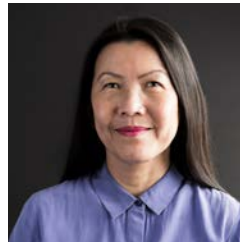
Tim Laurence
Dean of Studies



Alex Su
Program Manager
Design and Architecture



Sally Payne
Associate Dean
of Studies



Jasmine Cheng
Program Manager
Engineering and
Information Technology



Vinh Tran
Program Manager
Business



Justin Chu
Program Manager
Science



Janet Gibson
Program Manager
Communication



Susan Sherringham
Program Manager
UTS Foundation Studies

Study Success Advisers



Zoe Wang
Study Success Adviser
Team Leader



Jing Gu
Study Success Adviser



Alexander Iosjpe
Study Success Adviser



Kim Pham
Study Success Adviser



Michael Gaudiosi
Study Success Adviser



Patty Norden
Study Success Adviser



David Taplin
UTS Counsellor



Kaipin Wu
Study Success Adviser

1.3 Principal dates 2020

March Semester 2020

9-13 March 2020

Get Ready week - mandatory Orientation and Academic Preparation for new students and re-enrolment for continuing students

16 March 2020

Classes commence

16 March 2020

Last day to re-enrol without a late fee

9 April 2020

CENSUS DATE: Last day to withdraw from a subject without academic penalty.

29 May 2020

Last day of diploma classes

1-5 June 2020

Diploma examination period

5 June 2020

Last day of UTS Foundation Studies classes

6-28 June 2020

Holiday and re-enrolment

June Semester 2020

22-26 June 2020

Get Ready week - mandatory Orientation and Academic Preparation for new students and re-enrolment for continuing students

29 June 2020

Classes commence

29 June 2020

Last day to re-enrol without a late fee

24 July 2020

CENSUS DATE: Last day to withdraw from a subject without academic penalty

11 September 2020

Last day of diploma classes

14-18 September 2020

Diploma examination period

18 September 2020

Last day of UTS Foundation Studies classes

19 September-11 October 2020

Holiday and re-enrolment

October Semester 2020

6-9 October 2020

Get Ready week - mandatory Orientation and Academic Preparation for new students and re-enrolment for continuing students

12 October 2020

Classes commence

12 October 2020

Last day to re-enrol without a late fee

6 November 2020

CENSUS DATE: Last day to withdraw from a subject without academic penalty

18 December 2020

Last day of UTS Foundation Studies and diploma classes before the Christmas / New Year break

4 January 2021

UTS Foundation Studies and diploma classes resume

8 January 2021

Last day of diploma classes

11-15 January 2021

Diploma examination period

15 January 2021

Last day of UTS Foundation Studies classes

16 January-1 March 2021

Summer holiday and re-enrolment

1.4 Tentative dates 2021

March Semester 2021

22-26 February 2021

Get Ready week - mandatory orientation and preparation for new students and re-enrolment for continuing students

1 March 2021

Classes commence

1 March 2021

Last day to re-enrol without a late fee

26 March 2021

CENSUS DATE: Last day to withdraw from a subject without academic penalty

14 May 2021

Last day of diploma classes

17-21 May 2021

Diploma examination period

21 May 2021

Last day of UTS Foundation Studies classes

22 May-20 June 2021

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 contact for any queries relating to your studies at UTS Insearch. This includes changing your contact details, getting your student card, enquiring about transport, current student letters, certificates/transcripts, accommodation assistance, withdrawing from a course or paying your fees.

You'll also find our Student Welfare & Accommodation Team in the Student Centre, on weekdays from 9am – 5pm. The team is highly experienced in counselling whilst also providing information and assistance on a range of accommodation options.

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

2.1.2 Study Success Advisers

UTS Insearch Study Success Advisers are there to support you in your studies and to assist you to meet course progress requirements. Study Success Advisers are available Monday to Friday from 9am-5pm. They can also be contacted via email: AdvisersDiploma@insearch.edu.au
AdvisersFoundation@insearch.edu.au

2.1.3 UTS Health and Counselling

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

2.1.4 Help with study

If you have difficulty understanding anything, first see your tutor or lecturer before or after your class, or contact them by their email address given in your subject home page on Canvas. Our Subject Coordinators are available for both weekly consultation sessions and online help. If you need further help please email your Subject Coordinator or Program Manager to make an appointment.

2.1.5 Learning support

UTS Insearch has a number of learning support programs available to students. Throughout the semester, our Peer Support initiatives provide classroom assistance in various subjects. Peer Mentoring is also available to new international students requiring additional support in their studies. We also offer free weekly one-on-one learning support sessions in both Academic Writing and Mathematics. Study skills sessions are held regularly throughout the semester to help with time management and assignment preparation.

2.1.6 Medical help

Health services, including doctors, are available at the UTS Student Services Unit on Level 6 of the UTS Tower Building. Details on their wide range of services are available at:

uts.edu.au/current-students/support/health-and-wellbeing/medical-service

2.1.7 Legal help

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

UTS also have a legal service which is available to UTS Insearch students. Please visit Level 5, UTS Tower Building, 1 Broadway, Broadway NSW 2007 or phone: +61 2 9514 1155

2.2 Communicating with UTS Insearch

2.2.1 Check your UTS email account

Email communication from UTS Insearch is via your UTS email account. Important information from lecturers and our administration departments are sent to this account so it is important that you activate your account as soon as you can.

Refer to the FAQ section at the back of the handbook for details on how to activate your UTS email account.

2.2.2 Use the Current Students tab

The Current Students pages are the place to get information about your program, exams and materials for the subjects you are studying. You'll also find the latest announcements about what's on at UTS Insearch, including all the social activities organised for you to enjoy. It is important to check the Current Students tab regularly. To access the Current Students tab go to: insearch.edu.au/current-students

2.2.3 Post and telephone

Sometimes UTS Insearch may need to contact you by letter or phone. You should reply immediately to any letter that you receive from UTS Insearch and make sure that your address and telephone details are kept up to date.

2.2.4 Check all notice boards

Notice boards are located throughout UTS Insearch campuses. Make sure that you check them regularly as they contain information on student activities and other important matters.

2.3 Your Student ID card

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

- By your teachers
- Security or administration staff
- When borrowing from the UTS Library or accessing other UTS services or facilities
- When accessing the UTS Counselling Services.

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

It is mandatory to have a UTS Insearch student card with a photo on it.

UTS Insearch is a NSW public authority, so it should have regard to government policy. Please read the Policy on Identity and Full Face Coverings for NSW Public Sector Agencies here: arp.nsw.gov.au/m2012-01-policy-identity-and-full-face-coverings-nsw-public-sector-agencies

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 student ID to use the library.

2.4 Accommodation

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

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

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

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

UTS Insearch has partnered with Urbanest to allow a vast range of accommodation options. Urbanest Quay Street dedicates 110 rooms for UTS Insearch students over 18 years of age. Students under the age of 18 can choose to stay at Urbanest Darling Square or for a deluxe experience, a fully-catered option is available at Urbanest Darling House. You can contact the UTS Insearch Student Accommodation Coordinator by email on accommodation@insearch.edu.au if you require advice or assistance.

