INSEARCH
ENGLISH

2012
ENGLISH
STUDENTS'
HANDBOOK

UTS:INSEARCH

UNIVERSITY OF
TECHNOLOGY SYDNEY

www.insearch.edu.au

# WELCOME TO UTS:INSEARCH

Welcome to INSEARCH English language courses. In choosing to study English language pathway courses to university you have made the right choice in coming to INSEARCH.

INSEARCH English language courses will provide you with the skills and the knowledge needed for your diploma or university study.

Many of INSEARCH's graduates have completed or are completing degree courses at UTS and other Australian universities and you can look forward to joining them when you complete your studies with us.

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

The staff at the Student Centre, ground floor 187 Thomas  Street, are there to help you, so please contact them if you need assistance.

**Tim Laurence**
General Manager, Education

# 2012 ENGLISH
# HANDBOOK
## CONTENTS

→ UTS:INSEARCH STUDENTS ARE WELL PREPARED FOR CHALLENGING EMPLOYMENT IN AN INTERNATIONAL ENVIRONMENT

→ CURRENTLY, OVER 5,000 STUDENTS ARE ENROLLED AT UTS:INSEARCH

# UTS:INSEARCH & UTS MAP
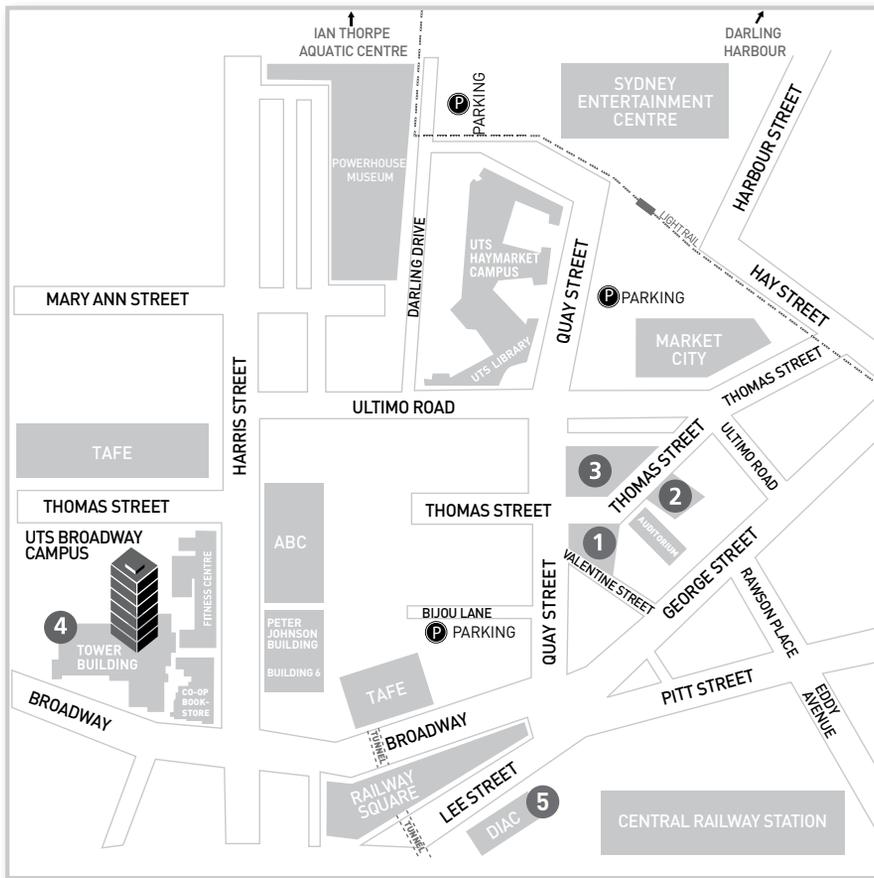
**1** **UTS:INSEARCH** (The Blue Building)
187 Thomas Street, Haymarket
**UTS:INSEARCH Student Centre** (Ground Floor)
**UTS:INSEARCH Auditorium** (Ground Floor)
**Classrooms** (Lvl 2, Lvl 3, Lvl 5 , Lvl 6),
**Academic Advisers** (Lvl 4),
**Academic and ELT Reception** (Lvl 4),
**Prayer Rooms** (Lvl 3),
**Student Common Areas** (Lvl 2, Lvl 5),
**INSEARCH Corporate Reception** (Lvl 9),

**2** **CPSU House**
187 Thomas Street, Haymarket
**Classrooms** (Lvl 1, Lvl 2, Lvl 3 Lvl 4)
**Security** (Lvl 1)
**Learning Centre** (Lvl 4)
**Student Common Area** (Lvl 3)

**3** **Prince Centre Classrooms and Student Area**
Level 2, 8 Quay Street Haymarket

**4** **UTS Tower Building,**
**UTS Prayer Room (Lvl 3),**
**Medical Centre (Lvl 6)**
UTS Tower, 15 Broadway, Ultimo

**5** **Department of Immigration and Citizenship (DIAC)**
Ground Floor, 26 Lee Street, Sydney.

### Map labels

IAN THORPE AQUATIC CENTRE
DARLING HARBOUR
PARKING
SYDNEY ENTERTAINMENT CENTRE
HARBOUR STREET
POWERHOUSE MUSEUM
DARLING DRIVE
UTS HAYMARKET CAMPUS
QUAY STREET
LIGHT RAIL
HAY STREET
MARY ANN STREET
HARRIS STREET
UTS LIBRARY
PARKING
MARKET CITY
ULTIMO ROAD
THOMAS STREET
TAFE
THOMAS STREET
THOMAS STREET
ULTIMO ROAD
UTS BROADWAY CAMPUS
ABC
THOMAS STREET
AUDITORIUM
GEORGE STREET
FITNESS CENTRE
PETER JOHNSON BUILDING
BUILDING 6
BIJOU LANE
PARKING
VALENTINE STREET
RAWSON PLACE
TOWER BUILDING
CO-OP BOOK-STORE
BROADWAY
TAFE
QUAY STREET
PITT STREET
EDDY AVENUE
BROADWAY
TUNNEL
RAILWAY SQUARE
LEE STREET
TUNNEL
DIAC
CENTRAL RAILWAY STATION

# WHO'S WHO
# AT UTS:INSEARCH

## MANAGEMENT

| | |
|---|---|
| ALEX MURPHY | Managing Director |
| TIM LAURENCE | General Manager, Education |
| PETER HARRIS | Chief Operating Officer |
| DAVID LARBALESTIER | Director of Studies, English Programs |
| GREG PRITCHARD | Education Manager |
| CHRISTA MOBBS | Operations Manager |
| JAN MERRIMAN | Learning Development Coordinator |
| RAY LITSTER | Registrar |
| CINDY LI | Student Centre Team Leader |
| REBECCA SHELDON | ELT, Academic Adviser |
| LINDA MEDLEY | ELT, Academic Adviser |

## LEARNING CENTRE

| | |
|---|---|
| LACHLAN KALACHE | Learning Centre Coordinator |

## IT

| | |
|---|---|
| SUNGCHEOL MOON | Team Leader, End User Support |

## SECURITY

| | |
|---|---|
| OLIVER COONEY | Facilities Manager |
| JOHN BARAGRY | Security Guard (CPSU Security Office) [T] 9218 8789 |

**TIM LAURENCE**
GENERAL MANAGER
EDUCATION

**DAVID LARBALESTIER**
DIRECTOR OF STUDIES
ENGLISH PROGRAMS

**GREG PRITCHARD**
EDUCATION QUALITY MANAGER

**JAN MERRIMAN**
LEARNING SUPPORT
COORDINATOR

**REBECCA SHELDON**
ELT & FOUNDATION STUDIES
ACADEMIC ADVISER

**LINDA MEDLEY**
ELT, ACADEMIC ADVISER

**LACHLAN KALACHE**
LEARNING CENTRE
COORDINATOR

# KEY DATES
## 2012

| ENGLISH TERMS | START DATE | PUBLIC HOLIDAYS | INSEARCH UTS FOUNDATION STUDIES & DIPLOMA COURSE DATES | END DATE |
|---|---|---|---|---|
| **TERM ONE** | 03 Jan 2012 | 26 Jan: Australia Day | 06 Feb: Orientation commences | 03 Feb 2012 |
| **TERM TWO** | 06 Feb 2012 | | | 09 Mar 2012 |
| **TERM THREE** | 12 Mar 2012 | 22-25 Apr: Good Friday/ Easter Monday | | 13 Apr 2012 |
| **TERM FOUR** | 16 Apr 2012 | 25 Apr: ANZAC Day | | 18 May 2012 |
| **TERM FIVE** | 21 May 2012 | 13 June: Queen's Birthday | 14 Jun: Semester two commences | 22 June 2012 |
| **TERM SIX** | 25 Jun 2012 | | | 27 Jul 2012 |
| **TERM SEVEN** | 30 Jul 2012 | | | 31 Aug 2012 |
| **TERM EIGHT** | 03 Sep 2012 | 3 Oct: Labour Day | 10 Oct: Semester three commences | 05 Oct 2012 |
| **TERM NINE** | 08 Oct 20102 | | | 09 Nov 2012 |
| **TERM TEN** | 12 Nov 2012 | 16 Dec – 2 Jan: Christmas/ New Year. INSEARCH Recess | | 14 Dec 2012 |

