

# UTS:CALENDAR

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## 2006

### **DISCLAIMER**

This publication contains information which was current at February 2006. Changes in circumstances after this date may impact upon the accuracy or currency of the information. The University takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice. Readers are responsible for verifying information which pertains to them by contacting the University.

The *UTS: Calendar 2006* should be read in conjunction with the *UTS: Handbook 2006*.

### **FURTHER INFORMATION**

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email [info.office@uts.edu.au](mailto:info.office@uts.edu.au)  
<http://www.uts.edu.au>

## **EQUAL OPPORTUNITY**

It is the policy of UTS to provide equal opportunity for all persons and to prevent discrimination and harassment on the basis of race; colour; descent; national or ethnic origin; ethno-religious background; sex; marital status; pregnancy; potential pregnancy; family responsibilities; disability (physical, intellectual, psychiatric, sensory, neurological, or learning disabilities, and illnesses such as HIV/AIDS); age; homosexuality; transgender status; political conviction; and religious belief.

## **FREE SPEECH**

UTS supports the right to freedom of speech and the rights of its members to contribute to the diversity of views presented in our society.

## **NON-DISCRIMINATORY LANGUAGE**

UTS has adopted the use of non-discriminatory language as a key strategy in providing equal opportunity for all staff and students. Guidelines for the use of non-discriminatory language have been developed and all members of the University community are encouraged to use them.

<http://www.equity.uts.edu.au/policy/language/index.html>

## **ACCESS UTS ON THE WEB**

<http://www.uts.edu.au>

*UTS: Handbook*

<http://www.handbook.uts.edu.au>

*UTS: Calendar*

<http://www.handbook.uts.edu.au/cal/index.html>

UTS Legislation, Rules and Policies

<http://www.gsu.uts.edu.au/lrp.html>

## **EDITORIAL AND PRODUCTION**

Publications

Governance Support Unit

Registrar's Division

## **COVER**

UTS Marketing and Communication Unit

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## **Note:**

A detailed table of contents appears at the beginning of each chapter.

## NEW IN 2006

### Chapter 5 – Faculties, institutes and centres

#### ***New Cooperative Research Centres***

- Australasian CRC for Interaction Design (ACID)
- Australian Cotton CRC
- CRC for Contamination Assessment and Remediation of Environments (CARE)
- CRC for Water Quality and Treatment

#### ***Disestablished Cooperative Research Centres***

- CRC for Enterprise Distributed Systems Technology
- CRC for Satellite Systems

#### ***Disestablished Centre of Enterprise, Research and/or Community Service***

- Australian Centre for Cooperative Research and Development

### Chapter 10 – University of Technology, Sydney, By-law 2005

- The *University of Technology, Sydney, By-law 2005* was approved by the Governor of NSW and is published in this Calendar.

### Chapter 11 – Rules of the University

- Minor amendments to Rules 4.4, 5.6, 5.11, 7.1, 7.5, 9.5, 11.2, 11.20, 16.12, 16.16, 16.19, 17.2, Schedule 3, G3 Division 4
- Various minor consequential amendments following approval of the By-law

### Chapter 13 – Faculty management

- Standing orders for Faculty Boards amended to allow executive action by Deans

### Chapter 14 – Selected Policies and Guidelines

Following approval of the UTS Policy Framework, new section added on Council's and Vice-Chancellor's Operational Directives, Directives approved in 2005:

- Potential and Actual Violent and Disruptive Behaviour on Campus
- UTS Commercial Activities
- UTS Corporate Credit Card
- UTS Facilities Hire
- UTS Procurement Policy and Directives

#### ***Policies published in full, new or amended in 2005***

- Policy on UTS Offshore Activities (new)
- Principles for Transition Support for Students at UTS
- UTS Admissions Policy (new, now includes language standards required for admission)
- UTS Reconciliation Statement (amended)

#### ***Notes on selected policies***

- Intellectual Property Policy under review

## INTRODUCTION TO UTS

The University of Technology, Sydney is committed to freedom of inquiry, equality of opportunity, the pursuit of excellence in teaching, research and scholarship, and interaction with the professions.

UTS was originally established as the New South Wales Institute of Technology in 1965. In 1988 it attained university status and was joined by the School of Design of the Sydney College of the Arts.

The University resulted from amalgamations brought about by the restructuring of the higher education sector in the late 1980s, and in January 1990 the Kuring-gai College of Advanced Education, the Institute of Technical and Adult Teacher Education of the Sydney College of Advanced Education and the 'old' UTS formed the new University of Technology, Sydney.

### Object and functions of the University

The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

The functions of the University are stipulated in Chapter 9 of this Calendar (section 6, University of Technology, Sydney, Act 1989 No 69).

### Location

UTS is a multicampus university spread over three locations in the Sydney metropolitan area. City campus incorporates buildings at a number of locations close to the Central railway station. Kuring-gai campus is in a bushland setting on Eton Road, Lindfield, 15 kilometres north of the city. St Leonards campus is close to the St Leonards railway station, seven kilometres north of the city.

### Courses

UTS offers undergraduate courses (Bachelor's degrees at Pass and Honours standards) and postgraduate courses (including Graduate Certificates, Graduate Diplomas, Master's by coursework, Master's by thesis and Doctoral degrees). These courses are of a standard that enables graduates to undertake full professional practice in their chosen field.

Detailed information about the courses offered by the University is published in the UTS: Handbook. The Handbook is also available online at:

<http://www.handbook.uts.edu.au>

### Student profile

With a total enrolment of approximately 31,000 students, UTS is one of the largest universities in Australia. UTS places a strong emphasis on workplace experience, incorporating the latest industry practice and professional standards into its curriculum. To achieve this, UTS has entered into partnership with a range of industry bodies, corporations and government authorities, and this has helped it to achieve one of the highest rates of employment for graduates in New South Wales.

### Equity and diversity

UTS is committed to promoting access, equity, diversity and social justice for both students and staff. It is University policy to provide equal opportunity for all people, regardless of race, colour, descent, national or ethnic origin, ethno-religious background; sex; marital status, pregnancy; potential pregnancy; carers' responsibilities,

disability, age; homosexuality; transgender status; political conviction; and religious belief. A range of programs and services helps to ensure that the University's staff and student communities reflect the diversity of the wider community. The Equity and Diversity Unit coordinates a range of strategies and programs to support students and staff from diverse backgrounds.

### International profile

The sustained internationalisation of UTS enables the University to continue to provide a more relevant curriculum and a greater understanding of international issues for its students and staff. Students are encouraged to gain international exposure and experience as part of their degree program. UTS staff are encouraged to internationalise their expertise and knowledge, and faculties run programs and teach courses overseas. International students from overseas study in all parts of the University both on and offshore.

The Institute for International Studies offers a series of undergraduate programs in collaboration with the faculties that combine a Bachelor of Arts in International Studies with a professional specialisation. The Institute has established In-country Study programs in different countries across the world to support the Bachelor of Arts in International Studies.

Students may also enroll in programs of teaching and learning concentrating on the language and culture of another country as part of their UTS degree. They also have the opportunity to go on exchange as part of their program at UTS. They may spend one or two semesters studying at an overseas university and receive credit towards their UTS degrees.

UTS welcomes students from overseas. There are international students from over 70 countries in all faculties and on all campuses. The University is fully committed to internationalisation in all aspects of its operation.

### Academic structure

UTS undertakes its teaching and research programs principally through the following academic structure:

- Faculty of Business
- Faculty of Design, Architecture and Building
- Faculty of Education
- Faculty of Engineering
- Faculty of Humanities and Social Sciences
- Faculty of Information Technology
- Faculty of Law
- Faculty of Nursing, Midwifery and Health
- Faculty of Science
- Institute for International Studies.

The academic structure also includes the Institute for Interactive Media and Learning, the Institute for Sustainable Futures and the University Graduate School.

The University also has a wide range of research and development centres, many of which are multidisciplinary in nature. These are described in Chapter 5 of this Calendar.

## Research and development

UTS has built a reputation for high-impact research with a focus on collaborative approaches and with national and international standing in carefully selected areas of concentration. UTS aims to continue to improve overall research performance and standing to complement the high regard of its teaching and learning programs by a continued focus on collaborative research of benefit to society, building researcher capacity, strengthening linkages nationally and internationally, and developing a dynamic research environment.

The University established four major University Research Institutes in 2002 focusing on:

- nanotechnology
- biotechnology of infectious diseases
- information and communication technologies
- water and environmental resource management.

In addition, it has established eight Key University Research Centres in:

- built infrastructure
- corporate governance
- culture and communication
- health economics
- health technologies
- innovative collaborations and alliances
- quantitative finance
- organisational, vocational and adult learning.

## MISSION STATEMENT

The University of Technology, Sydney, is an Australian university with an international focus. It provides higher education to enhance professional practice, to serve the community at large and to enable students to reach their full personal and career potential.

Through its promotion of learning and pursuit of research and creative practice, the University contributes to the advancement and integration of knowledge, professional skills and technology, and their intelligent, sustainable and enterprising application for the benefit of humanity.

### Guiding principles

UTS will be guided by a strong commitment to:

- excellence in the achievement of its mission
- intellectual independence and sound ethical practice
- close collaboration with the professions, business, industry, government and the wider community
- equitable access to education
- indigenous cultures and the process of reconciliation
- international perspectives and the richness of cultural and social diversity
- sustainability – ecological, social and economic
- fairness and transparency, and
- critical commentary on public issues.

## THE UNIVERSITY'S STRATEGIC PLANS

In 2004, the Council of the University recommitted UTS to its current vision as articulated in *Setting the Pace*. In summary, this vision is for UTS to be renowned as:

- a provider of dynamic and challenging professionally oriented higher education
- a vibrant learning community
- a leader in collaborative research and education
- an international university
- an influential and enterprising university
- an inspiring place to work.

During 2004, Council also approved a new strategic plan for the period 2005–2008, which defines objectives and strategies for UTS to fulfill its vision. The plan is supported by key performance indicators. The plan is built around three interdependent themes:

1. UTS is distinguished by its imaginative and collaborative approaches to practice-oriented teaching and learning, and outcomes-oriented research and creative practice.
2. UTS is international, intellectually challenging and nurtures both student and staff capability.
3. UTS has a vibrant social, cultural and physical environment.

The Vice-Chancellor's Committee and Council monitor performance against the plan regularly. Sponsors have been nominated for each objective, strategy and performance indicator.

The strategic plan is being implemented in association with a series of pan-University enabling plans for themes such as international activities, campus development, community engagement and equity, as well as plans for each faculty and unit.

For further information, visit the UTS Planning website at:

<http://www.planning.uts.edu.au>

## UTS EMBLEM AND LOGO

The emblem embodies three main components. The most prominent feature is the anchor drawn from the coat of arms of the City of Sydney where the largest campus of UTS is located. It reinforces the University's traditional close links with government, commerce and industry within the city.

The base of the anchor also forms one of the spirals of the double helix in the representation of the DNA molecule, the basic building block of life itself. The symbol, therefore, reflects the innovative, technological character of the University.

The wave motif at the base complements the other elements in the design, and underlies the maritime position of the City of Sydney.

This contemporary design is contained in a heraldic shield which provides a sense of continuity with tradition for institutions of higher learning through the ages.

The emblem (in teal blue PMS 321) can be used singly, or in association with the stylised 'UTS' acronym to form the UTS logo.

Applications to use the UTS emblem and logo should be directed to the Registrar.

# UTS CONTACTS AND LOCATIONS

## University of Technology, Sydney

telephone +61 2 9514 2000  
fax +61 2 9514 1551  
email [info.office@uts.edu.au](mailto:info.office@uts.edu.au)  
<http://www.uts.edu.au>

### Postal address

PO Box 123  
Broadway NSW 2007  
Australia

See Chapter 2 for general student and faculty contact information.

### City campus

#### Broadway

- CB01, Tower, Building 1  
15 Broadway, Broadway
- CB02, Building 2  
15 Broadway, Broadway
- CB03, Bon Marche, Building 3  
755 Harris Street, Broadway
- CB04, Building 4  
745 Harris and 95 Thomas Streets
- CB06, Peter Johnson Building  
Building 6  
702–730 Harris Street, Broadway
- CB08, The Terraces  
9–13 Broadway, Broadway
- CB10, Building 10  
235 Jones Street, Broadway

#### Haymarket

- CM05A–CM05D, Building 5  
1–59 Quay Street, Haymarket

#### Blackfriars

- CC01–CC07  
2–14 Blackfriars Street, Chippendale

#### Harris Street

- CH01, Mary Anne House  
645 Harris Street, Ultimo

#### McKee Street

- CK01, Magic Pudding Child Care  
1 McKee Street, Ultimo

#### Quay Street

- CQ01  
10 Quay Street, Haymarket
- CQ02, Prince Centre  
8 Quay Street, Haymarket

#### Student housing

- CA01, Geegal  
82–84 Ivy Street, Chippendale
- CA02, Bulga Ngurra  
23–27 Mountain Street, Ultimo
- CA03, Gumal Ngurang  
161 Broadway, Ultimo

## Kuring-gai campus

- KG01–KG08  
Eton Rd, Lindfield
- KG05  
UTS Northshore Conference Centre

## St Leonards campus

- SL01, Dunbar Building  
Corner Pacific Highway and  
Westbourne Street, Gore Hill
- SH52, Clinical Studies Building  
SH51, Centenary Lecture Theatre  
SH11A, West Wing  
Royal North Shore Hospital  
Reserve Road, St Leonards
- SH44, Gore Hill Research Centre  
SH44A, Biology Annexe  
Royal North Shore Hospital  
Westbourne St, St Leonards

## Yarrowood conference and research centre

- YW01–15  
689 Springwood Road  
Yarramundi NSW 2753

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### Notes:

- 1 During 2006 the use of St Leonards campus will be progressively phased out following completion of the redevelopment of CB04, City campus.
- 2 For detailed campus maps, see:  
<http://www.uts.edu.au/about/mapsdirections/mapsdirections.html>



# CALENDAR OF DATES FOR 2006

## January

- 1 New Year's Day
- 2 New Year's Day public holiday (Note: 1 January is a Sunday)
- 3 Summer session classes recommence (to 4 February)
- 4 Preliminary round Universities Admissions Centre (UAC) undergraduate offers e-released
- 4 UTS Advisory Day, City campus
- 5 Closing date for change of preference (main round undergraduate) to UAC, by mail or in person. Closing date (midnight) for change of preference (main round undergraduate) via UAC Infoline and website (<http://www.uac.edu.au>)
- 6 Provisional examination timetable available for Summer session
- 6 Due date for payment of course fees for continuing international students for Summer session 2006
- 6 Due date for payment of course fees for postgraduate domestic fee-paying students for Summer session 2006
- 6 Due date for payment of upfront or partial contributions for students in Commonwealth Supported Places for Summer session 2006
- 9 Census date for Summer session – last day to withdraw from subjects without financial liability<sup>1</sup>
- 10 Supplementary centrally conducted examinations
- 11 Last day to submit appeal against exclusion from Spring 2005
- 18 Main round of UAC undergraduate offers e-released
- 20 Final examination timetable for Summer session available
- 23 Closing date for change of preference to UAC for late-round undergraduate offers
- 23 Closing date for applications for non-award and cross-institutional enrolment in Autumn semester 2006
- 23–25 Enrolment of new students (Kuring-gai campus courses)<sup>2</sup>
- 26 Australia Day – public holiday
- 27 Public school holidays end (commenced 22 December 2005)
- 31 Third-round closing date for local postgraduate coursework applications for Autumn semester 2006

## February

- 1 Late round of UAC undergraduate offers e-released
- 1–17 Enrolment of new students<sup>2</sup>
- 2 Final closing date for UAC applications (\$114 late fee)
- 2 Closing date for undergraduate change of preference to UAC for final-round offers
- 3 Last day to lodge a Stage 2 appeal against assessment grade for Spring semester 2005
- 3 Summer session ends for subjects with centrally conducted exams (commenced 5 December 2005)
- 6–10 Centrally conducted examinations for Summer session
- 6–24 Orientation for new students
- 7 University Graduate School Board
- 8 Final-round undergraduate UAC offers e-released
- 13 Council
- 15 Faculty Board in Education
- 15 Due date for payment of Autumn semester 2006 fees for continuing international students
- 17 Vice-Chancellor's Committee
- 20 Faculty Board in Design, Architecture and Building
- 20 Faculty Board in Nursing, Midwifery and Health
- 22–24 Enrolment of new students (registered late enrolment)<sup>2</sup>
- 22 Release of results for Summer session
- 22 Union 'O' Day – Clubs and activities day

- 23 Last date for students to achieve a status of Passed to graduate at the Kuring-gai campus ceremonies in April 2006
- 24 Faculty Board in Law
- 24 Due date for payment of student service fees for Autumn semester 2006<sup>3</sup>
- 27 Autumn semester classes commence

## March

- 3 Faculty Board in Information Technology
- 7 Faculty Board in Science
- 8 Last day to lodge a Stage 2 appeal against assessment grade for Summer session
- 10 Last day to be admitted to a course or enrol in (add) subjects for Autumn semester 2006<sup>2</sup>
- 10 Faculty Board in Business
- 13 Faculty Board in Engineering
- 13 Council (reserve meeting)
- 16 Faculty Board in Humanities and Social Sciences
- 17 Vice-Chancellor's Committee
- 17 Due date for payment of course fees for postgraduate domestic fee-paying students for Autumn semester 2006
- 17 Last date for students to achieve status of Passed to graduate at City campus ceremonies in May 2006
- 21 Board of Studies of the Institute for International Studies
- 24 Due date for payment of upfront or partial contributions for students in Commonwealth Supported Places for Autumn semester 2006
- 24 Due date for payment of course fees for undergraduate domestic fee-paying students for Autumn semester 2006
- 27 Faculty Board in Design, Architecture and Building
- 29 Board of Studies for Indigenous Education
- 31 Census date for Autumn semester subjects – last day to withdraw from subjects without financial liability<sup>1</sup>

## April

- 1 Academic Board
- 4 University Graduate School Board
- 7 Last day to withdraw from a course or subject without academic fail<sup>1</sup>
- 12 Faculty Board in Education
- 14–28 Public school holidays
- 14 Good Friday – public holiday
- 17 Easter Monday – public holiday
- 17–21 Vice-Chancellors' Week (non-teaching)
- 18–21 Graduation ceremonies (Kuring-gai campus)
- 21 Vice-Chancellor's Committee
- 25 Anzac Day – public holiday
- 26 Council

## May

- 1 Applications available for undergraduate (where applicable) and postgraduate courses for Spring semester 2006
- 1 Applications available for non-award and cross-institutional subjects for Spring semester 2006
- 1 Faculty Board in Design, Architecture and Building
- 3 Academic Board
- 3 Board of Studies for Indigenous Education
- 5 Faculty Board in Information Technology
- 5 Provisional examination timetable for Autumn semester available
- 8–19 Graduation ceremonies (City campus)
- 9 Faculty Board in Science
- 9 University Graduate School Board

- 15 Faculty Board in Nursing, Midwifery and Health (reserve meeting)
- 17 Board of Studies for Indigenous Education
- 18 Faculty Board in Humanities and Social Sciences
- 19 Vice-Chancellor's Committee
- 26 Faculty Board in Law
- 26 Faculty Board in Business (reserve meeting)
- 26 Final examination timetable available
- 29 Faculty Board in Engineering
- 31 Faculty Board in Education
- 31 First-round closing date for local postgraduate coursework applications for Spring semester 2006
- 31 Closing date for postgraduate research degree applications for Spring semester 2006

## June

- 5 Council
- 7 Academic Board
- 6 Board of Studies of the Institute for International Studies
- 9 Last teaching day of Autumn semester
- 10–30 Centrally conducted examinations for Autumn semester
- 12 Queen's Birthday – public holiday
- 15 Closing date for applications for admission to courses from international students for Spring semester 2006
- 16 Vice-Chancellor's Committee
- 19 Faculty Board in Design, Architecture and Building
- 22 Faculty Board in Humanities and Social Sciences
- 26 Faculty Board in Nursing, Midwifery and Health
- 27 Faculty Board in Engineering
- 28 Board of Studies for Indigenous Education
- 30 Faculty Board in Business
- 30 Closing date for applications for internal course transfer for Spring semester 2006
- 30 Closing date for applications for non-award and cross-institutional enrolment in Spring semester 2006
- 30 Closing date for undergraduate applications by direct application for Spring semester 2006
- 30 Second-round closing date for local postgraduate coursework applications for Spring semester 2006
- 30 Closing date for undergraduate UAC applications for Spring semester 2006

## July

- 3–7 Vice-Chancellors' Week (non-teaching)
- 3–14 Public school holidays
- 7 Faculty Board in Information Technology
- 8 Census date for Winter session subjects
- 17–28 Enrolment of new students for Spring semester 2006<sup>2</sup>
- 17–29 Orientation for new students
- 17 Faculty Board in Design, Architecture and Building
- 18 Faculty Board in Science
- 18 Due date for payment of Spring semester 2006 tuition fees for continuing international students
- 19 Release of Autumn semester results
- 21 Vice-Chancellor's Committee
- 28 Faculty Board in Law
- 31 Spring semester classes commence

## August

- 1 Applications available for postgraduate research scholarships for Autumn semester 2007
- 1 Applications available for undergraduate courses and Equity Scholarships for Autumn semester 2007
- 2 Council
- 2 Faculty Board in Education
- 4 Faculty Board in Information Technology (reserve meeting)

- 4 Last day to lodge a Stage 2 appeal against assessment grade for Autumn semester 2006
- 7 Faculty Board in Engineering
- 9 Academic Board
- 9 Last date for students to achieve status of Passed to graduate at City campus ceremonies in September 2006
- 11 Last day to be admitted to a course or to enrol in (add) subjects for Spring semester 2006<sup>2</sup>
- 14 Faculty Board in Design, Architecture and Building (reserve meeting)
- 14 Faculty Board in Nursing, Midwifery and Health
- 15 University Graduate School Board
- 17 Due date for payment of course fees for postgraduate domestic fee-paying students for Spring semester 2006
- 18 Vice-Chancellor's Committee
- 22 Faculty Board in Science
- 23 Board of Studies for Indigenous Education
- 24 Faculty Board in Humanities and Social Sciences
- 24 Due date for payment of upfront or partial contributions for students in Commonwealth Supported Places for Spring semester 2006
- 24 Due date for payment of course fees for undergraduate domestic fee paying students for Spring semester 2006
- 25 Faculty Board in Business
- 26 UTS Information Day, City campus
- 29 Board of Studies of the Institute for International Studies
- 31 Closing date for International Postgraduate Research Scholarships (IPRS)
- 31 Census date for Spring semester subjects – last day to withdraw from subjects without financial liability<sup>1</sup>

## September

- 1 Faculty Board in Information Technology
- 4 Applications available for postgraduate coursework programs for Autumn semester 2007
- 4 Applications available for non-award and cross-institutional subjects for Autumn semester 2007
- 6 UTS Kuring-gai Information Evening
- 8 Last day to withdraw from a course or subject without academic fail<sup>1</sup>
- 13 Academic Board (reserve meeting)
- 15 Vice-Chancellor's Committee
- 19 University Graduate School Board (reserve meeting)
- 20 Board of Studies for Indigenous Education
- 25–29 Vice-Chancellors' Week (non-teaching)
- 25–29 Graduation ceremonies (City campus)
- 29 Closing date for on-time undergraduate UAC applications for Autumn semester 2007
- 29 Main closing date for applications via UAC for Equity Scholarships

## October

- 2 Labour Day – public holiday
- 2–13 Public school holidays
- 4 Faculty Board in Education
- 6 Provisional examination timetable for Spring semester available
- 9 Council
- 9 Faculty Board in Engineering
- 12 Faculty Board in Humanities and Social Sciences
- 14 Closing date for non-award and cross-institutional applications for Summer session 2006/7
- 16 Faculty Board in Design, Architecture and Building
- 16 Faculty Board in Nursing, Midwifery and Health
- 17 Faculty Board in Science
- 20 Vice-Chancellor's Committee

- 24 Board of Studies of the Institute for International Studies
- 25 Academic Board
- 27 Faculty Board in Law
- 27 Faculty Board in Business (reserve meeting)
- 27 Final examination timetable available
- 31 First-round closing date for local postgraduate coursework applications for Autumn semester 2007
- 31 First-round closing date for postgraduate research degree applications for Autumn semester 2007
- 31 Closing date for late undergraduate UAC applications for Autumn semester 2007 (late fee applies)
- 31 Closing date for Australian Postgraduate Awards, R L Werner and University Doctoral scholarships

### November

- 1 Board of Studies for Indigenous Education
- 3 Faculty Board in Information Technology
- 10 Last teaching day of Spring semester
- 11 Centrally conducted examinations for Spring semester commence (to 1 December)
- 13 Faculty Board in Design, Architecture and Building
- 14 University Graduate School Board
- 15 Faculty Board in Education
- 20 Faculty Board in Engineering
- 20 Council
- 24 Faculty Board in Business
- 27 Faculty Board in Nursing, Midwifery and Health
- 28 Faculty Board in Science
- 30 Second-round closing date for local postgraduate coursework applications for Autumn semester 2007
- 30 Closing date for late undergraduate UAC applications for Autumn semester 2007 (late fee applies)
- 30 Late closing date for applications via UAC for Equity Scholarships

### December

- 1 Centrally conducted examinations for Spring semester end (commenced 11 November)
- 4 Summer session commences (to 2 February 2007)
- 6 Academic Board
- 7 Faculty Board in Humanities and Social Sciences
- 7 University Graduate School Board
- 11 Council (reserve meeting)
- 13 Closing date for internal course transfers for Autumn semester 2007
- 15 Closing date for application for admission to courses from international students for Autumn semester 2007
- 15 Vice-Chancellor's Committee
- 20 Release of Spring semester results
- 22 Public school holidays commence (to 26 January 2007)
- 25 Christmas Day – public holiday
- 26 Boxing Day – public holiday

### Footnotes:

- 1 HECS-HELP, FEE-HELP, domestic award, and international fee payment information is published on the Student Administration website (<http://www.sau.uts.edu.au/fees>). Full financial liability applies after the census dates. Contact the Student Info & Admin Centre or relevant Faculty Office for further information about enrolment and withdrawal deadlines for flexible delivery subjects.
- 2 Enrolment for new students occurs on designated and specific dates and times. New students with a formal UTS Offer of Admission should refer to the enrolment website for enrolment details (<http://www.sau.uts.edu.au/enrolment>).
- 3 Service fees will apply in Autumn semester 2006 and will be reviewed pending implementation of VSU legislation.

### Important dates for 2007

#### February

- 2 Summer session teaching ends for subjects with formal examinations (commenced 4 December 2006)
- 5–9 Centrally conducted examinations
- 26 Autumn semester teaching commences

#### April

- 9–13 Easter break/Vice-Chancellors' Week (non-teaching)

#### June

- 8 Autumn semester teaching ends
- 9–29 Centrally conducted examinations

#### July

- 2–6 Vice-Chancellors' Week (non-teaching)
- 30 Spring semester teaching commences

#### September

- 24–28 Vice-Chancellors' Week (non-teaching)

#### November

- 9 Spring semester teaching ends
- 10–30 Centrally conducted examinations

#### Note:

Information contained in the Calendar of dates for 2006 is correct as at January 2006. The University reserves the right to vary any information described in the Calendar of Dates for 2006 without notice.