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

2.5 Contact details

It is important that you keep UTS Insearch advised of your current contact details. You may update your contact details via eStudent, or you may complete a Change of Contact Details form available at the UTS Student Centre.

International students are required by the Department of Home Affairs to advise UTS Insearch of any changes to contact details within seven (7) days. If you are under 18, you must contact UTS Insearch Student Centre or the Insearch Welfare & Accommodation team to update your contact details. Refer to the FAQ section at the back of the handbook for details on how to update your contact details.

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

2.6 Activities, sports and fun

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

Here are some events they host throughout the year:

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

If you have suggestions for activities just contact our Student Activities Coordinator Sally Nowland via email: student.activities@insearch.edu.au

2.7 Travel concessions

2.7.1 Domestic students

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

2.7.2 International Students

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

2.8 Safety

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

During business hours (Monday – Friday 9.00am – 5.00pm) you can report such incidents to the UTS Insearch Welfare & Accommodation Team in person, by ringing 9218 8666 or by sending an email to accommodation@insearch.edu.au

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

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

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



3. UTS Insearch Courses

3.1 Diploma programs

Diploma of Business

3.1.1 Diploma of Business (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1

BABC001 Academic and Business Communication
BACC001 Accounting for Business
BECO001 Economics for Business
BMGT001 Managing People and Organisations

Stage 2

BFIN001 Fundamentals of Business Finance
BACC002 Accounting Transactions and Business Decisions *
BMKT001 Marketing Foundations
BSTA001 Business Statistics

Prerequisites

* Prerequisite is BACC001

3.1.2 Diploma of Business (Standard) 3 Semesters

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

BMKT001 Marketing Foundations
BSTA001 Business Statistics

Prerequisites

* Prerequisite is BACC001

3.1.3 Diploma of Business (Extended) 4 Semesters

COURSE STRUCTURE

Stage 0

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

Stage 1

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

Stage 2

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

Stage 3

BMKT001 Marketing Foundations
BSTA001 Business Statistics

Prerequisites

* Prerequisite is BACC001

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



Diploma of Business

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication

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

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

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

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

ACEN001

Academic English

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

BABC001

Academic and Business Communication

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

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

BACC001

Accounting for Business

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

BACC002

Accounting Transactions and Business Decisions

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

BECO001

Economics for Business

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

BFIN001**Fundamentals of Business Finance**

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

BMAT001**Business Maths**

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

BMGT001**Managing People and Organisations**

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

BMKT001**Marketing Foundations**

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

BSTA001**Business Statistics**

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

BSTU001**Fundamentals of Business**

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

Diploma of Communication

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Prerequisite

* Prerequisite is CEPC001

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

COURSE STRUCTURE

Stage 1

CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2

CDLC001 Digital Literacies
CEPC001 The Ecology of Public Communication

Stage 3

CDIC001 Digital Communities
CPPR001 Principles of Public Relations *

Prerequisite

* Prerequisite is CEPC001

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

COURSE STRUCTURE

Stage 0

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

Stage 1

CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2

CDLC001 Digital Literacies
CEPC001 The Ecology of Public Communication

Stage 3

CDIC001 Digital Communities
CPPR001 Principles of Public Relations *

Prerequisite

* Prerequisite is CEPC001

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

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

COURSE STRUCTURE

Stage 1

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

Stage 2

CDLC001 Digital Literacies
CEPC001 The Ecology of Public Communication
CMMD001: Digital Media: Marketing, Metrics and Data

(Note continuing students will undertake combined subjects CMMD001: Digital Media: Marketing, Metrics and Data and CEPG001 Engagement, Participation, Gamification)

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

COURSE STRUCTURE

Stage 1

CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2

CDLC001 Digital Literacies
CDIC001 Digital Communities

Stage 3

CEPC001 The Ecology of Public Communication
CMMD001: Digital Media: Marketing, Metrics and Data

(Note continuing students will undertake combined subjects CMMD001: Digital Media: Marketing, Metrics and Data and CEPG001 Engagement, Participation, Gamification)

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

COURSE STRUCTURE

Stage 0

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

Stage 1

CCAC001 Citizenship and Communication
CCOF001 Academic English: Communication Fundamentals

Stage 2

CDLC001 Digital Literacies
CDIC001 Digital Communities

Stage 3

CEPC001 The Ecology of Public Communication
CMMD001: Digital Media: Marketing, Metrics and Data

(Note continuing students will undertake combined subjects
CMMD001: Digital Media: Marketing, Metrics and Data and
CEPG001 Engagement, Participation, Gamification)

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

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

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

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

ACEN001

Academic English

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

CCOF001

Academic English: Communication Fundamentals

This subject is designed to provide students with an introduction to the nature of effective written and spoken communication in academic contexts, and to assist in reading academic texts. It examines what makes academic communication different from communication in other contexts, explaining some of the 'hidden rules' through the study of the 'principles of academic communication.' Putting these principles into practice, students will analyse and reflect on their own written and spoken communication, at the beginning of the course and as it proceeds. In addition, students have the opportunity of putting into practice skills

of effective reading with academic journal articles and other published resources. The subject assists students to apply these frameworks and concepts to their required readings for 'Citizenship and Communication' (CCAC001) and to the spoken and written assessments in that subject, as well as to their future tertiary studies.

CDC0001

Designing Communication

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

CEPC001

The Ecology of Public Communication

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

CMMD001 Digital Media: Marketing, Metrics and Data

This subject responds to the digital media industry's growing emphasis and reliance on data, metrics and marketing to better segment and target audiences. The rapidly-evolving digital and social media industry is framed within historical and theoretical contexts and for commercial, professional, social and personal uses. In this subject, students learn foundational digital marketing skills, digital and social media technologies, devices, platforms, media and analytical techniques to develop their marketing-oriented, decision-making skills. Students develop skills linked to content marketing, social media marketing, email marketing, as well as relevant digital tools concerning search engine optimisation (SEO), digital analytics and other social media metrics. Students learn strategies from industry case studies in business-to-business (B2B) and business-to-customer (B2C) digital marketing to better understand how businesses leverage website traffic, content performance and lead generation. Students also critically examine the consequences of digital media marketing, and the limits and perils of big data.