## UTS DATES

| | |
|---|---|
| 13 – 24 Feb 2012 | UTS Autumn Semester Orientation for International Students |
| 27 Feb 2012 | UTS Autumn Semester commences |
| 08 Jun 2012 | UTS Autumn Semester ends |
| 23 – 27 Jul 2012 | UTS Spring Semester Orientation for International Students |
| 30 Jul 2012 | UTS Spring Semester commences |
| 09 Nov 2012 | UTS Spring Semester ends |

# LIVING
# IN SYDNEY

## BEST CITY
Sydney is one of the world's most vibrant and youthful cities. Blessed with a magnificent climate, cosmopolitan lifestyle and a diverse, tolerant population, Sydney attracts students from all over the world.

It's easy to see why Sydney has been voted "Best City" for three consecutive years by two leading international travel publications. Just take a look out over the spectacular harbour from the boardwalk of the world-renowned Opera House, or visit Bondi, the seaside village set along one of the best beaches in the world. Then stroll through one of the many harbour side parks rich with native birdlife.

## CULTURE AND COMMERCE
Sydney's lifestyle is defined by cultural diversity. People from over 180 countries speaking around 140 languages are welcomed in a population of over five million. This means that Sydneysiders enjoy an outstanding range of ethnic food, clubs and festivals, cinema and theatres, Aboriginal arts and culture, museums and music venues. Sydney is also a shopping paradise.

Australia's largest city, Sydney is also the major business hub. More regional headquarters of multi-national companies from the Asia-Pacific region are set up in Sydney than in any other city in Australia.

## EASY ACCESS
INSEARCH is ideally located in cosmopolitan Chinatown, next door to the commercial centre of Sydney and Sydney's main train terminal, Central Station. Clean modern trains, buses and ferries are at the doorstep and many attractions are within walking distance.

→ BLESSED WITH A MAGNIFICENT CLIMATE, COSMOPOLITAN LIFESTYLE AND DIVERSE, TOLERANT POPULATION, SYDNEY ATTRACTS STUDENTS FROM ALL OVER THE WORLD.

# IMPORTANT INFORMATION
## FOR NEW STUDENTS

### ORIENTATION AND CLASS PLACEMENT

All students are required to attend Orientation Day, the first day of term. DEEP students must arrive and be enrolled by 9.00am Wednesday Week 1. All other students must arrive and be enrolled by 9.00am Friday Week 1.

Classes are formed on Orientation Day.

Students arriving after Orientation Day may be placed in a lower level irrespective of their English level. This may result in a longer period of study and therefore additional cost, even if permission for late arrival has been obtained.

### CLASSES

At 4.30pm on your first day at INSEARCH you will find a class list in the student common area located on Level 1 at CPSU House. Please check the list for your class.

If you arrive after Orientation Day you will need to go to the INSEARCH Student Centre.

### ENGLISH LANGUAGE SAMPLE TIMETABLE

| Morning Classes | | Afternoon Classes | |
|---|---|---|---|
| 8.30 – 10.30 | English | 8.30 – 13.30 | Self-access |
| 10.30 – 11.00 | Break | 13.30 – 15.30 | English |
| 11.00 – 13.00 | English | 15.30 – 16.00 | Break |
| 13.00 – 18.00 | Self-access | 16.00 – 18.00 | English |

### CLASS TIMES

When you look at the timetable for all English language classes, you will see that there are classes in the morning and classes in the afternoon. Morning classes begin at 8.30am and finish at 1.00pm. Afternoon classes begin at 1.30 pm and finish at 6.00pm.

Based on your English level, you may be in a morning or afternoon class.

Full-time international students must be available to attend English classes between 8.30am and 6.00pm.

### CLASS LOCATIONS

Classes are held on levels 1-4 of CPSU House, 191 Thomas Street

Check the map on page 2 of this handbook if you are not sure of any location.

### STUDENT CENTRE

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

### STUDENT EXTRANET

The newly revamped student extranet is there to provide you with information to assist you in your studies at INSEARCH. Check it out at www.student.insearch.edu.au

# ACADEMIC ADVISING SERVICES
## AVAILABLE TO UTS:INSEARCH STUDENTS

INSEARCH provides Academic Advisers for academic and personal support to all students. Teachers and administration staff will always try to help you when you have questions about your studies or more personal problems.

### ACADEMIC ADVISERS

We know that to study successfully you need support. You need to live in the right environment, have access to the right advice on courses, and find extra tuition or academic help if you need it. That is why INSEARCH actively identifies students who are having academic difficulties. INSEARCH has a dedicated team of Academic Advisers who are available to:

- Actively identify students who are having academic difficulties and make arrangements to meet them and discuss strategies to improve their chances of success.

- Monitor academic progress, especially those on student visas.

- Provide information to students wishing to articulate to university

- Encourage students to do all of the assignments, group projects, classwork preparation, exams and other learning tasks set by their tutor.

- Assist students with their Request for Special Consideration

- Regularly meet students who are on Academic Caution. These students are those who have a low GPA or have failed an academic subject more than once. These meetings include sessions on study planning and time management as well as review of a student's progress on assignments and class work

- Advisers may also refer students to the UTS counsellors at the UTS student services unit. Counsellors can help students deal with stressful circumstances or psychological or emotional issues which interfere with their studies.

- Book appointments by email: advisersenglishlanguage@insearch.edu.au

- Drop in times (no appointment necessary): Monday to Friday 9:00 am to 11:00am and 1:00pm to 3:00pm

# THE LEARNING
# CENTRE (LC)

The Learning Centre is located on Level 4 in CPSU House, 191 Thomas Street, and is a facility for all full-time and part-time INSEARCH English students only. You may use the Learning Centre before or after class to study independently. Your teacher may also take your class to the Learning Centre to research projects or to do other class related activities.

## OPENING HOURS
Monday – Friday 8.30am-6.00pm

When you enter and leave the Learning Centre to study independently, please swipe your student card under the scanner at the front desk.

## RESOURCES
The Learning Centre has a large number of resources for learning English, such as grammar books, dictionaries, reading and writing materials, many listening materials and listening kits, and all current IELTS material, as well as computers, DVDs, videos, newspapers and magazines.

There are also special kits to give you more practice with every level of the English program. Ask the staff in the Learning Centre for extra materials to assist with your level.

## COMPUTERS

The Learning Centre has computers with internet access, which you can use for conducting research, emailing and word processing. Please read the Computer Log-on Procedure and the IT Code of Conduct for information about using computers at INSEARCH. Please refer to page 29 for more details.

INSEARCH is also fitted with wifi – it is wireless.

For all computer problems, consult the IT Service Desk on [T] 9218 8759.

## BORROWING FROM THE LEARNING CENTRE
Full-time English students may borrow up to four books, CDs or magazines from the Learning Centre at any one time. You should return all of your borrowed materials by the due date.

When you graduate, you will not be able to receive your certificate if you have not returned all of your borrowed materials to the Learning Centre.

Part-time students are welcome to use the Learning Centre. However, they are not able to borrow materials to take home.

## OTHER SERVICES
The Learning Centre offers many other activities and services such as:

- IELTS tutorials – Thursdays 1.30pm – 3.30pm
- book a tutorial by emailing lc@insearch.edu.au
- discussion groups – Tuesdays 10:30am and Thursdays 2:30pm
- photocopying and scanning facilities
- LC tours

## ENGLISH LEARNING ASSISTANCE SESSIONS
Learning Centre staff can also assist you with your studies. You should ask the friendly staff for more information about sessions for your level.