The updated schedule of committee meeting dates is available online in the Annual Calendar of Meeting Dates at:

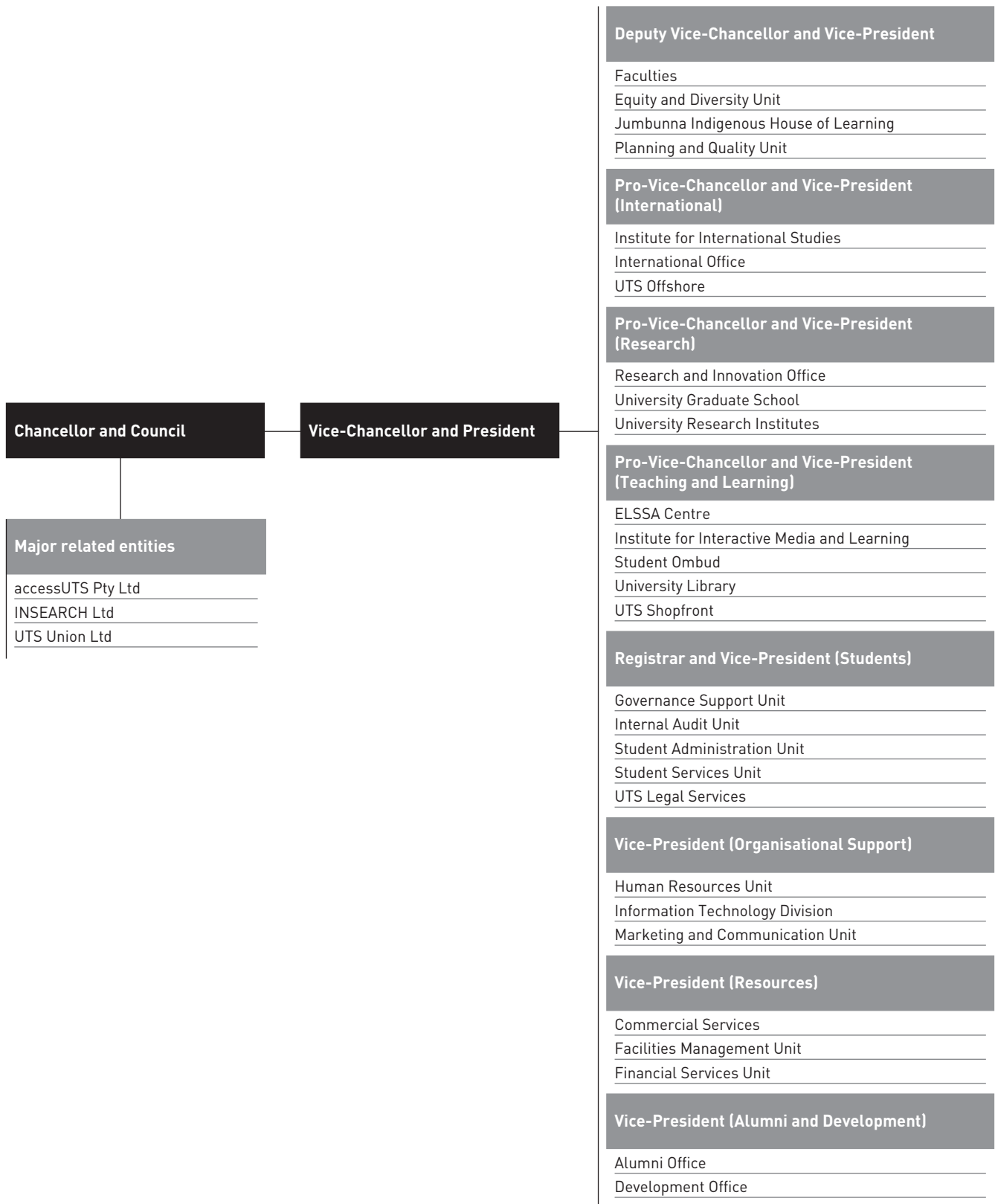
<http://www.gsu.uts.edu.au/secretariat/index.html>



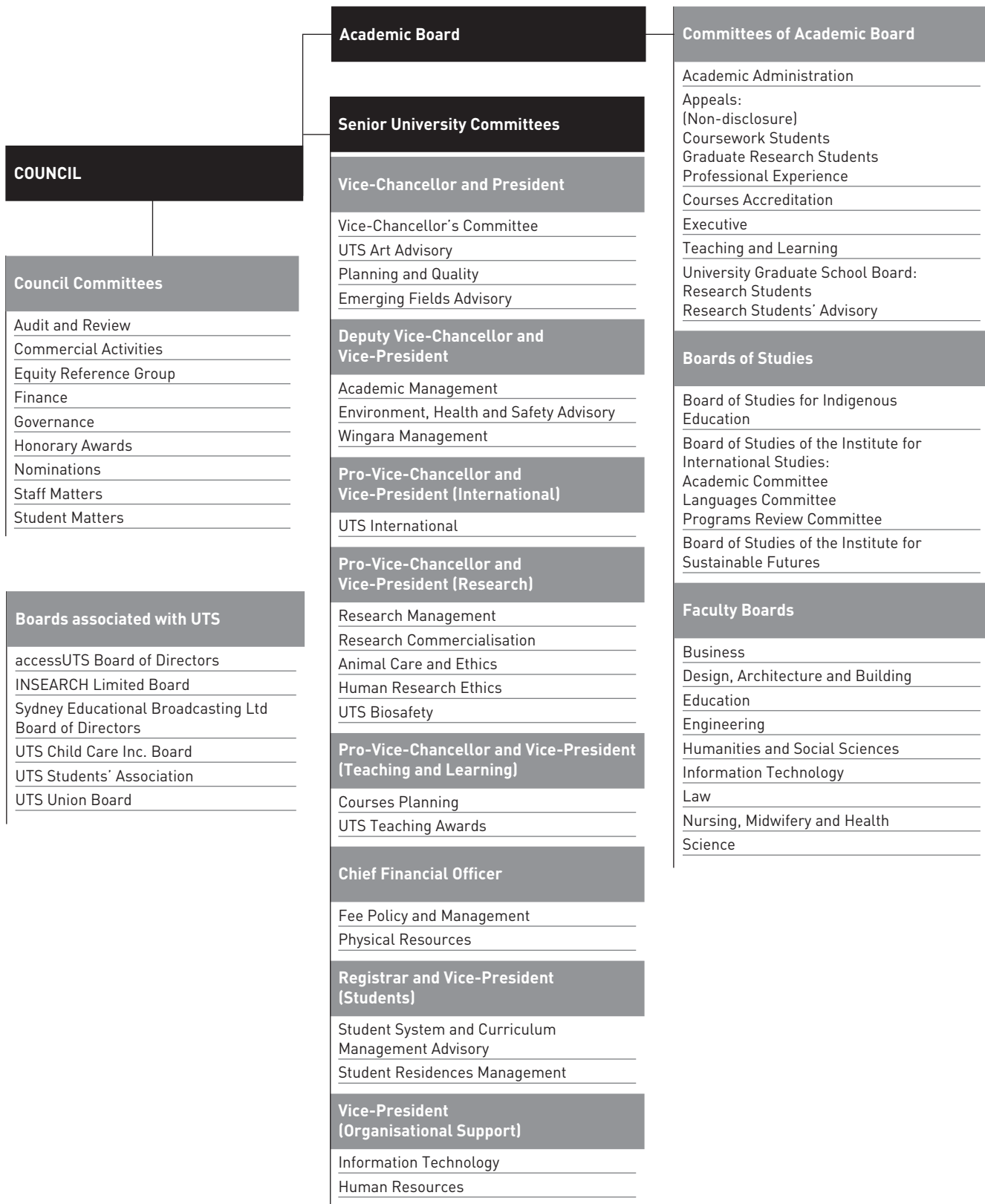
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# UTS ORGANISATIONAL STRUCTURE



# UTS COMMITTEE STRUCTURE



## VISITOR TO THE UNIVERSITY

Her Excellency Professor M R Bashir, AO, MBBS (Syd), FRANZP

## PRINCIPAL OFFICERS OF THE UNIVERSITY

### *Chancellor*

Professor Vicki Sara, BA(Hons), PhD (Syd), DOC (Karolinska Institute), HonDSc (USQ), Hon DSc (VU), FAAS, FTSE

### *Deputy Chancellor*

Kenneth J Rennie, AM, FCA

### *Pro-Chancellors*

Dr Valerie Levy, BA (Columbia), MA (Pennsylvania), PhD (Claremont)

Warwick Watkins, MNatRes (UNE), ISMP, AMP (Harvard)

### *Vice-Chancellor and President*

Professor Ross Milbourne, BCom, MCom (UNSW), PhD (Calif), FASSA, FAICD

### *Deputy Vice-Chancellor and Vice-President*

Professor Peter J Booth, BEc (Syd), GradDipEd (Syd Teach Coll), MEc (UNE), PhD (Griff), FCPA, CA

### *Pro-Vice-Chancellor and Vice-President (International)*

Professor David S G Goodman, BA(Hons) (Manc), DipEcon (Peking), PhD (London), FASSA

### *Pro-Vice-Chancellor and Vice-President (Research)*

Professor Susan Rowley, BA, DipEd (Monash), BCA, PhD (W'gong), FAICD

### *Pro-Vice-Chancellor and Vice-President (Teaching and Learning) and Vice-President (Alumni and Development)*

Dr Alex Byrne, BE (Elec) (Syd), GDipLib, GDipAdvLib (CCA), MA (Canberra), PhD (Syd), FALIA, FAIM

### *Registrar and Vice-President (Students)*

Dr Jeff FitzGerald, LLB(Hons) (Melb), LLM, PhD (Northwestern)

### *Vice-President (Organisational Support)*

Anne Dwyer, BBus (CSturt)

### *Vice-President (Resources)*

to be appointed

## DEANS

### *Business*

Professor Rob Lynch, DipPhysEd (W'gong TC), BEd(Hons), MEd (UWA), PhD (Ill)

### *Design, Architecture and Building*

Professor Desley Luscombe, BScArch, BArch(Hons), MArch, PhD (UNSW) FRAIA

### *Education*

Professor Shirley Alexander, BSc, MAppStats (Macq), GradDipEd (SCAE)

### *Engineering*

Professor Archie Johnston, BSc(Hons), PhD (Heriot-Watt), FIEAust, CPEng, MICE

### *Humanities and Social Sciences*

Professor Theo van Leeuwen, BA (Nederlandse Film Academie), MA(Hons) (Macq), PhD (Syd)

### *Information Technology*

Professor Tharam Dillon, BE, PhD (Monash), FIEEE, FIEAust, FACS, FSARS

### *Law*

Professor Jill McKeogh, BA, LLB (UNSW), LLM (Syd)

### *Nursing, Midwifery and Health*

Professor Jill F White, RN, RGON (NZ), RM, AssocDipNed (Cumb), BEd (SCAE), MEd (Syd), PhD (Adel)

### *Science*

Professor John Rice, BSc, PhD (UNSW)

### *University Graduate School*

Professor Mark C Tennant, BA(Hons), DipEd (Syd), PhD (Macq)

### *Director, Institute for International Studies*

Professor Stephanie Hemelryk Donald, BA (Hons) (Oxford), MA (Southampton), DPhil (Sussex)



## THE COUNCIL OF THE UNIVERSITY

Council, as the governing body of the University, is responsible for ensuring that the University achieves its statutory objective, which is the promotion of scholarship and academic excellence.

As constituted under section 9(1) of the *University of Technology, Sydney, Act 1989*.

**Note:** Recent amendments to the *University of Technology, Sydney, Act 1989* affect the constitution of the Council. The UTS website should be consulted for the most recent membership listing.

### Chancellor

Professor Vicki Sara, BA(Hons), PhD (Syd), DOC (Karolinska Institute), HonDSc (USQ), HonDSc (VU), FAA, FTSE

(15 December 2004 to 14 December 2008)

### Deputy Chancellor

Kenneth J Rennie, AM, FCA; executive consultant, Ernst & Young; Director, INSEARCH Ltd

(9 December 2002 to 8 December 2004, and 9 December 2004 to 8 December 2006)

### Pro-Chancellors

Dr Valerie Levy, BA (Columbia), MA (Pennsylvania), PhD (Claremont); member, Ethics Committee, Royal Prince Alfred Hospital; member, NSW Legal Profession Advisory Council

(12 December 2002 to 11 December 2004, and 13 December 2004 to 12 December 2006)

Warwick Watkins, MNatRes (UNE), ISMP, AMP (Harvard); Director General, NSW Department of Lands, Surveyor General of NSW; Registrar General of NSW; Chair, Australian and New Zealand Land Information Council; Deputy Chair, Land and Water Australia Research and Development Corporation; Deputy Chair, CSIRO Water for a Healthy Country Advisory Council; member, Australian Land and Water Audit Advisory Council

(6 August 2003 to 11 December 2004, and 13 December 2004 to 12 December 2006)

### Official members

#### Chancellor

Professor Vicki Sara, BA(Hons), PhD (Syd), DOC (Karolinska Institute), HonDSc (USQ), HonDSc (VU), FAA, FTSE

(15 December 2004 to 14 December 2008)

#### Vice-Chancellor and President

Professor Ross Milbourne, BCom, MCom (UNSW), PhD (Calif), FASSA, FAICD; Chair of NSW & ACT Vice-Chancellors' Committee

#### Chair of Academic Board

Professor Anthony Baker, BSc(Hons), PhD (UNSW), FRACI, FAICD; Professor of Chemistry, Faculty of Science; Chair of NSW & ACT Committee of Chairs of Academic Boards and Senates; Member, Board of Studies NSW; Member, Higher Education Advisory Committee, NSW Department of Education and Training

(first elected 14 March 2003 to 31 October 2003, re-elected 1 November 2003 to 31 October 2005 re-elected 1 November 2005 to 31 October 2007)

### Members appointed by the Minister

Professor Larissa Behrendt, LLB, BJuris (UNSW), LLM, SJD (Harvard); Professor of Law, University of Technology, Sydney; Director of Research, Jumbunna Indigenous House of Learning

(1 November 2002 to 31 October 2006)

Dianne Leckie, BBus (KCAE), MEcon (Macq), FCPA, MAICD; Consultant

(7 February 2002 to 31 October 2002, and 1 November 2002 to 31 October 2006)

Kenneth J Rennie, AM, FCA; executive consultant, Ernst & Young; Director, INSEARCH Ltd

(1 November 1998 to 31 October 2002, and 1 November 2002 to 31 October 2006)

(Tony) Anthony Paul Stewart, BA (UNSW), DipEd, MP (to 31 October 2006)

Warwick Watkins, MNatRes (UNE), ISMP, AMP (Harvard); Director General, NSW Department of Lands, Surveyor General of NSW; Registrar General of NSW

(1 November 2002 to 31 October 2006)

Dr Katherine Woodthorpe, BSc(Hons) (UMIST, UK), PhD (Leicester, UK), FAICD; advisor in commercialisation of technology; Chairman,

Cooperative Research Centre for Antarctic Climate and Ecosystems; Director, Australian Cancer Technologies Ltd; Director, Environmental Biotechnology Cooperative Research Centre; Director, INSEARCH Ltd; Director, Ventracor Ltd; Director, Warren Centre (University of Sydney); Chairman, Smartprint Cooperative Research Centre

(1 December 2003 to 31 October 2006)

### Members appointed by Council

Megan Cornelius, AM, BA (Syd), FAICD, FAIM, FACS; Harvard Leadership Program, Australian Institute of Company Directors Diploma; Chairman and CEO, Expertise Australia Group; Managing Director, Expertise Technology Pty Ltd; Fellow of UTS; Australia's Woman Leader to APEC; member of the Advisory Board of UTS Key University Research Centre for Innovative Collaborations, Alliances and Networks; board member, Civil Aviation Safety Authority; Director, The State Library of New South Wales Foundation; member, Australian Institute of Company Directors Council; Auditor, Australian Universities Quality Agency; member, Australian Universities Teaching Committee; member, Business Education Steering Committee

(14 April 2003 to 31 October 2006)

Michael Sexton SC, LLB(Hons) (Melb), LLM (Virginia); Solicitor General for New South Wales

(12 December 2005 to 31 October 2008)

### Members of academic staff

Eva Cox, AO, BA(Hons) (UNSW); Senior Lecturer, Faculty of Humanities and Social Sciences, University of Technology, Sydney

(1 November 2004 to 31 October 2006)

Patrick L Healy, BE (NUI), DIC, MSc (Lond), MBA (UNSW), MIEAust, MAIPM, MAIB; Senior Lecturer, Faculty of Design, Architecture and Building, University of Technology, Sydney

(1 November 1994 to 31 October 1996,

1 November 1996 to 31 October 1998,

1 November 1998 to 31 October 2000,

1 November 2000 to 31 October 2002,

1 November 2002 to 31 October 2004, and

1 November 2004 to 31 October 2006)

**Member of non-academic staff**

Christopher Cahill, GradDipInformationSystems (CSU);  
Director, Information Technology Division, University  
of Technology, Sydney  
(1 November 2004 to 31 October 2006)

**Undergraduate student**

Rebekah Doran, enrolled Bachelor of Arts in  
Communication (Social Inquiry), Bachelor of Laws,  
University of Technology, Sydney  
(1 November 2004 to 31 October 2006)

**Postgraduate student**

Peter Brady, BE(Civil), DipEngPrac (UTS), MIEAust,  
APESMA, enrolled Doctor of Philosophy (Engineering),  
University of Technology, Sydney  
(1 November 2004 to 31 October 2006)

**Members of Convocation**

Emeritus Professor Steve Bakoss, BE (Syd), MS (Calif),  
MEngSc, PhD (UNSW), FIEAust; Honorary member of  
the Council, Budapest University of Technology and  
Economics  
(1 November 2002 to 31 October 2006)

Colin E Grady, GradDipFin (KCAE), MBA (NSWIT),  
FCPA, CA (NZ), FAIM, FIIDM, AFAIM, MICM, JP;  
President, UTS Alumni Association; Trustee of the  
UTS Law Foundation; Director, Grenfell Securities Ltd;  
Director, Midland Securities Ltd  
(1 November 2002 to 31 October 2006)

Margo Humphreys, MDR (UTS), MAICD; member  
of the Unit for Dispute Resolution (UTS); dispute  
resolution consultant  
(1 November 2002 to 31 October 2006)

Dr Valerie Levy, BA (Columbia), MA (Pennsylvania),  
PhD (Claremont); member, Ethics Committee, Royal  
Prince Alfred Hospital; member, NSW Legal Profession  
Advisory Council  
(1 November 1998 to 31 October 2002, and  
1 November 2002 to 31 October 2006)

**Secretary to Council**

Dr Jeff FitzGerald, LLB(Hons) (Melb), LLM, PhD  
(Northwestern)

**COMMITTEES OF COUNCIL****Audit and Review Committee**

*Vice-Chancellor and President*

Professor R D Milbourne

*Chair – an external member, who may be a member of  
Council, but not of the Finance Committee, appointed for  
expertise*

W Watkins

*Deputy Chair – an external member of Council who is not a  
member of the Finance Committee, appointed by Council*

M Cornelius, AM

*Two external members of the Finance Committee, whether a  
member of Council or not, appointed by Council*

B French

Vacant

*An external member, who is not a member of Council or  
Finance Committee, appointed for expertise by Council on the  
recommendation of the Audit and Review Committee*

W Rock

**Commercial Activities Committee**

*An external member of Council (Chair)*

D Dr K Woodthorpe

*Three members external to the University (who may also be  
members of Council), with particular skills and experience in  
relevant commercial activities, appointed by Council*

D Leckie

K J Rennie, AM

W Watkins

*Vice-Chancellor and President*

Professor R D Milbourne

**Equity Reference Group**

*An external member of Council (Chair)*

Dr V Levy

*Deputy Vice-Chancellor (Academic)*

Professor P Booth

*Director, Equity and Diversity Unit*

A M Payne

*Equity and Diversity Coordinator*

K Wilson

*Director, Human Resources Unit or nominee*

J Gilmore

*Director, Student Services or nominee*

M Flood

*Director, Jumbunna Indigenous House of Learning*

Professor M Nakata

*Staff representative of equity target group: women*

L Shoemark

*Staff representative of equity target group: Australian  
Indigenous people*

J Tranter

*Staff representative of equity target group: people of NESB*

Dr H Scheeres

*Staff representative of equity target group: people with disabilities*

L Vidoni

*Staff representative of equity target group: gay and lesbian people*

Dr P Caldwell

*President, NTEU UTS Branch or nominee*

D Freeder

*Chair, CPSU UTS Branch or nominee*

D Cobley-Finch

*Student representative of equity target group: women*

S Norman

*Student representative of equity target group: Australian Indigenous people*

G Grose

*Student representative of equity target group: people of NESB*

A Lin

*Student representative of equity target group: people with disabilities*

D Mills

*Student representative of equity target group: gay and lesbian people*

J Flestado

*President, Students' Association or nominee*

M Anupindi

*President, UTS Union or nominee*

D Barrow

### **Finance Committee**

*Six external members of Council (to include the Chair and Deputy Chair)*

K J Rennie, AM (Chair)

D Leckie (Deputy Chair)

Emeritus Professor S Bakoss

C Grady

M Humphreys

Vacant

*Vice-Chancellor and President*

Professor R D Milbourne

*Deputy Vice-Chancellor and Vice-President*

Professor P Booth

*Chief Financial Officer*

K McCarthy

*Three persons external to the University appointed by Council for their expertise*

Dr A J Green

B French

to be advised

*One academic staff member of Council*

P L Healy

*The non-academic staff member of Council*

C Cahill

*A student member of Council*

P Brady

### **Governance Committee**

*An external member of Council (Chair)*

Professor V Sara

*Vice-Chancellor and President*

Professor R D Milbourne

*Two members external to the University (who may also be members of Council), with particular skills and experience in governance matters, appointed by Council*

R Kelly

Vacant

*Registrar and Vice-President (Students)*

Dr J M FitzGerald

*The committee may co-opt one additional member, from within or without the University, who has legal expertise*

Professor M Adams

### **Honorary Awards Committee**

*Chancellor (Chair)*

The Professor V Sara

*Deputy Chancellor*

K J Rennie, AM

*Vice-Chancellor and President*

Professor R D Milbourne

*Deputy Vice-Chancellor or a Pro-Vice-Chancellor*

Dr A Byrne

*Three external members of Council*

Professor L Behrendt

Dr V Levy

W Watkins

*One academic staff member of Council*

E Cox, AO

*Chair, Academic Board*

Professor A Baker

*Registrar and Vice-President (Students)*

Dr J M FitzGerald

### **Nominations Committee**

*Chancellor*

Professor V Sara

*Vice-Chancellor*

Professor R D Milbourne

*Three persons appointed by Council, including one Ministerial nominee and one Council appointee whose terms of appointment are not about to expire*

Dr V Levy

K Rennie, AM

W Watkins

## Staff Matters Committee

*Two external members of Council (one to be chair, the other to be deputy chair), appointed by Council*

Emeritus Professor S Bakoss (Chair)

M Humphreys (Deputy Chair)

*Deputy Vice-Chancellor or nominee*

Dr A Byrne

*Vice-President (Organisational Support)*

A Dwyer

*Two members with expertise in HR matters (one of whom is external to UTS) and not already members of Council appointed by Council*

A M Payne

R Worthington

*One academic staff member of Council*

E Cox, AO

*One non-academic staff member of Council*

C Cahill

## Student Matters Committee

*An external member of Council (Chair)*

to be advised

*Pro-Vice-Chancellor and Vice-President (Teaching and Learning) or nominee*

Dr A Byrne (Acting Chair)

*Student members of Council*

P Doran

P Brady

*President, Students' Association or nominee*

M Nguyen

*Overseas Students Officer of the Students' Association*

A Poonia

*President, UTS Union or nominee*

D Moon

*Student representative of UTS Union clubs*

to be advised

*A UTS student elected by and from the UTS students resident in University accommodation*

to be elected

*Deputy Vice-Chancellor and Vice-President or nominee*

Professor P Booth

*Registrar and Vice-President (Students) or nominee*

Dr J M Fitzgerald

*Director, Student Services or nominee*

C Hepperlin

*A Dean nominated by the Deans*

Professor J McKeogh

*An Associate Dean (Teaching and Learning) nominated by the Associate Deans (Teaching and Learning), not from the same faculty as the nominated Dean*

T Laurence

## ACADEMIC BOARD

Academic Board is a major committee of Council and is the primary forum in the University for the discussion and resolution of academic matters. Academic Board has been delegated power to determine academic matters within the University including the introduction, review, accreditation and discontinuation of award programs and eligibility for admission requirements.

*Chair*

Professor A Baker

*Deputy Chair*

Professor J Edwards

*Deputy Chair*

Associate Professor G Walker

*Deputy Chair*

Professor D Slade

*Deputy Chair*

Associate Professor T Taylor

### Ex officio members

*Vice-Chancellor*

Professor R D Milbourne

*Deputy Vice-Chancellor*

Professor P Booth

*Pro-Vice-Chancellor (International)*

Professor D S G Goodman

*Pro-Vice-Chancellor (Research)*

Professor S Rowley

*Pro-Vice-Chancellor (Teaching and Learning)*

Dr A Byrne

*University Librarian (Acting)*

F Datu Lawton

*Director (Acting), Information Technology Division*

C Cahill

*Director, Jumbunna Indigenous House of Learning*

Professor M Nakata

*Dean, Business*

Professor R Lynch

*Dean, Design, Architecture and Building*

Professor D Luscombe

*Dean, Education*

Professor S Alexander

*Dean, Engineering*

Professor A Johnston

*Dean, Humanities and Social Sciences*

Professor T van Leeuwen

*Dean, Information Technology*

Professor T Dillon

*Dean, Law*

Professor J McKeough

*Dean, Nursing, Midwifery and Health*

Professor J F White

Dean, Science  
Professor J Rice

School of Accounting  
Professor Z Matolcsy

School of Finance and Economics  
Professor A Hall

School of Leisure, Sport and Tourism  
Associate Professor B Hayllar

School of Management  
Associate Professor A Ross-Smith

School of Marketing  
Associate Professor N Barrett

Graduate School of Business  
Associate Professor T Taylor

President of the Students' Association  
M Nguyen

Associate Dean (Teaching and Learning), Business  
Associate Professor B Hunt

Associate Dean (Research and Development), Business  
Professor I Palmer

Associate Dean (Teaching and Learning), Design,  
Architecture and Building  
T Laurence

Associate Dean (Research), Design, Architecture and  
Building  
Professor A Benjamin

Associate Dean (Research), Education  
Professor A Pennycook

Associate Dean (Teaching and Learning), Education  
Associate Professor G Riordan

Associate Dean (Teaching and Learning), Engineering  
Professor D B Lowe

Associate Dean (International and Enterprise Development),  
Engineering  
Associate Professor T A Anderson

Associate Dean (Research and Development), Engineering  
Professor H Nguyen

Associate Dean (Teaching and Learning), Humanities and  
Social Sciences  
Associate Professor G Walker

Associate Dean (Education), Information Technology  
Associate Professor D Wilson

Associate Dean (Research, Policy and Planning), Information  
Technology  
Associate Professor T Hintz

Associate Dean, Law  
Professor A S Mowbray

Associate Dean (Teaching and Learning), Nursing,  
Midwifery and Health (Acting)  
Professor R Wickert

Associate Dean (Teaching and Learning), Science  
Associate Professor A Piper

Associate Dean (Research and Development), Science  
Professor D Eamus

Dean, University Graduate School  
Professor M C Tennant

Director, Student Administration  
A Reed

Director, Institute for Interactive Media and Learning  
Professor S Alexander

Registrar and Vice-President (Students)  
Dr J FitzGerald

Director, Student Services  
C Hepperlin

Director, Institute for Sustainable Futures  
Professor S White

Director, Institute for International Studies  
Professor S Donald

Director (Research), Nursing, Midwifery and Health  
Professor E White

Director (Research), Law  
K Bubna-Litic

Chief Financial Officer  
K McCarthy

Vice-President (Organisational Support)  
A Dwyer

Institute for the Biotechnology of Infectious Diseases  
Professor M Wallach

Institute for Information and Communication Technologies  
Professor JM Hughes

Institute for Nanoscale Technology  
Professor M Cortie

Institute for Water and Environmental Resource  
Management  
Professor C Palmer

**Elected members**

Three members of the academic staff elected from each faculty,  
with at least one of these members to be a professor

Business  
Professor T Clarke  
Associate Professor S Teo  
Dr S Topple

Design, Architecture and Building  
V Mangioni  
D Thompson  
Vacant

Education  
Professor D Slade  
Associate Professor R Johnston  
Dr H Scheeres

Engineering  
Professor B Samali  
Dr R Bagia  
B Moulton

*Humanities and Social Sciences*

Professor L Jacka

Associate Professor P Hamilton

Dr C Cole

*Information Technology*

Professor J Edwards

Dr J Underwood

Dr Y Pisan

*Law*

Professor A Mowbray

Associate Professor G Monahan

B Olliffe

*Nursing, Midwifery and Health*

Professor M Chiarella

P Farrar

Dr R Sorenson

*Science*

Professor A Baker

Associate Professor K Brown

Dr L Wood

**Elected student members**

*Business*

H Chowdhury

*Design, Architecture and Building*

Vacant

*Education*

R West

*Engineering*

H Asif

*Humanities and Social Sciences*

L Cassidy

*Information Technology*

Z Toma

*Law*

S Zhang

*Nursing, Midwifery and Health*

C Rowe

*Science*

M Al-Nakeeb

*Two postgraduate students elected by all postgraduate students of the University (not from the same faculty), at least one of whom is a research degree student*

N Rao

Vacant

*One member of the academic staff elected by and from the Institute for International Studies*

Dr I Vanni

*One Director, elected by and from the Directors of the Key University Research Centres*

Professor J Hall

*Secretary to the Academic Board*

Dr J FitzGerald

## COMMITTEES OF ACADEMIC BOARD

### Executive Committee

*Chair, Academic Board*

Professor A Baker

*Deputy Chairs, Academic Board*

Dr A Byrne

Professor A Mowbray

Professor D Slade

Associate Professor G Walker

*Registrar and Vice-President (Students)*

Dr J M FitzGerald

*Clerk to Academic Board*

D Petersen

### Academic Administration Committee

*Deputy Chair, Academic Board*

Associate Professor G Walker

*Dean, University Graduate School, or nominee*

Professor M C Tennant

*Two academic nominees of Academic Board (not necessarily members of Academic Board)*

Professor J Edwards

Professor A Mowbray

*Director, Student Administration Unit*

A Reed

*One Associate Dean with responsibility for teaching and learning nominated by the Pro-Vice-Chancellor (Teaching and Learning)*

L Shoemark

*One Faculty Manager/Administrator nominated by the Registrar and Vice-President (Students)*

G Goodwin-Moore

*One elected undergraduate member of Academic Board nominated by the Chair, Academic Board*

T Stephens

*One elected postgraduate member of Academic Board nominated by the Chair, Academic Board*

Vacant

### Appeals Committees of Academic Board

There are four Appeals Committees of Academic Board:

#### Coursework Students' Appeals Committee

*Deputy Chair (Academic Board)*

Dr A Byrne

*Alternate Chair*

Associate Professor G Monahan

#### Postgraduate Research Students' Appeals Committee

*Chair*

Dr A Byrne

#### Professional Experience Appeals Committee

*Chair*

Dr A Byrne

**Appeals Committee (Non-disclosure)***Chair*

to be advised

**Courses Accreditation Committee***A Deputy Chair, Academic Board (Chair)*

Associate Professor T Taylor

*Three academic staff members elected by Academic Board, not necessarily members of Academic Board, taking account of discipline, gender and geographic location*

Associate Professor G Riordan

Dr B Moore

C Burton

*One undergraduate student elected by Academic Board, not necessarily a member of Academic Board*

Vacant

*One postgraduate coursework student elected by Academic Board, not necessarily a member of Academic Board*

Vacant

*One member of the Faculty Course Accreditation Procedures Network, nominated by members of the Network*

M Sharp

*Co-opted members*

Dr J Baker

Dr R McLaughlin

Vacant

*Director, ELSSA*

A Barthel

*Manager, Academic Programs Office*

D Gray

**Teaching and Learning Committee***A Deputy Chair, Academic Board (Chair)*

Professor D Slade

*One Associate Dean, Teaching and Learning or equivalent elected by Academic Board*

T Laurence

*Two members of academic staff elected by Academic Board, taking account of discipline, gender and geographic location*

Associate Professor S Teo

Professor D Lowe

*One academic staff member of the Courses Accreditation Committee, nominated by the Chair, Courses Accreditation Committee*

Vacant

*Pro-Vice-Chancellor (Teaching and Learning)*

Dr A Byrne

*Director, Planning and Quality*

M Hanlon

*Two students, one undergraduate and one graduate coursework, elected by student members of Academic Board*

Vacant (undergraduate)

Vacant (postgraduate)

*Director, Institute for Interactive Media and Learning, or nominee*

Professor S Alexander

*Director, ELSSA*

A Barthel

*Director, Jumbunna Indigenous House of Learning, or nominee*

Professor M Nakata

*University Librarian, or nominee (Acting)*

F Datu Lawton

*Co-opted members*

Dr J McKenzie

Professor R Wickert

**University Graduate School Board***Dean, University Graduate School (Chair)*

Professor M C Tennant

*Alternate Dean, University Graduate School (Deputy Chair)*

to be advised

*Pro-Vice-Chancellor (Research)*

Professor S Rowley

**One nominee from each Faculty Board***Business*

Professor I Palmer

*Design, Architecture and Building*

Associate Professor A Benjamin

*Education*

Professor A Pennycook

*Engineering*

Professor H Nguyen

*Humanities and Social Sciences*

Associate Professor P Ashton

*Information Technology*

Dr C Zhang

*Law*

Dr S Palassis

*Nursing, Midwifery and Health*

Professor E White

*Science*

Professor D Eamus

*Director, Institute for Sustainable Futures, or nominee*

Associate Professor C Mitchell

*Two research degree students elected by Academic Board, not necessarily members of Academic Board*

R Hill

Vacant

*Director, Institute for Interactive Media and Learning, or nominee*

Dr J McKenzie

*University Graduate School Manager*

N Muckle

*A member of Academic Board, nominated by the Chair, Academic Board, taking into account gender balance*

Associate Professor T Taylor

*University Librarian, or nominee*

Dr P Tooth

*Director, Institute for International Studies, or nominee*

Dr B Leigh

## **Board of Studies for Indigenous Education**

*Director, Jumbunna Indigenous House of Learning (Chair)*

Professor M Nakata

*Deputy Chair, Academic Board*

Vacant

*An external member of Council*

Vacant

*One Indigenous Australian student elected by and from the Indigenous Australian student body of UTS*

G Grose

*One Indigenous Australian student elected by and from the Indigenous Australian student block on campus when the Board of Studies meets*

Vacant

*Two members of the academic staff nominated by the Academic Board, not necessarily members of the Academic Board*

C Currie

Vacant

*One member of the Indigenous Australian community*

J Wilson-Miller

*One Indigenous Australian academic staff member appointed by the Director, Jumbunna, in consultation with the relevant Dean, from each of the faculties with significant Indigenous Australian academic staff representation, as designated by the Director, Jumbunna*

S Grant

S Pearce

A Phillips

K Vaughan

*One of the Indigenous Australian academic staff members from the Jumbunna Indigenous House of Learning, appointed by the Director, Jumbunna, in consultation with the Indigenous Australian academic staff members of Jumbunna to be advised*

*One Indigenous Australian staff member from the Equity and Diversity Unit*

J Tranter

*Aboriginal Students' Officer (Students' Association)*

M Sparkes

*University Librarian, or nominee*

C Langeveldt

## **Board of Studies of the Institute for International Studies**

*Chair*

Associate Professor D Wilson

*Director, Institute for International Studies*

Professor S Donald

*Deputy Director, Institute for International Studies*

L Shoemark

*Academic Administrator, Institute for International Studies*

C Mula

*Director of International Programs*

A Bannikoff

*Director, ELSSA*

A Barthel

*University Librarian, or nominee*

P Leuzinger

### **One nominee of each Faculty Board**

*Business*

I McDonnell

*Design, Architecture and Building*

L McWhinnie

*Education*

J Buchanan

*Engineering*

A Kadi

*Humanities and Social Sciences*

Associate Professor H Goodall

*Information Technology*

Associate Professor D Wilson

*Law*

to be advised

*Nursing, Midwifery and Health*

S Rochester

*Science*

Dr L Groen

*Three staff members (full-time or fractional-time) elected by and from staff of the Institute for International Studies, one of whom must be an academic staff member*

Dr Y Guo

M Wyndham

Dr I Vanni

*Three student members elected by and from students enrolled in an International Studies degree course, one of whom must be a postgraduate student*

R Isaacs

B Todd

M Wiedeman



## FACULTY BOARDS AND COMMITTEES

### FACULTY OF BUSINESS

#### Faculty Board in Business

Membership as at 1 November 2005

##### Ex officio members

*Dean*

Professor R Lynch (Chair)

*Associate Dean (Teaching and Learning)*

Associate Professor B Hunt

*Associate Dean (Research and Development)*

Professor I Palmer

*Executive Director, Faculty Administration*

W Paterson

*Student Liaison Manager*

K Blyth

##### Heads of School

*Accounting*

Professor Z Matolcsy

*Finance and Economics*

Professor T Hall

*Management*

Associate Professor A Ross-Smith

*Marketing*

Associate Professor N Barrett

*Leisure, Sport and Tourism*

Associate Professor B Hayllar

*Graduate School of Business*

Associate Professor T Taylor

##### Nominated members

*University Library*

D Freeder

*Institute for Interactive Media and Learning*

J McKenzie

*Faculty of Engineering*

Associate Professor T Anderson

*Faculty of Law*

J Lancaster

*Faculty of IT*

Associate Professor D Wilson

##### Elected members

*Graduate School of Business*

A Hermens

*Accounting*

F Giacobbe

Dr S Topple

Dr P Wells

*Finance and Economics*

T Hutcheson

H Morris

Associate Professor E Schlogl

*Management*

D Bubna-Litic

I Douglas

J Green

*Marketing*

Dr I Lings

Dr H Pattinson

Vacant

*Leisure, Sport and Tourism*

Associate Professor A Murphy

R Ravinder

Dr J Small

*Administration staff*

G Prosser

*Undergraduate students*

Vacant

*Postgraduate students*

Vacant

*Clerk to Faculty Board*

G Nath

#### Dean's Advisory Committee (Faculty of Business)

*Dean*

Professor R Lynch

*Associate Dean (Teaching and Learning)*

Associate Professor B Hunt

*Associate Dean (Research and Development)*

Professor I Palmer

*Executive Director, Faculty Administration*

W Paterson

*Administration staff representative*

A Podzuns

*Academic staff representative*

Dr B Perrott

##### Heads of School

*Accounting*

Professor Z Matolcsy

*Finance and Economics*

Professor T Hall

*Management*

Associate Professor A Ross-Smith

*Marketing*

Associate Professor N Barrett

*Leisure, Sport and Tourism*

Associate Professor B Hayllar

*Graduate School of Business*

Associate Professor T Taylor

## **FACULTY OF DESIGN, ARCHITECTURE AND BUILDING**

### **Faculty Board in Design, Architecture and Building**

#### *Chair*

Professor D Luscombe

#### **Research Management Committee**

This committee manages academic- and student-related issues.

#### *Chair*

Professor A Benjamin

#### **Teaching and Learning Quality Committee**

#### *Chair*

T Laurence

## **FACULTY OF EDUCATION**

### **Faculty Board in Education**

#### **Ex officio members**

#### *Dean*

Professor S Alexander (Chair)

*Associate Dean (Teaching and Learning)*

Associate Professor G Riordan

*Associate Dean (Research) (Acting)*

Professor A Pennycook

*Professors, Faculty of Education*

Professor D Boud

Professor L Brady

Professor A Pennycook

Professor D Slade

*Chairs of staff meeting*

A Scully

Vacant

*Faculty Manager*

H McCuaig

*Director, Jumbunna IHL*

Professor M Nakata

#### **Nominated members**

*University Library*

C Laneveldt

*Institute for Interactive Media and Learning*

to be advised

#### **Elected members**

*Academic staff*

A Bamford

A Brown

E Leigh

H Scheeres

J Athanasou

J Sampson

J Buchanan

K Collier

K Te Riele

L Morgan

L Beckett

P March

R Johnston

S Knights

*General staff*

R McLellan

S Scholtz

*Students*

G Hosier

R West

## **FACULTY OF ENGINEERING**

### **Faculty Board in Engineering**

#### **Ex officio members**

*Dean (Chair)*

Professor A Johnston

*Associate Dean (Research and Development)*

Professor H Nguyen

*Associate Dean (International and Enterprise Development)*

Associate Professor T Anderson

*Associate Dean (Teaching and Learning)*

Professor D Lowe

*Professors*

Professor R Braun

Professor S Challa

Professor G Dissanayake

Professor B Samali

Professor S Vigneswaran

Professor J Zhu

*Director, Software Engineering Unit*

Associate Professor D Zowghi

*Faculty Manager*

S Meiras

#### **Nominated members**

*Nominee of the University Librarian*

J Chelliah

*Nominee of the Dean from the Faculty Board in Business*

D Davis

*Nominee of the Dean from the Faculty Board in Information Technology*

Dr Y Pisan

*Nominee of the Dean from the Faculty Board in Science*

to be advised

#### **Registered members**

Dr T Aubrey

A Brady

B Buckenmaier

R Corran

R del Busto

Dr D Eager

A Gardner

Dr Q Ha

B Holland

Associate Professor G Hong  
 Dr P Huynh  
 P Jenkins  
 A Kadi  
 P Lewis  
 Dr J Li  
 Dr D Liu  
 L Loke  
 Dr J Madadnia  
 B Moulton  
 T Nott  
 Associate Professor S Reisenfeld  
 Associate Professor D Sharma  
 Dr S Smith  
 Dr K Yasukawa

#### **Elected student members**

K Kakkar  
 H Khetwani  
 H Mallen  
 A Poonia

#### **Committees of the Faculty Board of Engineering**

Academic Conduct Committee  
 Faculty Teaching and Educational Development Committee  
 Examination Review Committees  
 Library Reference Committee  
 Research Degrees Committee

Composition, terms of reference and membership details are available from the Faculty Manager, Faculty of Engineering.

#### **Advisory Committees, Faculty of Engineering**

##### **Industry Advisory Network**

###### *Chairperson*

Dr John Nutt, AM  
 Former Chairman, Ove Arup & Partners

##### **Industry members**

W Ariyaratne  
 Manager, Bridge Engineering, RTA Operations  
 Dr E Aslaksen  
 Principal, Sinclair Knight Merz  
 R Christie  
 Chairman, Independent Transport Safety and Reliability  
 Dr D Cook  
 Managing Director, Davcem Consulting Services Pty Ltd  
 K Daniel  
 Director, Optiscan Limited  
 C Davis  
 Executive Director, Australian Water Association  
 Professor M B Dureau  
 Executive Director, The Warren Centre, University of Sydney  
 R Fowler  
 Managing Director Australia and New Zealand, CISCO Systems  
 B Grey  
 Group Managing Director, Bishop Technology Group Ltd

J Hewitt  
 Managing Director, Yokogawa Australia Pty Ltd  
 D Hudson  
 Managing Director, Barclay Mowlem Construction Ltd  
 Dr W King  
 Former Executive Chair of IT Manufacturing and Services, CSIRO  
 M Kirby  
 Director, Global Ideas Group  
 B Pentecost, AM  
 CEO, Rail Infrastructure Corporation  
 C Raine  
 Country President, Alstom Australia Limited  
 Dr J Rogers  
 Technical and Engineering Director, ADI Limited  
 Dr M Sargent, AM  
 Managing Director, MA Sargent and Associates  
 J Simpson  
 Former Principal Design Engineer, Weir Warman Ltd  
 W A Southwood  
 Principal, Arup Communications  
 I Stuart  
 Project Director, Ulan Project, Xstrata Coal Pty Ltd  
 Professor A Wightley  
 Division Director of Technology, Weir Minerals Division  
 J Withers  
 Chief Technical Officer, Personal Broadband Australia Pty Ltd

## **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

### **Faculty Board in Humanities and Social Sciences**

(1 November 2005 – 31 October 2007)

#### **Ex officio members**

##### *Dean*

Professor T van Leeuwen (Chair)

##### *Associate Dean (Teaching and Learning)*

Associate Professor G Walker

##### *Professors of the Faculty*

Professor A Jakubowicz

Professor L Jacka

Professor S Muecke

##### *Research Co-ordinator*

Associate Professor P Ashton

##### *Faculty Manager*

Dr G Blondé

#### **Nominated members**

##### *University Library*

A Slocombe

##### *Institute for Interactive Multimedia and Learning*

Dr P Kandlbinder

##### *Faculty of Design, Architecture and Building*

R Best

##### *Faculty of Information Technology*

Dr J Underwood

##### *Institute for International Studies*

Dr E Jeffreys

**Elected members***Information and Knowledge Management*

T Anderson

S Burgess

*Public Communication*

V Bamford

Vacant

*Writing and Cultural Studies*

Dr C Cole

Dr T Forrest

*Social Inquiry*

Associate Professor H Goodall

K Gordon

*Media Arts and Production*

Associate Professor G Leahy

S O'Neil

*Journalism*

Associate Professor W Bacon

P O'Donnell

*Support Staff*

C Carter

E Limbrick

*Students (undergraduate)*

O Alam

B E Hill

S Wang

*Student (postgraduate coursework)*

J R Philips

*Student (postgraduate research)*

J N Berryman

**Participating observers***Faculty of Law*

R Watt

*Jumbunna*

H Norman

**Faculty Advisory Committee****Faculty members***Dean*

Professor T van Leeuwen

*Associate Dean (Teaching and Learning)*

Associate Professor G Walker

*Program Coordinators*

W Bacon

S Burgess

E Cox

M Harrison

G Leahy

U Stroh

**External members**

V Rubensohn (Chair)

Y Butler

R Cheney

S Davis

B Doolan

H Grace

M Martin

G Morgan

A Nehl

C Pearce

P Shine

G Spindler

K Thomson

G Thorburn

*Adjunct Professor*

A Lloyd-James

**FACULTY OF INFORMATION TECHNOLOGY****Faculty Board in Information Technology****Ex officio members***Dean (Chair)*

Professor T Dillon

*Associate Dean (Education)*

Associate Professor D Wilson

*Associate Dean (Research, Policy and Planning)*

Associate Professor T Hintz

*Head, Department of Computer Systems*

Dr A Simmonds

*Head, Department of Information Systems*

Dr J Underwood

*Head, Department of Software Engineering*

R Raban

*The Professoriate*

Professor J Debenham

Professor J Edwards

Professor E Edmonds

Professor I Hawryszkiewicz

Professor B Henderson-Sellers

Professor D Hoang

Professor J Hughes

Professor M-A Williams

Professor C Zhang

*Director, Software Engineering Unit*

Associate Professor D Zowghi

*Faculty Manager*

J Romanowski

*Student Liaison Manager*

Vacant

**Nominated members***Faculty of Science*

N Smith

*Faculty of Engineering*

L Loke

*University Library*

Dr P Tooth

*Nominee of the Pro-Vice-Chancellor (Education and Quality Enhancement)*

Professor S Alexander

*Nominee of the Faculty of Business*

G Lowe

**Elected staff members***Department of Computer Systems*

Dr W Brookes

Dr M-L Huang

Dr P Leijdekkers

P Nanda

Associate Professor S Simoff

Dr A Solomon

Associate Professor R Steele

U Szewcow

*Department of Information Systems*

B Campbell

Dr D Chandran

B Chua

L Dyson

C Johnson

P Nicholls

A Sixsmith

*Department of Software Engineering*

Dr J Feuerlicht

Dr P Kennedy

Dr H Lu

Associate Professor J Lu

Dr Y Pisan

J Prior

Dr R Rist

*Teaching and Learning*

A Litchfield

*Faculty of Information Technology support staff*

I Chu

V Morrissey

**Elected student members**

Y Lin

D Loasby

Z Toma

T Vasudeva

**Official observers***Faculty of Humanities and Social Sciences*

Professor A Jakubowicz

*Faculty of Law*

Professor A S Mowbray

**Faculty Graduate Studies Committee****Ex officio members***Associate Dean (Research, Policy and Planning)*

Associate Professor T B Hintz

*Program Leader, Postgraduate Research Degrees*

Associate Professor X He

*Research Officer*

A Goldwater

**Area of strength representatives***Distributed knowledge and intelligence*

Associate Professor J Lu

*Human-computer systems*

Professor E Edmonds

*IT education*

Dr Y Pisan

*Networking and mobility*

Dr V Gay

*Software engineering*

Associate Professor R Steele

*Visual information processing*

Associate Professor M Piccardi

**Elected member**

Professor J Edwards

**External Advisory Committee****Ex officio members***Dean of Faculty*

Professor T Dillon

*Associate Dean (Education)*

Associate Professor D Wilson

*Associate Dean (Research, Policy and Planning)*

Associate Professor T Hintz

**External members**

D Binney (Chair)

Chief Knowledge and Technology Officer, CSC Australia

F Balboni

Partner, IBM Business Consulting Services

S Bartlett

Chief Information Officer, Unilever Australasia

I Davies

Consulting Services Delivery Leader, EDS Australia

D Furini

Chief Executive, Australian Computer Society

K Payten

Development Manger, Funds Management, IBM Global Services Australia Ltd

R Slee

Director, Business Technology Solutions, Oracle

Corporation Australia Pty Ltd

N Smyth

Chief Information Officer, Macquarie Bank

R White

Chief Executive Officer, Eagle Datamation International

**Official observers**

I Chu  
J Romanowski

**Course Advisory Committee****Bachelor of Information Technology Course Steering Committee**

*Dean of Faculty*

Professor T Dillon

*Associate Dean (Education)*

Associate Professor D Wilson

*Program Leader for the Bachelor of Information Technology*

C S Johnson

*Director, Industry Liaison*

A Watkins

**External members**

N Andrews

Optus Administration Pty Ltd

W Astill

IBM Australia Limited

A Blaxell

National Wealth Management Services Ltd (MLC)

F Canter

MYOB

C-F Chi

American Express International Inc

L Cooper

Qantas Information Technology Ltd

J Crooks

IBM Australia Limited

S D'Ambra

KAZ Technology Services

I Davies

EDS Australia

L Davies

Deloitte

I Forrester

CSR

K Francis

Oracle Corporation Australia Pty Ltd

S Green

Macquarie Bank Ltd

D Holmes

OneDigital Pty Ltd

T Jackson

Unilever Australasia

G Jigalin

LendLease Corporation

M Lynagh

American Express International Inc

J Ma

Westpac Banking Corporation

L Ma

Eagle Datamation International Pty Ltd

R Madhavan

Cisco Systems Australia

D Martinick

Accenture Australia Ltd

L Mudie

National Wealth Management Services Ltd (MLC)

M O'Donnel

Cisco Systems Australia

A-M Orrock

Altiris

A Rawas

P&O Nedlloyd Ltd

J Ridge

The ACS Foundation

R Santangelo

QAD Australia Pty Ltd

J Slack-Smith

Harvey Norman Holdings

C K Tan

Otis Elevator Company Pty Ltd

E Turner

Unisys

R White

Eagle Datamation International Pty Ltd

J Wu

Kimberley-Clark Australia

*Student representatives*

M Ellis

C Smith

**FACULTY OF LAW****Faculty Board in Law****Ex officio members**

*Dean (Chair)*

Professor J McKeough

*Associate Dean*

Professor A Mowbray

*Professors*

Professor M Adams

Professor S Bay

Professor P Griffith

*Faculty Manager*

G Marsh

**Nominated members**

*Nominee of University Librarian*

B Vlies

*Nominee of the Dean from the Faculty Board in Business*

F Portelli

*Nominee of the Dean from the Faculty of Information Technology*

P Bebbington

*Nominee of the Dean from the Faculty Board in Science*

Associate Professor P Miller

*One nominee of the Chief Justice of NSW*

Hon. B Cohen, QC

*One nominee of the President of the Law Society of NSW*

J McPhie

*One nominee of the President of the Bar Council of NSW*

G Lindsay, SC

*One nominee of the Law Chapter of the Alumni Association*

D Rosen

**Elected members**

*Fifteen academic staff members elected by and from the academic staff of the faculty*

K Bubna-Litic

J Burn

A Dwyer

J Felemegas

K Gould

V Jivan

Associate Professor P Keyzer

Associate Professor G Monahan

G Moore

B Olliffe

Dr R Reynolds

Associate Professor A Stuhmcke

L Taylor

Associate Professor R Watt

Associate Professor C Ying

*Two support staff members elected by and from the support staff of the Faculty*

R Jones

J Lindsay

*Four students elected by and from the students of the Faculty, one of whom shall be a postgraduate student*

M Anupindi

L Garland

E Rose

K Watkins

**Faculty of Law Advisory Committee****Ex officio members**

Professor D Barker (Dean of the Faculty)

Associate Professor A Mowbray

**External members**

The Hon. A Rogers, QC (Chair)

Her Hon. Judge L Ashford

R J Bartley, AM

G Bugden

C Chung

His Hon. Judge H Cooper

P Fell

L Glanfield

N Goodman

The Hon. Justice K Lindgren

The Hon. B S J O'Keefe, AM, QC

R Seidler

T K Tobin, QC

**FACULTY OF NURSING, MIDWIFERY AND HEALTH****Faculty Board in Nursing, Midwifery and Health****Ex officio members**

*Dean (Chair)*

Professor J White

*Faculty Manager (Secretary)*

G Goodwin-Moore

*Associate Dean (Teaching and Learning)*

Professor D Dignam

*All members of the Professoriate*

All academic staff (except those on PEP)

*Team Leader, Student and Course Support*

V Nolan

**Nominated members**

*Nominee of the Faculty Board in Business*

Dr A Murphy

*Nominee of the Faculty Board in Law*

L Houston

*Nominee of the Faculty Board in Science*

Dr P Miller

*Nominee of the Institute for Interactive Media and Learning*

J McKenzie

*Nominee of the University Librarian*

L Evans

**Elected members**

*One support staff member from the Faculty*

C Cooksley

*Four student members from the Faculty*

J Charlston

N Walker

Vacant (2)

**Faculty Courses Committee****Ex officio members**

*Associate Dean (Teaching and Learning) (Chair)*

Professor D Dignam

*Team Leader, Student and Course Support (Secretary)*

V Nolan

*Clinical Experience Advisor*

N Brown

*International Student Coordinator*

L Seaton

*Director of Studies (Midwifery)*

Dr L Lock

*Director of Studies (Postgraduate)*

Dr J Baker

*Director of Studies (Undergraduate)*

S Van Vorst

*Faculty Librarian*

L Evans

*Academic Liaison Officer*

F Rogan

*Chair, Faculty Quality Committee*

A Wyllie

**Elected members**

*Four members of academic staff*

J Gray

K Kilstoff

Dr C Waters

A Wyllie

**Faculty of Nursing, Midwifery and Health Research Committee**

**Ex officio members**

*Dean*

Professor J White

*Director of Research (Chair)*

Professor E White

*Doctoral Courses Coordinator*

Dr L Lock

*Honours Courses Coordinator*

Dr R Gallagher

*Research Grant Adviser*

Professor S McKinley

*Student Officer (Research and Graduation)*

J Funnell

**Elected members**

*Director of Centre (or nominee)*

Vacant

*One academic staff member from the Faculty*

K Kilstoff

*One member of Professoriate*

Professor J Crisp

**Dean's Advisory Committee, Faculty of Nursing, Midwifery and Health**

**Ex officio members**

*Dean (Chair)*

Professor J White

*Faculty Manager (Secretary)*

G Goodwin-Moore

*Associate Dean (Teaching and Learning)*

Professor D Dignam

*Director, Centre for Family Health and Midwifery*

Professor C Homer

*Director, Centre for Health Services Management*

Professor C Duffield

*Director of Research*

Professor E White

**Elected representatives**

*Four members of academic staff*

Dr P Farrar

M Kelly

Dr L Lock

S Rochester

*One member of support staff from the Faculty*

M Stephens

*One Professor elected from the Professoriate*

Professor J Donoghue

**Faculty of Nursing, Midwifery and Health Information Technology Committee**

**Ex officio members**

*Faculty Manager (Chair)*

G Goodwin-Moore

**Nominated members**

*Computer Services Officer (ITD)*

P Dunlop

*Technical Officer*

S Martin

*Representative of the Director of the Information Technology Division (ITD)*

C Cahill

*Representative of the Director of Audio-Visual Services (AVS)*

D Moore

*Client Services Facilitator (ITD)*

K Ellenor

**Elected members**

*Two members of academic staff*

M Kelly

B Yam

*One member of support staff*

L Davies

**Faculty Library Committee, Faculty of Nursing, Midwifery and Health**

The Faculty has recently adopted a new membership for this Committee. Elections to fill vacant positions will be held early in 2006. Contact the Faculty for details.