CEPG001

Engagement, Participation, Gamification

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

CCAC001

Citizenship and Communication

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

CDLC001

Digital Literacies

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

COEC001

Object Ecology

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

CPPR001

Principles of Public Relations

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

CDIC001

Digital Communities

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

Diploma of Design & Architecture

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

COURSE STRUCTURE

Stage 1

DADC001 – Academic and Design Communication
DRDH001 – Researching Design Histories
DSMC001 – Social Media Cultures
DDW0001 – Design Workflows

Stage 2

DDTH001 – Thinking Through Design
DDFU001 – Design Futuring
DDPR001 – Design Project

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

COURSE STRUCTURE

Stage 1

DADC001 – Academic and Design Communication
DRDH001 – Researching Design Histories
DSMC001 – Social Media Cultures

Stage 2

DDTH001 – Thinking Through Design
DDW0001 – Design Workflows
DDFU001 – Design Futuring

Stage 3

DDPR001 – Design Project

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

COURSE STRUCTURE

Stage 0

DOEC001 – Object Ecology
DDCO001 – Designing Communication
ACEN001 – Academic English
OR
ACCO001 – Academic Communication

Stage 1

DADC001 – Academic and Design Communication
DRDH001 – Researching Design Histories
DSMC001 – Social Media Cultures

Stage 2

DDTH001 – Thinking Through Design
DDW0001 – Design Workflows
DDFU001 – Design Futuring

Stage 3

DDPR001 – Design Project

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

COURSE STRUCTURE

Stage 1

DADC001 – Academic and Design Communication
DACO001 – Architecture Communications
DAH0001 – Orientations
DAMM001 – Architecture Modelmaking

Stage 2

DSPC001 – Spatial Communications
DSWR001 – Situated Writing
DAST001 – Architecture Studio

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

COURSE STRUCTURE

Stage 1

DADC001 – Academic and Design Communication
DACO001 – Architecture Communications
DAH0001 – Orientations

Stage 2

DSPC001 – Spatial Communications
DAMM001 – Architecture Modelmaking
DSWR001 – Situated Writing

Stage 3

DAST001 – Architecture Studio

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

COURSE STRUCTURE

Stage 0

DOEC001 - Object Ecology
DDCC001 - Designing Communication
ACEN001 - Academic English
OR
ACCO001 - Academic Communication

Stage 1

DADC001 - Academic and Design Communication
DACO001 - Architecture Communications
DAH0001 - Orientations

Stage 2

DSPC001 - Spatial Communications
DAMM001 - Architecture Modelmaking
DSWR001 - Situated Writing

Stage 3

DAST001 - Architecture Studio

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 & Architecture

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication

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

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

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

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

ACEN001

Academic English

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

DOEC001

Object Ecology

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

DDCO001

Designing Communication

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

DADC001

Academic and Design Communication

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

DRDH001

Researching Design Histories

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.

DAH0001

Orientations

The subject introduces key themes in the history and theory of architecture and landscape, framed in terms of examples from antiquity until the beginning of the 19th century. Forums and tutorials question the relevance of these buildings and landscapes to contemporary practice. The subject addresses the continuing themes of architecture and landscape disciplines: geometry and proportion; understandings of the primitive and the past; spatial politics; objectivity and subjectivity; the relation to nature and the natural; the relation to urban order; symbolism, iconography and narrative; and the role of the individual in the construction of the social. Each case study investigated opens important attributes in the visual dialogue developed between past and present.

DDTH001

Thinking Through Design

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.

DDPR001

Design Project

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

DAC0001

Architecture Communications

This subject is designed to equip architecture and landscape architecture students with a range digital and analog tools for the communication of ideas. The subject focuses both on the improvement of students' technical skills and their capacity to think critically through a series of iterative exercises.

DAST001

Architecture Studio

This subject delivers the framework to learn essential techniques for the production of space as well as important strategies in critical and analytical thinking. The subject introduces students to three key themes: body, organization and context. These themes serve as a common knowledge base critical to the practice of architecture and landscape architecture.

DDW0001

Design Workflows

The central aim of the subject is to demonstrate the importance that critical thinking and iterative working methods play in the development of good design thinking. Themes include a range of design 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 design influences driven by applications of relevant software and rendering techniques.

DDFU001

Design Futuring

This subject explores the design of possible, probable and plausible futures by examining the social, cultural and ethical implications of design and human-technology relations. Students work in groups to visualise future scenarios, then individually to make speculative prototypes. By critically engaging with the world around them, conducting primary research and designing, students gain an understanding of a range of topics including climate change, artificial intelligence, digital democracies and online communities.

DSMC001

Social Media Cultures

This subject introduces students to a range of ways of critically making sense of the internet and social media. The focus of the subject is, on the one hand, on the interaction designs that empower digital connectivity, and, on the other hand, the way different cultures are responding to those interaction designs. Though the subject exposes students to critical frameworks for interrogating online cultures, their own experiences using these platforms are essential to how we, together, make sense of 'social media cultures'.

DSWR001

Situated Writing

This subject explores storytelling as a method for investigating site. Working through a range of fieldwork and writing exercises that respond to complex entanglements of histories, materials, and bodies onsite, students will develop narrative projects in the form of books. Students will also observe 'site' as a field of dialogical conditions that can be unpacked through processes of storytelling.

DAMM001

Architecture Modelmaking

This subject extends students' basic modelling construction skills and introduces them to different modelling techniques and media. Students highlight the model's conceptual, generative and illustrational ability to convey design ideas across a range of scales. The definition of model in this subject is broad and the curriculum may include the notion of the model in both its physical and digital forms, with emphasis on the production of physical artefacts. Students develop a material sensibility that reveals the tactile, visual and structural potentials of any selected materials.

DSPC001

Spatial Communications

This subject is designed to equip students with a range of digital and analogue tools for the communication of architectural ideas. Students will focus on both the improvement of their own technical skills and their capacity to think critically through a series of iterative exercises.

Diploma of Engineering

Required Knowledge for the UTS Insearch Diploma of Engineering

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

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

3.1.16 Diploma of Engineering (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1

EITC001 Introduction to Technical Communication
EMAT001 Mathematical Modelling 1*
EPHY001 Physical Modelling
EICE001 Introduction to Civil and Environmental Engineering

Stage 2

EMTH001 Mathematical Modelling 2**
ENEFO0 Network Fundamental
EENC001 Engineering Computations**
EIEE001 Introduction to Electrical and Electronic Engineering

Prerequisites

* Prerequisite is satisfactory Mathematical Readiness Test.
** Prerequisite subject is Mathematical Modelling 1

3.1.17 Diploma of Engineering (Standard) 3 Semesters

COURSE STRUCTURE

Stage 1

EITC001 Introduction to Technical Communication
EFMT001 Foundation Mathematics
OR
EMAT001 Mathematical Modelling 1*
EPHY001 Physical Modelling

Stage 2

EICE001 Introduction to Civil and Environmental Engineering
EMAT001 Mathematical Modelling 1*
OR
EMTH001 Mathematical Modelling 2**
ENEFO0 Network Fundamentals

Stage 3

EMTH001 Mathematical Modelling 2**
OR
EENC001 Engineering Computations**
EIEE001 Introduction to Electrical and Electronic Engineering

* Prerequisite subject is Foundation Mathematics or satisfactory Mathematical Readiness Test.

** Prerequisite subject is Mathematical Modelling 1

3.1.18 Diploma of Engineering (Extended) 4 Semesters

COURSE STRUCTURE

Stage 0

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

Stage 1

EITC001 Introduction to Technical Communication
EPHY001 Physical Modelling
EFMT001 Foundation Mathematics

Stage 2

EMAT001 Mathematical Modelling 1*
EICE001 Introduction to Civil and Environmental Engineering
ENEFO0 Network Fundamentals

Stage 3

EMTH001 Mathematical Modelling 2**
EIEE001 Introduction to Electrical and Electronic Engineering

Prerequisites

* Prerequisite subject is Foundation Mathematics or satisfactory Mathematical Readiness Test.