## STUDENT EXTRANET
More information can be found at www.student.insearch.edu.au and for all English students at: http://elearning.insearch.edu.au

# ENGLISH SUPPORT
## STAFF

There are several ELT staff members to assist students with their studies and ensure that all students receive the support they need. If you have problems, questions or need information regarding your studies – please see the following INSEARCH ELT staff.

INSEARCH Student Centre, for assistance with:

- Application and payments for full-time and part-time programs
- English, diploma and UTS Foundation Studies programs
- Student card
- Visa matters including: permission to work
- Accommodation and home stay contact details and change of address (postal address, email address, mobile, telephone, in Australia and home country)

| AREA OF INTEREST | NAME | TITLE |
|---|---|---|
| General information regarding:<br>■ appointments with teachers<br>■ assessment reports, course dates etc | Kerstin McElvenny | ELT Administration Coordinator |
| Information regarding:<br>■ study plan<br>■ further study options<br>■ concerns regarding course<br>■ attendance<br>■ IELTS exam dates/ information | Rebecca Sheldon<br>Linda Medley | ELT Academic Adviser<br>ELT Academic Adviser |
| Information about:<br>■ useful and relevant private study activities<br>■ IELTS materials<br>■ methods to improve specific English skills<br>■ discussion group information | Lachlan Kalache | Learning Centre Coordinator |
| Information regarding:<br>■ IELTS results<br>■ class transfers<br>■ general study queries | Stephanie King<br>Lorraine Lee<br>Macgregor Haines | ELT Manager<br>ELT Coordinator<br>ELT Coordinator |
| Information regarding:<br>■ class assignments and exams<br>■ course work and study requirements<br>■ end of term results | Please see your class teacher | |
| Information regarding Part-time programs:<br>■ IELTS – Speaking and Pronunciation<br>■ Writing for IELTS<br>■ IELTS Preparation – Academic & General Training<br>■ English for Business Communication | Student Centre | Part-time Programs |

# OTHER SERVICES AVAILABLE
## TO UTS:INSEARCH STUDENTS

### HEALTH INSURANCE
Your Overseas Student Health Cover (OSHC) will be ordered during the week of your enrolment. You will receive a Medibank card by mail at your Sydney address.

The nearest Medibank Private office is at World Square, 644 George Street. The office is open 9.00am – 5.00pm Monday to Friday.

### EMERGENCY AND HEALTH SERVICES
All international students studying in Australia must have medical insurance. You will receive your health care card and details shortly after you start your studies at INSEARCH. If your card has not arrived within 3 weeks, please go to the INSEARCH Student Centre for advice.

If you need medical assistance quickly there are 3 choices:

- See an INSEARCH security guard. Each building at INSEARCH has a security guard. The INSEARCH security guard can call an ambulance if required;
- There is a doctor available in the Prince Centre, 8 Quay Street, level 2; or
- Visit the UTS Medical Centre for free service. You need to make an appointment. Call UTS Student Centre on [T] 9514 1177, or visit Level 6 UTS Tower, Broadway.

### VISAS
If you need to renew your visa, visit the Student Centre at least two weeks before your visa expires. Bring your passport, OSHC details and INSEARCH attendance certificate. The staff will provide the necessary documents for you to complete your application for visa renewal and explain what you need to do next.

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

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

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

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

### UTS LIBRARY
INSEARCH students undertaking English studies can access the UTS Library but can not borrow books or materials. When visiting the UTS Library you need to show your INSEARCH student card.

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

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

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

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

### PUBLIC TRANSPORT
Please note – student transport concessions are **NOT** available in New South Wales for international students.

# IMPORTANT
# RULES

## STUDENT CARD
During the first week of term you will receive a student identification card. Student cards will be available every day Monday to Friday from 9am – 5pm. You should always carry this card while you are at UTS:INSEARCH or wanting to use UTS facilities and you will need to show your card to use the Learning Centre. Your teachers, UTS:INSEARCH Administration, or security staff may ask to see this card as a form of identification. You will need your student number to log on to the computers. You will also need to show your card when using UTS sports facilities.

If you have lost or misplaced your student card, please go to the INSEARCH Student Centre and a replacement card will be issued at a cost of $20.

## ATTENDANCE
You are expected to attend all classes. This is not only a requirement of INSEARCH, but also a regulation of the Australian government. **If your attendance drops below 80%, INSEARCH is required to advise the Department of Immigration and Citizenship (DIAC). This could result in the cancellation of your visa.** It is important that you attend classes otherwise you will be marked absent. Attendance is marked 15 minutes into each 2 hour lesson. Late students are marked absent. If you are not on the class roll, you must see ELT Administration immediately. Personal reasons such as family matters are not valid reasons for missing any classes. If unsure, consult with staff in the Student Centre.

If you are absent from class because you are sick, please ask a registered medical practitioner for a medical certificate which gives a reason for your illness and the number of days it will take for you to recover. The medical certificate must include the doctor's provider number. Absence due to illness whether with a medical certificate or without is still considered an absence.

Take the medical certificate to the Student Centre, 187 Thomas Street on the first day back after your absence. Late or back-dated certificates will not be accepted. You will be marked absent for all sessions you are not in class.

## LEAVE
After 20 weeks of continuous study you may take five-weeks leave. This leave must be taken within one term. Permission is not automatic, but must be requested. If you decide you would like to take leave from your studies, please see the ELT Academic Adviser, at level 4, 187 Thomas Street, to obtain a leave application form. You must return the completed form back to ELT Academic Adviser no later than Friday of Week 4 of the term before you want leave.

It is important to be sure INSEARCH approves your leave. If you take leave without approval your name will appear on the class list and you will be marked absent for the period you are away. This will impact on your attendance, your visa and your fees.

Scholarship holders will require written permission from their government before a leave application can be considered.

## WITHDRAWAL FROM INSEARCH
If you have decided to withdraw from your studies at INSEARCH you should first speak to staff in the Student Centre or Academic Advisers. Where an approval to withdraw is granted, you will need to return your student card. All students wishing to withdraw are subject to the INSEARCH conditions of enrolment. For further information, please visit the INSEARCH Student Centre.

## INTERNATIONAL STUDENTS
In some situations international students may be required to return overseas after withdrawing.

Where approval to withdraw is granted, INSEARCH is required to advise DIAC of this change in your enrolment status. Students on UTS package visas will need to contact the UTS International Office to alert them to this change in study plans.

## WORKING WHILE STUDYING
A focus on study is important but we recognise that some students may want to work part-time. Working arrangements need to be fitted in and around your study commitments.

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

On arrival in Australia, international students who do not have work permission remain on their student visa. Once they have commenced their course at INSEARCH, they can obtain a letter confirming their enrolment from the Student Centre. This letter must be taken to the DIAC office where a new visa can be provided which will give students permission to work. Under no circumstances must any international student undertake work unless they have permission to do so. Failure to seek permission to work from DIAC will lead to visa cancellation.

Full-time students may work part-time (maximum 20 hours per week) while studying. On holidays, students may work more hours.

Part-time work must not interfere with your studies. Full-time students must be available to attend English classes between 8.30am and 6.00pm.

# REGULATIONS

Regulations applying to international students from the Department of Immigration and Citizenship (DIAC), Department of Education, Employment and Workplace Relations (DEEWR) and Australia Education International (AEI).

The English language program offered at INSEARCH is an English language intensive course for overseas students (ELICOS) and is delivered according to Australian Government laws, national codes and regulations relating to international students studying in full-time English language courses in Australia.

These laws, national codes and regulations are defined, enacted and monitored by:

1. The Department of Immigration and Citizenship
   www.immi.gov.au

2. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas students 2007 The National Code 2007
   www.aei.gov.au/AEI/CmsTemplates/GeneralTemplates/ContentPage

3. The Education Services for Overseas Students (ESOS) Act 2000
   www.aei.gov.au/AEI/ESOS

## COURSES OF STUDY

Full-time English courses undertaken by overseas students in Australian education institutions must be registered nationally on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The registration of a course must include the expected duration of the course. A course will not be registered on CRICOS unless it meets the relevant Australian Qualifications Framework requirements.

### Course Duration for Full-time English (CRICOS) courses

Following an application for a full-time English course, overseas students are issued a letter with an offer of a number of weeks of English language provision, and a Confirmation of Enrolment (e-CoE) once they have paid.

The offer is an indication only of duration of study.

The study duration will vary according to each student's learning goals and will be reflected in the **expected duration of study** specified on the student's CoE.

INSEARCH uses IELTS, TOEFL and Pearsons PTE (Academic) results to estimate course duration and for placement of students in English language courses.