**FACULTY OF SCIENCE**

**Faculty Board in Science**

*Dean of Science (Chair)*

Professor J Rice

*Associate Dean (Teaching and Learning)*

Associate Professor A Piper

*Associate Dean (Research and Development)*

Professor D Eamus

*Faculty Manager*

J Smit

*Faculty Technical Manager*

B Peters



*Head of Department of Applied Physics*

Dr G Anstis

*Head of Department of Chemistry, Materials and Forensic Science*

Associate Professor M Dawson

*Head of Department of Environmental Sciences*

Professor G Skilbeck

*Head of Department of Health Sciences, Head of Department of Cell and Molecular Biology*

Associate Professor P Miller

*Head of Department of Mathematical Sciences*

Dr T Langtry

*Professors*

Professor A Baker

Department of Chemistry, Materials and Forensic Science

Professor L Botten

Department of Mathematical Sciences

Professor A Craig

Department of Health Sciences

Professor J Ellis

Cell and Molecular Biology

Professor A Novikov

Department of Mathematical Sciences

Professor E Platen

Faculty of Business

Professor R Raison

Institute for the Biotechnology of Infectious Diseases

Professor A Simpson

Department of Cell and Molecular Biology

Professor C Roux

Department of Chemistry, Materials and Forensic Science

Professor Geoff Smith

Department of Applied Physics

Associate Professor K Broady

Department of Cell and Molecular Biology

Dr N Nassif

Department of Cell and Molecular Biology

Dr S Valenzuela

Department of Health Sciences

#### **Nominated members**

*Faculty of Engineering*

Dr N Zhang

*Faculty of Information Technology*

Dr K Suffern

*Faculty of Nursing, Midwifery and Health*

M Kelly

*Institute for Interactive Media and Learning*

S Housego

Nominee of the Pro-Vice-Chancellor (Teaching and Learning)

*University Library (City)*

S Byrnes

#### **Elected Members**

Dr M Craddock

Department of Mathematical Sciences

Dr M Davey

Department of Cell and Molecular Biology

Dr L De Fillippis

Department of Environmental Sciences

B Dent

Department of Environmental Sciences

Dr P Doble

Department of Chemistry, Materials and Forensic Science

Dr A Dowd

Department of Applied Physics

Dr L Groen

Department of Mathematical Sciences

Dr P Hansen

Department of Cell and Molecular Biology

Dr W Kalceff

Department of Applied Physics

Associate Professor L Kirkup

Department of Applied Physics

Associate Professor K McGuffie

Department of Applied Physics

P Meier

Department of Health Sciences

Dr B Murray

Department of Environmental Sciences

Dr B Moore

Department of Mathematical Sciences

Dr H Patney

Department of Chemistry, Materials and Forensic Science

Dr V Spikmans

Department of Chemistry, Materials and Forensic Science

Dr C Ton-That

Department of Applied Physics

Dr J Schulte

Department of Applied Physics

Dr B Kelaher

Department of Environmental Sciences

Dr P Neame

Department of Mathematical Sciences

Professor A Ray

Department of Chemistry, Materials and Forensic Science

Dr B Reedy

Department of Chemistry, Materials and Forensic Science

Dr T Szytynda

Department of Cell and Molecular Biology

Dr J Tarran

Department of Environmental Sciences

R Ward

Department of Chemistry, Materials and Forensic Science

J Wyndham

Department of Health Sciences

C Zaslowski

Department of Health Sciences

**Support staff**

Dr B Booth  
 Department of Cell and Molecular Biology  
 J-P Guerbois  
 Department of Chemistry, Materials and Forensic  
 Science  
 J Watson  
 Department of Mathematical Sciences  
 J Mann  
 Department of Health Sciences  
 B Hayes  
 Department of Health Sciences  
 P Lawrence  
 Electronics Workshop  
 J Phillips  
 Department of Cell and Molecular Biology  
 G Stockton  
 Department of Applied Physics

**Student members**

M Al-Nakeeb  
 Applied Chemistry  
 Y Chong  
 PhD Science  
 L King  
 Biomedical Science

**Faculty Courses Committee**

*Associate Dean (Teaching and Learning) (Chair)*  
 Associate Professor A Piper

**Members**

Associate Professor K McGuffie  
 Department of Applied Physics  
 Dr M Davey  
 Department of Cell and Molecular Biology  
 P Meier  
 Department of Health Sciences  
 Dr J Kalman  
 Department of Chemistry, Materials and Forensic  
 Science  
 Dr B Moore  
 Department of Mathematical Sciences  
 Dr A Pulkownik  
 Department of Environmental Sciences

**Faculty Research Committee**

*Associate Dean (Research and Development) (Chair)*  
 Professor D Eamus

**Elected by Faculty Board**

Professor L Botten  
 Department of Mathematical Sciences  
 Associate Professor G Nicholson  
 Head of Department of Health Sciences  
 Associate Professor P Ralph  
 Environmental Sciences  
 Professor C Roux  
 Department of Chemistry, Materials and Forensic  
 Science

**VICE-CHANCELLOR'S COMMITTEE**

*Vice-Chancellor*  
 Professor R D Milbourne  
*Deputy Vice-Chancellor and Vice-President*  
 Professor P Booth  
*Chief Financial Officer*  
 K McCarthy  
*Pro-Vice-Chancellor and Vice-President (Research)*  
 Professor S E Rowley  
*Pro-Vice-Chancellor and Vice-President (Teaching and  
 Learning) and Pro-Vice-Chancellor and Vice-President  
 (Alumni and Development)*  
 Dr A Byrne  
*Pro-Vice-Chancellor and Vice-President (International)*  
 Professor D S G Goodman  
*Vice-President (Organisational Support)*  
 A M Dwyer  
*Registrar and Vice-President (Students)*  
 Dr J M FitzGerald  
*Chair of Academic Board*  
 Professor A T Baker  
*Dean, Business*  
 Professor R L Lynch  
*Dean, Design, Architecture and Building*  
 Professor D O Luscombe  
*Dean, Education*  
 Professor S Alexander  
*Dean, Engineering*  
 Professor A Johnston  
*Dean, Humanities and Social Sciences*  
 Professor T van Leeuwen  
*Dean, Information Technology*  
 Professor T Dillon  
*Dean, Law*  
 Professor J McKeough  
*Dean, Nursing, Midwifery and Health*  
 Professor J F White  
*Dean, Science*  
 Professor J W Rice  
*Dean, University Graduate School*  
 Professor M C Tennant  
*Director, Institute for International Studies*  
 Professor S Donald  
*University Librarian (Acting)*  
 F Datu Lawton

## BOARDS OF CONTROLLED AND OTHER ENTITIES ASSOCIATED WITH UTS

### accessUTS Board of Directors

#### *Chair*

K McCarthy

#### *Members*

Professor S Rowley

Professor J Rice

B McRae

Dr J Morrison

#### *Secretary*

Mr R Allsep

### INSEARCH Ltd Board

#### *Chair*

R J Hill

#### *Managing Director*

M L Laurence

#### *Members*

Dr D V Clark

Professor D S Goodman

Professor R Lynch

K J Rennie

Dr K L Woodthorpe

W H Wright

#### *Secretary*

R E Allsep

### Sydney Educational Broadcasting Ltd Board of Directors

#### *Chair*

Professor E More

#### *Alternate Chair*

Dr A Byrne

#### *Managing Director*

P Shine

#### *Company Secretary*

J Tyler

#### *Company Directors*

E Arnoney

I Coombe

Dr J Potts

#### *Volunteers' Representative*

L Roberts

### UTS Child Care Inc Board

#### *Nominees of the University*

A M Payne (Chair)

A Stuhmcke (Deputy Chair)

C Hepperlin (Alternate)

S Allen

#### *Nominees of the UTS Union*

D Barrow

D Pacey (Alternate)

#### *Nominee of the Students' Association*

D Dassanyake

R O'Donoghue (Alternate)

#### *Nominees from each child care service:*

##### *Kids Campus Children's Centre (Kuring-gai)*

S Pawar

G Goodwin-Moore

K Hurley (Alternate)

##### *Blackfriars Children's Centre (City)*

K Sanders (Secretary)

D Sanford

M Saric (Alternate)

##### *Magic Pudding Child Care Centre (City)*

D Mahoney

J Cameron (Treasurer)

M Anderson (Alternate)

#### *One nominee from the ABC*

D Smith

C Tucker (Alternate)

### UTS Union Ltd

(All Directors are appointed by UTS Council.)

#### Board of Directors

##### *Chair*

Dr J Johnston

##### *Chief Executive Officer*

T O'Sullivan

##### *Treasurer*

Emeritus Professor A Moon

##### *Staff Directors*

L Abrams

G Blondé

P Parkhill

##### *Student Directors*

(The President and Vice-President positions are elected by the Board from the seven Student Directors.)

D Barron, President

B Sharma, Vice-President

A Lin

D Loasby

M Nguyen

A Poonia

G Pulczynski

## UNIVERSITY HONOURS

### **Emeritus Professors of the University**

R L Werner, AM, MSc, PhD (UNSW), DUniv (UTS), AR  
L Werner, AM, MSc, PhD (UNSW), DUniv (UTS), ASTC,  
FRACI (1988)

C D Field, BSc (R'dg), MSc (Lond), PhD (WI),  
FInstPMIBiol (1988)

R Parsons, AM, BA (Syd), PhD (Macq), FCN (NSW)  
(1989)

N C Stephenson, MSc (Syd), PhD, DSc (UNSW), FRACI  
(1989)

B Davis, BArch (Syd), FRAIA (1990)

T M Sabine, DSc (Melb), FAIP (1991)

G R Sutton, BE, MEngSc (UNSW), PhD (CUA), MAAS  
(1991)

R J Breakspere, PhD (Exeter), FRSC, CChem, FRACI  
(1993)

G W Bartholomew, BSc, LLB (Lond), LLM (Tas) DSU  
(Paris), of Grays Inn and the Supreme Court of NSW  
(1993)

K A Faulkes, ME, PhD (UNSW), MS (Ill), FIEAust (1994)

B S Thornton, PhD (UNSW), DSc (Syd), CPhys, CPEng,  
FInstP, FBCS, FACS, FRAeS, FIEAust (1994)

G R Kress, BA (N'cle), DipGenLing (Lond), DLitt (N'cle),  
DUniv (UTS) (1995)

A Pattison, MSc, PhD (Stan), DUniv (UTS), ASTC, FIE  
Aust (1995)

D J Fraser, BEc (Syd), MCom (UNSW), FCA, ACIS,  
FAIM (1995)

R D Guthrie, AM, DSc, PhD (Lond), DUniv (Griff),  
DUniv (UTS), HonLLD (Humber), FTSE, FRSC, FRACI,  
FAIM (1996)

J Unsworth, BSc (Wales), MSc (UMIST), PhD (Macq),  
CChem, CPhys, FAIP, FPRI, SMIEEE (1996)

N D Quarry, AM, BArch (Melb), MArch (Rice), LFRAIA  
(1996)

A G Shannon, AM, BSc, DipEd (Syd), MA, PhD, MLitt  
(UNE), CMath, FCP, FIMA, FACE, FAustMS (1997)

J Lumby, DipNEd (Armidale), BA (UNE), MHPEd  
(UNSW), PhD (Deakin), RN, ICN, FRCNA, FCN (NSW),  
MINA (1998)

C E Deer, BA, MTCP, DipEd (Syd), PhD (Macq), FACE  
(1999)

D E Flint, AM, LLM (Syd), BSc (Ecs) (Lond), DSU  
(Paris), Solicitor of the Supreme Courts of NSW and  
England (1999)

P J Parr, MSc, PhD (Belf), FIEAust, CPEng (1999)

R W Robertson, MA(UVic), FRAIPR, FATRI (2000)

V S Ramsden, BE, MEngSc(Melb), PhD (Aston) (2000)

E C Leitch, MSc(Auck), PhD(UNE),FGS (2000)

M Browne, BA, DipPsych(NUI), MLib(UNSW),  
PhD(Macq), FALIA, MIInfSc (2001)

B C Low, BSc, BEd(Q'ld), PhD(UNSW)(2001)

S L Bakoss, BE (Syd), MEngSc (UNSW), MS (Calif), PhD  
(UNSW), FIEAust, CPEng, MASCE (2001)

R J McDonald, BSc(Hons), PhD (ANU) (2001)

A J D Blake, AM, BEd, MSc (Melb), PhD (Purdue,  
Indiana) (2002)

K W Yates, BSc, BE, PhD (Syd), FIEAust, CPEng,  
SMIEEE, SMIEE (2002)

W R Belcher, BE, MEngSc (Qld), PhD (Lond), DIC,  
FIEAust, CPEng, MIEE (2003)

M J Knight, DSc, PhD (Melb), FGS, MIE (Aust), MAIMM  
(2003)

L Johnson, BA (Syd), MEd (Qld), PhD (Monash) FAICD,  
FAAH (2004)

C Chiarella, BSc(Hons), MSc (Syd), MCom(Hons), PhD  
(UNSW) (2004)

G Caban, BA, MEd (Syd), DipEd (Syd Teach Coll),  
GradDipCommunication (NSWIT), MDIA (ED), AADM  
(2005)

A R Moon, BSc, PhD (Melb), FAIP (2005)

L Barclay, RN, CM, BA (ANU), MEd (Canberra), PhD  
(Flin), FACMI, FRCNA (2005)

A M Johnson, BAppSc (SAIT), MEdMgmt, PhD (Flin),  
MA(Hons), DSc (W'gong), FASM, FAIBiol (2005)

### **Fellows of the University**

B Finn, AO (1989)

P Fritz, AM, Diploma in Technology (Science), BAppSc,  
Diploma in Technology (Commerce) (1989)

K J Kirby, AO (1989)

K W Knight, AM, MEc (Syd), PhD (Q'ld), ALAA,  
FRAIPA, FSAG (1989)

Sir L Street, AC, KCMG, LLB (1990)

M Trask, AM, BA (UNE), MLib (UNSW), FLAA (1991)

G Ireland, LLB (Syd) (1992)

S Kerkyasharian, AM (1995)

A J McRitchie, BA (Melb), FIDA (1995)

H Tsang, OAM (1995)

J J Allen, BA, LLB, LLM (1997)

The Hon. P J Baldwin, BA, BEE, MP (1998)

M Cornelius, BA (Syd), FAICD, FACS, FAIM (1998)

D McNeill, BE(Hons) (UNSW) (1998)

D Murray, BBus (NSWIT), MBA (Macq), FCPA, FAIB  
(1998)

J Green, BSc(Hons) (UWA), PhD (LaT) (1998)

M B Fay, BA, MEd (Syd) (2000)

P R Porter, BA, MA (UNSW) (2000)

D A Taylor (2000)

Khoo Soo Peng, FCA, RA(M), CPA (2000)

K E Baker, BHealthAdmin, MEdAdmin (UNSW) (2004)

### **Honorary Doctors of Engineering**

G F Craig, AM, OBE, ASTC, CPEng, FIEAust, FRAPL,  
LGE, LGTCP (1995)

J G Nutt, AM, BE(Q'ld), PhD(Manchester),  
HonDSc(Macq), HonFIE(Aust), FIStructE(UK),  
MICE(UK), FTSE, FRSA (2001)

### **Honorary Doctors of Laws**

Rt Hon. Lord G Slynn of Hadley, LLB, MA (Cantab)  
(1991)

J H Wootten, QC, BA, LLB (Syd) (1993)

P J O'Shane, AM, LLB (UNSW), LLM (Syd) (1993)

Sir L Street, AC, KCMG, KS&J, LLB(Hons) (Syd),  
HonLLD (Macq & Syd), FCIArb (UK), HonFIA (Aust),  
HonDEc (UNE) (1998)

The Hon. Sir G Brennan, AC, KBE, BALLB (Q'ld),  
HonLLD (Trin Coll, Dublin), HonLLD (Q'ld), HonLLD  
(ANU), HonLLD (Melb), HonDLitt (CQU), HonDUniv  
(Griff) (1998)

N Mandela (2000)

The Hon. Sir W Deane, AC, KBE, BA, LLB (Syd),  
DipIntLaw (The Hague), HonLLD (Syd), HonLLD  
(Griffith), HonLLD (Notre Dame), HonLLD (Trin Coll,  
Dublin), HonDUniv (Sthn Cross), HonDUniv (ACU),  
HonDUniv (QUT), HonDUniv (UWS), HonDrSacTheol  
(Melb Coll Divinity) (2002)

The Rt Hon. J M Fraser, AC, CH, MA (Oxon), HonLLD  
(Sth Carolina), HonDUniv (Deakin) (2002)

The Hon. A Kwok-nang Li, MA, LLM (Camb), HonDLitt  
(HKUST), HonLLD (Baptist), HonLLD (Open HK),  
HonLLD (HK), HonDUniv (Griff), HonLLD (UNSW)  
(2005)

### Honorary Doctors of Letters

H Seidler, AC, OBE, MArch (1991)

The Hon. B O Jones, MA, LLB (Melb), DSc (Macq),  
FRSA, MP (1993)

I Moses, DiplSozWirt (Erlangen-Nurnberg), MA, PhD  
(Q'ld), GradDipTert Ed (DDIAE) (1993)

The Hon. J N Button, BA, LLB, HonDBus (RMIT) (1995)

The Hon. E G Whitlam, AC, QC, BA, LLB, HonDLitt  
(Syd) (W'gong) (LaT), HonLLD (Philippines) (1995)

Aung San Suu Kyi, AC, BA, MA (Oxon) (1997)

Pradit Chareonthaitawee, BSc, MD, DA, FFARCS, DRCS  
(1997)

M Dodson, LLB, BJuris (Monash) (1998)

Sir R Wilson, AC, KBE, CMG, QC, LLB (UWA), LLM  
(Penn) (1998)

His Excellency Dr Á Göncz, DLaws (Pázmány Péter  
University of Arts and Sciences) (1999)

W M Horton, AM, BA (Syd), HonDLitt (LaTrobe), FALIA  
(2000)

G M Murcutt, AO, LFRAIA, HonFAIA, HonFRIBA,  
HonFRAIC, HonFSAFA, HonDSc (UNSW) (2003)

I Serageldin, BSc (Cairo), MRP, PhD (Harvard) (2004)

### Honorary Doctors of Science

P C Doherty, AC, BVSc, MVSc (Q'ld), PhD (Edin),  
HonDVSc (Q'ld), HonDSc (ANU), HonDSc (Edin),  
HonDSc (Tufts), HonDSc (Warsaw), HonDSc (Latrebe),  
HonDSc (Lond), HonDSc (UAB), HonDSc (NCSSU),  
HonDSc (Guelph), HonDSc (Penn), HonDSc (Michigan  
State), HonDSc (Illinois), HonDMSc (Rhodes), HonDPH  
(Kyorin), FAA, FRS, FRACP (2003)

R J Howard, BSc, BSc(Hons), PhD (Melb) (2004)

### Honorary Doctors of the University

R L Werner, AM, MSc, PhD (UNSW), ASTC, FRACI  
(1988)

G R Kress, BA (N'cle), DipGenLing (Lond), DLitt (N'cle)  
(1992)

J Hirschhorn, DiplIng, DrTechSc (Vienna), FIEAust (1993)

E S Swinbourne, AM, ASTC, BSc(Hons), PhD, FRACI  
(1994)

J H Kaye, AO, BComm (Q'ld), MBE, MA, MSc (Soc)  
(UNSW), FSTC (1995)

A Curthoys, BA, DipEd (Syd), PhD (Macq) (1995)

M D Burchett, BSc, PhD (Syd), DipEd (UNE), FAIH,  
MAIBiol, (1996)

A Pattison, MSc, PhD (Stan), ASTC, FIE Aust (1996)

R D Guthrie, AM, DSc, PhD (Lond), DUniv (Griff),  
HonLLD (Humber), FTSE, FRSC, FRACI, FAIM (1996)

B S Thornton, PhD (UNSW), DSc (Syd), CPhys, CPEng,  
FInstP, FBSCS, FACS, FRAeS, FIEAust (1997)

D V Clark, AM, BSc(Hons) (Syd), PhD (UNSW), FRACI,  
FTS, FSCAE (1999)

R N Johnson, AO, BArch, HonDArch (Syd), LFRAIA,  
RIBA, HonFRAIC, HonFAIA, (1999)

D H Lance, BEc (Syd) (1999)

P J Parr, MSc, PhD (Belf), FIEAust, CPEng (1999)

B C Low, BSc, BEd(Q'ld), PhD(UNSW) (2001)

R Kemmis, BA(Hons) (UNE), MA (Essex) (2002)

M Trask, AM, BA (UNE), MLib (UNSW), FLAA (2002)

A J D Blake, AM, BEd, MSc (Melb), PhD (Purdue,  
Indiana) (2003)

L Johnson, BA (Syd), MEd (Qld), PhD (Monash) FAICD,  
FAAH (2004)

R W Robertson, MA (UVic), FRAIPR, FATRI (2005)

The Hon. Sir G Brennan, AC, KBE, BALLB (Q'ld),  
HonLLD (Trin Coll, Dublin), HonLLD (Q'ld), HonLLD  
(ANU), HonLLD (Melb), HonLLD (UTS), HonDLitt  
(CQU), HonDUniv (Griff) (2005)

### Honorary Master of Arts

The Hon. I F Sheppard, AO, QC, HonMA (KCAE) (1989)

### Honorary Masters of the University

A Berglund, BA (Syd), LTCL MACE (1993)

E Eder, BEc (Syd) (1993)

S Young, MA (Syd) (1993)

D G Peake, BA (Syd), MLib (UNSW) FLAA (1994)

M Waterhouse, BA(Hons) (Melb), MSc (Psych) (UNSW),  
MAPsS (1996)

M Hourihan, BA(Hons), MLitt (UNE), DipEd (Syd)  
(1996)

S Krisnachinda, BA (Ohio), MA (Oregon) (1997)

P Sinseubpol, BEd (Prasarnmit), MEd (Kasetsart) (1997)

### Note:

The qualifications shown are those advised at the time of conferral,  
unless advised later.



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## STUDENT ADMINISTRATION INFORMATION

### STUDENT INQUIRIES

#### Student Info & Admin Centre

##### City campus

CB01.4 (Foyer, Tower Building)

##### Kuring-gai campus

KG01.6 (Level 6, main building)

##### Postal address

Student Info & Admin Centre  
University of Technology, Sydney  
PO Box 123  
Broadway NSW 2007

telephone +61 2 9514 1222

fax +61 2 9514 1200

email via <https://servicedesk.uts.edu.au>

<http://www.sau.uts.edu.au>

#### International Office

CB01.3 (Level 3, Tower Building)

City campus

telephone +61 2 9514 1531

1800 774 816 (within Australia)

+61 3 9627 4816 (overseas)

email [international@uts.edu.au](mailto:international@uts.edu.au)

<http://www.uts.edu.au/international/io>

CRICOS Provider Code 00099F

#### University Graduate School

CB10.6

City campus

telephone +61 2 9514 1336

email [ugs@uts.edu.au](mailto:ugs@uts.edu.au)

<http://www.gradschool.uts.edu.au>

#### Faculty student offices

##### Faculty of Business

###### Undergraduate inquiries

##### City campus (Haymarket)

CM05C.1.02

Quay Street, Haymarket

telephone +61 2 9514 3500

fax +61 2 9514 3654

##### Kuring-gai campus (Lindfield)

KG01.5.46

Eton Road, Lindfield

telephone +61 2 9514 5355

fax +61 2 9514 5398

email [undergraduate.business@uts.edu.au](mailto:undergraduate.business@uts.edu.au)

###### Postgraduate inquiries

##### Graduate Student Office

CM05B.5.25

Quay Street, Haymarket

telephone +61 2 9514 3660

fax +61 2 9514 3554

email [graduate.business@uts.edu.au](mailto:graduate.business@uts.edu.au)

<http://www.business.uts.edu.au/gsb>

#### Offshore inquiries

##### Offshore Programs Office

CM05C.04.18

Quay Street, Haymarket

telephone +61 2 9514 3746

fax +61 2 9514 3963

email [graduate.business@uts.edu.au](mailto:graduate.business@uts.edu.au)

##### Faculty of Design, Architecture and Building

CB06.5

City campus

telephone +61 2 9514 8913

email [dab.info@uts.edu.au](mailto:dab.info@uts.edu.au)

<http://www.dab.uts.edu.au>

##### Faculty of Education

CB10.05.430

City campus

telephone +61 2 9514 3900

KG02.3.33

Kuring-gai campus

telephone +61 2 9514 5621

email [education@uts.edu.au](mailto:education@uts.edu.au)

<http://www.education.uts.edu.au>

##### Faculty of Engineering

CB02.4.16

City campus

telephone +61 2 9514 2666

email [engineering@uts.edu.au](mailto:engineering@uts.edu.au)

<http://www.eng.uts.edu.au>

##### Faculty of Humanities and Social Sciences

###### Faculty Student Centre

CB03.2

City campus

telephone +61 2 9514 2300

email [hss.studentcentre@uts.edu.au](mailto:hss.studentcentre@uts.edu.au)

###### Faculty Research Office

CB02.7.075

City campus

telephone +61 2 9514 1959

email [hss.research.degrees@uts.edu.au](mailto:hss.research.degrees@uts.edu.au)

<http://www.hss.uts.edu.au/research/index.html>

##### Faculty of Information Technology

###### Faculty Student Centre

CB10.3.510

City campus

telephone +61 2 9514 1803

email [info@it.uts.edu.au](mailto:info@it.uts.edu.au)

<http://it.uts.edu.au>

##### Faculty of Law

CM05B.3.03

City campus, Haymarket

telephone +61 2 9514 3444

email [info@law.uts.edu.au](mailto:info@law.uts.edu.au)

<http://www.law.uts.edu.au>

##### Faculty of Nursing, Midwifery and Health

KG05.3.97

Kuring-gai campus

telephone +61 2 9514 5021 or +61 2 9514 4911

email [nmh@uts.edu.au](mailto:nmh@uts.edu.au)

<http://www.nmh.uts.edu.au>



**Faculty of Science**

CB04.3.071

City campus

SL01.2.01

St Leonards campus

telephone +61 2 9514 1756

email [information@science.uts.edu.au](mailto:information@science.uts.edu.au)<http://www.science.uts.edu.au>

**Note:** UTS is currently refurbishing Building 4, City campus. This may affect the location of the Faculty of Science student inquiry desk.

**Institute for International Studies**

CQ01.G

City campus

telephone +61 2 9514 1574

email [iisinfo@uts.edu.au](mailto:iisinfo@uts.edu.au)<http://www.iis.uts.edu.au>**STUDENT ADMINISTRATION UNIT**

The Student Administration Unit is responsible for the administrative processes associated with the admission, enrolment, assessment and progression of all undergraduate and postgraduate coursework students, non-award, cross-institutional and overseas exchange students; the preparation for graduation of all students; the enrolment and assessment of all coursework postgraduate students; and administration of student records and student-related fees and charges. It is also responsible for collecting and distributing a wide range of information for prospective and enrolled students and promoting the University to students generally. The Student Administration Unit administers the Rules relating to students.

The Rules for students cover all areas of undergraduate, postgraduate and non-award study, including admission, registration and enrolment, fees and charges, student identification cards, academic conduct, attendance and study requirements, examinations, progression, student discipline and appeals, exclusion, leave of absence, internal course transfer, readmission, graduation and awards.

These Rules are published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules>**Student Info & Admin Centre**

The Student Info & Admin Centre, at City and Kuring-gai campuses, is the principal area of contact between students, the public and the central administration, and provides information and assistance about all student administrative matters.

Details of academic and administrative matters are also available in this and the following publications:

- *UTS: Handbook*
- *UAC Guide*.

Information about the University's assessment policies, procedures and guidelines is given in the *Coursework Assessment Policy and Procedures Manual*, available online at:

<http://www.gsu.uts.edu.au/policies/courseworkassess.html>**Application requirements**

Applications for most undergraduate and some postgraduate courses are processed through the Universities Admissions Centre (UAC). The UAC Guide, including application forms, is available from participating newsagents and from UAC and the UAC website (<http://www.uac.edu.au>). On-time applications close in the last week of September each year.

Most postgraduate, and some undergraduate, applications for direct entry may be obtained from the Student Info & Admin Centre during the main application period, from August to October, for admissions in the following year. Closing dates and application requirements vary for UTS courses, and applicants are encouraged to inquire early.

Applications for postgraduate research programs must be lodged with the University. Details are available online at:

<http://www.gradschool.uts.edu.au>

International fee-paying applicants must apply through the International Office (IO). Specific information may be found in Chapter 4, International Profile, in this Calendar, and on the IO website at:

<http://www.uts.edu.au/international/applying/index.html>

Formerly enrolled UTS students seeking re-admission should lodge a new application during the application period. Currently enrolled UTS students who wish to transfer to another UTS course must contact the relevant Faculty for advice on how to transfer courses.

**Eligibility for admission**

To be eligible for admission to a course at UTS all applicants must satisfy the Rules relating to undergraduate or postgraduate admission, and be selected in competition with other eligible applicants for that course. Admission may be based on the quota of places available in each course and the number and quality of eligible applicants applying for each course.

The Admissions Policy is published in Chapter 14 of this Calendar. All students are expected to be proficient in English comprehension and expression. Where the major part of an applicant's previous education was not in English, the applicant may be requested to complete an English test. If requested, they must achieve an overall minimum score of 6.5 (7.0 for teacher education courses and all courses offered by the Faculty of Humanities and Social Sciences) in the IELTS (International English Language Testing System), (see Minimum English Language Requirements in Schedule A of the Admissions Policy, published in Chapter 14 of this Calendar).

Special admission schemes are available for Aboriginal and Torres Strait Islander applicants and applicants with high academic potential whose education has been disadvantaged by circumstances beyond their control. Information about these schemes may be found in the section on Educational access and assistance schemes below.

**Note:** Students in Teacher Education and Nursing, Midwifery and Health who are required to complete clinical or teaching placements must undergo criminal records checks before placements (see note on NSW Child Protection Legislation in Chapter 14 of this Calendar).

## **Admission with advanced standing, subject exemption, credit transfer or recognised prior learning**

Applicants who receive an offer of enrolment from UTS and have previously completed appropriate subjects at recognised tertiary education institutions or Australian technical colleges may apply for subject exemptions in their offered UTS course. UTS also recognises that credit may be awarded to other forms of recognised prior learning (RPL) in cases where work experience, life experience or courses undertaken outside the university or TAFE systems are related to assessable components of a UTS course. In some cases, offers with recognised credit transfer will be made. Admission with advanced standing, subject exemption or credit transfer may be approved by a faculty, subject to the provisions in the Rules of the University and the Recognition of Prior Learning Policy adopted by UTS (published in Chapter 14 of this *Calendar*).

## **Cross-institutional and non-award study**

### **Cross-institutional study**

Students who are currently enrolled at other tertiary institutions may apply to study individual subjects at UTS for credit at their home institution. Approval of both UTS and their home institution is required.

### **Non-award study**

Non-award study is available to students who wish to enrol in single subjects not as part of an award program. Non-award study is also available to students to complete extra subjects at the conclusion of their degree. Full subject fees apply, and prospective applicants should be familiar with the subject area. This mode of study is not available to international fee-paying students.

Availability of places for cross-institutional and non-award students is determined after the enrolment of UTS award students. Some cross-institutional and non-award students may also apply for Summer and Winter sessions.

Closing dates apply and further details on cross-institutional and non-award study are available from the Student Info & Admin Centre and online at:

[http://www.sau.uts.edu.au/admissions/non\\_award.html](http://www.sau.uts.edu.au/admissions/non_award.html)

## **Educational access and assistance schemes**

### **inpUTS Educational Access Scheme**

The inpUTS Educational Access Scheme is designed to assist UTS undergraduate applicants who have academic potential and whose education has been disadvantaged over a substantial period of time by circumstances beyond their control. Such disadvantages may include:

- disrupted schooling
- severe family disruption
- excessive family responsibilities
- English language difficulty
- attending a disadvantaged or rural/isolated school
- financial hardship
- adverse study conditions
- personal illness or disability.

Educational Access Scheme application forms are available from July each year at ACT and NSW high schools, TAFE colleges and the UTS Student Info & Admin Centre. Applicants must provide their applications, with relevant documentation, to the University Admissions Centre (UAC) by the end of September. Applicants are then assessed for eligibility.