** Prerequisite subject is Mathematical Modelling 1



Diploma of Engineering

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication

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

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

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

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

ACEN001

Academic English

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

EITC001

Introduction to Technical Communication

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

EFMT001

Foundation Mathematics

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

EIEE001

Introduction to Electrical and Electronic Engineering

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

EICE001

Introduction to Civil and Environmental Engineering

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

EIMT001

Introduction to Mathematics

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

EIPH001

Introduction to Science

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

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

EENC001

Engineering Computations

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

EMAT001

Mathematical Modelling 1

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

EMTH001

Mathematical Modelling 2

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

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

EPHY001

Physical Modelling

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

ENEF001

Network Fundamentals

This subject provides students with a modern introduction to the dynamic field of computer networking, including layered network architecture and the TCP/IP protocol suite. Student practical works include observing network traffic in action and building their own network applications through socket programming.

By developing problem solving and design skills in this subject, students also acquire the ability to select the most appropriate network services, design and develop network applications, e.g. web server and email client, to achieve the best data performance.

Diploma of Information Technology

3.1.19 Diploma of Information Technology (Accelerated) 2 Semesters

COURSE STRUCTURE

Stage 1

IITC001 Introduction to Technical Communication
IIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IWBS001 Web Systems

Stage 2

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

Prerequisites

* Prerequisite is IIS001
** Prerequisite is IPRG001

3.1.20 Diploma of Information Technology (Standard) 3 Semesters

COURSE STRUCTURE

Stage 1

IITC001 Introduction to Technical Communication
IIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals

Stage 2

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

Stage 3

INET001 Networking Essentials
IDBF001 Database Fundamentals **

Prerequisites

* Prerequisite is IIS001
** Prerequisite 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

IITC001 Introduction to Technical Communication
IIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals

Stage 2

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

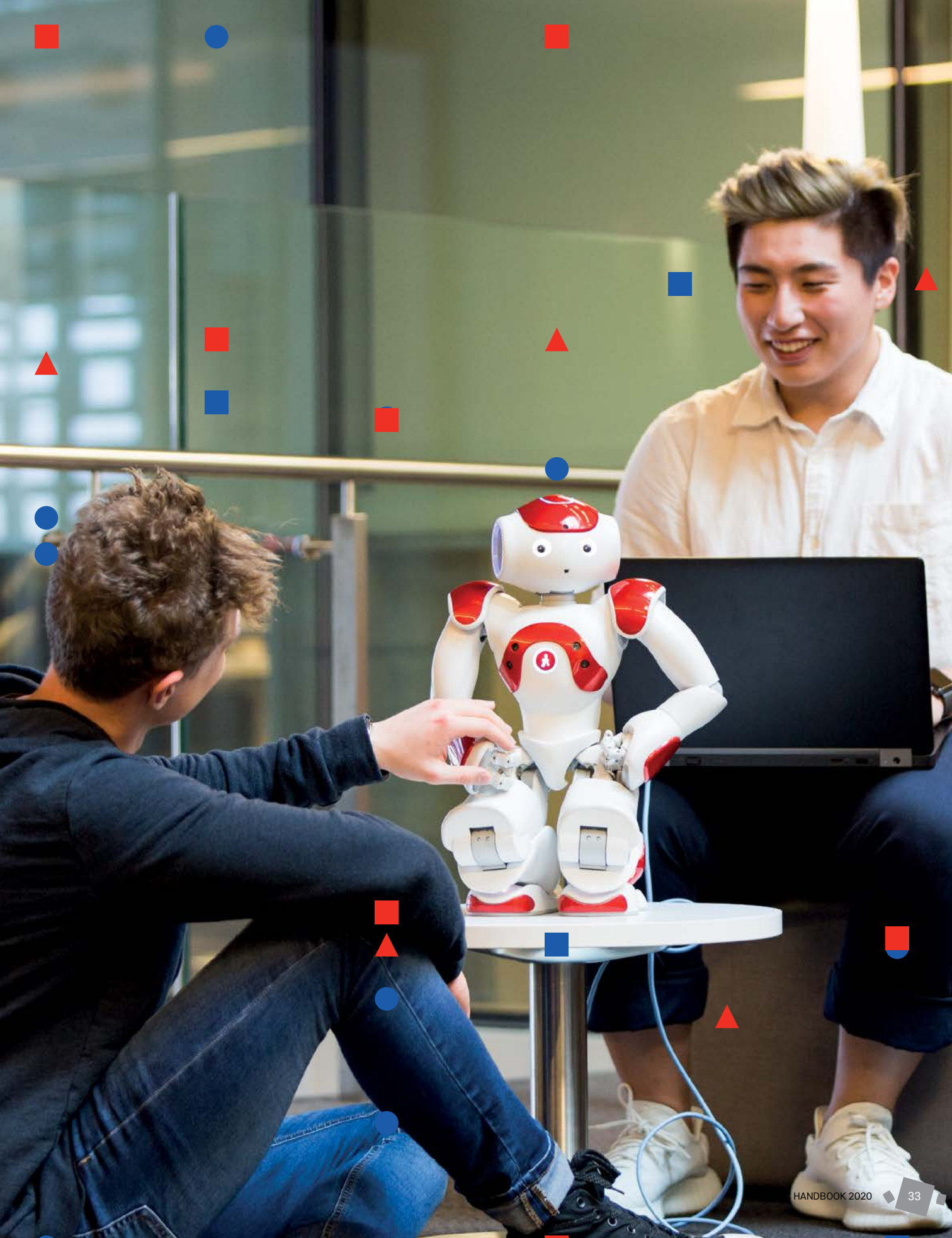
Stage 3

INET001 Networking Essentials
IDBF001 Database Fundamentals **

Prerequisites

* Prerequisite is IIS001
** Prerequisite 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

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

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

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

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

ACEN001

Academic English

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

IITC001

Introduction to Technical Communication

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

IAPP001

Applications Programming

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

IBRM001

Business Requirements Modelling

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

IDBF001

Database Fundamentals

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

IIPR001

Programming

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

IIIS001

Introduction to Information Systems

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

IIIT001

IT Essentials

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

INET001

Networking Essentials

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

IPRG001

Programming Fundamentals

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

IWBS001

Web Systems

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

Diploma of Science

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

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

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

Previous study of physics and chemistry is also recommended.

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

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Prerequisites

* Prerequisite is SCHM001
** Prerequisite is SPAN001
*** Prerequisite is SFMT001

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

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

Prerequisites

* Prerequisite is SCHM001
** Prerequisite is SPAN001
*** Prerequisite is SFMT001

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

COURSE STRUCTURE

Stage 0

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

Stage 1

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

Stage 2

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

Stage 3

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

Prerequisites

* Prerequisite is SCHM001
** Prerequisite is SPAN001
*** Prerequisite is SFMT001

Assumed Knowledge for the UTS Insearch Diploma of Science

Life Sciences Stream

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

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

Previous study of physics and chemistry is also recommended.