International students who do not have IELTS, TOEFL or PTE (Academic) results are placed in an appropriate course when they arrive in Australia after completing a placement test at their chosen education institution. The placement test will give a more accurate estimate of course duration.

## TRANSFERS BETWEEN REGISTERED PROVIDERS – CHANGING INSTITUTIONS The National Code 2007 Standard 7

It is possible to transfer from one provider (education institution) to another after 6 months at the original provider.

To transfer from an existing or original provider to a new provider before completing 6 months of study at the original provider, a student must:

1. obtain a release letter from the principle provider

2. and obtain approval for student to transfer from student's sponsor

The receiving provider (education institution) can only enrol a student if a release letter and a letter of approval from student's sponsor is provided where applicable.

## COURSE PROGRESS
The National Code 2007 Standard 10

Assessments including assignments, progress tests and formal examinations are set at regular intervals throughout a student's enrolment.

Where students are thought to be at risk of not meeting course requirements, they are notified and offered counselling and assistance to help ensure they can make satisfactory progress

## ATTENDANCE

The National Code 2007 Standard 11

DIAC international student visa condition 8202 states that a student must maintain satisfactory attendance in the course of study and satisfactory course progress for each study period.

Attendance is recorded for scheduled course contact hours.

Overseas students must attend at least 80% of the scheduled course contact hours.

Students who have been identified at risk of not meeting minimum course attendance requirements will be notified in writing, and counselled.

Where a student has been identified as not meeting minimum course attendance requirements, DEEWR will be notified.

This information is also electronically transmitted to DIAC.

DIAC may cancel a student's visa when the provider reports the student for unsatisfactory attendance. DIAC does not assess whether a breach has occurred. However, DIAC will retain the ability to consider exceptional circumstances as to why the visa should not be cancelled.

For more information please see:
http://aei.gov.au/AEI/ESOS NationalCode ExplanatoryGuide/PartD/Standard_11.htm

## DEFERRING, SUSPENDING OR CANCELLING THE STUDENT'S ENROLMENT

The National Code 2007 Standard 13

**Deferral**       postponement of the commencement of enrolment.

**Suspension**     temporary postponement of enrolment.

**Cancellation**     cessation of enrolment.

**Leave of Absence**   a request by a student to temporarily postpone study after the commencement of the study period.

In certain limited circumstances, students are allowed to defer commencement (late commencement) of their studies or temporarily suspend their studies, including taking leave of absence, during their course of studies, through a formal agreement with the provider.

Deferral, suspension or cancellation of enrolment may affect the student visa.

Please refer to the student website:
www.student.insearch.edu.au/studentcentre/deferring-withdrawing-andleave

# GUIDELINES TO PLACEMENT
## IN UTS:INSEARCH ENGLISH LANGUAGE COURSE LEVELS

If you have a current IELTS, TOEFL or PTE (Academic) score (no older than 12 months) when you commence your English course, you can use the table on page 16 to see at which level you will need to start and the minimum number of weeks of English you will need to study before your chosen INSEARCH academic course or UTS undergraduate/postgraduate degree.

### PERIOD OF VALIDITY ENTRY TO UTS
Please note the guidelines on the following page are minimum requirements based on IELTS or TOEFL scores no older than 12 months at the time of commencing your English course at INSEARCH. To qualify to enter a particular level, you will need to provide an original IELTS or TOEFL result.

### INSEARCH PLACEMENT TEST
If you do not have a current IELTS or TOEFL result, you will need to sit the INSEARCH placement test which is conducted in the morning of the first day of term (Orientation Day). See the application form for the exact dates of Orientation Day.

### EXIT TESTING
You will be given a test at the end of each level of study. Your result in this test will be used to determine your progression to the next level.

To progress to the next level, students must receive 60% in the final examination and receive 60% overall.

### ENTRY TO UTS
Please note that successful completion of the DEEP course with a minimum grade C qualifies for the English entry requirement for most UTS undergraduate and postgraduate courses. For details on specific courses with higher English entry requirements, please see the UTS international prospectuses.

### STUDENT VISAS
The above guidelines are based on INSEARCH academic advice. In certain countries Australian immigration guidelines may determine the length of English study. Please check first with your local Australian immigration office to obtain guidelines for your country.

"I WAS ABLE TO SHOWCASE MY DESIGNS FOR ALL TO SEE, IT WAS GREAT FUN TO BE ABLE TO PUT TOGETHER A PERFORMANCE."
**Jeong Jin Koh,**
Academic English Course Level 7 and 8 and Diploma of Design, Korea

# LANGUAGE
# COURSE LEVELS

## ACADEMIC ENGLISH PROGRAM (AEP)

| IELTS ENTRY | | | TOEFL ENTRY | | | | | | | | INSEARCH AEP LEVEL |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | PAPER-BASED | | | COMPUTER-BASED | | | | | |
| Overall Score | Writing Score | Reading Score | Total Score | Structure | Test of Written English | Total Score | Structure | Essay | TOEFL iBT | | |
| 6.0 | 6 | – | 550 | 58 | 4.5 | 213 | 24 | 4.5 | 80 | 21W | DEEP (10 Weeks) |
| 5.5 | 6 | – | 525 | 58 | 4.5 | 195 | 24 | 4.5 | 70 | 21W | 9 |
| 5.0 | 5.5 | 6 | 500 | 51 | 4.25 | 173 | 19 | 4.25 | 61 | 11W | 8 |
| 5.0 | 5 | 5.5 | 500 | 51 | 4.0 | 173 | 19 | 4.0 | 61 | 10W | 7 |
| 5.0 | 5 | 5 | 500 | 43 | 4.0 | 173 | 13 | 4.0 | 52 | 9W | 6 |
| 4.5 | 5 | 4.5 | 475 | 42 | 4.0 | 151 | 12 | 4.0 | 45 | 8W | 5 |
| 4.5 | 4.5 | 4 | 475 | 37 | 3.5 | 151 | 9 | 3.5 | 45 | | 4 |
| 4.0 | 4.5 | – | 450 | 35 | 3.5 | 133 | 8 | 3.5 | | | 3 |
| 3.5 | 3 | – | – | – | – | – | – | – | | | 2 |
| 3.0 | 3 | – | – | – | – | – | – | – | | | 1 |

## GENERAL ENGLISH (GE)

| IELTS ENTRY | | | TOEFL ENTRY | | | | INSEARCH GENERAL ENGLISH LEVEL (GE) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | | | PAPER-BASED | | COMPUTER-BASED | | |
| Overall Score | Writing Score | Reading Score | Total Score | Test of Written English | Total Score | Essay | |
| 5.5 | 6 | – | 525 | 4.5 | 195 | 4.5 | GE4 |
| 5.0 | 5 | – | 500 | 4.0 | 173 | 4.0 | GE3 |
| 2.5 | 2 | – | – | – | – | – | GE2 |
| 2.0 | 2 | – | – | – | – | – | GE1 |

# ENGLISH
# PATHWAYS

### GENERAL ENGLISH (GE)

There are four levels in the General English course. Each level consists of five weeks of language training.

### ACADEMIC ENGLISH PROGRAM (AEP)

There are nine levels in the INSEARCH Academic English Program. Each level consists of five weeks of intensive English training.

### DIRECT ENTRY ENGLISH PROGRAM (DEEP)

The DEEP course (200 hrs) is taught over ten weeks, in two blocks of five weeks, DEEP 1 and DEEP 2 consecutively. Students must successfully complete DEEP 1 before progressing to DEEP 2 and can not take a break between the two parts. DEEP 1 and DEEP 2 are offered every term. Please visit the INSEARCH website for specific dates.

### IELTS PREPARATION

The full-time IELTS preparation course consists of five weeks of intensive training to provide students with the strategies and skills needed in the IELTS test. It is recommended that students complete AEP 7 or equivalent before commencing the IELTS full-time course.

Please also access INSEARCH IELTS online materials at:
www.australianetwork.com/studyenglish
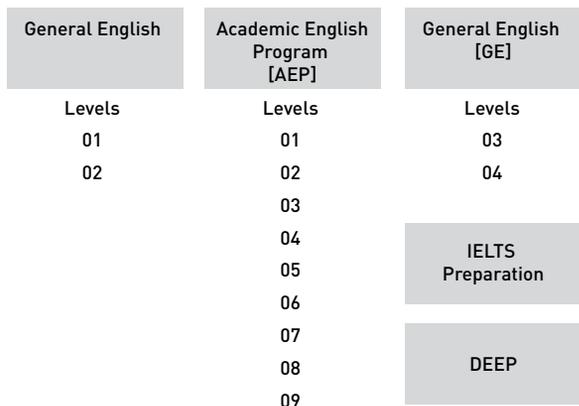www.australianetwork.com/passport

### PATHWAYS

#### Pathways

All students enrolling at INSEARCH are required to either complete an entry test or provide an original copy of an IELTS/TOEFL score or achieve a PTE (Academic) test result not older than 12 months to determine the appropriate level for you to begin your English language training.