Student service fees are waived for inpUTS students with demonstrated severe financial disadvantage in the first semester of the first year of their enrolment.

### **Inquiries**

For further information on this scheme or on student equity and access matters, contact:

Equity and Diversity Unit  
CB01.17.22, City campus  
telephone +61 2 9514 1084  
fax +61 2 9514 1883

<http://www.equity.uts.edu.au/students/inputs.html>

### **Admission scheme for Aboriginal and Torres Strait Islander students**

Jumbunna Indigenous House of Learning Student Support Unit (Jumbunna IHL) offers access and participation programs for Aboriginal and Torres Strait Islander people studying at UTS.

Prospective Australian Indigenous applicants who are considering tertiary education are encouraged to apply to attend Jumbunna IHL's Alternative Admissions Program, which is held annually in early December.

Jumbunna IHL assesses all applications to determine whether supplementary studies are required to provide ongoing academic and cultural support.

### **Inquiries**

For further information regarding Jumbunna IHL and the Admission Scheme for Aboriginal and Torres Strait Islander students, contact:

Jumbunna Indigenous House of Learning  
CB01.17, City campus  
telephone +61 2 9514 1902 or  
toll free 1800 064 312  
fax +61 2 9514 1894

### **Special admissions**

The following special admission schemes are also available to eligible students:

- Special Needs – Educational Disadvantage
- Special Admission – Refugees
- Special Admission – Elite Athletes and/or Performers.

### **Inquiries**

For further information on special admission schemes, see the alternative entry to UTS website at:

<http://www.uts.edu.au/study/alternative.html>

## **Enrolment**

New students receive offers of enrolment by post or online for UAC and UTS internal course transfer applicants. Each successful applicant must enrol as indicated in the information enclosed with the offer, or contact UTS to make alternative arrangements. Information enclosed with the offer directs students to UTS enrolment websites providing enrolment details, instructions and important information for UTS students.

The main enrolment period each year for new students is from late January to mid-February. A shorter enrolment period in July follows any mid-year offers and also caters for students returning from leave.

Continuing students are required to re-enrol annually. These students are now able to enrol online during Spring semester. Information about enrolment, subject registration and available electives is made available to all continuing

students in September/October. Continuing students who enrol in subjects in September/October for the following year will need to check, after the release of examination results, that subject prerequisites have been satisfied and if necessary adjust their program accordingly.

Continuing students become formally enrolled, and incur fees and charges, upon selection of subjects for the relevant year. Students must apply for a leave of absence or formally withdraw from the course if they decide not to study for that semester.

Service fee invoices are sent to continuing students in January and are payable in full by the due date advertised. After this date late fees apply.

Students should be aware that it is their responsibility to ensure:

- that their personal details are correct and that the University is informed of any changes as they occur
- that their enrolment details are correct and that their subject choices can be credited toward the award in which enrolled.

### Deferment

With the exception of two courses (Bachelor of Accounting and Bachelor of Information Technology), admission to all undergraduate courses can be deferred on request. Deferred enrolment is approved for up to one year, however, a deferred place will lapse if the student enrolls in an undergraduate or postgraduate degree, diploma or associate diploma course during the period of approved deferment.

All students must reapply as directed upon completion of their approved deferment period.

Deferment of enrolment in postgraduate courses at UTS is not permitted.

### Payment of fees and charges

The payment of fees and charges is covered by the Rules of the University. See the Rules website at:

<http://www.gsu.uts.edu.au/rules>

Registered students who have not paid all due fees and charges by the published final date for payment, will be unable to amend their Study Plan, will have their examination results withheld and will not be permitted to graduate. Students who do not comply with both the UTS Rules for tuition fee payments and the *Higher Education Support Act 2003* (HESA) may also have enrolment in their course and enrolment in their subjects cancelled immediately. No grades will be issued. Students wishing to be readmitted to the University will need to apply through a formal competitive admissions process in the next available semester. Readmission is not automatic.

International and postgraduate students must pay all course fees by the required date to ensure continued enrolment. A late payment fee may be levied if course fee accounts remain outstanding.

Further information about fees is available online at:

<http://www.sau.uts.edu.au/fees>

### Commonwealth supported students

What were previously known as HECS places are now called Commonwealth supported places (CSP). Higher education providers determine student contribution amounts for these places within ranges set by the Australian Government under the *Higher Education Support Act*.

Most undergraduate award students and some designated postgraduate award students occupy these places.

The Australian Government has introduced the Student Learning Entitlement (SLE) for all CSP students. The SLE gives all Australian citizens, New Zealand citizens and holders of a permanent visa access to a Commonwealth supported place for seven years of equivalent full-time study load.

### Domestic award fee-paying students

Approved fees for UTS courses are listed in the Annual Fees Schedule, published online at:

*Undergraduate fees*

<http://www.sau.uts.edu.au/fees/undergrad/index.html>

*Postgraduate fees*

<http://www.sau.uts.edu.au/fees/postgrad/index.html>

Tuition fees are reviewed annually.

### International students

Tuition fees for international students vary between courses and are reviewed annually. Tuition fees must be paid in advance each semester and cover tuition fees as well as service fees.

The International Fees Schedule is published online at:

<http://www.sau.uts.edu.au/fees/international/index.html>

### Payment Allocation Schedule

The University allocates payments received in accordance with the payment allocation schedule. The schedule is available online at:

[http://www.sau.uts.edu.au/fees/payment\\_dates/payment.html](http://www.sau.uts.edu.au/fees/payment_dates/payment.html)

### Refund of fees

#### Course and student service fees and charges

Service fees will apply in Autumn semester 2006<sup>1</sup>.

Fees and charges may be refunded or cancelled only in special circumstances. Students who formally withdraw completely from their Study Plans, or take leave of absence, and who apply before the census date in each semester or session, may be eligible for a refund of all or part of any tuition fees and student service fees already paid for that semester. Variation of study programs or other actions requested after the census date in each semester will not be allowed without forfeit of related fees already paid. These are not normally refunded.

The refund policy is published online at:

<http://www.sau.uts.edu.au/fees/refunds/refunds.html>

### International students

The policy on fees refunds for international students is published online at:

<http://www.uts.edu.au/international/docs/feepolicy.pdf>

Refunds are not granted if a student withdraws after the census date.

#### Footnote:

- 1 Voluntary Student Unionism (VSU) legislation will take effect from July 2006 and student service fees will be phased out.

## Remissions

Students who enrolled in a subject, did not withdraw before the census date and were unable to successfully complete the subject due to special circumstances may apply to have a:

- remission of HECS-HELP balance
- remission of FEE-HELP balance
- recredit of Student Learning Entitlements (SLE) where applicable
- refund of up-front student contribution payments.

Further information and application forms are available online at:

<http://www.sau.uts.edu.au/fees/refunds/refunds.html>

## Student service fees and charges<sup>1</sup>

Student service fees is the term used to identify a number of charges that are made for a range of student services and student organisation memberships. The charges are itemised on a service fee statement. Service fees will apply in Autumn semester 2006.

### Student service fee components<sup>2</sup>

UTS Union Fee	\$139.00
Students' Association Fee	\$35.00
Student Accommodation Levy	\$34.00

### Variations and exemptions

Under certain circumstances, students may not be required to pay all or part of one or more of the different components within the student service fee.

To apply for service fee exemption students must complete the application form available from the Student Info & Admin Centre or online at:

<http://www.sau.uts.edu.au/forms>

Applications based on study mode require Faculty approval prior to submitting the form.

Exemptions cannot be backdated; applications must be lodged on or before the submission dates: Autumn semester 31 March, Spring semester 31 August.

### International students

For international students the student service fee is included as part of the total course tuition fee. International students are not required to pay an additional student service fee.

### Non-award students

Students enrolled as non-award in single subjects are not required to pay the service fee.

### Summer and Winter session enrolment

Students who are continuing in a course and enrolled in Summer or Winter session will not be charged additional service fees.

### Limited 'on-campus' attendance

Students enrolled in a formal block mode and those who are required to attend on-campus sessions for no more than four calendar weeks in a semester are required to pay 25 per cent of the UTS Union Fee for that semester.

### Footnotes:

- 1 Voluntary Student Unionism (VSU) legislation will take effect from July 2006 and student service fees will be phased out.
- 2 Charges have been adjusted to reflect the University's liability for Goods and Services Tax (GST).

### Off-campus students

Students who do not attend a UTS campus are not required to pay the UTS Union Fee or Student Accommodation Levy. This applies to students enrolled in courses taught outside Australia, certain work-based learning courses, courses taught by distance mode and students enrolled in research programs by distance mode.

### Industrial training

Students who are only enrolled in an Industrial Training subject (WEI) in a particular semester are not required to pay the UTS Union Fee for that semester.

### Leave of absence

Students who have been granted leave of absence by the census date are not required to pay any service fees for that semester.

### Cross-institutional enrolment

Students who are enrolled at UTS as cross-institutional students are not required to pay the Students' Association Fee, Student Accommodation Levy or UTS Union Fee as long as proof is provided that they have paid service fees and charges to their home institution of more than \$100.00 for a semester.

### Concurrent enrolment at UTS

Students who are concurrently enrolled at UTS in more than one course are required to pay service fees in relation to one enrolment only and, in the case where the service fees for those enrolments differ, are required to pay the higher amount.

### Union life members and long-term members

Students who hold life membership of the UTS Union are not required to pay the UTS Union Fee. To claim this exemption students are required to present their life membership card. Students who have paid the equivalent of seven full annual Union Fees to the UTS Union (and/or equivalent bodies at antecedent institutions) are not required to pay the UTS Union Fee. To claim this exemption students are required to present evidence of seven years' payments.

### UTS permanent staff members

Students who are permanent staff of UTS are not required to pay the UTS Union Fee as the University pays these fees on behalf of staff. To claim this exemption students are required to present their current UTS Staff Identification Card.

### inpUTS admissions

Students who have been admitted to the University via the inpUTS Educational Access Scheme who have demonstrated financial disadvantage may have service fees waived in the first semester of their enrolment.

### Applying for exemption

To apply for service fee exemption students must complete the application form available from the Student Info & Admin Centre, or online at:

<http://www.sau.uts.edu.au/forms>

Exemptions cannot be backdated; applications must be lodged on or before the submission dates: Autumn semester 31 March, Spring semester 31 August.

## Academic attendance and progression

### Course and subject variation

Students wishing to add or delete subjects must apply online via My Student Admin at:

<http://www.uts.edu.au/onestop/studentadmin>

Specific dates apply (see the Calendar of dates for 2006, in this Calendar) and students are reminded that course fees still apply after the census dates of 31 March for Autumn semester and 31 August for Spring semester.

Academic transcripts will indicate a Fail result against subjects in cases where students have not withdrawn by the due date.

### Formal examinations and results

Formal examinations are held at the end of each teaching period. The provisional examination timetable and other information on examinations is published on the UTS Student Administration Unit website at:

[http://www.sau.uts.edu.au/exams\\_ass/index.html](http://www.sau.uts.edu.au/exams_ass/index.html)

The provisional examination timetable is published for two weeks from the end of week 10 in each semester and mid-January for Summer session. Students who have more than one examination scheduled at the same time or have scheduling difficulties with these provisional timetables (for example, three examinations scheduled within 24 hours) must notify the Student Info & Admin Centre immediately.

The final examination timetable showing dates, times and location is published on the website for two weeks before the beginning of the examination period.

Students who have a physical disability or who have difficulties with English are required to submit an application for special conditions with supporting documentation (medical certificates or counsellor's assessment) at least one month before the beginning of formal examinations. If applications are approved by the faculty academic liaison officers, students are informed of the special conditions under which they will sit their examinations (extra time, dictionaries, separate rooms, etc.).

Students who believe that their performance during an examination or other assessment task is affected by illness or other circumstances beyond their control, either on the day of the examination or during the semester, may request that these circumstances be taken into account in their assessment. Requests for special consideration are forwarded to the student's faculty. The student is informed of the outcome by the time results are released.

Students who, through illness or other circumstances beyond their control, are unable to attend an examination must apply for a special examination no later than two working days after the date of the examination. They must be available for a special examination at the designated time as required by the Registrar.

Applications must be lodged online at:

[http://www.sau.uts.edu.au/exams\\_ass/missed\\_exam](http://www.sau.uts.edu.au/exams_ass/missed_exam)

Semester results are available in late July and late December each year. Summer session results are available from late February. Results can be obtained online via My Student Admin at:

<http://www.uts.edu.au/onestop/studentadmin>

or via the Interactive Voice Response (IVR) system on: telephone 1300 656 887

Supplementary examinations may be awarded for 'borderline' results, if the assessment pattern for the subject has a final examination component. Formal supplementary examinations are held on the date indicated in the Examination Guide available on the exams website. Students must make themselves available on that date.

Centrally conducted examination inquiries or concerns regarding results must be sent in writing to the Registrar. Initial inquiries may be made in person at the Student Info & Admin Centre at City or Kuring-gai campus.

All students are advised to carefully read the Rules to understand the regulations concerning examinations (Section 9). The Rules are published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules>

### Review of assessment results

Students may lodge an application for review of assessment results at the Student Info & Admin Centre at City or Kuring-gai campus. Applications that have met the specified criteria are considered by the relevant faculty's Student Assessment Review Committee.

### Progression, academic caution and exclusion

Students will be excluded from their course if they do not make satisfactory academic progress. The duration of the period of exclusion is two semesters. Students may appeal against exclusions based on unsatisfactory progress. Requirements for satisfactory progression, the basis upon which students can be placed on academic caution or excluded, and the appeals process are given in the Rules. The Rules are published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules>

### Readmission after exclusion

Students can reapply for the course from which they were excluded following the specified period of exclusion. Readmission is not automatic, and students must compete with other eligible applicants for that course during the given admission period. Where students are readmitted to the previous course, they will be reinstated to the progression category that applied before exclusion.

### Postgraduate research discontinuation of registration

Students at Master's or Doctoral level may have their registration discontinued for unsatisfactory progress.

Full details and the appeal regulations are given in the Rules, published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules>

### Awards and graduation

Graduation ceremonies are conducted during April, May and September (see the Calendar of dates for 2006 in the front section of this Calendar).

To be eligible to graduate, students must achieve a course status of 'passed' by one of the following dates:

- 23 February for April ceremonies at Kuring-gai campus
- 17 March for May ceremonies at City campus
- 9 August for September ceremonies at City campus.

Students can check their status online via My Student Admin, at:

<http://www.uts.edu.au/onestop/studentadmin>

Details of online registration are sent to potential graduands approximately six weeks before the ceremonies. Further details (including details of mid-year international ceremonies held in Hong Kong and Kuala Lumpur) are published on the UTS Graduations website at:

<http://www.gsu.uts.edu.au/graduation>

#### **Academic dress**

Graduates of the University are entitled to wear academic dress appropriate to the level of award obtained.

All diplomates and graduates to the level of Master's wear black gowns in the traditional Cambridge style.

Diplomates are denoted by a tucked sash of faculty colour on the outside, lined with cream and finished with a tassel of faculty colour.

Graduates to the level of Master's wear a hood that wraps around the shoulders with tucked ends invisibly fastened at centre front.

Bachelor-level graduates are denoted by a hood of black, with a border and lining of the faculty colour which continues through to tucked ends invisibly fastened at centre front and a single black stripe.

Graduate Diplomates are denoted by a hood of black, with a border of the faculty colour which continues through to tucked ends invisibly fastened at centre front, lined with cream and a single black stripe.

Master's-level graduates are denoted by a hood of black, with a border of the faculty colour which continues through to tucked ends invisibly fastened at centre front, lined with cream and two black stripes.

The faculty colours are:

#### **Business**

Eau de Nil, PMS 5483

#### **Design, Architecture and Building**

Chartreuse, PMS 457

#### **Education**

Jade, PMS 327

#### **Engineering**

Scarlet, PMS 186

#### **Humanities and Social Sciences**

Uluru, PMS 1675

#### **Law**

Amethyst, PMS 2735

#### **Information Technology**

Electric Blue, PMS 3015

#### **Nursing, Midwifery and Health**

Fuchsia, PMS 247

#### **Science**

Wattle Yellow, PMS 123

Holders of diplomas, degrees, graduate diplomas and Master's wear a black trencher cap (mortarboard).

The style of the University's doctoral and festal gowns is based upon the original unique design of the New South Wales Institute of Technology gowns rather than the Cambridge style. Each has its own distinct colour and trim as indicated below.

The PhD gown is red with white satin facings on the front, finishing in a square collar at the back. It is worn with a black velvet soft bonnet with gold cord and tassel.

The Higher Doctorate gown is red with gold silk facings

and collar. It is worn with a black velvet soft bonnet with gold cord and tassel.

Honorary Masters wear a red hood with two ultramarine blue stripes over a Cambridge style Master's gown. It is worn with a black mortarboard.

The Honorary Doctorate gown is red with ultramarine blue satin facings and collar. It is worn with a black velvet soft bonnet with gold cord and tassel.

The gown worn by Fellows of the University is navy blue, with white satin facings and square collar with a piped edge of ultramarine blue.

The Chancellor, Deputy-Chancellor, Vice-Chancellor and Pro-Chancellors wear black gowns with facings and collar of ultramarine blue satin, and with differing grades of gold and silver braid and Sydney wattle embroidery in gold and silver. Black velvet mortarboards decorated with gold or silver braid and tassel are worn with these gowns.

The members of the University Council wear black festal gowns, with ivory satin facings and collar embroidered with Sydney wattle in two shades of teal (PMS 321).

Academic dress worn at University graduation ceremonies and other formal events was designed by staff of the Faculty of Design, Architecture and Building.

#### **Inquiries**

Graduations

Governance Support Unit

CB01.26

City campus

telephone +61 2 9514 1329

fax +61 2 9514 1232

email [graduations.gsu@uts.edu.au](mailto:graduations.gsu@uts.edu.au)

<http://www.gsu.uts.edu.au/graduations>

### **UNIVERSITY GRADUATE SCHOOL**

The role of the University Graduate School is to promote innovation and excellence in research education. It does so through developing and maintaining a university-wide approach to quality assurance in research education in the context of the broader UTS research environment and through developing and implementing a research training agenda in conjunction with the faculties and the UTS Research Management Committee.

The University Graduate School provides:

- information about research education at UTS for prospective students
- information and education programs for research students and supervisors
- policies and procedures for managing research degree candidatures, and
- a scholarships and support program.

The Dean, University Graduate School, chairs the University Graduate School Board, a committee of the Academic Board. Two other committees assist the University Graduate School Board. They are the Research Students' Committee and the Research Students' Advisory Committee.

#### **Inquiries**

University Graduate School

CB10.6, City campus

telephone +61 2 9514 1336

fax +61 2 9514 1588

email [ugs@uts.edu.au](mailto:ugs@uts.edu.au)

<http://www.gradschool.uts.edu.au>

## ADVICE TO STUDENTS ON UTS RULES AND POLICIES

UTS is committed to providing an education that will enable students to reach their full intellectual, personal and career potential, and to offering a wide range of support programs and services that optimise students' academic success and employability.

This goal can only be met if all students honour their responsibilities to their studies and respect the rights of other students and staff.

All students should read and be familiar with the following information.

### What students need to know

The Rules and policies of the University have been written to provide guidance on what is required of all students, and these should be read in conjunction with the Student Charter, published in Chapter 14 of this Calendar, which outlines the rights and responsibilities staff and students have to each other and to the University community.

The Rules and policies impact on how students can act and how others can act towards them. To get the most out of their time at UTS, it is essential for all students to keep this in mind.

### Useful principles

All students are responsible for their actions while attending UTS. Students should know the Rules that affect them and seek advice if in doubt. As a guideline, all students need to:

- respect each student's freedom to learn
- respect others' beliefs and values
- learn how to present their work without plagiarising (i.e. unacknowledged copying, paraphrasing or summarising)
- not misuse UTS computers or equipment,
- take care of library books and other UTS property and equipment.

### Rules relating to students

All students should read and understand the Rules of the University, published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules>

### Breaching the rules

Some of the consequences of breaching UTS rules include:

- disciplinary action
- zero (fail) grades for assignments or subjects
- suspension from class, library, labs, etc.
- permanent or temporary exclusion or suspension from the University.

### Policies particularly relevant to students

- Student Charter
- Admissions Policy
- Acceptable Use of Information Technology Facilities
- Advice to Students on Good Academic Practice
- Assessment Procedures
- Disclosure of Assessment Results
- Environmental Health and Safety Policy
- Information Technology Security Policy
- Policy for Handling Student Complaints

- Policy on Management and Protection of Personal Student Information
- Policy on the Prevention of Harassment
- UTS Email Policy
- UTS Fieldwork Guidelines
- UTS Staff Code of Conduct.

Some of these policies or notes about them are published in Chapter 14 of this Calendar, and these and other policies are published online at:

<http://www.gsu.uts.edu.au/policies>

### Using student ID

Students are responsible for their student identification (ID) and computer login. Student ID cards should not be lent to anyone for any purpose, but especially must not be lent for:

- borrowing UTS library material
- using UTS computers
- access to UTS educational or recreational and sporting facilities
- student concession benefits.

Students must not share their computer password with anyone else.

If a student lends their ID card or allows anyone else to use their computer login and something wrong is done using the borrowed ID or login, both parties will face UTS disciplinary penalties.

The Rules relating to the use of student ID (Section 2.2 Identification) are published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules/2-2.html>

### Using UTS property

While studying at UTS, students are using UTS property. This includes:

- library books and material
- computing equipment
- laboratory equipment and tools
- chairs, desks and projectors.

Serious negligence or intentional damage or misuse of this equipment will result in UTS disciplinary penalties.

See Section 15 of the Rules regarding UTS Equipment Loans, and Section 18 regarding Use of the University Library. These Rules are published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules/15-index.html>

<http://www.gsu.uts.edu.au/rules/18-index.html>

### Seeking special treatment

In certain circumstances, students may seek special consideration (for example, where illness or misadventure has affected a student's studies).

However, students must not seek special treatment, favouritism or advantage in a way that breaches UTS Rules. For example, students must not:

- offer gifts, benefits or money to UTS staff, or
- threaten, harass or intimidate any member of the UTS community.

### Submitting academic work

All students must respect other people's work and avoid plagiarism. Plagiarism occurs when a student copies other people's work. This includes unreferenced copying, paraphrasing or summarising from any source

(for example, any document, audiovisual material, computer-based material or artistic piece). Plagiarism is cheating.

If using other people's work in assignments, students must make sure it is not presented as their own work by giving a clear reference to the work and its author. This includes work done by fellow students, published and unpublished material, computer data, etc.

The faculties can advise their students on guidelines for the preparation of assignments. Further information on referencing is available online at:

<http://www.bell.uts.edu.au/referencing>

Students will face UTS disciplinary penalties if they plagiarise from any source or cheat in any other way.

### Key information sources

The key online sources of Rules and policies are:

- Rules of the University  
<http://www.gsu.uts.edu.au/rules/index.html>
- Policies of the University  
<http://www.gsu.uts.edu.au/policies/index.html>

### Advice for students

Students can obtain advice on Rules and policies from many sources, including:

- faculty student information offices
- Student Info & Admin Centre  
telephone +61 2 9514 1222
- Counselling Service  
telephone +61 2 9514 1177
- Student Discipline and Appeals  
telephone +61 2 9514 7882
- Students' Association  
telephone +61 2 9514 1155.

### Useful online addresses

Environment, Health and Safety  
<http://www.hru.uts.edu.au/ehs>

Equity and Diversity Unit  
<http://www.equity.uts.edu.au>

Information Technology Division  
<http://www.itd.uts.edu.au>

Student Administration Unit  
<http://www.sau.uts.edu.au>

Student Help Web  
<http://www.studenthelp.uts.edu.au>

Student Services Unit  
<http://www.uts.edu.au/div/ssu>

UTS: Handbook  
<http://www.handbook.uts.edu.au>

UTS Legislation, Rules and Policies  
<http://www.gsu.uts.edu.au/lrp.html>

UTS Students' Association  
<http://www.sa.uts.edu.au>

UTS Union  
<http://www.utsunion.uts.edu.au>

UTS Webmail  
<http://www.uts.edu.au/email>

UTS website  
<http://www.uts.edu.au>

## SERVICES FOR STUDENTS

### THE UNIVERSITY LIBRARY

The University Library supports the teaching, learning and research needs of UTS staff and students.

The Library provides a high-quality, client-centred service relevant to the information resource needs of the UTS community, is innovative in its use of resources and technology and is a vibrant and dynamic organisation. It aims to empower users to become information literate, independent and self-sufficient.

Services are provided to the UTS community in two campus libraries, at other key locations around the campus and to remote users.

The University Library's website provides access to and information about the Library's services and resources, at:

<http://www.lib.uts.edu.au>

### Inquiries

Fides Datu Lawton  
University Librarian (Acting)  
telephone +61 2 9514 3332  
email [Fides.Lawton@uts.edu.au](mailto:Fides.Lawton@uts.edu.au)

### Services

#### Library services

Library services include assistance with information retrieval and evaluation using electronic and printed sources, email and online (chat) reference services, telephone inquiry services, loans, reservations, inter-campus document delivery, inter-library loans from Australian and international sources, remote access to restricted Library resources, reciprocal borrowing with other institutions and printing and photocopying.

The Library's Information Skills program is designed to develop the UTS community's information and research skills, and includes training in database and Internet searching, and bibliographic management software.

<http://www.lib.uts.edu.au/information>

Training is conducted in the campus libraries, and online at:

*Information skills training*

<http://www.lib.uts.edu.au/information/training>

*Online tutorials*

[http://www.lib.uts.edu.au/online\\_tutorials](http://www.lib.uts.edu.au/online_tutorials)

*Catalyst*

<http://www.lib.uts.edu.au/catalyst/index.htm>

The Library coordinates the UTS BELL Program, a collection of online self-learning modules designed to enhance students' skills in areas such as assignment writing, project management, teamwork, ethics, academic writing and speaking, statistics, mathematics and information skills

*UTS BELL Program*

<http://www.bell.uts.edu.au>

#### Information services team

The University Library has a strong commitment to providing a quality information service through a team of Information Services Librarians who, in partnership with academic staff, assist students in achieving their educational and informational objectives.



## Inquiries

### General

Pamela Leuzinger  
Director (Library Client Services Unit)  
telephone +61 2 9514 3336  
email Pamela.Leuzinger@uts.edu.au

Information Services  
Sally Scholfield  
Information Services Manager  
telephone +61 2 9514 3423  
email Sally.Scholfield@uts.edu.au

Daphne Freeder  
Business Librarian  
telephone +61 2 9514 3342  
email Daphne.Freeder@uts.edu.au

Kim Hodgman  
Design, Architecture and Building Librarian  
telephone +61 2 9514 3726  
email Kim.Hodgman@uts.edu.au

Christian Langeveldt  
Education Librarian  
telephone +61 2 9514 3397  
email Christian.Langeveldt@uts.edu.au

Janet Chelliah  
Engineering Librarian  
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email Janet.Chelliah@uts.edu.au

Alison Slocombe  
Humanities and Social Sciences Librarian  
telephone +61 2 9514 3728  
email Alison.Slocombe@uts.edu.au

Patrick Tooth  
Information Technology Librarian  
telephone +61 2 9514 3318  
email Patrick.Tooth@uts.edu.au

Wei Cai  
International Librarian (all faculties)  
telephone +61 2 9514 3724  
email Wei.Cai@uts.edu.au

Vacant  
Law Librarian  
telephone +61 2 9514 3341

Lee Evans  
Nursing, Midwifery and Health Librarian  
telephone +61 2 9514 5427  
email Lee.Evans@uts.edu.au

Steven Byrnes  
Science Librarian  
telephone +61 2 9514 3316  
email Steven.Byrnes@uts.edu.au

## Resources

The University Library houses more than 600,000 books, journals and audiovisual items.

Through its website (<http://www.lib.uts.edu.au>) and Supersearch information gateway, the University Library provides access to an extensive range of full-text and citation databases. Among the information resources it incorporates are:

- the University Library's online catalogue
- bibliographic and citation databases
- more than 16,000 full-text journals (unique titles)
- more than 70,000 electronic books, including 40,000 Chinese books

- image databases
- UTS exam papers, lecture notes and prescribed reading
- links to other Australian and overseas library catalogues
- links to a wealth of information resources available on the Internet.

These resources can be accessed through public access computers in the Library, through computers connected to the UTS network, and from remote locations via the Internet.

### Inquiries

Ann Flynn  
Director (Library Resources Unit) (Acting)  
telephone +61 2 9514 3335  
email Ann.Flynn@uts.edu.au

### Public program

The Markets Forum is a public program of innovative and challenging presentations organised by the Library primarily for the staff and students of the University. The Library also welcomes members of the public.

[http://www.lib.uts.edu.au/markets\\_forum](http://www.lib.uts.edu.au/markets_forum)

### Campus libraries

General information for staff and students regarding the Library can be obtained from the campus libraries, and on the Library's website at:

<http://www.lib.uts.edu.au/about>

### Blake Library (City campus)

Blake Library (City campus) is located on the corner of Quay Street and Ultimo Road, Haymarket. It is open 85 hours per week during semester and for slightly reduced hours during semester breaks. The Library collects and provides electronic access to material in a wide range of subject areas including architecture, building, biological, biomedical and environmental sciences, business, computing science, design, education, engineering, horticulture, humanities, information studies, law, mathematics, medical science, physical sciences, social sciences and traditional Chinese medicine.