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

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Prerequisites

* Prerequisite is SCHM001

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

COURSE STRUCTURE

Stage 1

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

Stage 2

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

Stage 3

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

Prerequisites

* Prerequisite is SCHM001

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

COURSE STRUCTURE

Stage 0

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

Stage 1

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

Stage 2

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

Stage 3

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

Prerequisites

* Prerequisite is SCHM001

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

Diploma of Science

SUBJECT DESCRIPTIONS

ACCO001

Academic Communication

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

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

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

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

ACEN001

Academic English

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

SATC001

Academic and Technical Communication

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

SBCY001

Biocomplexity

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

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

SCBG001

Cell Biology and Genetics

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

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

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

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

SCHM001

Chemistry 1

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

SCHM002

Chemistry 2

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

SFMT001

Foundation Mathematics

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

SHAP001

Human Anatomy and Physiology

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

SIMT001

Introduction to Mathematics

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

SIPH001

Introduction to Science

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

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

SITM001

Introduction to Materials

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



Diploma of Science

SMAT001

Mathematical Modelling 1

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

SPAN001

Physical Aspects of Nature

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

SPIA001

Physics in Action

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

SPSP001

Principles of Scientific Practice

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

SSDA001

Statistical Design and Analysis

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



UTS Foundation Studies

3.2.1 UTS Foundation Studies (Standard) 2 Semesters

COURSE STRUCTURE

8 Subjects + Academic Skills Modules, 2 Semesters

Stage 1

FFE001 Foundation English 1

OR

FAE001 Advanced English 1 ****

FDL001 Digital Literacies

FIM001 Introduction to Mathematics 1

OR

FIM002 Introduction to Mathematics 2 *

FLS001 Academic Skills 1

ONE elective from the following list:

FMU001 Multimedia ***

FIP001 International Perspectives

FST001 Science, Technology and Society

Stage 2

FFE002 Foundation English 2

OR

FAE002 Advanced English 2 ****

FIC001 Introduction to Creative Thinking

FPE001 Professional Environments

FLS002 Academic Skills 2

ONE elective from the following list:

FIM002 Introduction to Mathematics 2

OR

FIM003 Introduction to Mathematics 3 **

FIP001 International Perspectives

FMU001 Multimedia

FST001 Science, Technology and Society

3.2.2 UTS Foundation Studies (Extended) 3 Semesters

COURSE STRUCTURE

12 Subjects + Academic Skills Modules, 3 Semesters.

Stage 1

FFE001 Foundation English 1

OR

FAE001 Advanced English 1 ****

FAS001 Australian Studies

FSC001 Society and Culture

FIM001 Introduction to Mathematics 1

OR

FIM002 Introduction to Mathematics 2 *

FLS001 Academic Skills 1

Stage 2

FFE002 Foundation English 2

OR

FAE002 Advanced English 2 ****

FDL001 Digital Literacies

FLS002 Academic Skills 2

TWO electives from the following list:

FIM002 Introduction to Mathematics 2 *

OR

FIM003 Introduction to Mathematics 3 **

FMU001 Multimedia ***

FIP001 International Perspectives

FST001 Science, Technology and Society

Stage 3

FEN002 Academic Communication

OR

FAE003 Advanced English 3 ****

FIC001 Introduction to Creative Thinking

FPE001 Professional Environments

FLS003 Academic Skills 3

ONE elective from the following list:

FIM002 Introduction to Mathematics 2

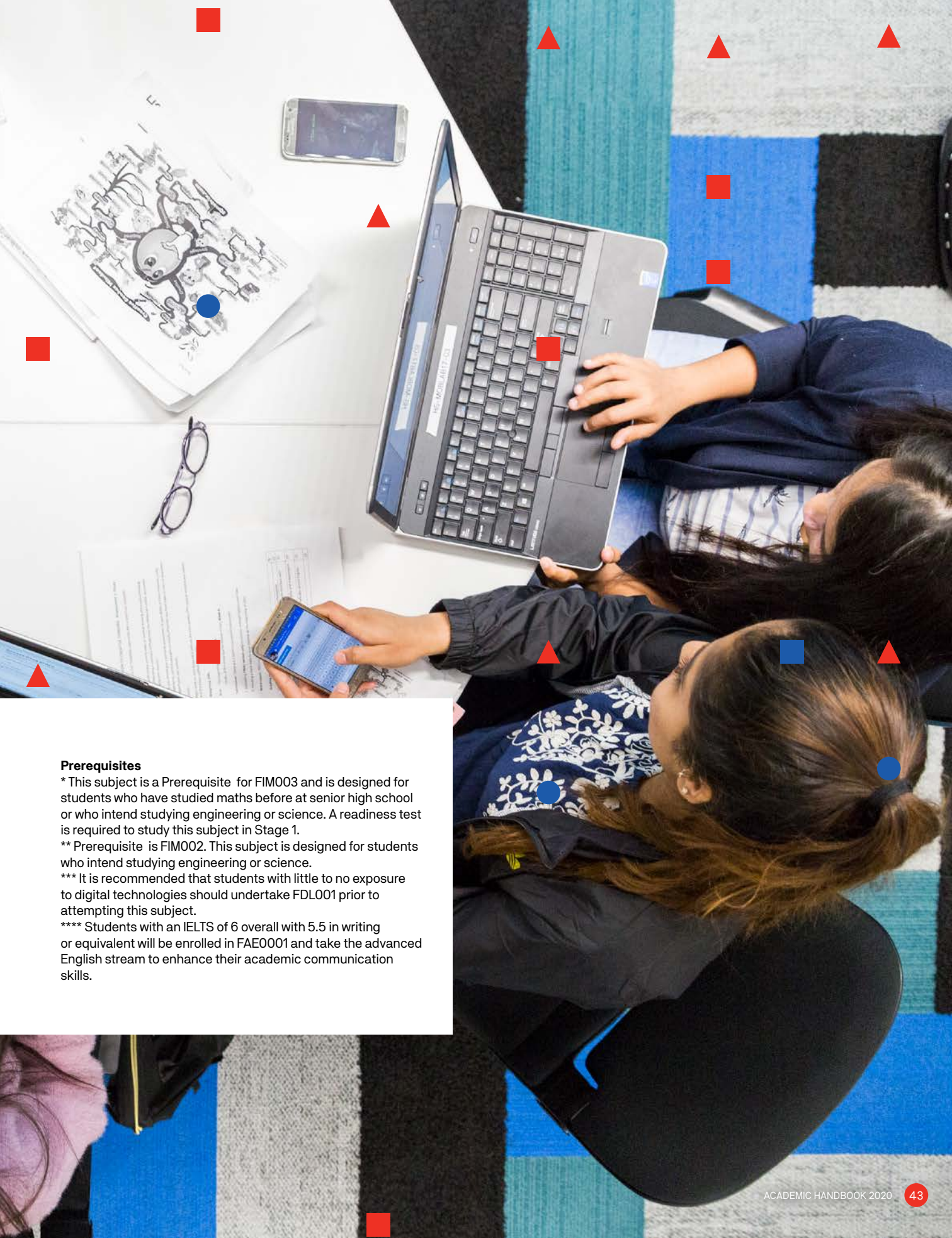
OR

FIM003 Introduction to Mathematics 3 **

FMU001 Multimedia

FIP001 International Perspectives

FST001 Science, Technology and Society



Prerequisites

* This subject is a Prerequisite for FIM003 and is designed for students who have studied maths before at senior high school or who intend studying engineering or science. A readiness test is required to study this subject in Stage 1.