All levels are supported by teacher guided computer lessons using CALL activities and materials relevant to class lessons.

Below is a diagram which explains the pathway through the different GE and AEP levels.

| General English | Academic English Program [AEP] | General English [GE] |
|---|---|---|
| Levels | Levels | Levels |
| 01 | 01 | 03 |
| 02 | 02 | 04 |
| | 03 | |
| | 04 | IELTS Preparation |
| | 05 | |
| | 06 | |
| | 07 | DEEP |
| | 08 | |
| | 09 | |

Students must complete GE 2 before entering the Academic English Program at level 1.

After successfully completing AEP 7, students may choose to enter the IELTS Preparation course, or go to AEP 8.

After successfully completing AEP 8, students will have achieved the level of language proficiency required for:

■ UTS Foundation Studies at INSEARCH

After successfully completing AEP 9, the students will have achieved the level of language proficiency required for:

■ Diploma programs (standard), diploma of Engineering (accelerated) and diploma of IT (accelerated)

■ DEEP, the INSEARCH Direct Entry English Program (DEEP) Successful completion of DEEP 1 is a pre-requisite for DEEP 2.
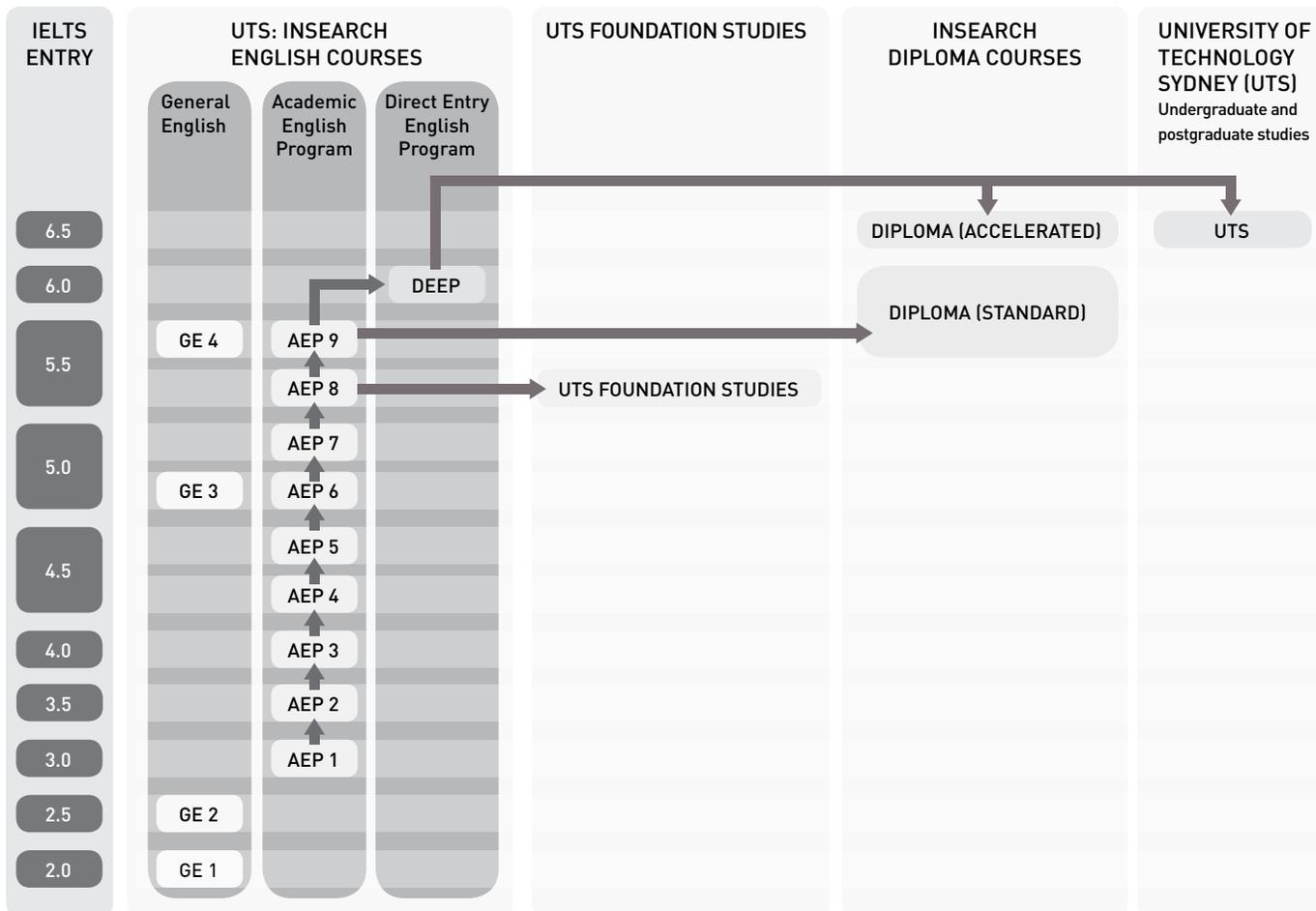
After successfully completing DEEP, students will have achieved the level of language proficiency required for entry to:

■ most undergraduate and postgraduate courses at UTS and selected other universities

■ other diploma (accelerated) courses at INSEARCH

■ Diploma of Communication at INSEARCH requires B (standard) or B+ (accelerated) pass

On completing DEEP, students will also need to have met the university's academic requirements in their particular subject area.

# PATHWAYS

INSEARCH offers general and academic English courses that meet a broad range of language needs. These courses lead to UTS Foundation Studies, INSEARCH Diploma studies or UTS Bachelor degrees, Masters and PhDs.

| IELTS ENTRY | UTS: INSEARCH ENGLISH COURSES | | | UTS FOUNDATION STUDIES | INSEARCH DIPLOMA COURSES | UNIVERSITY OF TECHNOLOGY SYDNEY (UTS) Undergraduate and postgraduate studies |
|---|---|---|---|---|---|---|
| | General English | Academic English Program | Direct Entry English Program | | | |
| 6.5 | | | | | DIPLOMA (ACCELERATED) | UTS |
| 6.0 | | | DEEP | | | |
| 5.5 | GE 4 | AEP 9 | | | DIPLOMA (STANDARD) | |
| | | AEP 8 | | UTS FOUNDATION STUDIES | | |
| | | AEP 7 | | | | |
| 5.0 | GE 3 | AEP 6 | | | | |
| | | AEP 5 | | | | |
| 4.5 | | AEP 4 | | | | |
| 4.0 | | AEP 3 | | | | |
| 3.5 | | AEP 2 | | | | |
| 3.0 | | AEP 1 | | | | |
| 2.5 | GE 2 | | | | | |
| 2.0 | GE 1 | | | | | |

Please note the above diagram is a guide for students only. A students pathway will vary depending on that individuals written and reading IELTS score.

# ENGLISH COURSES
## INTRODUCTION

### ENGLISH LANGUAGE EXPERTS

From orientation to graduation, INSEARCH ensures that you receive the best English tuition. We are one of the largest and most respected university language centres in Australia. We are proud of our reputation for quality courses, dedicated teachers and support services. All teachers are highly qualified, experienced and helpful. Past students report that they found the INSEARCH environment stimulating, challenging and rewarding.

You will learn English actively. This means that you will hear, speak, read and write only English from day one. Active learning is the key method at INSEARCH and the cornerstone of our success.

### ENGLISH ENTRY LEVEL

IELTS and TOEFL test scores act as a guideline to place you at the correct level to start your course. If you do not have an IELTS, TOEFL or Pearsons PTE (Academic) test score you will be asked to do a short placement test.

Estimating the number of weeks you need to study English depends on your current language level and your ultimate academic goal.

For more information about English entry requirements, please see the guidelines on page 16.

### COURSE CONTENT

Though course content changes in each level, all English courses are aimed at improving students' abilities in the areas of writing, reading, speaking and listening. This is done with the use of videos, DVDs, interactive computers, audio-tapes, role-plays, group work, seminars, classroom assignments as well as other teaching tools. We emphasise academic skills to make sure you are well prepared for university.