### Baya Ng'ara Nura

Baya Ng'ara Nura is a learning place in which Indigenous students can study and learn together and with non-Indigenous students, while drawing on Library resources and learning support. These words, in the language of the Eora nation, mean 'read' (Baya); 'listen, hear or think' (Ng'ara); and 'place or country' (Nura).

The area is located in the Blake Library and is specifically designed to welcome Indigenous students. Baya Ng'ara Nura is dedicated to the spirit of the UTS Reconciliation Statement.

### The International Cultural and News Centre (ICNC)

The University's International Cultural and News Centre (ICNC) is housed in the Blake Library. The ICNC is a comfortable space designed to help students keep in touch with overseas news and practise their language skills. The ICNC's collection consists of overseas newspapers and magazines in a number of languages, cultural books and travel guides. The ICNC's website provides Internet access to international newspapers and magazines, language resources, travel guides and other relevant, interesting sites.

<http://www.lib.uts.edu.au/finding/collections/icnc>

### **Scholars' Centre**

The Scholars' Centre, a dedicated centre for UTS postgraduate research students and staff, is located in the Blake Library. The Centre is specifically designed to enhance and complement scholarly research and is equipped with the facilities of an advanced academic research library. The Centre is equipped with research desks, computers, laptop wireless access, reading areas and a meeting room, and provides a quiet, comfortable area from which clients can access the full range of Library services, state-of-the-art digital resources and up-to-the-minute software. Assistance from librarians is available at the nearby Research Help Desk.

### **George Muir Library (Kuring-gai campus)**

The George Muir Library (Kuring-gai campus) is located on Eton Road, Lindfield. It is open 78 hours per week during semester and on weekdays during semester breaks. The primary collection topics are business, education, leisure and tourism, nursing, midwifery and health and a curriculum collection associated with education studies.

### **Inquiries**

For general inquiries, loans, renewals and opening hours, telephone +61 2 9514 3666. Opening hours are also posted in the libraries and on the website at:

<http://www.lib.uts.edu.au>

## **IT SERVICES AT UTS**

The Information Technology Division (ITD) provides a comprehensive range of facilities and services to meet the major computing and communication requirements of academic and administrative areas of the University.

### **Services**

ITD provides the following services:

- computing resources and consulting to academic staff, support staff and students, both centrally and in computing laboratories located at various campuses
- provision and support of systems to meet the administrative needs of the University
- design, implementation and performance of data and voice telecommunication networks, including the University connection to the Internet
- design, installation and management of audiovisual presentation systems for teaching and learning
- support of desktop computing technology for academic and administrative staff and support to academic staff using lecture theatre and classroom facilities
- management and provision of desktop computing education programs and facilities for staff
- operation of a help desk for user inquiries and problems
- operation of support centres for academic and student assistance
- initiating and assisting in the introduction of new technology to UTS
- purchasing of computing equipment and software
- provision and support of systems to meet the flexible learning needs of students
- audiovisual classroom and event services

- printing services, incorporating the Resource Centre, providing comprehensive general, online, on-demand digital printing and imaging, large-format and colour printing, high-volume photocopying, thesis binding, CD duplication and supply and management of multifunctional devices
- webmail and website hosting services
- management and supply of audiovisual equipment for teaching and event services, and
- photographic, video and DVD production and duplication.

### **General access computer laboratories**

UTS provides general access computer laboratories for UTS Students on all campuses: City, Kuring-gai and St Leonards. Students can choose from Apple Macintosh and Windows PC laboratories. The laboratories provided are for UTS coursework only. For information on these general access computer laboratories and their locations, see the ITD website at:

<http://www.itd.uts.edu.au>

### **IT Support Centres**

The IT Support Centres are the first point of contact for staff and students with computing problems or inquiries about the UTS general access computing facilities and assistance with UTS email and access accounts.

IT Support Centres are staffed by customer support officers who understand the computing needs of students and staff. Customer support officers are available to assist with problems relating to any of the UTS general access computing facilities or UTS laboratory access and email accounts.

### **Inquiries**

IT Support Centre  
CB02.4.12, City campus  
telephone +61 2 9514 2222

To search the IT Support Centre knowledge base, or to log a request, go to:

<https://servicedesk.uts.edu.au>

For general information about the services provided by the Information Technology Division, go to:

<http://www.itd.uts.edu.au>

## **STUDENT SERVICES**

Student Services staff are employed by the University to cater to students' health, counselling, housing, financial assistance and career development needs. Student Services staff also assist in the development of learning skills and provision for students with special needs. All interviews are strictly confidential.

### **Careers Service**

The UTS Careers Service offers career counselling and assistance in finding permanent and casual employment. It conducts workshops on a broad range of topics, and coordinates the annual Graduate Recruitment Program. For further details, visit the Careers Service website at:

<http://www.ssu.uts.edu.au/careers>

### **Counselling**

Counsellors are available at City and Kuring-gai campuses. They can assist students with a wide range of personal, relationship, psychological, study and administrative difficulties. Group programs addressing a range of issues are conducted throughout the year.

### International student counselling

International student counsellors can help students from overseas with personal, practical and administrative problems.

### Learning skills counselling

Learning skills counsellors help students to understand how they can best learn. Advice is given on time management, exam anxiety, writing assignments, reading effectively and preparing for exams. As well as individual consultations, workshops are held during semester.

### Financial assistance

Financial assistance officers assist with personal financial matters. Central to their work are tasks which include administration of the Student Loan Fund, financial counselling, and advising students on Youth Allowance/Austudy and Centrelink claims and appeals. Information on the Youth Allowance is also available from the Financial Assistance Service. For more information see the Financial Assistance section in this Chapter.

### Health

The UTS Health Service provides friendly and confidential medical services for students and staff. Bulk billing is available. This service is available at City campus (Broadway) and Kuring-gai campus.

### Housing

The University Housing Service provides a range of accommodation services for UTS students and visiting staff. Housing staff can assist students to locate short or long-term accommodation in the private rental market via an online listings database.

The International Housing Officer may assist international students with temporary accommodation following their arrival in Sydney.

The University Housing Service also manages three UTS student residences that are all within convenient walking distance from the City campus buildings. They include accommodation for people with disabilities.

The Housing Service website can also make short- or long-term hotel bookings online for students, staff and visitors to UTS. A wide range of hotel venues is offered, including backpacker-style accommodation and serviced apartments. Competitively priced short- or long-term hotel bookings can be made by students, staff and visitors using the UTS Housing Service website at:

<http://www.housing.uts.edu.au>

### Orientation

Orientation 2006 is a program of activities for new students which is held before lectures start. It includes official welcomes, campus tours, Study Success lectures and other workshops and entertainment. Programs are available for new students on enrolment.

For more information, see:

<http://www.orientation.uts.edu.au>

### Peer Network Program

The Peer Network is a group of experienced UTS students who understand the challenges that new students face. The Network is designed to connect current and new students during the International and Local Student Orientation Programs through a variety of events. For students interested in being a peer networker, see the website at:

<http://www.ssu.uts.edu.au/peernetwork>

### Special Needs Service

The Special Needs Service works with other University staff to ensure that appropriate support is available for students with disabilities and students admitted through the inpUTS Educational Access Scheme. Students with disabilities are encouraged to contact the service to discuss the range of programs across the University. The service can also provide information and advice to prospective students with disabilities.

### Academic Liaison Officers

Each faculty has one or more Academic Liaison Officer (ALO), who are members of academic staff and provide the following services:

- acting as an academic contact for students with disabilities and illnesses, students with carer responsibilities, and students from non-English speaking backgrounds
- deciding what adjustments will be made for students with disabilities and illnesses in consultation with individual students and their lecturers (students are encouraged to contact the Special Needs Service as well as their ALO)
- approving extra time and use of dictionaries in exams for students of non-English speaking backgrounds who have language difficulties (students need a recommendation from the ELSSA Centre before they lodge their applications with their ALO)
- acting as an academic contact for students who experience difficulties in their studies because of family commitments (e.g. they are the primary carer for small children or for a family member with a disability or ongoing illness).

The current list of Academic Liaison Officers is available online at:

<http://www.uts.edu.au/div/ssu/alo.html>

### Chaplaincy

The Chaplaincy is coordinated through Student Services. Visiting Chaplains and Worship Rooms are available to students. Chaplains represent different Christian denominations as well as Buddhism, Judaism, Baha'i and Islam.

For further information, see the Chaplaincy website at:

<http://www.ssu.uts.edu.au/chaplaincy>

### Inquiries

<http://www.ssu.uts.edu.au>

### City campus

#### Careers Service

CB01.3.07, City campus  
telephone +61 2 9514 1471  
fax +61 2 9514 1474  
email [careers@uts.edu.au](mailto:careers@uts.edu.au)

<http://www.ssu.uts.edu.au/careers>

#### Counselling, Financial Assistance, Special Needs

Student Services Unit  
CB01.6, City campus  
telephone +61 2 9514 1177  
fax +61 2 9514 1172  
TTY +61 2 9514 1164

### **Health Service – medical practice**

Student Services Unit  
CB01.6, City campus  
telephone +61 2 9514 1177  
fax +61 2 9514 1172

### **Housing Service**

CB01.03, City campus  
telephone +61 2 9514 1529  
fax +61 2 9514 1527  
email [housing.service@uts.edu.au](mailto:housing.service@uts.edu.au)  
<http://www.housing.uts.edu.au>

### **Listing Service**

telephone +61 2 9514 1509

### **University Student Residences**

telephone +61 2 9514 1199

### **Chaplaincy**

CB01.03.16E, City campus  
telephone +61 2 9514 2523  
<http://www.ssu.uts.edu.au/chaplaincy>

### **Kuring-gai campus**

#### ***Counselling, Health Service, Financial Assistance, Special Needs, Careers and Housing***

KG01.5, Kuring-gai campus  
telephone +61 2 9514 5342  
fax +61 2 9514 5537

## **SUPPORT FOR STUDENT LEARNING**

### **BELL PROGRAM**

The BELL Program is a University-wide initiative which aims to help students develop skills and capabilities that will assist them not only with the challenges of study but also later in the workplace. It comprises a collection of online self-learning modules designed to enhance students' skills in project management, teamwork, ethics, academic writing and speaking, statistics, mathematics and information skills. The modules are available via the BELL program website (see below).

Existing modules are being updated and enhanced, and new modules are being planned and developed, so that the BELL Program continues to offer new opportunities and learning experiences.

#### **Inquiries**

BELL Program Coordinator  
Blake Library (City campus)  
telephone +61 2 9514 3666  
fax +61 2 9514 3331  
<http://www.bell.uts.edu.au>

### **CHEMISTRY LEARNING RESOURCES CENTRE**

The Chemistry Learning Resources Centre has a range of resources to support the learning of chemistry by undergraduate students from the Faculties of Science; Nursing, Midwifery and Health; Engineering; and Business. Resources available in the Centre include microcomputers equipped with interactive software, videos, models and books. Most of the resources are for first-year students but there are also resources for students studying chemistry in the later stages of their degree program.

### **Inquiries**

Rosemary Ward  
telephone +61 2 9514 1729  
fax +61 2 9514 1460  
email [Rosemary.Ward@uts.edu.au](mailto:Rosemary.Ward@uts.edu.au)

### **CHILD CARE**

UTS Child Care Inc (UTSCC) is an incorporated association that coordinates the operation of all child care services at UTS. The Board of UTSCC comprises representatives of the University, the UTS Union, the Students' Association, the Australian Broadcasting Corporation, and parent users of the centres. The Board keeps under review the needs of all campuses for a variety of child care services. It sets operational policies to ensure that child care services are of a high quality and meet the needs of members of the University community.

Each child care centre is managed by a Director. All parents are invited to become involved in the centre's management through the centre's parent committee or to stand for election to the Board.

Most operating costs (75 per cent) are met by child care fees, with the balance from UTS, the Students' Association, UTS Union, and some funds from direct State Government funding. Some subsidies are available from the Commonwealth Government to assist families with child care fees. The Equity and Diversity Unit provides funds to subsidise the cost of child care for low-income students.

Access to child care facilities is open to all staff and students under 'Priority of Access' guidelines. Priority is given to working and studying parents. Demand for places remains high. It is essential that students who may need child care contact the centre early to complete a waiting list application form. There is no guarantee that places will be available from the date required.

#### **City campus**

Magic Pudding Children's Centre is located at the corner of Mary Ann and McKee Streets, Ultimo, and provides 61 day care places for babies to five-year-olds, from 8.00 a.m. to 6.30 p.m., 50 weeks per year. There are also 15 evening care places for babies to 10-year-olds available until 9.30 p.m. Monday to Thursday during semester periods only. This is subject to demand, and interest should be registered with the Centre Director. Enrolment is available on a full-time, evening-only, semester-only or emergency basis. Some occasional care may be available during the December to February period.

Blackfriars Children's Centre is located on Buckland Street, Chippendale, about five minutes from the Tower Building, and provides 50 day care places for babies to five-year-olds, from 8.00 a.m. to 6.30 p.m., 50 weeks per year. Enrolment is available on a full-time, semester-only or emergency basis. Some occasional care may be available during the December to February period.

#### **Kuring-gai campus**

Kids' Campus Children's Centre is situated next to the oval on campus, and provides 68 day care places for babies to five-year-olds, from 8.00 a.m. to 6.30 p.m., 51 weeks per year. There may also be 10 evening care places for babies to 12-year-olds, until 10.00 p.m., Monday to Thursday during semester periods only. Enrolment is available on a full-time, evening-only, semester-only or emergency basis. Some occasional care may be available during the December to February period.

### Graduation and enrolment

Free child care facilities are available at UTS during graduation ceremonies and during some enrolment periods.

#### Inquiries

##### City campus

Magic Pudding Child Care Centre  
Corner of Mary Ann and McKee Streets, Ultimo  
telephone +61 2 8289 8400

Blackfriars Children's Centre  
Buckland Street, Chippendale  
telephone +61 2 9514 2960

##### Kuring-gai campus

Kids' Campus Children's Centre  
Eton Road, Lindfield  
telephone +61 2 9514 5105

### ELSSA CENTRE

ELSSA, the UTS centre for academic and professional English, provides free programs to UTS students and staff. These include Summer and Winter vacation programs as well as semester programs, non-credit classes, and elective subjects for credit. The Centre runs day and evening courses for both undergraduate and postgraduate students on academic English, writing, speaking, seminar presentation and communication for employment.

The ELSSA Centre also offers an Advanced Diploma in Australian Language and Culture for international and exchange students. The ELSSA Centre collaborates with the University Graduate School and faculties in offering workshops and consultations for research students.

Students with special needs can form small groups and the ELSSA Centre will organise classes for them.

Students enrolled at the Centre may make an appointment for an individual consultation with a lecturer at the Centre to discuss strategies on how to develop their academic work. Brochures with further details of ELSSA programs are available at school or faculty offices and at the Centre.

The ELSSA Centre also collaborates with staff in faculties to foster interest in, and knowledge of, literacy and learning through research, intellectual contributions and staff development. The ELSSA Centre values quality, diversity, internationalisation and flexibility as it serves the wider academic and professional communities.

#### Inquiries

ELSSA Centre  
CB01.18.22  
City campus  
telephone +61 2 9514 2327  
fax +61 2 9514 2321

or

ELSSA Centre  
KG02.5.22 (above the main library)  
Kuring-gai campus  
telephone +61 2 9514 5160  
fax +61 2 9514 5524

email [elssa.centre@uts.edu.au](mailto:elssa.centre@uts.edu.au)

<http://www.elssa.uts.edu.au>

### EQUITY AND DIVERSITY AT UTS

UTS is committed to ensuring that all students and staff have equitable access to education and employment opportunities, are treated fairly, and can work and study in an environment free of harassment. University policy aims to prevent discrimination on the grounds of race; colour; descent; national or ethnic origin; ethno-religious background; sex; marital status; pregnancy; potential pregnancy; carers' responsibilities; disability; age; homosexuality; transgender status; political conviction; and religious belief. The UTS Council integrates equity and affirmative action principles within all the University's decisions and operations.

The Director of Equal Opportunity and Affirmative Action at UTS is the Deputy Vice-Chancellor and Vice-President. The Equity and Diversity Unit supports the day-to-day implementation of equal opportunity by supporting programs that aim to ensure that the diverse nature of Australian society is reflected in all aspects of employment and education at UTS. It does this by assisting in the development, implementation and monitoring of policies, programs and activities which have an impact upon the achievement of equity outcomes.

The Equity and Diversity Unit aims to:

- promote equity values to all members of the University community
- enable equal opportunity principles to underpin all University policies and practices
- assist the University in meeting statutory obligations and other government requirements
- assist in the elimination of direct and indirect discrimination
- assist, advise and encourage the implementation of affirmative action strategies
- work collaboratively with faculties and divisions on local level equity projects and strategies
- provide specialist advice on policies and practices which have equal opportunity implications for staff and students
- advise and assist UTS students and staff who have an equity-related complaint, and
- advise UTS managers or supervisors about appropriate equity-related grievance-handling processes.

#### Students

The UTS Equity Plan outlines strategies and commits resources to achieve an increase in the participation and graduation rates of previously disadvantaged groups within the UTS catchment area. The Plan includes strategies for:

- people with disabilities
- people from language backgrounds other than English
- women in non-traditional areas and postgraduate study
- people from socioeconomically disadvantaged backgrounds, and
- rural and isolated students.

Aboriginal and Torres Strait Islander students are included in a separate strategic plan coordinated by the UTS Jumbunna Indigenous House of Learning.

## Staff

UTS is committed to providing an equitable work environment for all staff, and to improving the employment opportunities and experiences of women, Indigenous Australians, people with a first language other than English and people with disabilities within UTS. EEO principles are embedded in all employment activities such as recruitment, promotions, job reclassification, provision of research funding and access to staff development and training opportunities. The University's success in these matters is reflected each year in our reports to the Office of the Director of Equal Opportunity in Public Employment (ODEOPE) and Equal Opportunity for Women in the Workplace Agency (EOWA). From these reports, equity plans are developed to enable the University to focus on areas requiring improvement.

## Aboriginal and Torres Strait Islander people

Wingara, the UTS Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy, was officially launched in 1996. Wingara (an Eora word meaning 'to think') aims to increase permanent employment opportunities for Aboriginal or Torres Strait Islander people in a wide range of occupations and levels, in both academic and general staff classifications, across all UTS campuses. It also provides training and development opportunities to support continuing employment. The UTS Reconciliation Statement reflects the University's strong commitment to providing an education and employment environment which includes Indigenous Australian perspectives and experiences. Further information is available from the Equity and Diversity Unit. The Wingara Strategy and the UTS Reconciliation Statement are published in Chapter 14 of this Calendar.

## People with disabilities

The UTS Disability Action Plan (DAP) reflects the University's commitment to eliminating discrimination against people with disabilities in all areas of University life, including employment, teaching and learning and access to technology and the physical environment. The DAP was first adopted in 1997 in accordance with the *Disability Discrimination Act 1992*, and was renewed in 2003. Currently UTS provides a wide range of services and support for staff and students with disabilities such as Auslan interpreters, scribes, work placement opportunities, and accessible parking.

## People with a language background other than English

The University has developed an Ethnic Affairs Priorities Statement (available from the Equity and Diversity Unit) outlining its commitment to key strategies which specifically focus on support for and celebration of the racial-ethnic diversity of its community. Diversity is valued for its potential to benefit UTS through enhanced understandings, improvements in teaching practices, better provision of service to our culturally diverse student body and staff, and increased international competitiveness.

## Women

Strategies to improve women's representation at all levels of the organisation are specifically addressed in UTS equity planning and are given a high priority throughout the University. The Women @ UTS Professional Development and Community Building program features a range of programs including comprehensive and structured career development seminars and workshops for female staff. The

University is implementing a range of recommendations from the Report on Women in Non-traditional Fields at UTS to increase representation in these areas. Recommendations from the Report on Research Issues for Women at UTS are also being implemented to increase research participation and provide networks and mentoring for female researchers.

## Grievances

The Equity and Diversity Unit provides confidential equity-related grievance advice to both students and staff who feel they may have been discriminated against or harassed on the grounds of sex (including pregnancy); sexual preference; transgender status; race; colour; ethnic or ethno-religious background; descent or national identity; marital status; carers' responsibilities; disability; age; political conviction; or religious belief.

The Unit provides advice and support on UTS policies and processes, legislative requirements, and other related matters.

## Inquiries

Equity and Diversity Unit

CB01.17.22, City campus

telephone +61 2 9514 1084

fax +61 2 9514 1883

<http://www.equity.uts.edu.au>

## JUMBUNNA INDIGENOUS HOUSE OF LEARNING – STUDENT SUPPORT UNIT

Jumbunna CAISER was established in 1987 as an Aboriginal student support centre and has since grown to become one of the most successful academic, research and support centres in Australia with more than 380 Indigenous undergraduate and postgraduate students studying throughout UTS. In 2001 it was re-launched as Jumbunna Indigenous House of Learning.

Jumbunna IHL's role within UTS is to contribute to Australia's educational and social development by making UTS staff and students aware of Indigenous Australian cultures, experiences and associated issues. Jumbunna IHL is committed to improving the quality of teaching and research at UTS by facilitating active links with the Indigenous community and other higher education institutions and professionals with a particular emphasis on Australia's growth as a multicultural nation.

Jumbunna IHL has a wide-ranging, long-term agenda which includes:

- involving Indigenous Australians in institutional decision-making and consultative structures, academic policy development and curriculum, and strengthening partnerships between Jumbunna IHL and UTS faculties, schools and centres
- broadening the awareness and acceptance of Indigenous Australian cultures, achievements, contributions, and contemporary issues by developing appropriate teaching subjects and awards
- broadening economic, social and political opportunities for Indigenous Australians, in particular expanding employment and income opportunities
- enhancing the teaching and coordination of postgraduate studies in Indigenous studies
- the provision of consultancy services to community, government and the private sector, and
- improving accessibility, retention and graduation rates of Indigenous Australians who study at UTS.

**Inquiries**

Jumbunna Indigenous House of Learning  
 CB01.17, City campus  
 telephone +61 2 9514 1902 or  
 toll free 1800 064 312  
 fax +61 2 9514 1894  
<http://www.jumbunna.uts.edu.au>

**MATHEMATICS AND ICT STUDY CENTRE**

The Mathematics and ICT Study Centre coordinates mathematics, statistics and basic computing assistance across the University and offers services to help students from all faculties. The Centre is equipped with computing and audiovisual equipment for use by students. Staff can assist students with common computing packages such as word-processing, spreadsheets, presentation managers, Mathematica, Minitab and SPSS. The Centre provides a free service for UTS students.

**Opening hours**

At City campus, the Centre is open every weekday. At Kuring-gai campus, the Centre is open three days per week. Students can use the Centre at either campus. A detailed program with opening hours and details of staff expertise is available at the Centre and on the website.

**Subjects and workshops**

The Centre runs subjects to assist with particular courses, for example, e-skills for Education, and workshops such as Examination Preparation for Business. Details are available at the Centre. If there is sufficient need, subjects can be tailored to meet the needs of particular groups. Many bridging and support subjects are programmed on weekends. These have been extremely popular.

**Bridging courses in mathematics, statistics and computing**

Short bridging courses, free for UTS students, are run in February and July. The courses cover the mathematical or statistical content students will need for their degree program. Computing for beginners is also available.

**Peer tutoring**

Third- and fourth-year students assist first-year students on a voluntary basis during semester. This gives all students involved in this process an opportunity to learn.

**Research and curriculum development**

Centre staff are active in education research and in the development of resources, particularly DVDs. The Centre is a member of the Bridging Mathematics Network, and several international academics visit the Centre each year.

**Inquiries****City campus**

CB01.16.15, Broadway, City campus  
 Leigh Wood, Director  
 telephone +61 2 9514 2268  
 fax +61 2 9514 2248  
 email [Leigh.Wood@uts.edu.au](mailto:Leigh.Wood@uts.edu.au)  
 Narelle Smith  
 telephone +61 2 9514 2239  
 email [Narelle.Smith@uts.edu.au](mailto:Narelle.Smith@uts.edu.au)

**Kuring-gai campus**

KG02.2.51, Kuring-gai campus  
 telephone +61 2 9514 5186  
<http://www.science.uts.edu.au/msc>

**PARKING AT UTS**

The Vice Chancellor's Directive regarding UTS parking applies to all staff, students and visitors. Applications for staff parking spaces are considered by the Vice Chancellor's Management Group. Any government taxes payable are borne by the individual.

A specified number of parking spaces are reserved on each campus for the allocation of parking permits in accordance with the directive. Parking fees apply for Kuring-gai Campus only (for information, contact UTS Security). Space is also reserved for authorised visitor parking.

Penalties are imposed for parking offences by drivers who park contrary to signs or who fail to observe the directions of an authorised officer. Fines are linked to the Self-Enforcing Infringement Notice Scheme (SEINS) operated by the NSW Police Service Infringement Processing Bureau.

Students with disabilities requiring parking should contact the Special Needs Service in Student Services on telephone +61 2 9514 1177. Staff with disabilities requiring parking should contact the Equity and Diversity Unit on telephone +61 2 9514 1084.

**PHYSICS LEARNING CENTRE**

The Applied Physics Department operates a drop-in Physics Learning Centre on level 11 of the Tower Building at City campus. Academic staff members are available at convenient times during the week to assist students with any problems they have associated with their first-year physics studies. In addition to the fixed schedule for personal tutorial assistance, there is a computer laboratory adjoining the Physics Learning Centre in which assistance can be obtained whenever the Physics Laboratory Office is open (normally 9.00 a.m. to 5.30 p.m.). There are also computer-aided learning programs and simulated textbook problems available for study by all first-year physics students.

**Inquiries**

Walter Kalceff  
 telephone +61 2 9514 2191  
 fax +61 2 9514 2219  
 email [Walter.Kalceff@uts.edu.au](mailto:Walter.Kalceff@uts.edu.au)

**STUDENT OMBUD**

Enrolled or registered students with a complaint against decisions of University staff may seek assistance from the Student Ombud's office.

The Terms of Reference for the Student Ombud's office are printed, in full, in Chapter 14 of this Calendar.

Students who believe that they have been dealt with improperly by University staff and who wish to make a formal complaint may consult the Student Ombud who will deal with the matter in accordance with the Terms of Reference.

All matters are treated in the strictest confidence and in accordance with proper processes.

**Staff**

Bronwyn Oliffe  
 Student Ombud and Senior Lecturer  
 Faculty of Law  
 Katherine Gordon  
 Assistant Student Ombud and Associate Dean (Teaching and Learning)  
 Faculty of Humanities and Social Sciences

Layna Groen  
Assistant Student Ombud and Senior Lecturer  
Faculty of Science  
Dr Rocque Reynolds  
Assistant Student Ombud and Senior Lecturer  
Faculty of Law  
Jenny Murphy  
Administration Manager

#### **Inquiries**

Student Ombud's office  
CB02.4.02, City campus  
telephone +61 2 9514 2575  
fax +61 2 9514 2771  
email [ombuds@uts.edu.au](mailto:ombuds@uts.edu.au)  
<http://www.uts.edu.au/oth/ombuds>

## **STUDENTS WITH DISABILITIES**

### **Workplace learning and fieldwork requirements**

Students should be aware that some courses at UTS require them to undertake fieldwork and/or workplace learning as a prerequisite to satisfactory completion of the course.

UTS is committed to making education accessible to people with disabilities, and will accommodate the needs of students with disabilities to the greatest extent possible in arrangements for fieldwork and workplace learning.

Students with a disability that may affect their ability to complete the fieldwork and/or workplace learning component of their course should discuss this prior to enrolment with the Special Needs Coordinator, who will make a referral to the relevant Academic Liaison Officer (ALO) or other suitable person within the relevant faculty.

#### **Inquiries**

Marie Flood  
Special Needs Coordinator  
telephone +61 2 9514 1183  
fax +61 2 9514 1172  
email [Marie.Flood@uts.edu.au](mailto:Marie.Flood@uts.edu.au)  
<http://www.ssu.uts.edu.au/sneeds/index.html>

## **STUDENTS' ASSOCIATION**

The UTS Students' Association (SA) is run by students for all students who study at UTS. The SA works to represent the needs and interests of students while at this University. All students are entitled to stand for election of the SA and to vote in the annual elections. The organisation is run by the SRC (Student Representative Council), which meets monthly and is elected on an annual basis, and all students automatically become members upon payment of student service fees.

The SA offers students various services, including academic representation and advocacy, research and general service provision. Professional staff can give confidential advice to students who may wish to appeal against assessment grades, University exclusion, charges of misconduct, or other academic problems. Students who may have problems or complaints about their lecturers or courses can receive advice about the most suitable action to take, and the SA Education Officers can help to explain the processes and workings of the bureaucracy from an independent perspective. The SA researches important issues in the tertiary sector, to keep abreast of issues affecting students.