** Prerequisite is FIM002. This subject is designed for students who intend studying engineering or science.

*** It is recommended that students with little to no exposure to digital technologies should undertake FDL001 prior to attempting this subject.

**** Students with an IELTS of 6 overall with 5.5 in writing or equivalent will be enrolled in FAE0001 and take the advanced English stream to enhance their academic communication skills.

UTS Foundation Studies

SUBJECT DESCRIPTIONS

COMPULSORY SUBJECTS

FAS001

Australian Studies

In this subject, students gain a historical and contemporary understanding of Australia. The subject covers key themes and historical events enabling students to appreciate the development of Australian society and culture. Students also explore contemporary Australian social, cultural and political issues and interpret and make meaning of aspects of Australian society and culture in everyday life. Students will develop skills that will enable them to examine and document Australian society and culture from the perspectives of space and place, nation and national identity, cultural traditions and national events.

FDL001

Digital Literacies

This subject prepares students for further university studies through efficient use of application software and digital technologies. The course will equip students with fundamental skills in using office and business applications, as well as online resources. Emphasis will be placed on the decision making processes that involve the selection of appropriate tools for specific purposes. Students will also learn and think through social and ethical issues related to technology and the digital world. Through this subject, students will gain knowledge and confidence in using digital devices, applications and information resources that provide a basis for life-long learning.

FAE001*

Advanced English 1

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

FAE002*

Advanced English 2

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

FAE003*

Advanced English 3

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

FFE001

Foundations of English 1

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

FFE002

Foundations of English 2

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

FEN002

Academic Communication

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

FIC001

Introduction to Creative Thinking

Creative thinking, critical thinking and reflective practice are valued in all fields both academically and professionally. Creative thinking is about the thinking that enables you to apply your imagination to generating ideas, experimenting with alternatives and evaluating your own and your peers' ideas, solutions and processes. This subject introduces theoretical concepts and practical tools to develop your understanding, skills and processes for generating ideas, exploring complex issues and presenting and refining proposals for improvement and change.

FIM001

Introduction to Mathematics 1

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

FPE001

Professional Environments

Disciplines underpin professional practices and environments. They represent categories of experience and study, each with their own body of specialised knowledge, theories, methods, language, attitudes and values, which constitute a disciplinary identity and culture. In this subject, students will be introduced to the construct of disciplines and become co- investigators of knowledge, engaging in critical analysis, evaluation and judgement through readings, role play, dialogues, case studies, portfolios, and a special interest project to critically reflect on their chosen discipline and its disciplinary identity and culture. Students will integrate their prior learning with new disciplinary understandings and strategies to consider real world scenarios, evaluating evidence, making judgements and identifying, analysing and considering multiple perspectives. Contextualized projects, group decision making, project scoping, and group negotiations all help to build a professional team environment to encourage and build confidence.

FSC001

Society and Culture

In Society and Culture you will explore human behavior, including the interactions of individuals, societies, cultures and environments. You will learn about the ways societies are affected by social, political, historical, environmental and cultural factors and as a result are constantly changing. The subject looks objectively at issues such as gender, ethnicity, race and class, as well as the structures of influence and power that affect the lives and identities of individuals and groups. Through your study of Society and Culture you will develop the ability to influence your own future by acquiring new skills and values and an understanding that will enable you to participate more effectively in contemporary society.

ELECTIVE SUBJECTS

FIM002

Introduction to Mathematics 2

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

FIM003

Introduction to Mathematic 3

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

FIP001

International Perspectives

This subject introduces International Perspectives through diverse conceptual approaches. The subject engages strongly with the processes of Globalisation and examines the issues and challenges facing the world from a range of cultural, economic, social, environmental and political viewpoints. Globalisation is a complex phenomenon that involves the expansion and stretching of social, cultural, economic and political activities across traditional boundaries, frontiers and physical distances. The result of this growing connectedness and integration is an increasingly interdependent world, where life at the local level is directly impacted and shaped by events occurring far away, and vice versa. The study of Globalisation requires a pluralistic approach, analysing past and present processes taking place in multiple domains (i.e. economic, political, cultural, social and environmental). Globalisation is a dynamic process that can only be understood by considering its effect upon individuals, communities and nations.

FMU001

Multimedia

This subject explores multimedia in an educational and social context. Audio, graphics and web based tools will be introduced and investigated through individual tasks and project work. The focus of this subject will be the critical analysis of suitability and appropriate implementation of the tools available. Differing viewpoints will be introduced to enable the technical and nontechnical aspects to be considered in decision making.

FST001

Science, Technology and Society

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

LEARNING SUPPORT

FLS001, FLS002 and FLS003

Academic Skills Modules

These modules will focus on building students' skills across a range of areas and directly support learning and assessments in compulsory and elective subjects.

TEACHING AND LEARNING ACTIVITIES

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

4. Studying at UTS Insearch

4.1 Attendance

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

It is also important that you arrive on time for class. Lateness to class disrupts your studies and also your classmates. You must 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.

4.1.1 Documentary evidence

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

StudentCentre@insearch.edu.au.

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

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

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

4.1.2 What to do when you cannot attend classes

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

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

UTS Security: +61 2 9514 1192 or 1800 249 559

Blue Building: 0408 238 011

CPSU House: 0408 152 022

Harris St: 0416 215 828

4.1.3 Going on holidays

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

4.2 Changing your course

4.2.1 Studying at UTS Insearch

If you want to change your course you will need to go to see a Study Success Adviser. Transfer to another UTS Insearch course will depend on availability and your academic progress or academic qualifications and/or English qualifications.

Students who are currently enrolled at UTS Insearch and have completed at least one semester of academic studies may apply to transfer to another UTS Insearch course.

Applications, to transfer to another UTS Insearch course, will be accepted from Results Publication date until Monday (close of business) of week one.

4.2.2 Adding or dropping a subject

To add a subject you will require permission from your Study Success Adviser. All applications to add a subject must be lodged at the Student Centre no later than Monday week 1 of teaching week. To withdraw from a subject after enrolment you should visit an Study Success Adviser located at Level 4, 187 Thomas Street. Please remember that you cannot withdraw from a subject without academic penalty after week four (census date).

4.2.3 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 (UTS Building 5 Block A (CB05A), Corner Quay and Valentine Streets Haymarket) 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 then take your passport and Medibank details with you to the Department of Home Affairs office.

4.3 Academic progress

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

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

4.4 Classroom changes

Any classroom changes are sent to students via their UTS email address.

4.5 Timetables

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

4.6 Re-enrolling

Please refer to the UTS Insearch Current Students tab for re-enrolment procedure and schedule.