Each English level runs for one five-week term with 100 hours of face-to-face tuition (20 hours per week). You are expected to spend an additional five hours per week in self-access learning in the INSEARCH Learning Centre (LC).

All levels in the English course are supported by additional computer assisted material (Computer Assisted Language Learning – CALL) and activities for language development and consolidation, both in class and also for self-study outside class times: http://elearning.insearch.edu.au

### UTS DIRECT ENTRY ENGLISH PROGRAM (DEEP)

DEEP is recognised as an official English entry qualification by UTS. The course prepares you for INSEARCH diploma or some accelerated courses to enter directly to UTS. Successful completion of DEEP will allow you direct acceptance into UTS without having to sit external tests such as IELTS providing you meet the other requirements for entry into the course of your choice.

To enter DEEP, you must have either:

- a level of English equivalent to IELTS 6 with 6 in writing;
- TOEFL 550 (213 computer-based score) plus TWE 4.5; or 90 with writing 21 in iBT; or
- INSEARCH Academic English Program (AEP) Level 9 Certificate; or
- an appropriate score in the INSEARCH entry Placement Test.

You must enrol in DEEP for a minimum of ten weeks of consecutive study with no break between DEEP 1 and DEEP 2, although the actual length of study will depend on your individual English level.

Please see the INSEARCH application form for details of specific dates.

Please note that in some countries DIAC may have different English language requirements for obtaining a student visa. Please check with your local Australian immigration office before registering for a language test.

Late arrivals cannot be guaranteed entry to DEEP.

## ACADEMIC ENGLISH PROGRAM (AEP)

This course prepares you for study in Australian universities and some INSEARCH diploma courses. It also prepares you for entry to DEEP and IELTS courses.

You will learn skills in essay writing, seminar participation, researching, listening, note taking and academic reading. The course focuses on topics of academic interest. Students are provided with course materials especially designed to address the English language skills required for academic study.

## GENERAL ENGLISH (GE)

Focusing on the development of listening and speaking skills of basic English in general contexts, this course prepares you for moving onto the Academic English Program (AEP). Students may enter the course from beginner to lower intermediate.

## IELTS PREPARATION COURSES AND STUDY MATERIALS

IELTS gives a clear indication of English language ability for listening, reading, writing and speaking. UTS is one of the largest IELTS test centres in the world. INSEARCH has several IELTS preparation courses to choose from and also publishes preparation materials and practice tests for IELTS.

## INSEARCH ENGLISH eLEARNING

All INSEARCH English courses are supported with additional materials and activities online. Please visit:
http://elearning.insearch.edu.au
www.australianetwork.com/studyenglish

## PART-TIME ENGLISH COURSES

A range of part-time English courses is offered to residents as well as international students, including English for everyday use, English for business communication and IELTS preparation.

These courses can be taken by full-time students in addition to their regular study to provide additional academic support, especially in the areas of academic writing and speaking skills.

You must be a full-time student to obtain an Australian student visa.

## PACKAGING PROGRAMS

INSEARCH English courses can be packaged with diploma courses and/or UTS Foundation Studies (you will only need to pay one enrolment fee), as well as UTS degrees. One of the advantages of packaged courses is that only one visa needs to be secured for the entire period and no further English tests will be required before beginning your next course. Please contact the INSEARCH Student Centre for more information.

## ASSESSMENT METHODS AND EXAMINATIONS

Information about specific assessment tasks is given in the first class. Students are assessed in each of the following areas: writing, reading, speaking and listening. Assessment includes most or all of the following elements: written assignments including essays, reports and case study analyses, oral and written presentations of project work, tutorial and homework exercises, class participation and final examinations. Failed assignments are double marked. All English writing examinations are double marked. If a student fails an examination, it is marked a third time by a program manager. Students must pass the final examination (pass is 60%) to pass the course and pass the course overall (60%).

## ENGLISH TERMS

Terms last for five week periods. There are ten terms in the year. The first day of each term is an orientation day for new students (except for DEEP 2 students).

For detailed term dates please see the INSEARCH application form.

## CLASS SIZES AND FEES

Classes are kept to a maximum of 18 students.

The English tuition fee is A$450 per week.

Please see the application form for more information.

## CLASS TIMES

International students on a student visa must be available to study full-time (20 hours a week) between 8.30am and 6.00pm. Some INSEARCH English classes are in the morning, and some are in the afternoon. Whether you study in the morning or afternoon depends on your level.

## COURSE MATERIALS

All students are provided with complete course materials.

# COURSE
## OBJECTIVES

### GE

Students in GE 1 and GE 2 will focus on improving their ability to communicate effectively in English. They will practise listening, speaking, reading and writing skills in order to become more confident in using English in situations outside the classroom. GE 1 and GE 2 will also focus on establishing a solid base from which students can continue to develop their grammar, vocabulary and pronunciation as they proceed to the AEP course.

Students who wish to study in GE 3 and GE 4 will focus on improving their speaking and listening skills in a variety of complex and abstract topics. Students will also focus on improving their competency in spoken English by improving their knowledge of idioms and phrasal verbs.

### AEP

The Academic English Program prepares students for study in most INSEARCH diploma courses, UTS degree courses, and study at selected other universities. Course work will focus on improving language and study skills needed for successful tertiary study. These skills include development of:

- effective academic writing skills
- effective participation in seminars and tutorials
- listening and note taking skills for academic lectures
- reading and researching academic texts

### IELTS

At the completion of the IELTS preparation course you will have developed strategies and skills required to deal with the variety of task types encountered in the listening, reading, writing and speaking modules of the test, and had the opportunity to practice all modules of the test. Students will become familiar with the format and procedure of the IELTS test and gain increased confidence in undertaking the test.

### DEEP

DEEP requires students to demonstrate a high level of English language proficiency. Students should be able to negotiate complex language and understand detailed argument. Occasional inaccuracies may be apparent. However, these should not detract from the student's operational command of English.

At the successful completion of DEEP, students should be able to:

- write in a range of academic genres
- analyse and paraphrase academic texts
- summarise academic articles
- contribute effectively to seminar discussions
- give professional tutorial presentations
- research academic articles

# LEARNING OUTCOMES
## GE, AEP AND DEEP

The table on the following pages describes the language outcomes for all General English, Academic English Program and Direct Entry English levels.

| | SPEAKING AND LISTENING | READING AND WRITING |
|---|---|---|
| GE 1 & 2 (UPPER- ELE) | ■ Communicates verbally, non-verbally and in writing using simple messages. | ■ Reads short simple texts.<br>■ Writes basic sentences using a limited range of sight words.<br>■ Spelling shows a basic knowledge of sound and symbol relationships. |
| AEP 1 (PRE – INT) | ■ Communicates verbally and in writing in a limited number of routine situations. | ■ Reads short simple texts.<br>■ Writes about familiar contexts using basic sentence structures.<br>■ Uses vocabulary related to familiar contexts. |
| AEP 2 (PRE – INT) | ■ Communicates verbally and in writing in routine situations. | ■ Reads narrative and information texts.<br>■ Writes about familiar contexts in coherent simple texts using basic sentence structures.<br>■ Uses vocabulary limited to familiar routine situations. |
| AEP 3 (PRE – INT)<br>AEP 4 (INT) | ■ Communicates verbally and in writing by using simple sentences in routine situations.<br>■ Verbally and non-verbally elicits basic information in routine situations.<br>■ Verbally responds to controlled spoken English in familiar exchanges using simplified language.<br>■ Engages in, elicits and practises English to extend oral repertoire. | ■ Reads narrative and information texts.<br>■ Writes narrative and information texts on familiar topics using simple and compound sentence structures.<br>■ Demonstrates a basic understanding of language features and structures required for different types of texts.<br>■ Reads with an understanding that English texts may be organised in various forms and that spoken and written English differ<br>■ Communicates on familiar topics by writing simple and cohesive, creative and informational texts.<br>■ Demonstrates a range of simple language features and structures.<br>■ Plans, writes and edits texts. |
| AEP 5 (INT)<br>AEP 6 (INT) | ■ Comprehends the gist of unfamiliar topics.<br>■ Communicates verbally using connected speech and expanded utterances.<br>■ Elicits relevant verbal information.<br>■ Elaborates coherently on some ideas on familiar topics.<br>■ Demonstrates control over a basic oral repertoire. | ■ Reads and writes for a range of purposes using a limited repertoire of text types.<br>■ Demonstrates an understanding of how effective writing is tailored to the requirements of the topic and the needs of the reader.<br>■ Discusses and reflects to enhance the writing process.<br>■ Understands a range of texts on both familiar and unfamiliar topics by identifying key organisational and language features.<br>■ Mainly interprets these texts on a literal level and uses the information for varying purposes.<br>■ Writes a range of texts demonstrating control and flexibility over key organisational and language features depending on the intended purpose, context and audience of the text.<br>■ Plans and edits writing to improve range of expression. |