The SA also offers other services such as a peer tutoring service and a second-hand bookshop where students can buy and sell used textbooks. This service can be accessed online at:

<http://2bb.uts.edu.au>

At University level, the SA represents and supports students on various University committees. This enables the SA to keep track of all policy and practical changes within the University, including faculty and course structures, allowing students to be properly informed, and ensuring that they enjoy the best possible conditions. The SA also has input into any major changes that may occur at course, faculty or administrative level. The SA's political role is to defend and extend educational standards and conditions for students both within UTS, and the tertiary sector as a whole. Campus committees deal with campus-specific issues – this has proved to be the most effective and equitable means of ensuring that students from all campuses are adequately represented. At this level, campus conveners carry out the directions of the campus committees, which are also elected annually.

Much of the lobbying occurs at committee level, but the SA also runs and supports a number of specialised collective groups which deal with particular issues that may be current. These collectives organise awareness-raising campaigns, hold forums, produce publications, run activist workshops and organise actions. This level of group support also extends to the group of clubs that are resourced by the SA. It provides office and administrative support for them, as well as meeting spaces, funding and general resources. These clubs differ from the social clubs affiliated with the UTS Union, in that they tend to have a more political, ethno-cultural or religious focus.

The SA maintains close links with student organisations from other universities through cross-campus activist networks and the National Union of Students (NUS). All students at UTS are members of NUS.

### **Services and locations**

The main office of the Students' Association is located on Level 3 (CB01.3), City campus, near the bar and cafeteria.

telephone +61 2 9514 1155  
fax +61 2 9514 1157

<http://www.sa.uts.edu.au>

The Students' Association second-hand bookshop is located opposite the SA Office at CB01.3, City campus.

telephone +61 2 9514 7788

The Haymarket campus committee room is located at CM05.B.107, City campus, Haymarket.

telephone +61 2 9514 3236

The St Leonards campus committee room is located on the ground floor of the Clinical Studies Building and is used by the Northern Campus Committee. A photocopying service is available.

SL01, St Leonards campus  
telephone +61 2 9514 4350

The Kuring-gai campus committee room is located at KG02.4.0, Kuring-gai campus.

telephone +61 2 9514 5237



## UTS UNION

The UTS Union enhances the quality of campus life and broadens the learning experiences of the UTS community. It provides a range of non-academic services and facilities, including food and drink services, lounges and recreational areas, comprehensive social and cultural programs, sports facilities and programs and stationery shops.

### Management

The Union is controlled by a Board consisting of seven students, two staff representatives, three Council appointees and the CEO. Annual elections are usually held in September and all students and staff are eligible to stand for a position on the Board. The Union employs a staff of about 200, headed by the CEO.

### Fees

All students pay student service fees, a part of which is allocated to the Union.

### Fee exemptions

Students who have paid seven annual fees or equivalent to the UTS Union are currently entitled to exemption from that part of student service fees which is allocated to the Union. For further information, contact the Union Office (not the University).

### Catering

The Union operates eat-in and takeaway food services on all campuses. Franchised food outlets also offer international dishes. The licensed Loft, Glasshouse, Markets and Kuring-gai bars provide entertainment and music, including special promotions and happy hours.

### Functions Catering Service

The Functions Catering Service can cater for breakfasts, conferences, seminars, presentations, dinners, cocktail receptions and exhibitions at a range of venues across campuses.

### Retail shops

Union shops operate on all campuses, stocking competitively priced stationery, art materials, gifts, UTS memorabilia and course notes, and providing newsagency services. Bill Express is also available at UTS Union shops at City (Broadway) and Kuring-gai campuses, accepting payment for utility bills and graduation gown hire.

### Activities

The Union Activities Department arranges the social and cultural programs at UTS. These include parties, concerts, free films, barbecues, creative leisure courses, art exhibitions, skills development courses, lunchtime comedy and trivia nights. The Activities Officers are located in the Activities Centre in the Broadway Union Centre. The Activities Officer at Kuring-gai campus is located in the Union Office.

telephone +61 2 9514 5012.

### Publications

The Union produces many publications including weekly and monthly magazines, as well as a comprehensive annual diary that is free to all students and staff. Students are invited to contribute their writing, artwork and photography to Union publications.

## Sport

### Fitness Centre

The Union Fitness Centre at Broadway has recently been refurbished and contains state-of-the-art exercise equipment, a cardio theatre, weight training, martial arts programs, exercise classes and fully qualified staff. And outdoor basketball court is also available. The Fitness Centre is located on the lower ground floor of Building 4, extending into the quadrangle.

telephone +61 2 9514 2444.

### Sport and recreation

The UTS Union Sports Office, located next to the Union Fitness Centre at Broadway, runs more than 30 sports and recreation clubs, as well as organising trips and adventures, including day trips to the Blue Mountains, hang gliding and kayaking.

telephone +61 2 9514 1891.

### UTS Sydney Boys High Stadium

This facility contains netball, basketball, volleyball and badminton courts, providing a training venue for sports clubs, as well as a venue for weekend sporting carnivals. Contact the Sports Office for further information on:

telephone +61 2 9514 2444.

### Intervarsities and interfaculty

The Union Sports Office sponsors UTS teams competing in state and national intervarsity meetings and organises numerous interfaculty competitions within the University throughout the year.

### Clubs and societies

More than 100 social and sporting clubs and society offer opportunities to build networks, develop professional skills and pursue new interests. Clubs and societies receive financial support from the Union and new members are most welcome.

### UTS Haberfield Club Ltd

The UTS Haberfield Club is fully licensed and features a modern bar and Sky television. The Rowers' Retreat restaurant serves a range of fine food with views of the Iron Cove waterway. For further information, contact the Club on:

telephone +61 2 9797 9523.

### Financial assistance and grants

The Union provides financial assistance to the UTS child care centres, the Community Law and Research Centre and Graduate Connections. The Union also offers sports scholarships and a wide range of grants for sporting, social and cultural purposes. For further information, contact the Union Office in the Tower Building, City campus, Broadway.

### Inquiries

#### City campus, Broadway

telephone +61 2 9514 1444

#### City campus, Haymarket

telephone +61 2 9514 3374

#### Kuring-gai campus

telephone +61 2 9514 5011

email [unionoffice@uts.edu.au](mailto:unionoffice@uts.edu.au)

<http://www.utsunion.uts.edu.au>

## FINANCIAL ASSISTANCE

### Higher education reforms

For information about the Commonwealth Government's package of higher education reforms, particularly changes that will affect students, see the Going to Uni website at: <http://www.goingtouni.gov.au>

### HECS-HELP

As of 1 January 2005, HECS places are now called Commonwealth supported places. Eligible students have access to deferred payment arrangements through HECS-HELP. The *Information for Commonwealth supported students booklet 2006* is available online at:

<http://www.goingtouni.gov.au>

### FEE-HELP

FEE-HELP is a loan scheme for eligible full fee-paying domestic students. Under this scheme students can borrow up to the amount of the tuition fees being charged for units of study (subjects) with a maximum lifetime FEE-HELP limit of \$50,950. The FEE-HELP Information booklet 2006 is available online at:

<http://www.goingtouni.gov.au>

### Commonwealth Higher Education Student Support Number (CHESSN)

All Commonwealth supported students and FEE-HELP students are issued with a unique identifier that allows access to information on an individual's student learning entitlement and use of Commonwealth assistance (including HECS-HELP) from the Going to Uni website (<http://www.goingtouni.gov.au>). As a condition of enrolment students provide informed consent for the University to share students' personal information with the Department of Employment, Science and Training so that the University can comply with legislative requirements. The information provided by students is used to generate a CHESSN. The CHESSN will stay with each student for their academic life and will provide students with a way to track their student learning entitlement and HELP loans.

### OS-HELP

A loan scheme that helps eligible Commonwealth supported students undertake some of their study overseas. The scheme provides up to \$5,000 per six-month study period for up to two study periods to help students with a range of expenses such as airfares and accommodation. Further information is available online at:

<http://www.goingtouni.gov.au>

### Commonwealth Learning Scholarships

Commonwealth Learning Scholarships assist Commonwealth supported students from low socio-economic backgrounds, who are Australian citizens or holders of permanent humanitarian visas, with costs associated with higher education. There are two types of scholarships: Commonwealth Education Costs Scholarship (\$2,000 per year for up to four years) and Commonwealth Accommodation Scholarships for students from rural and regional areas (\$4,000 per year for up to four years). Further information is available on the Admissions website at:

<http://www.sau.uts.edu.au/admissions/index.html>

## Educational Access Scholarships

UTS offers Commonwealth Learning Scholarships and Diversity Access Scholarships to students who demonstrate educational disadvantage. These scholarships aim to assist low-income students to participate in higher education. In keeping with the UTS educational access policy, scholarships will generally be awarded to students who demonstrate multiple disadvantages. Low-income students can provide additional evidence under the following criteria:

- Indigenous Australian
- English language difficulty
- Effects of trauma and/or abuse
- Long-term medical condition/disability
- Female studying in Engineering, Information Technology, Architecture or Building
- Sole parent/carer responsibilities.

### Inquiries

For further information on educational access scholarships, contact:

Equity and Diversity Unit  
CB01.17.22, City campus  
telephone +61 2 9514 1084

<http://www.uts.edu.au/div/eounit>

### Youth Allowance/Austudy

Youth Allowance provides financial help on an income- and assets-tested basis to students who are 16 years of age or over, and enrolled in a full-time tertiary program of study. Austudy is available to full-time tertiary students aged 25 or over.

At UTS, students should have a study load greater than .375 EFTSL in the relevant semester. There are some exceptions to this, including students with a disability and single supporting parents.

Application forms and guides are available from the Student Services Unit offices at City and Kuring-gai campuses.

Applicants are advised to make a copy of their completed application form and lodge it as soon as possible. Applications can be lodged at any Centrelink office.

### Where to get help

The financial assistance officers located in the Student Services Unit at City and Kuring-gai campuses can help students with any problems or queries in relation to Austudy or the Youth Allowance.

### Inquiries

To make an appointment, contact:

City campus  
telephone +61 2 9514 1177

or

Kuring-gai campus  
telephone +61 2 9514 5342

## Abstudy

Abstudy assists Aboriginal and Torres Strait Islander tertiary students by providing income support and other assistance tailored to their needs.

The basic rates of assistance are similar to Austudy, with additional assistance available to part-time students, pensioners and those over 21 years of age.

Aboriginal and Torres Strait Islander students may also be eligible for the supplement which gives Abstudy students the option of borrowing money to help cover their living expenses while studying. Abstudy payments are subject to income testing, but are not subject to assets testing.

Students should contact their local Centrelink office for information regarding Abstudy.

## UTS Student Loan Fund and Grants Scheme

The Student Loan Fund provides interest-free loans to students enrolled at UTS. Students who have financial needs which they cannot meet from any other source may apply for a Student Loan. To receive a Student Loan, applicants must demonstrate a genuine need to borrow money to further their academic program. Normally the maximum amount applicants may borrow is \$500 but in exceptional circumstances a greater amount may be borrowed.

The University does not lend money for course-related fees (enrolment charges, course fees or HECS). Loans are not usually available for computer or vehicle purchases. All Student Loan applications are confidential.

Students who are on low incomes and who have a particular need to access UTS resources from home because of a disability or illness, or because of carer responsibilities or remoteness from Sydney, may be eligible to borrow from the Computer Loan Fund.

### Grants Scheme

In special circumstances, students may be provided with a non-repayable grant of \$500–\$1,000 to assist them to further their academic program.

### Inquiries

To borrow from the Student Loan Fund students need to make an appointment with a Financial Assistance Officer in the Student Services Unit, by contacting:

City campus  
telephone +61 2 9514 1177

or

Kuring-gai campus  
telephone +61 2 9514 5342

## Postgraduate assistance

Information regarding postgraduate scholarships and awards is included in Chapter 7 of this Calendar, and can also be obtained from the University Graduate School at:

CB10.6, City campus

<http://www.gradschool.uts.edu.au>



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## ALUMNI OFFICE

The Alumni Office has responsibility for building relationships with the UTS alumni community, including graduates and former students of UTS and antecedent institutions, former staff members and other supporters of the institution both locally and internationally, through Graduate Connections and Community Connections.

### Graduate Connections

Alumni membership provides services and ongoing support to all alumni through the provision of services, information and news as well as encouraging lifelong links and participation in University life. A number of alumni events, reunions, professional seminars and dinners are held throughout the year, on campus and with overseas networks.

The *Stay Connected* alumni magazine highlights the achievements of graduates and key initiatives at UTS. It is distributed to more than 90,000 members of the UTS alumni community and the email newsletter *e-Connect* is distributed to more than 28,000 registered Alumni members.

Membership is free and offers the following benefits:

- complimentary 'walk-in' access to University Library collection
- graduate membership of the UTS Union, including access to activities, bars and cafeterias, discounted movie tickets, the Broadway Sports and Fitness centre, and the Computer Resource Centre
- *Stay Connected* alumni magazine and regular *e-Connect* email newsletter
- UTS email forwarding service allowing alumni to keep their '@uts.edu.au' address
- computer hardware at education prices through UTS IT Purchasing
- discounted short course programs
- membership of Graduate Networks, and
- opportunities to attend University events.

### Graduate Networks

The following Graduate Networks have been formed to foster links between graduates and the University. These groups provide opportunities for social and professional networking, allowing those involved to meet with others from their faculty/discipline area, with similar interests, who live in the same region or who work in the same industry.

- Business Network
- European Network
- Executive MBA Network
- e-Learning Network
- Hong Kong Alumni Chapter
- Indonesian Alumni
- Leisure, Sport and Tourism Network
- Malaysian Alumni Chapter
- Project Management Network
- Shanghai Network
- Singapore Alumni Chapter
- Thai Alumni Network
- USA Network
- Writers' Network

## Community Connections

UTS links with the broader alumni community include former staff and other committed supporters of the institution such as members of UTS Convocation, the Friends of UTS and the Kuring-gai Staff Network. These individuals are acknowledged as important and continuing members of the UTS community.

### Kuring-gai Staff Network

The Kuring-gai Staff Network has developed from the strong commitment of former staff members to stay in touch with colleagues and their professional lives at the Kuring-gai campus of UTS (previously Kuring-gai College of Advanced Education). Members of this group engage in a range of social and cultural activities throughout the year.

### Convocation

All graduates of UTS are automatically members of Convocation, a formal body of the University. At least two members of Convocation are elected to the UTS Council, the governing body of the University. Elections are held every fourth year and occasionally as vacancies arise. To participate in these elections, graduates must be registered on the Roll of Convocation.

### Inquiries

Alumni Office  
PO Box 123  
Broadway NSW 2007  
telephone +61 2 9514 8036  
fax +61 2 9514 8033  
email [graduate.connections@uts.edu.au](mailto:graduate.connections@uts.edu.au)  
<http://www.graduateconnections.uts.edu.au>

## THE AUSTRALIAN TECHNOLOGY NETWORK

The Australian Technology Network (ATN) is a union between five leading Australian universities, who share a heritage of working with industry and a united vision for the future. These universities are:

- Curtin University of Technology
- Queensland Institute of Technology
- Royal Melbourne Institute of Technology
- University of South Australia
- University of Technology, Sydney.

Together, these universities teach more than 180,000 students or 20 per cent of the Australian university system, with one in four international students choosing to study at an ATN university. What distinguishes ATN universities is the way they use their links with industry and the latest technology to provide professional courses for tomorrow's leaders. The ATN's aim is to contribute to Australia's social and economic wealth, while championing the principles of access and equity that have ensured its members are the universities of first choice for more students.

### Advanced entry to ATN courses

One of the benefits that the ATN provides to its students is a flexible course transfer system. The ATN Vice-Chancellors have agreed to develop a system of transfers for students in related courses across the ATN universities. This system provides for block credit for previous study at an ATN university and for automatic admission to a related course

in another ATN university. Inquiries regarding related courses should be directed to the Student Information Centre/Office of the ATN member. ATN students who are considering transfer to another capital city are encouraged to ask for details from their home institution.

### Inquiries

Student Info & Admin Centre  
telephone +61 2 9514 1222  
<http://www.atn.edu.au>

## ENVIRONMENT, HEALTH, SAFETY AND SECURITY

The University is committed to providing a safe and healthy workplace for students, staff and visitors, and to adopting a socially responsible approach towards protecting and sustaining the environment. Staff and students must take reasonable care of themselves and others, cooperate with action taken to protect health and safety and not willfully place at risk the health, safety or wellbeing of others.

### Emergency procedures

To report emergencies to Security, dial '6' from any internal telephone, or freecall 1800 249 559 (24 hours).

Let the Security Officer know:

- the nature of the problem (e.g. fire, medical emergency, assault)
- the location of the emergency, and
- your name and the telephone extension you are calling from.

See the Emergency Procedures poster in your work/study area for details on evacuation.

### Hazards and risks

Hazards or conditions that present a risk to health and safety should be reported to a staff member or Security Officer.

To report a serious hazard contact Security immediately by dialing '6' from any internal telephone, or freecall 1800 249 559 (24 hours).

### Safe work practices

Always follow safe work practices as provided by your lecturer or a technical staff member. This includes wearing any personal protective equipment required (e.g. gloves, safety glasses, protective mask). Ask for help if you are unsure about how to use a piece of equipment or undertake a task, particularly before carrying out new or unfamiliar work.

### First aid

There are a number of First Aid Officers in every building on each UTS campus. See the First Aid poster in your work/study area for their name, location and phone number. Security Officers also have first aid training. If there is no First Aid Officer about, contact Security by dialing '6' from any internal telephone or freecall 1800 249 559 (24 hours). Medical attention is also available from the Health Service at City campus (Broadway) and Kuring-gai campus.

### Accident/incident reporting

If you are involved in an accident or incident, report it to a staff member or Security Officer and then complete a UTS Accident/Incident Report Form (available from your Faculty Office or Security). If the accident is serious, call Security immediately by dialing '6' from any internal telephone, or freecall 1800 249 559 (24 hours).

### Smoking

Smoking is not permitted inside any building on any campus of the University, nor in any University vehicle. This ban is legally enforceable. Cigarette butts can be disposed of in the bins provided.

### Campus shuttle bus

The University operates a number of shuttle bus services. Timetables are available from the Security Office on each campus and online at:

<http://www.uts.edu.au/about/mapsdirections/shuttleb.html>

### Lost and found

The Security Office on your campus is the first point of call to check for lost property or to hand in found items. Items are kept for three months and if unclaimed become the property of the person who found the item.

### Security systems

All buildings are accessible by a Personal Identification Number (PIN) and are protected by an electronic intrusion detection system and a closed circuit TV network. You can obtain a PIN from your Faculty Office.

### Bicycle storage

Bicycle racks are located outside major buildings and are often covered by a security camera.

### Recycling

UTS has facilities for recycling paper, cardboard, glass and aluminium and encourages students to reduce, reuse and recycle.

### Inquiries

#### Environment, Health and Safety

telephone +61 2 9514 1326  
or +61 2 9514 1063  
or +61 2 9514 1062  
email [ehs.branch@uts.edu.au](mailto:ehs.branch@uts.edu.au)  
<http://www.ehs.uts.edu.au>

#### Security

##### Broadway

telephone +61 2 9514 1192  
email [security.general@uts.edu.au](mailto:security.general@uts.edu.au)

##### Kuring-gai

telephone +61 2 9514 5551  
email [security.kuring-gai@uts.edu.au](mailto:security.kuring-gai@uts.edu.au)

##### Dunbar Building, St Leonards campus

telephone +61 2 9514 4004  
email [security.dunbar@uts.edu.au](mailto:security.dunbar@uts.edu.au)

##### Haymarket

telephone +61 2 9514 3399  
email [security.haymarket@uts.edu.au](mailto:security.haymarket@uts.edu.au)

## FACILITIES HIRE AND VISITOR ACCOMMODATION

### UTS Facilities

The University has a wide variety of facilities that are available for hire by external clients, faculties and other internal groups for purposes such as conferences, seminars and meetings. Facilities are available at both City and Kuring-gai campuses.

#### City campus

<i>Facility</i>	<i>Seating capacity</i>
Great Hall Tower Building, Broadway	up to 900
University Hall Building 4, Harris St	420
Guthrie Theatre Peter Johnson Building Building 6, Harris St	330
Tiered lecture theatres	77–250
Seminar/tutorial rooms	10–80

#### Kuring-gai campus

<i>Facility</i>	<i>Seating capacity</i>
North Shore Conference Centre	up to 160
Greenhalgh Auditorium	926
Large lecture theatre	210
Small lecture theatre	100
Seminar/tutorial rooms	20–80

#### Inquiries

*Facilities Hire Coordinator*  
telephone +61 2 9514 7483  
fax +61 2 9514 2828  
email [facilities.hire@uts.edu.au](mailto:facilities.hire@uts.edu.au)

*UTS North Shore Conference Centre*  
telephone +61 2 9514 5719  
fax +61 2 9514 5711  
email [uts.nsc@uts.edu.au](mailto:uts.nsc@uts.edu.au)

#### UTS Gallery

The UTS Gallery is available for functions and special events.

#### Inquiries

UTS Gallery  
CB06.4 (Level 4, Peter Johnson Building), City campus  
702 Harris Street, Ultimo  
telephone +61 2 9514 1284  
fax +61 2 9514 1228  
email [uts.gallery@uts.edu.au](mailto:uts.gallery@uts.edu.au)

#### Visitor accommodation

The University Housing Service can assist UTS staff with booking accommodation for visiting academics, visiting staff and conference guests.

#### Inquiries

University Housing Service  
CB01.03, City campus  
telephone +61 2 9514 1529  
fax +61 2 9514 1527  
email [housing.services@uts.edu.au](mailto:housing.services@uts.edu.au)  
<http://www.housing.uts.edu.au>

## RADIO 2SER (107.3 FM)

UTS, in conjunction with Macquarie University, operates Sydney Educational Broadcasting Ltd (Radio 2SER-FM), an independent and non-commercial radio station.

2SER-FM had its origins in the burgeoning community broadcasting movement of the early 1970s when it was proposed that an educational station, based on a consortium of Sydney universities, be established. 2SER has been broadcasting across the Sydney metropolitan area, reaching as far as the Blue Mountains and Wollongong, since October 1, 1979.

Both UTS and Macquarie University contribute an annual grant to 2SER, and the station also relies upon revenue raised through programming, sponsorship, fundraising events and membership.

In addition to a small team of paid staff, around 250 volunteers (including UTS staff and students) are involved in producing and presenting around 100 shows per week. 2SER features many exceptional music, arts and current affairs programs, as well as community programming of different languages over the weekends.

2SER's core values are: commitment to social justice; lifelong learning; independence in the media; and radio as a creative medium.

2SER provides free training courses for its volunteers which cover broadcasting law and standards, equipment operation, interviewing techniques and scriptwriting. Students are welcome to visit the studios on Level 26 of the Tower Building, Broadway.

For more information about 2SER-FM, telephone during office hours or tune in to 2SER 107.3 FM. Streaming is also available via the website.

#### Inquiries

CB01.26, City campus  
telephone +61 2 9514 9514  
fax +61 2 9514 9599  
email [info@2ser.com](mailto:info@2ser.com)  
<http://www.2ser.com>

## RESEARCH AND INNOVATION OFFICE

The Research and Innovation Office (RIO) provides support services to ensure that the University develops its research potential, and, to that end, seeks to link researchers with funding agencies and investors. It also administers the business functions of accessUTS Pty Ltd, the University's consulting arm.

Three teams operate under the Director. These are:

- Technology Transfer
- Grants
- Policy and Operations.

The Technology Transfer team deals with the areas of contracts, technology development, patents, intellectual property, and relationships with industry partners. Its role is to encourage the optimisation of commercial opportunities and to build links between researchers and industry.

The Grants team is responsible for promotion, development and administration of internal and external granting schemes, financial administration of funding, and managing data reporting requirements. Its role is to encourage and support academic staff in applying for various funding opportunities.



The Policy and Operations team supports the Research Management Committee, the Human Research Ethics Committee, the Animal Care and Ethics Committee and the Biosafety Committee. It provides strategic advice to the RIO Office and policy advice to the University, monitoring issues and trends in the national and international research policy agenda.

#### **Inquiries**

Research and Innovation Office  
CB01.7, City campus  
telephone +61 2 9513 9681  
email [research.office@uts.edu.au](mailto:research.office@uts.edu.au)  
<http://www.uts.edu.au/research/rndoffice>

## **STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE**

There are a number of avenues open to students to participate in the governance of the University. The following are examples of how this can be done formally through the University's main decision-making bodies.

#### **Council**

There are two elected student members of Council, each with a two-year term of office. One is a postgraduate student and the other an undergraduate student. The following existing Council committees have at least one student member: Governance, Finance, Student Matters and Equity Reference Group.

Council has been scheduled to meet eight times in 2006. Most of its committees meet approximately six times each year.

#### **Academic Board**

The Academic Board is the principal advisory body to Council on all academic matters. Its membership includes the President of the Students' Association, an elected student member from each of the faculties and two postgraduate students of the University. Student membership on the Academic Board is for a two-year term. The current term is due to expire on 31 October 2007.

The Board has established a number of Standing Committees, including the Appeals Committees, Courses Accreditation Committee, Executive Committee, Board of Studies for Indigenous Education, Teaching and Learning Committee, Board of Studies of the Institute for International Studies, and the University Graduate School Board. Each of these includes student representation either by the President of the Students' Association in an ex officio capacity, or by other students elected by the Academic Board.

The Academic Board is scheduled to meet seven times in 2006.

#### **Faculty Boards**

Each of the nine faculties has a faculty board charged with advising the Academic Board and the Dean and other senior staff of the faculty on matters pertaining to the educational work of the faculty. The membership of faculty boards varies, but all include at least four students, at least one of whom is a postgraduate student, for a one-year term of office.

Faculty boards must meet at least twice a semester.

The Institute for International Studies has a Board of Studies which includes three elected student members, one of whom must be a postgraduate student.

#### **Inquiries**

Matthew Noble  
Coordinator, Secretariat  
Governance Support Unit  
CB01.26, City campus  
telephone +61 2 9514 1249  
fax +61 2 9514 1232

## **UTS ARCHIVES – RECORDS MANAGEMENT SERVICES**

The UTS Archives is a repository of historical records of the University. The holdings include records of the New South Wales Institute of Technology, the Kuring-gai College of Advanced Education and its predecessors – the Balmain Teachers College and the William Balmain College; the Institute of Technical and Adult Teacher Education of the Sydney College of Advanced Education; and the School of Design of the Sydney College of the Arts. Papers of some individuals closely associated with these bodies are also held.

Taken as a whole, the holdings reflect the development of technological and vocational higher education in New South Wales and Australia during the past few decades. Types of records held include photographs, official publications, files, committee records and ephemera such as posters. University Records staff provide advice on storage, preservation and disposal of the University's records as well as reference and retrieval services. The resources of the Archives are available for use by UTS staff and students. Members of the public who wish to access the UTS Archives should apply to the Coordinator, Records Management Services. Access to the Archives by members of the public is by appointment only.

#### **Inquiries**

Deborah Edwards  
Coordinator, Records Management Services  
Governance Support Unit  
CB01.26, City campus  
telephone +61 2 9514 1245  
fax +61 2 9514 1295  
email [Deborah.Edwards@uts.edu.au](mailto:Deborah.Edwards@uts.edu.au)  
<http://www.records.uts.edu.au>

## **UTS BUILDING IDENTIFICATION SYSTEM**

The UTS building identification system comprises two letters indicating the geographic location (see below), followed by two numerals indicating the building number. The floor number and the room number (each separated by full stops) may follow.

For example, City campus, Broadway, Building 1, Level 26, Room 30 is identified as CB01.26.30

CB City campus, Broadway (inc. Harris and Jones Streets)  
CC City campus, Blackfriars, Chippendale  
CM City campus, Haymarket  
CQ City campus, 10 Quay Street, Haymarket  
KG Kuring-gai campus  
SL St Leonards campus

Addresses and maps are published online at:

<http://www.uts.edu.au/about/mapsdirections/mapsdirections.html>

## UTS GALLERY AND ART COLLECTION

The UTS Gallery is a dedicated public gallery located on Level 4, Peter Johnson Building, City campus, 702 Harris Street, Ultimo. The Gallery presents regularly changing exhibitions of art and design from local, interstate and international sources. The Gallery also showcases the work of students in their graduating exhibitions. A public program of lunchtime lectures, seminars, workshops and special events accompanies many exhibitions.

The UTS Art Collection comprises a diverse range of paintings, prints, photographs and sculptures primarily by Australian artists of the mid to late 20th century. The Collection was formed from the holdings of several institutions which amalgamated to form UTS.

The fundamental role of the Art Collection is to give the University community and visiting public the opportunity to view, appreciate and interact with quality artworks that make a significant contribution to the educational mission, cultural life and amenity of the University. The Collection is displayed throughout the University complex and, from time to time, selected works are exhibited in the UTS Gallery.

The principal collecting areas are art and technology, formal portraits and works that consolidate and extend the existing collection. The UTS Art Collection accepts donations and gifts under the Cultural Gifts Program (formerly the Taxation Incentives for the Arts Scheme).

### Inquiries

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Curator, UTS Gallery  
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fax +61 2 9514 1228  
email [uts.gallery@uts.edu.au](mailto:uts.gallery@uts.edu.au)  
<http://www.utsgallery.uts.edu.au>

## UTS SHOPFRONT

UTS Shopfront is a University-wide program that acts as a gateway for community access to the University. It links disadvantaged and under-resourced community groups to university skills, resources and expertise.