4.7 Working while studying

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

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

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

More information about the Fair Work Ombudsman can be found at

fairwork.gov.au/find-help-for/visa-holders-and-migrants

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

4.8 Withdrawal from UTS Insearch or transfer to another education provider

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

International students

- a. If you are considering changing to another educational provider, you should first speak to an Study Success Adviser and then a member of the UTS Insearch Student Centre staff. You will need to complete an 'Application to Transfer to Another Provider' form. Documentation, including a valid offer letter from the new institution supporting your request to transfer is required.
- b. Department of Home Affairs regulations require UTS Insearch approval if you are intending to enrol at another institution after withdrawing from UTS Insearch.
- c. Department of Home Affairs regulations will not normally permit you to change to a course of a lower Australian Qualification Framework (AQF) level. Failure to comply with immigration rules will lead to cancellation of your student visa.
- d. In some cases you may be required to return overseas after withdrawing.
- e. Where approval to withdraw is granted, UTS Insearch is required to advise Department of Home Affairs of this change in your enrolment status. If you hold a UTS package visa you will need to contact the UTS International office to advise them of this change in your study plans.

Domestic students

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

4.9 Deferring a semester

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

Domestic students

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

International students

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

4.10 UTS Insearch Academic Board

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

4.10.1 Learning and Teaching Committee

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

- a. Strategic directions, priorities and quality assurance processes for the student experience and learning and teaching
- b. Policies, processes and systems related to learning and teaching
- c. Improvement plans based on the outcomes of course and subject reviews, student and staff surveys, and benchmarking activities, and reports on progress in their implementation.

4.10.2 Academic Standards Committee

The Academic Standards Committee provides advice and makes recommendations to Academic Board on

- a. risks to academic standards, their management and mitigation strategies
- b. the alignment of programs offered by UTS Insearch to appropriate external standards
- c. policies, processes and systems that safeguard and enhance academic standards



5. Fees

Below is a summary of fees for 2020. The fees noted below are approximate only. For complete fee information (individual unit fee, unit code, unit of study name and unit EFTSL), refer to insearch.edu.au/au/census-and-efstl-information

5.1 UTS Foundation Studies

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

Tuition fees	A\$3,312.50 per subject
1st semester fee	A\$13,250
2nd semester fee	A\$13,250
TOTAL FEE	A\$26,500

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

Tuition fees	A\$3,166.67 per subject
1st semester fee	A\$12,666.67
2nd semester fee	A\$12,666.67
3rd semester fee	A\$12,666.67
TOTAL FEE	A\$38,000

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\$4,000 per subject
1st semester fee	A\$16,000
2nd semester fee	A\$16,000
TOTAL FEE	A\$32,000

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

Tuition fees	A\$4,000 per subject
1st semester fee	A\$12,000
2nd semester fee	A\$12,000
3rd semester fee	A\$8,000
TOTAL FEE	A\$32,000

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

Tuition fees	A\$3,545.45 per subject
1st semester fee	A\$10,636.35
2nd semester fee	A\$10,636.35
3rd semester fee	A\$10,636.35
4th semester fee	A\$7,090.90
TOTAL FEE	A\$39,000

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

Tuition fees	A\$5,333.33 per subject
1st semester fee	A\$16,000
2nd semester fee	A\$16,000
TOTAL FEE	A\$32,000

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

Tuition fees	A\$5,333.33 per subject
1st semester	A\$10,666.66
2nd semester	A\$10,666.66
3rd semester	A\$10,666.66
TOTAL FEE	A\$32,000

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

Tuition fees	A\$4,333.33 per subject
1st semester fee	A\$13,000
2nd semester fee	A\$8,666.66
3rd semester fee	A\$8,666.66
4th semester fee	A\$8,666.66
TOTAL FEE	A\$39,000

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

Tuition fees	A\$4,571.42 per subject
1st semester fee	A\$18,285.68
2nd semester fee	A\$13,714.26
TOTAL FEE	A\$32,000

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

Tuition fees	A\$4,571.42 per subject
1st semester	A\$13,714.26
2nd semester	A\$13,714.26
3rd semester	A\$4,571.42
TOTAL FEE	A\$32,000

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

Tuition fees	A\$3,900 per subject
1st semester fee	A\$11,700
2nd semester fee	A\$11,700
3rd semester fee	A\$11,700
4th semester fee	A\$3,900
TOTAL FEE	A\$39,000

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

Tuition fees	A\$4,000 per subject
1st semester fee	A\$16,000
2nd semester fee	A\$16,000
TOTAL FEE	A\$32,000

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

Tuition fees	A\$4,000 per subject
1st semester fee	A\$12,000
2nd semester fee	A\$12,000
3rd semester fee	A\$8,000
TOTAL FEE	A\$32,000

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

Tuition fees	A\$3,545.45 per subject
1st semester fee	A\$10,636.35
2nd semester fee	A\$10,636.35
3rd semester fee	A\$10,636.35
4th semester fee	A\$7,090.90
TOTAL FEE	A\$39,000

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

Tuition fees	A\$4,000 per subject
1st semester fee	A\$16,000
2nd semester fee	A\$16,000
TOTAL FEE	A\$32,000

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

Tuition fees	A\$4,000 per subject
1st semester fee	A\$12,000
2nd semester fee	A\$12,000
3rd semester fee	A\$8,000
TOTAL FEE	A\$32,000

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

Tuition fees	A\$3,545.45 per subject
1st semester fee	A\$10,636.35
2nd semester fee	A\$10,636.35
3rd semester fee	A\$10,636.35
4th semester fee	A\$7,090.90
TOTAL FEE	A\$39,000

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

Tuition fees	A\$3,555.55 per subject
1st semester fee	A\$17,777.75
2nd semester fee	A\$14,222.20
TOTAL FEE	A\$32,000

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

Tuition fees	A\$3,555.55 per subject
1st semester fee	A\$10,666.66
2nd semester fee	A\$10,666.66
3rd semester fee	A\$10,666.66
TOTAL FEE	A\$32,000

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

Tuition fees	A\$3,250 per subject
1st semester fee	A\$9,750
2nd semester fee	A\$9,750
3rd semester fee	A\$9,750
4th semester fee	A\$9,750
TOTAL FEE	A\$39,000

5.3 Refunds

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

5.4 Payment of fees

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

5.4.1 Library fines and outstanding loans

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

5.4.2 UTS Housing and outstanding fees

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

5.5 FEE-HELP rules

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

studyassist.gov.au

Some important things to remember:

- When applying for FEE-HELP your TFN (Tax File Number) or a certificate from the Australian Tax Office (ATO) confirming that you have applied for a TFN is required
- FEE-HELP students are able to:
 - Pay full fees (1st semester tuition fees or the fees required to complete the subjects they plan on studying if less than a full semester workload) up front
 - Pay part of the fees
 - Pay none of the fees
 - Prior to the census date, domestic students, including FEE-HELP students, can withdraw without incurring any debt for that semester.
- Continuing domestic students who commenced their diploma studies as NON FEE-HELP students may choose to use the FEE-HELP loan scheme for their second or subsequent semesters. This is done through e-Student. For assistance with this please contact staff in the UTS Insearch Student Centre.