| | SPEAKING AND LISTENING | READING AND WRITING |
|---|---|---|
| AEP 7 (UPPER-INT) | ■ Adapts verbal communication to address the expectation of the listeners by using familiar formal and informal registers and organising language and ideas drawn from different sources. | ■ Understands a range of authentic written texts for varying purposes.<br>■ Identifies the author's position.<br>■ Justifies interpretations of the author's position.<br>■ Relates a text's format, structure and choice of language to its purpose.<br>■ Writes a variety of coherent texts, characterised by a cohesive and flexible use of language to communicate on a range of topics.<br>■ Plans and revises writing to enhance its fluency, accuracy and readability. |
| AEP 8 (UPPER-INT) | ■ Communicates effectively (cohesively and clearly) in most formal and informal environments on issues varying in complexity.<br>■ Adapts verbal communication to reflect an understanding of both concrete and abstract issues.<br>■ Delivers formally structured oral presentations with supporting evidence demonstrating background research on topic.<br>■ Recognises organisation of a lecture. | ■ Demonstrates an understanding of text evaluation.<br>■ Justifies own interpretation of the issues and ideas of texts with support from others' interpretations.<br>■ Considers how the reader interacts with texts to construct meaning.<br>■ Demonstrates an understanding of the relationship between text type, purpose and audience in own writing.<br>■ Writes complex texts characterised by an academic style and showing consistent control over textual features.<br>■ Plans, revises and refines writing to enhance a text's overall impact.<br>■ Takes notes from a lecture using cues and prediction skills. |
| GE 3 | ■ Follows the gist and some detail of a spoken text on a new topic at normal speed.<br>■ Argues coherently with supporting evidence from a point of view on an issue arising from texts.<br>■ Contributes to a discussion about new topics.<br>■ Uses English for a range of problem solving activities.<br>■ Works with others in planning and organizing activities. | ■ Identifies the main points represented in a variety of texts.<br>■ Critically evaluates information from the media.<br>■ Infers information from a text. |
| GE 4 | ■ Understands English at normal speed.<br>■ Defines the nature and purpose of information being sought before listening.<br>■ Evaluates the quality and validity of information gained from spoken communication.<br>■ Elaborates on themes and issues in discussions.<br>■ Negotiates a solution to a complex issue.<br>■ Engages in lengthy conversations on less predictable topics with native speakers and peers. | ■ Critically evaluates information from the media.<br>■ Infers information from a text.<br>■ Identifies a range of culturally based values and perspectives in texts reflecting author attitudes and bias. |

| | SPEAKING AND LISTENING | READING AND WRITING |
|---|---|---|
| AEP 9 (LOWER ADVANCED) | ■ Communicates effectively in most formal and informal environments on issues varying in complexity.<br>■ Evaluates academic lectures and oral presentations to draw own conclusions from evidence presented.<br>■ Delivers oral presentations on academic topics with supporting evidence and citations which demonstrate background research into topic.<br>■ Manages and participates in formal discussions on complex academic topics.<br>■ Takes effective notes from longer authentic spoken texts of academic nature. | ■ Evaluates texts with reference to validity and quality.<br>■ Takes notes from written academic texts in order to summarise and paraphrase.<br>■ Demonstrates an ability to paraphrase main ideas in academic texts.<br>■ Writes effective summaries of academic texts, evaluating the evidence presented.<br>■ Uses appropriate referencing techniques to justify own interpretation of texts.<br>■ Writes using complex language, a wide range of vocabulary and logical sequencing so that the message is clear and effective.<br>■ Shows a development of critical reading skills to assess academic texts. |
| DEEP (ADVANCED) | ■ Communicates effectively in formal and informal environments on issues varying in complexity.<br>■ Prepares and evaluates oral presentations based on guided research activities in individual and group format.<br>■ Manages and participates in formal discussions on abstract, academic topics which develop strategies for appropriate critical evaluation in spoken contexts.<br>■ Takes longer effective notes from extended authentic spoken texts of academic nature.<br>■ Delivers oral presentations on academic topics with supporting evidence and citations which demonstrate background research into topic.<br>■ Manages and participates in formal discussions on complex academic topics.<br>■ Takes effective notes from longer authentic spoken texts of academic nature. | ■ Evaluates academic texts in order to comment on them from a critical perspective.<br>■ Writes critical evaluations of written texts.<br>■ Takes notes from a written text in order to summarise, paraphrase and critically evaluate.<br>■ Writes effective summaries of academic texts.<br>■ Uses appropriate referencing techniques to critically evaluate texts and support his/her argument on the analysis.<br>■ Writes using complex language, a wide range of vocabulary and logical sequencing so that the message is clear and effective.<br>■ Demonstrates an ability to use a sophisticated range of structures to express complex meanings.<br>■ Demonstrates analytical reading skills.<br>■ Continues to develop critical reading skills to assess academic texts.<br>■ Expresses evaluative comments on academic texts within accepted standards of criteria for critical analysis. |

# UTS:INSEARCH RULES AND PROCEDURES
## FOR STUDENTS

## ACADEMIC MISCONDUCT

All students at INSEARCH are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means such as copying another students' work, or in any way mislead a lecturer or tutor about their knowledge, ability, or the amount of original work they have done.

## STUDENT'S RESPONSIBILITIES

**1. Examinations**
   a. Students must not help or receive assistance from other students.
   b. Students must not request the loan of or lend materials or devices to other students.
   c. Students must not bring any materials into the examination room other than those specified for that examination.
   d. Students must not use computer software or other devices during an examination other than those specified.

**2. Other assessment tasks**
   a. Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study.
   b. Students must not use another person's concepts, results or conclusions and pass them off as their own.
   c. In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
   d. Students must not ask another person to produce an assessable item for them.

## PROCEDURES & PENALTIES

Please refer to the INSEARCH student intranet website for full details of the policies and procedures:
https://student.insearch.edu.au/Home/Policies---Procedures/Policies-and-Procedures

## NON-ACADEMIC MISCONDUCT

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

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

INSEARCH will report all criminal acts committed by its students to the relevant authorities.

## NOTIFICATION AND APPEAL

1. Students must be notified in writing of penalties as a consequence of misconduct.

2. The grounds for appeal are:

   a. procedural irregularities, and/or
   b. factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.

3. Please refer to the INSEARCH student intranet website for full details of the policies and procedures:
   https://student.insearch.edu.au/Home/Policies---Procedures/Policies-and-Procedures

## APPEALS AGAINST GRADES

Students who believe there have been procedural or factual errors in the grading of their assignments or assessments should speak to the marker of the assignment in the first instance. If the student still believes that procedural or factual errors have not been redressed then the student should lodge an appeal with the ELT Manager.

Dissatisfaction with grades alone does not constitute grounds for an appeal.

Please refer to the INSEARCH student intranet website for full details of the policies and procedures:
https://student.insearch.edu.au/Home/Policies---Procedures/Policies-and-Procedures

## ASSESSMENT POLICY

Assessment is a tool for measuring whether students have achieved the intended learning outcomes of subjects. The primary goals of assessment are to encourage learning and to indicate student level of progress or achievement. The assessment rules are designed to ensure that assessment is reliable and valid. Where there is a subjective element in the grading of students' work, assessment moderation is conducted to ensure multiple assessor reliability. Students can lodge appeals against grades when there is evidence of factual or procedural errors in the conduct of assessment events or the recording of grades. Students who suffer from illness, misadventure or a disability which affects their ability to perform in assessments may be eligible to request special consideration or special needs.

Assessment is a key part of learning and teaching. INSEARCH promotes ethical practice and treats academic dishonesty seriously.

### Scope

This policy applies to all assessment conducted in all INSEARCH academic courses.

## SPECIAL NEEDS POLICY

### 1.Policy Statement

INSEARCH is committed to supporting the educational needs of all enrolled students including those who have special needs. The purpose of this policy is to ensure that relevant INSEARCH staff are aware of their responsibilities relating to students with special needs. This policy aims for compliance with the Disability Discrimination Act 1992 and the Human Rights and Equal Opportunity Commission Act 1986.

### 2.Scope

This policy applies to all students with special needs enrolled at INSEARCH.

# UTS:INSEARCH COMPUTER LAB RULES

### 1. Background

The following policy is designed to ensure students have access to reliable and effective computer resources for their study at INSEARCH.

### 2. Scope and applicability
This policy applies to all INSEARCH students.

### 3. Code of conduct

### PLEASE DO NOT:
1. Give your password to another person, or have it in written form where it is likely to be seen by another person.
2. Obtain passwords, which you are not authorised to have.
3. Use another person's identification when signing onto an INSEARCH computer or network.
4. Use INSEARCH computing facilities for purposes not related to legitimate business or study activities.
5. Use INSEARCH computing facilities to purposely disrupt other users.
6. Download, install or use hacking tools to disrupt, or alter system software or alter system security.
7. Copy or load software of any kind onto any computer unless authorised by the IT Manager or Network Administrator.
8. Access data on any INSEARCH computer or any computer via the INSEARCH Network unless you have been assigned access rights to the data.
9. Attach any devices to the INSEARCH computer network without authorisation from the IT Manager or Network Administrator.
10. Leave your workstation unattended while logged on to the INSEARCH computer network.
11. Waste printing paper. You are allowed to print 250 pages per semester as an academic student and 75 pages per term as a full-time English student.
12. Save more than 75MB of files in total on the network home directory (H drive) as an academic student or more than 15MB of file in total on the network home directory (H drive) as a full-time English student.
13. Eat, drink or smoke in any of the computer labs.
14. Place any notices on the notice board in the computer labs.

# COMPUTER LOG ON
# PROCEDURE

INSEARCH computer access should be possible within a few days of enrolling in class.

**1. To use an INSEARCH computer you need to log on with:**
- a log-on username, and
- a password

Your username is your INSEARCH student number:

For example, 12345.

Your password is your birth date in the following format (YYYYMMDD): For example, year (e.g 1980) month (e.g 08 August) day (24) = 19800824.

Follow the instructions below when using any computer in the computer labs.

**2. Press "Ctrl + Alt + Delete" buttons to the logon screen.**
Begin Login

Press Ctrl + Alt + Delete to log on

**3. Enter your log-on information.**
    a. Enter your username in the user name box.

    b. Enter your password in the password box.

    c. Check that the domain listed is: **INSEARCH1.**

    d. If it is not INSEARCH1, click the arrow button at the right side of the domain box.

You will see several domain names.
Click on **INSEARCH1**.

(You will not be able to log-on if a different domain is shown.)

    e. Click the "OK" button to log on.

**4. When you log on for the first time, you will need to change your password (you need to choose a new password).**
    a. The change password box will be displayed.
    b. Enter your current password (see no 1).
    c. Enter your new password twice.
    d. Click OK.
    e. If your password has been changed successfully, you will see "Your password has been successfully changed".
       Click on "OK".

Please note:

    a. Do not use a password that is easily identified or guessed by another person.

For example, someone could easily guess your name, phone number, date of birth or address and then enter or "hack" into your computer account.

    b. You are required to change your password the first time you log in only.

**5. Logging out of the system at the end of your computer session.**
    a. Click on the "Start" button to log out of the computer.
    b. Click on the "Shut Down" option.
    c. Click on the "Close all Programs and log on as a different user" option.
    d. Click the "Yes" button.

# GUIDELINES FOR RESOLVING
# STUDENT COMPLAINTS

INSEARCH provides a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. As part of its commitment to creating a supportive and open organisational culture, INSEARCH values ethical and responsible management, transparency in its decision-making processes, and a visible, accessible and fair complaint process. INSEARCH views student complaints as providing an opportunity to review and improve its policies and practices, and also to gain insight into student levels of satisfaction.

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

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

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

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

The full Student Complaint Policy is available on the student intranet at https://student.insearch.edu.au/Home/Policies---Procedures/Student-Compliance-Policy/Student-Complaint-Policy

## PRIVACY

INSEARCH Limited (INSEARCH) acknowledges and respects the privacy of individuals. INSEARCH is required under the Privacy Act 1988 (Cth) and the Privacy and Personal Information Protection Act 1998 (NSW) to comply with the National Privacy Principles and the Information Privacy Principles (respectively) in relation to the collection, use and disclosure of personal information from individuals. Provision of personal information is voluntary, but if it is not provided INSEARCH may not be able to process your application or provide you with other services.

INSEARCH has obligations under Commonwealth & State legislation to provide information to certain government departments.

You have the right to access and update your personal information. A copy of INSEARCH's privacy policy is available from INSEARCH's website. Please direct any enquiries you may have in relation to this matter to:

The Privacy Officer INSEARCH Limited
PO Box K1085
Haymarket NSW 1240

[T]+ 61 2 9218 8600

[E]: privacy@insearch.edu.au

[W] www.insearch.edu.au

INSEARCH CRICOS provide Code: 00859D


Please also refer to the privacy policy at:
https://student.insearch.edu.au/Home/Policies---Procedures/Privacy-Policy/Privacy-Policy-Students

# DO YOU HAVE
# A PROBLEM?

| PROBLEM | | SOLUTION |
|---|---|---|
| **Are you unhappy or confused about:**<br>■ level<br>■ class<br>■ assignment<br>■ examinations<br>■ teacher/s | → | **Visit or make an appointment to see:**<br>■ your teacher<br>■ ELT Manager<br>■ Academic Advisor (ELT) |
| **If you have a problem with:**<br>■ visa<br>■ accommodation<br>■ Homestay<br>■ tuition fees<br>■ study plan | → | **Visit or make an appointment to see:**<br>■ Student Centre Staff<br>■ Academic Adviser (ELT) |
| **If you have a personal problem** | → | Visit or make an appointment to see the Academic Advisers |

If you would like to write to INSEARCH about a problem, you can send details to complaints@insearch.edu.au

If you are not comfortable speaking to someone alone, please bring a friend or a classmate with you.

If you need help speaking in English, INSEARCH can arrange an interpreter to help.

# INTEGRITY
# STATEMENT

If you would like an independent office to help, please contact:

The Department of Fair Trading

1 Fitzwilliam Street, Parramatta [T] +61 2 9895 0111

INSEARCH has an ethical commitment to ensuring that all information and activities relating to students are undertaken with a degree of integrity. The INSEARCH marketing department is responsible for all marketing information provided by INSEARCH and its representatives. INSEARCH has in place an agent management framework with agreements which bind all of its agents to comply with the codes of practice set in the Education Services for Overseas Students (ESOS) Act 2000. If you have any concerns about information or assistance that has been provided to you by INSEARCH or its representatives, please contact:

**Helen Kealy**
UTS:INSEARCH
PO Box K1085
Haymarket NSW 1240

[T]  +61 2 9218 8600

[E]  helen.kealy@insearch.edu.au

[W]  www.insearch.edu.au

INSEARCH CRICOS provider Code: 00859D

# STUDY ENGLISH

IELTS PREPARATION

## *Study English – IELTS Preparation*

is a 78-part English language course for intermediate to advanced learners.

Available online, this free program allows you to watch, read and listen to authentic material plus access study notes, tips and activities for practice and consolidation.

www.australianetwork.com/studyenglish

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INSEARCH
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# UTS:INSEARCH

**UNIVERSITY OF TECHNOLOGY SYDNEY**

# WHY STUDY PART-TIME ENGLISH AT INSEARCH?

"INSEARCH is a really nice place to learn the English language. It offers high quality teaching and a great experience."

SAUD, SAUDI ARABIA

INSEARCH Part-time English courses are specifically designed to focus on the needs of people interested in improving their English language skills especially for IELTS but also for the workplace. They run over five weeks every Tuesday & Thursday evening from 6.30pm to 8.30pm or Saturday from 9.00am to 1.30pm.

The courses are:

■ Writing for IELTS

■ Prepare for IELTS

■ Speaking and Pronunciation Skills

To discover the most suitable English courses for you, please come to our FREE English information evening. Please see the INSEARCH part-time English brochure for the information evening dates.

For more information, please contact
INSEARCH Student Centre
Ground Floor, 187 Thomas Street
Sydney NSW 2000 Australia
**[T]** +61 2 **9218 8688**
**[F]** +61 2 9281 4675
**[E]** courses@insearch.edu.au
**[W]** www.insearch.edu.au

# NOTES

# UTS:INSEARCH

**UNIVERSITY OF TECHNOLOGY SYDNEY**

The information contained in this brochure is correct at time of printing.
Changes in circumstances may impact the accuracy or currency of the information.
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