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

Late fee

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

Replacement testamur fee: A\$50

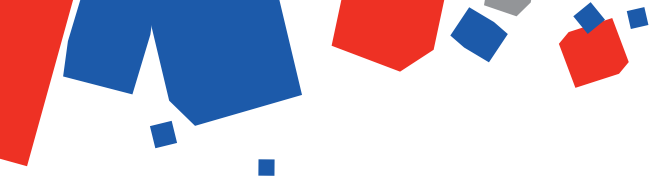
Transcript fee: A\$20

Student card replacement fee: A\$20

International student processing fee: A\$250

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





6. Scholarships, Sponsorships and Prizes

6.1 UTS Insearch Scholarships, Sponsorships and Prizes

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

6.1.1 UTS Insearch Dean's Merit Prizes

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

6.1.2 UTS Insearch Outstanding Graduate Prizes

Each semester, a A\$5,000 prize will be awarded to the full-time student who achieves the highest Grade Point Average (GPA) overall in their studies 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 website:

insearch.edu.au

7. Completing your studies

7.1 Graduation and Prize Giving ceremony

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

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

Students are congratulated by the Vice Chancellor of UTS.

Students who are eligible to attend each ceremony (including all prize winners), will receive an invitation.

7.2 Academic records

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

7.3 Studying at UTS or another institution

7.3.1 Transferring to UTS

If you are in the final semester of your diploma program or UTS Foundation Studies course and wish to transfer to UTS you must attend the UTS transfer session organised by the Study Success Advisers, where representatives of UTS faculties, UTS Admissions and UTS International, 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 7 and 8 of your last semester. Please see your Study Success Adviser if you need further assistance.

7.3.2 Applying to another university

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

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

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

8. Policies

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

8.1 Application, Admission and Enrolment Policy

New enrolments

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

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

Last day to enrol

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

Last day to add a subject

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

Last day to withdraw from a subject without academic penalty

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

Study loads

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

Prerequisites and corequisites

You cannot enrol in a subject, which has a prerequisite without first successfully completing the prerequisite 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.

Extended Diploma to Accelerated Diploma

If you are enrolled in an Extended (4 semester) diploma course, have undertaken a full study load in your first semester and have achieved a distinction average, you can apply to complete the remainder of the diploma in only two semesters rather than the normal three. This is managed by increasing your study load for the remainder of the course thereby allowing you to complete the diploma in a shorter duration.

If you think you are eligible and wish to take advantage of this option, you can seek further information and assistance from your Study Success Adviser.

When choosing this option you need to consider the impact of this on your study plan, including the potential emergence of a gap between completing the diploma and articulating to the UTS degree course.

8.2 Recognition of Prior Learning Policy

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

8.3 Assessment Policy

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

The Assessment Policy outlines the principles of 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, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student;
- any other circumstance would require evidence to be considered as compassionate or compelling.

What evidence do you need to submit?

Application for Special Consideration must be lodged no later than five (5) working days after the assessment task due date.

A Special Consideration application must be supported by documentary evidence at the time of submission and may include:

- Original supporting documentation; or
- A Medical Certificate; or
- A Completed Professional Authority Form; or
- Appropriate documentary evidence for non-medical circumstances.

All Special Consideration applications must be submitted to Study Success Advisers.

The Study Success Advisers will keep your documentation in a confidential file.

Backdated medical certificates, receipts for medical fees or medical certificates from non-registered practitioners will not be accepted.

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

How is Special Consideration processed?

If approved, the Study Success Advisers Team Leader will inform the Subject Coordinator who will apply the Special Consideration provisions to your results in the assessment and will notify you by email of any extension or alternative assessment deadlines. Such deadlines cannot extend beyond the final day of the second week of the special exams except in exceptional circumstances.

8.4 Education Access and Inclusion Policy

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

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

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

8.5 Academic Course Progress Policy, Attendance Policy and Completion Policy

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

- a. Passing 50% or more of the subjects attempted in any study period
- b. Not failing a subject more than twice
- c. No more than five fail results on their entire record.

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

8.6 Academic Misconduct Policy

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

There are 5 levels of penalties:

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

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

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

8.7 Non-Academic Misconduct Policy

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

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

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

8.8 Student Complaints and Appeals Policy

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

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

8.9 ITDS Acceptable Use and Security Policy

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

You must not:

- give your password to another person, or have it in written form where it is likely to be seen by another person
- obtain passwords which you are not authorised to have
- use another person's identification when signing on to an UTS Insearch computer or network
- use UTS Insearch computing facilities for purposes not related to legitimate business or study activities
- use UTS Insearch computing facilities to purposely disrupt other users
- introduce tools that could be used to hack, disrupt, or alter system software or alter system security
- copy or load software of any kind onto any computer unless authorised by Information Technology Digital Services (ITDS)
- 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
- leave your workstation unattended while logged on to the UTS Insearch computer network.

BYOD (Bring Your Own Device)

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

You may not be used to this style of learning, but don't worry. We're here to help you adjust. Many Australian employers emphasise the very same team work skills that you'll be learning. So, you can find comfort in knowing that you will be getting the best preparation possible for your career.

As part of our technology-enhanced learning approach, we encourage you to bring your own device (BYOD) (tablets or laptops*) to your classes. If you choose to BYOD, it is essential that you are equipped with an up-to-date device that meets or exceeds the following specifications:

- Intel Core i5 Processor or better
- 8GB RAM or greater
- 256GB SSD or greater
- Screen: 13" and resolution at least 1920 x 1080
- 802.11g/n Wireless
- USB 3.0 Port
- Windows 10 (64 bit) or Mac OS 10.13 High Sierra
- Microsoft Office

Please note: UTS Insearch students are eligible to download Microsoft Office for free at portal.office.com

You will use your devices in the classroom to:

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

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

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

9. Privacy

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

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

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

- emailing privacy@insearch.edu.au
- writing to the Privacy Officer, UTS Insearch, PO Box K1085, Haymarket NSW 1240
- or
- calling +61 2 9218 8793 during normal business hours.



10. 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. To learn more about BYOD see page 59.

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

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

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

A: If you are unable to attend classes due to serious circumstances such as an accident, illness or family crisis, you should contact the UTS Insearch Student Centre by telephone: +61 2 9218 8666. If you are unable to speak to someone when you call you should leave a message giving your name, student number, a brief description of what has happened to prevent you from attending classes and a phone number for UTS Insearch to contact you.

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

Q: Where can I get help with a subject?

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

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

Q: What should I bring to class?

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

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

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

Activating your UTS email account

1. Go to 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

email.itd.uts.edu.au/email/

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

9. Now you can see your email

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

Forwarding your UTS email to your personal account

1. To login to your UTS email please go to

email.itd.uts.edu.au/email/

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

2. After you login please navigate to the Setting

- Navigate to the Setting Icon, click on it and select 'Options' from the drop down menu.

3. Click on 'Forward your email'

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

5. Now you will receive all your UTS email to your personal email address

If you have any issue please contact our technical support on +61 2 9218 7000 or go to 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 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 online.uts.edu.au. Students can also launch UTS Online directly via the footer on the homepage of the UTS Insearch website.

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: 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.



UTS Insearch

UNIVERSITY OF TECHNOLOGY SYDNEY

CONTACT DETAILS

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

Street Address

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

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

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