UTS Shopfront's vision is to maintain and further advance the principles of flexible learning through developing collaborative research, teaching and learning activities based on a culture of equity, diversity, social responsibility and mutual respect.

UTS Shopfront has consolidated partnerships with disadvantaged and under-resourced community groups with a view to fostering self-determination, skill transfer and an educational program that will produce university graduates with a knowledge of socially responsible professional practice.

UTS Shopfront provides a practical and innovative model that enables students to enrich their learning experience through participation in broader communities. Linkages between the University and external communities facilitate community development and interaction. Community-based projects are carried out by students through their subjects under the supervision of academics. UTS Shopfront has a broad skills base with access to all nine UTS faculties.

Since its inception in 1996, the Shopfront has completed 346 successful projects across seven faculties involving 1050 students and 50 academic staff. Its core activity is a series of community-initiated projects utilising the skills, expertise and knowledge of the University. Stringent processes and procedures, including training and evaluation, are designed to ensure satisfactory outcomes for students, academics and the community.

### Management

*Director*  
Associate Professor Paul Ashton

*Alternate Director*  
Dr Glen Searle

*Program Manager*  
Pauline O'Loughlin

*Information Manager*  
Lisa Andersen

### Inquiries

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CC01, City campus  
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fax +61 2 9514 2911  
email [Pauline.OLoughlin@uts.edu.au](mailto:Pauline.OLoughlin@uts.edu.au)  
<http://www.shopfront.uts.edu.au>

## UTS AND SUSTAINABILITY

Sustainability research at UTS is cross-disciplinary research for the development of economic, social, political and technological solutions to enhance the environment, human wellbeing and social equity, now and in the future.

UTS seeks innovative sustainable solutions to real-world problems, in close collaboration with the professions, business, industry, government and the wider community.

The University's research profile extends from traditional areas of research such as physical, biological and engineering sciences, to contemporary fields including social inquiry, design, leisure and tourism, nursing, adult learning, local government and nanotechnology.

<http://www.sustainability.uts.edu.au/research>

### Institute for Sustainable Futures

The Institute for Sustainable Futures is a flagship research organisation that works with industry, government and the community on applied research, consulting and training projects. The Institute works in an interdisciplinary way in a range of areas including sustainable urban design and construction, greenhouse response strategies, environmentally sustainable transport, economics of resource efficiency, sustainability in planning and policy development, and sustainable water and waste minimisation strategies.

For further information on the Institute for Sustainable Futures, see Chapter 5 of this Calendar.

### Inquiries

Institute for Sustainable Futures  
CB10.11, City campus  
telephone +61 2 9514 4950  
fax +61 2 9514 4941  
email [isf@uts.edu.au](mailto:isf@uts.edu.au)  
<http://www.isf.uts.edu.au>

## RELATED ORGANISATIONS

### accessUTS PTY LIMITED

accessUTS Pty Limited is a wholly-owned UTS company that manages University consulting, providing professional consulting services to business, industry and government. It offers expert opinion to the legal and insurance industries, technical consulting and testing services, professional consulting and training services. It draws on the extensive and diverse expertise of both UTS staff and external commercial entities.

The UTS Research and Innovation Office transacts and manages the business of accessUTS. It offers:

- well-considered matching of expertise to meet client requirements
- project management that ensures that client and consultant expectations are identified and agreed, and milestones and deliverables are met
- preparation of fee proposals and assistance with tenders
- contract administration
- financial administration and professional accounting services to manage client accounts and supplier payments, and
- professional indemnity and public liability insurance cover.

accessUTS is committed to growing University consulting, and to this end actively promotes and markets the business and consultant expertise through a range of media and contacts with clients and potential clients to develop business opportunities.

#### Inquiries

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 Director, Research and Innovation Office  
 CB01.7.19  
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 telephone +61 2 9514 1253  
 fax +61 2 9514 1444  
 email Jeffrey.Francis@uts.edu.au

#### Postal address

accessUTS Pty Limited  
 PO Box 123  
 Broadway NSW 2007  
<http://www.accessuts.uts.edu.au>

### INSEARCH LTD

#### Strength through partnership

INSEARCH is a controlled entity of the University of Technology, Sydney (UTS), and this symbiotic relationship allows each institution to benefit from the reputation and success of the other. From its Sydney base and offshore centres, INSEARCH provides education services to students from around the world.

#### INSEARCH contributions to UTS

INSEARCH is not only self-sustaining but also provides substantial benefits to UTS through financial donations that have increased annually since 1998, as well as through non-financial means. Some of the benefits recently delivered to UTS by INSEARCH include:

- the annual donation (\$6 million in 2004)
- recruitment and preparation of 1,039 students who transferred from INSEARCH courses to UTS in 2004

- provision of scholarships, including PhD and post-doctoral scholarships
- support to the University Library for use by INSEARCH students
- collaboration and support for UTS's international marketing activities
- support for the UTS INSEARCH Technology Development Seed Fund and other projects of the UTS Research and Innovation Office.

Financially, UTS and UTS staff reaped benefits totalling \$32 million.

#### Corporate strategy

INSEARCH operates as a commercial enterprise within a highly competitive industry governed by regulation. To succeed in such an environment requires initiative tempered by discipline and rigorous corporate systems.

Strict corporate governance and responsible growth are key considerations for INSEARCH. The company has invested in the latest management information systems and continuously reviews operations from both a business and an academic perspective.

In 2004 INSEARCH was accredited as a higher education institution, the only institution in NSW to achieve this result at its first application. The consistently high quality of INSEARCH's academic outcomes is maintained through recruiting and retaining excellent staff, providing the necessary resources for them to perform to the highest levels and providing ongoing training. In addition, surveys of students, staff and channel partners are regularly undertaken to ensure the consistent delivery of high standards and to identify areas for improvement.

#### Academic pathways and other courses

INSEARCH's courses include:

- English
  - ◆ UTS direct-entry English
  - ◆ Academic English
  - ◆ General English
  - ◆ IELTS preparation
- Diploma courses leading into courses in the UTS faculties of:
  - ◆ Business
  - ◆ Design, Architecture and Building
  - ◆ Engineering
  - ◆ Humanities and Social Sciences
  - ◆ Information Technology
  - ◆ Nursing, Midwifery and Health
  - ◆ Science
- study tours, combining English courses with specialist studies in multimedia, information technology, management and many other fields
- English language teacher training programs.

#### INSEARCH and IELTS preparation

As well as offering a wide range of IELTS preparation courses, INSEARCH publishes books, CDs and DVDs that are sold worldwide through retail bookstores and IELTS testing centres.

INSEARCH has also distinguished itself as an innovative educator by jointly producing the popular 'Study English – IELTS Preparation' television program with ABC Asia Pacific (Australia's international satellite broadcaster). The first episode screened in September 2004 and the program now reaches an audience of more than nine million people in 41 countries.

The series is also available online at:

<http://www.insearch.edu.au/studyenglish>

and can be purchased as a self-study pack for use by teachers and students.

For information about INSEARCH's international activities, see Chapter 4 of this Calendar.

#### **Inquiries**

INSEARCH Limited  
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Australia

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Haymarket NSW 1240  
Australia

telephone +61 2 9218 8600

fax +61 2 9514 2109

email [courses@insearch.edu.au](mailto:courses@insearch.edu.au)

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

CRICOS Provider code: 00859D

## **COMMERCIAL ACTIVITIES ON CAMPUS**

There are a number of commercial activities on campus. These include cafes, newsagents, a pharmacy, ATMs and other services. Commercial parking stations are located in or near the City campus buildings.

### **THE CO-OP BOOKSHOP**

The Co-op Bookshop endeavours to supply textbooks for the University's timetabled courses. It also caters to the broader needs of staff and students by stocking a range of general titles, calculators and the latest computer software. The Co-op Bookshop also offers generous discounts on books to customers who become members.

Through its online service, the Co-op Bookshop gives customers access to a database of more than one million titles. Any title, provided that it is in print, can be ordered by email, fax, telephone or in person at the Broadway and Kuring-gai shops.

#### **Inquiries**

##### ***City campus***

Corner of Broadway and Harris Street

telephone +61 2 9212 3078

fax +61 2 9212 6303

email [uts@coop-bookshop.com.au](mailto:uts@coop-bookshop.com.au)

##### ***Kuring-gai campus***

KG02.5

telephone +61 2 9514 5318

fax +61 2 9415 6553

email [kuringai@coop-bookshop.com.au](mailto:kuringai@coop-bookshop.com.au)

<http://www.coop-bookshop.com.au>

# 4 > INTERNATIONAL ACTIVITIES

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## INTERNATIONAL ACTIVITIES

As an international university UTS:

- embraces a concept of knowledge and learning that extends beyond political and cultural boundaries
- situates the practice of its research, teaching and learning in its international contexts
- engages intellectually, professionally and culturally with peoples and countries to advance collaboratively to academic, educational and wider social ends.

For 2005–2007 UTS has adopted six strategic goals to:

- encourage staff and students to participate in the development of international communities of research and professional practice
- develop national and international renown for programs of teaching and learning that enable graduates to acquire knowledge and skills that assist them to live and work in a world of increased globalisation and cultural diversity
- make the University a preferred choice for students from various cultural backgrounds and international locations
- enhance administrative and support mechanisms that serve the needs of the University, staff and students operating in an international and culturally diverse environment, as well as from a variety of different backgrounds
- be internationally recognised as a leading Australian university
- generate funds from international sources to support the University's operations and development.

## INSTITUTE FOR INTERNATIONAL STUDIES

The Institute for International Studies is concerned with the study of comparative social change and cultural diversity. The Institute is both a teaching and a research institution. It teaches an undergraduate International Studies program, offers a Master's degree by coursework and also admits research students in the fields of social, political, economic and cultural change in contemporary East Asia, South-East Asia, the Americas and Europe.

### International Studies program

The combined degree program in International Studies at UTS is designed to produce graduates who are primarily trained in a professional or practical discipline, but who also have a substantial knowledge and appreciation of a non-English-speaking culture.

At undergraduate level combined degrees have been established in collaboration with the faculties, and these are listed in Chapter 6 of this Calendar.

Combined degree programs are available with all faculties. In addition to their professional degree program, students who undertake the combined degree program follow an International Studies major which concentrates on a specific country or region. Students learn about its language and culture, study its contemporary society and spend two semesters studying there. In the International Studies program, students study one of the following countries or majors: Canada (Québec), Chile, China, France, Germany, Indonesia, Italy, Japan, Latino USA, Malaysia, Mexico, Spain, Switzerland and Thailand.

There are two other majors available which permit students to pursue programs of study about and in countries where other arrangements have not already been made. The Heritage major permits students with significant prior knowledge of a particular language and culture to continue their study in countries such as Croatia, Greece, Hong Kong, Korea, Poland, Russia, Taiwan, the Philippines and Vietnam.

The Independent Study major is available where a language is taught in Sydney and a program of In-country Study can be arranged.

International students may access the Bachelor of Arts in International Studies provided that the country they choose as their major is able to grant them a visa to study there. This needs to be determined prior to commencing subjects within the International Studies degree. If a visa cannot be granted, then it will not be possible to undertake the chosen major.

The Institute for International Studies also accepts research students for higher degrees and offers a Graduate Diploma and Master's program in International Studies by coursework. In the Master's degree students may spend one semester studying overseas.

### Language and culture teaching

An important responsibility of the Institute is language teaching, other than English, to all UTS students. The Institute offers language and culture programs in Chinese, French, German, Italian, Japanese, Spanish and Thai. Arrangements can also be made for students to study languages at other universities in Sydney.

### Research and community role

The Institute is developing a significant research profile on political, economic, cultural and social change in the contemporary societies of all its specialist countries and cultures. The Institute also admits research students in these areas.

The Institute also has a business and government advisory service. The aim is to use the Institute as a forum where the expertise of UTS staff in international matters is brought to the attention of the wider community.

### International exchange student scheme

UTS encourages its students to develop an international perspective on their courses and careers. As part of their studies, students have the opportunity to spend one or two semesters studying at an overseas partner university and receive credit towards their UTS degrees. To enable this to happen, UTS has established formal links with a large number of universities around the world. UTS is expanding its partnerships with universities, particularly where students can learn in English, so that more students can experience an exchange program. Some of these exchange opportunities are in countries where English is not the first language but where university-level teaching in English is available. These countries include Austria, Denmark, Finland, France, Malaysia, Mexico, the Netherlands and Sweden.

### Scholarships available

UTS supports student participation in the International Exchange Student Scheme through the provision of a number of \$1,000 scholarships each semester as a contribution to the costs of going on exchange. While on exchange, students do not pay tuition fees in the overseas university. Commonwealth supported students pay their

usual fees or, if they are international students at UTS, their Australian tuition fees.

Further information and application forms for the Exchange Scheme and scholarships can be obtained from the Institute for International Studies, or online at:

<http://www.iis.uts.edu.au/iexchange>

#### **Inquiries**

Institute for International Studies  
(CQ01), 10 Quay Street, Sydney NSW 2007  
telephone +61 2 9514 1574  
fax +61 2 9514 1578  
email [iisinfo@uts.edu.au](mailto:iisinfo@uts.edu.au)  
<http://www.iis.uts.edu.au>

## **INTERNATIONAL OFFICE**

### **International students**

UTS welcomes international students to all its faculties and campuses. The International Office is the focal point for all inquiries and provides advice and assistance with visa renewal, health cover, enrolment/re-enrolment, course options, application procedures, scholarships and referrals to other University services.

The International Office maintains constant contact with various government organisations, such as the Australian Trade Commission (Austrade), the Department of Education, Science and Training (DEST), the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA), AusAID (Australian Agency for International Development) and Medicare/Medibank Private.

Together with the Student Services Unit, the International Office provides a comprehensive orientation and preparation program for all new international students. The program is designed to help students adjust to their new environment and make their academic and social life at UTS as rewarding as possible.

The University, through the Student Services Unit, provides health, counselling and welfare services for all its enrolled students. International students may face additional problems not usually encountered by Australian students and there is an International Student Counsellor to assist students with personal, practical and academic issues.

A student initiative, the International Students' Association (ISA), provides guidance, friendship and tutorial assistance to first-year international students.

### **Study Abroad**

Students currently enrolled in degree programs at international universities may apply to study at UTS for one or two semesters. They may have the subjects studied at UTS credited to their programs at their home universities.

### **IELTS test**

The UTS International Office is the main Sydney test centre for the IELTS test. This international test of English proficiency is available in more than 100 countries with more than 250 approved test centres. It is a preferred test for entry to Australian universities. The IELTS test gives an accurate indication of a student's ability in the four fundamental English skills: reading, writing, speaking and listening. Tests are held at least two or three times a month and results are mailed to students within 21 days.

### **Admission requirements**

International students need to satisfy the normal UTS entry requirements and be proficient in English.

#### **Inquiries**

For details on courses, Study Abroad, IELTS testing, fees and application procedures, contact:

International Office  
CB01.3A, City campus  
(PO Box 123, Broadway, NSW 2007, Australia)  
telephone +61 3 9627 4816  
fax +61 2 9514 1530  
email [international@uts.edu.au](mailto:international@uts.edu.au)  
<http://www.uts.edu.au/international>

### **International relations**

Establishing strategic relationships and sharing knowledge and resources with universities and academic communities throughout the world is an important part of the UTS mission. The International Relations section of the International Office helps to manage relationships with international universities and other organisations by coordinating, recording and arranging approval for international memoranda of understanding and agreements for student and staff exchange, research and academic cooperation. It also arranges high-level international visitors to the University.

#### **Inquiries**

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Manager, International Relations  
International Office  
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## **FACULTIES**

### **FACULTY OF BUSINESS**

For many years, the Faculty of Business has been actively engaged in pursuing strategies that develop a global orientation to teaching and research. The Faculty's Offshore Programs Office supports its international activities and helps staff and students to become more global in their outlook. Its work includes:

- strengthening the Faculty's relationship with international institutions of higher education
- expanding links with the international business community through consultation, education and training
- developing business courses for overseas delivery
- encouraging overseas work experience and academic exchange for students and staff
- encouraging international students to study in the Faculty.

The Faculty currently conducts business education programs in association with the following partners:

- Capital Institute of Physical Education (China)
- Mahidhol University (Thailand)
- Shanghai University (China)
- Taylor's College (Malaysia)
- Trisakti University (Indonesia)
- Tsinghua University (China).

### **Inquiries**

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CM05B.5, City campus  
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email [faculty.business@uts.edu.au](mailto:faculty.business@uts.edu.au)  
<http://www.business.uts.edu.au>

## **FACULTY OF DESIGN, ARCHITECTURE AND BUILDING**

The Faculty of Design, Architecture and Building takes pride in its extensive links with industries and educational institutions in Australia and overseas. The Faculty recognises the importance of international collaboration and offers recognition of prior learning (advanced standing) in a number of its courses to graduates from the following highly regarded educational institutions:

- City University of Hong Kong
- Institut Teknologi Pertama
- Universiti Teknologi Malaysia
- Federal Institut Teknologi
- Institut Teknologi Mara
- Kolej Tunku Abdul Rahman
- Taylor's College
- Singapore Polytechnic
- Ngee Ann Polytechnic
- Universiti Tun Abdul Razak
- IBMEC Singapore, and
- Temasek Polytechnic.

Applicants from other institutions may also apply for recognition of prior learning. This is assessed on a case-by-case basis.

In addition, the Faculty offers some of its courses in offshore mode, and its postgraduate courses in Facility Management are available over the Internet.

### **Inquiries**

Office of the Dean, Faculty of Design, Architecture and Building  
CB06.5, City campus  
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fax +61 2 9514 8966  
email [dab.info@uts.edu.au](mailto:dab.info@uts.edu.au)  
<http://www.dab.uts.edu.au>

## **FACULTY OF EDUCATION**

The Faculty of Education is distinguished by its global operations and commitment to internationalisation. Locally, the Faculty's international student numbers are steadily growing in a diverse range of programs, particularly at postgraduate level. Undergraduate students can focus their degree toward internationalisation through a combined degree with International Studies.

Offshore, a wider range of UTS education programs is offered through the Faculty's international partnerships, including the Doctor of Education and the Master of Arts in Training and Human Resource Development in Hong Kong. An English language teaching program is offered in Japan.

The Faculty of Education has the following relationships with international institutions:

### **Institute of Education at University of London**

The Faculty has a memorandum of understanding with the Institute of Education, whereby subjects in the Master of Arts degrees in TESOL, Language and Literacy, and Applied Linguistics are mutually recognised by both institutions.

### **Hong Kong Management Association (HKMA)**

The Faculty is in partnership with HKMA, jointly offering the Master of Arts in Training and Human Resource Development offshore in Hong Kong. This course is taught in both English and Modern Standard Chinese.

### **Inquiries**

Office of the Dean, Faculty of Education  
CB10.5.110, City campus  
KG02.3, Kuring-gai campus  
telephone +61 2 9514 3808  
fax +61 2 9514 3933  
email [Stella.Thorndike@uts.edu.au](mailto:Stella.Thorndike@uts.edu.au)  
<http://www.education.uts.edu.au>

## **FACULTY OF ENGINEERING**

Engineering is an international profession, and international interactions are essential to the development and professional currency of any engineering faculty. UTS Engineering has vigorous international partnerships in all its areas of activity, and works to build relationships with international as well as Australian leaders in practice-based education and research.

In all its educational programs, the Faculty seeks to emphasise the international dimension of engineering and of professional development and practice. Through the Bachelor of Engineering, Bachelor of Arts in International Studies, Diploma in Engineering Practice combined degree, engineering students are required to spend one year overseas gaining valuable educational and cultural experience. Many others take advantage of student exchange programs. Research students and Faculty staff are similarly encouraged to develop international partnerships and to gain international experience in the course of research projects or development leave. The Faculty has many staff with strong international backgrounds and regularly welcomes international visitors from overseas universities and engineering organisations.

The Faculty has more than 1,000 international students. These include students enrolled in offshore undergraduate and postgraduate programs in Hong Kong and Singapore. Chinese language postgraduate programs are offered in China, Hong Kong and Taiwan, together with an expanded range of undergraduate offerings.

### **Inquiries**

Office of the Dean, Faculty of Engineering  
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email [engineering@uts.edu.au](mailto:engineering@uts.edu.au)  
<http://www.eng.uts.edu.au>



## FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The Faculty of Humanities and Social Sciences has a strong international focus in its courses and research. Its student body is diverse, with increasing interest from all parts of the world. The main features of the Faculty's internationalisation are:

- internationalisation of the curriculum: identifying issues in content, student learning styles, course materials and staff development
- student exchanges: regularly extending the range of universities to which Faculty students can apply, and from which the Faculty draws applications
- Study Abroad programs: the development of study packages for international students, as well as continuing participation in Study Abroad marketing in Europe and the Americas
- staff exchanges: where staff have opportunities to teach and research in different environments
- active staff involvement on the editorial boards of relevant international journals
- development of the capacity to supervise research students using different communication strategies such as site visits by supervisors, email and online learning approaches.

The Faculty also has advanced standing packages with the following international institutions to facilitate Diploma to Degree transfers:

- **Ngee Ann Polytechnic, Singapore**  
Diplomas in Mass Communication; and Film, Sound and Video
- **Temasek Polytechnic, Singapore**  
Diplomas in Information Studies, and Library Studies
- **Singapore Polytechnic**  
Diploma in Media and Communication
- **College of Higher Vocational Studies, City University of Hong Kong**  
Associate of Arts in English for Professional Communication; Associate of Social Science in Public Administration and Management, or in Community Services Management, or in Social Work
- **School of Creative Media, City University of Hong Kong**  
Associate of Arts in Media Technology
- **School of Professional and Continuing Education, Hong Kong University**  
Higher Diploma in Library and Information Science
- **School of Communication, Taylor's College, Malaysia**  
Diploma in Communication

### Inquiries

Faculty of Humanities and Social Sciences  
CB03.2, City campus  
telephone +61 2 9514 2300  
fax +61 2 9514 2296  
email [hss.studentcentre@uts.edu.au](mailto:hss.studentcentre@uts.edu.au)  
<http://www.hss.uts.edu.au>

## FACULTY OF INFORMATION TECHNOLOGY

Over the past five years, the Faculty of Information Technology has seen a significant increase in the number of international students undertaking its programs at both undergraduate and postgraduate level. The Faculty's achievements in increasing its international activities in 2005 have been greatly assisted through the efforts of the International Marketing and Relationships Manager.

The Faculty currently offers the following postgraduate programs to international students:

- Advanced Computing
- Professional Computing
- Internetworking
- Interactive Multimedia
- Information Technology.

During 2005, the Faculty undertook further initiatives to enhance its international activities, with more changes to the postgraduate programs.

Two new postgraduate programs were developed for introduction in 2006: the Master of Commercial Software Engineering Management, and the Master of Information Technology Management. The Master of Commercial Software Engineering Management has been designed to provide education in IT project management, software development methodology and software quality, while the Master of Information Technology Management trains students in IT management in a broader organisational context as well as focusing on the business IT strategy issues. An extended version of the Master of Science in Internetworking has also been approved for introduction in 2006, allowing students to develop multiple skills in areas such as switching and routing, systems and network management and analysis, network security, mobility and web services development, or to pursue interests in project management or software engineering.

Additionally, the Faculty continues its articulation arrangements for international students studying approved programs with INSEARCH, offering an IT major to business students from Taylor's College in Kuala Lumpur. These arrangements also apply to the combined degree of Bachelor of Business Bachelor of Computing, which is offered both offshore with Taylor's College and locally.

UTS, through the Institute for Information and Communication Technologies, was the first university in the Asia-Pacific region to join the Alcatel Global Research Partner Program. As a member of the Partner Program, collaborative research is being conducted in the areas of intelligent networks and network management, to develop leading-edge communication solutions.

The Faculty's Centre for Object Technology Applications and Research (COTAR) is a partner to an EU project called the OOSPICE (Object-oriented SPICE) Project, which will develop a software process assessment model for object-oriented, component-based software development.

The Faculty has a number of Adjunct Professors from around the world, including Dr Richard Soley, Chairman and Chief Executive Officer, OMG; Professor Carles Sierra, Autonomous University of Barcelona and Senior Research Professor with the Spanish Research Council; and Professor Al Davis (College of Business, University of Colorado).

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### **FACULTY OF LAW**

The Faculty is experiencing steady growth in its undergraduate and postgraduate law courses with students from around the world. Since 1996 it has developed a national reputation for Intellectual Property Law with a special emphasis on professional development of Indonesian legal, judicial, customs and police service officers through AusAID initiatives. There are now more than 300 graduates of this program and it will progress in the coming triennium.

Faculty contacts with China have expanded recently to include short courses in International Trade Law, WTO impacts, Financial and Banking Law, Criminology and Corrective Services. An innovative Master of Laws course produced its first graduates in 2000 from a partnership with the Shanghai Justice Bureau, and requests are under consideration to offer the course in major cities and provinces in coming years. This will be a major impetus to off-campus delivery methods in web and real-time formats which will have positive effects on the UTS law teaching and learning experience at home and abroad.

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### **FACULTY OF NURSING, MIDWIFERY AND HEALTH**

The Faculty of Nursing, Midwifery and Health has an expanding internationalisation portfolio.

The Faculty continues to increase its international student numbers, with 170 students enrolled to undertake either the Bachelor of Nursing program which leads to registration, or postgraduate programs which cover the areas of clinical practice, professional studies, midwifery and health services. Some students are undertaking research degrees available in the areas of nursing and midwifery. The Faculty draws its international students predominantly from South-East Asia, and is also focusing on Scandinavia, the UK and North America.

In 2005, the Faculty continued its relationship with the Binawan Institute of Health Sciences in Jakarta, Indonesia, providing consultancy and curriculum development services, and the introduction of an entry pathway to the UTS Bachelor of Nursing. The Faculty and AusHealth International have continued their relationship with the Hiranandani Group in Mumbai, India, for the provision of services for technical assistance in the development of a 130-bed hospital in Mumbai.

Staff of the Faculty have also been actively involved in the reconstruction projects in Banda Aceh, through JTA International under AusAID funding.

The Centre for Midwifery and Family Health is actively involved in a number of research, consultancy and aid projects in South-East Asia and the South Pacific. The Centre for Health Services Management is undertaking collaborative research with colleagues from Canada and the United States. A major research focus is nursing workforce issues such as skill mix, turnover and nurses' career paths.

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### **FACULTY OF SCIENCE**

Over the past five years, the Faculty of Science has seen significant increases in the number of international students undertaking both its undergraduate and postgraduate programs. Although these increases are considerable, the number of international students in each course remains relatively small, which promises students the attention and diversity they want.

The Faculty is deeply committed to spearheading innovation through degree programs that are strongly linked to industry and the community, with students undertaking research that has the potential to bring about change in industry and professions. The Faculty's goal is to see research and new knowledge applied for the benefit of all sectors. As such, it takes pride in its extensive links with industries and educational institutions both in Australia and overseas.

These relationships include:

- the forty-one Rajabhat Institutes in Thailand, with which the Faculty has been working since 1993
- the Berlin University, where the Faculty has established technical links for more than 13 years and still has active student exchanges
- the University of Lausanne in Switzerland, where the Faculty's Centre of Forensic Science has active staff and student exchanges.

The Faculty of Science has a strong record of research and development, essential to the facilitation of quality postgraduate research programs. It consistently wins substantial parts of competitive research grants, which have enabled it to significantly improve the quality of its major equipment in recent years, to the benefit of its students.

The Faculty has a Memorandum of Understanding with Korean Universities to provide teaching and research in forensic science, as well as strong research links and staff exchanges with a large number of institutions, including:

- Florida International University
- Michigan State University
- City University of New York
- Dublin City University
- University of Auckland.

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## INSEARCH LTD

INSEARCH now offers courses on three continents with channel partners throughout the world. It plans to consolidate its overseas expansions and to pursue future opportunities to use the pathways model and its English language expertise to create inroads into new markets. An added benefit of INSEARCH entering new markets is that by establishing a presence it makes it easier for UTS to further develop these markets at a later stage.

### Shanghai, China

Recognised as a benchmark for foreign–Chinese collaboration in the field of education in China, the Sydney Institute of Language and Commerce (SILC) offers students diplomas in English and business that prepare them for employment in China, or for further study at UTS or other overseas institutions. INSEARCH operates SILC in partnership with Shanghai University. UTS Bachelor of Business degrees are now offered at Shanghai University through SILC. INSEARCH has signed a ten-year extension to its agreement with Shanghai University to continue this partnership.

### Hanoi and Ho Chi Minh City, Vietnam

In partnership with the UTS Faculty of Education, INSEARCH is pursuing opportunities for externally funded project work in education and training throughout Vietnam. INSEARCH has entered into agreements with Hanoi University of Education and a number of other institutions to develop these opportunities and assist in the delivery of programs.

In partnership with IDP Education Australia, INSEARCH operates the Australian Centres for Education and Training (ACET) in Hanoi and Ho Chi Minh City, offering IELTS preparation and a range of other English language programs including academic English and courses for corporate and government clients.

### Medan, Indonesia

INSEARCH operates the Australia Centre in Medan (ACM) in North Sumatra through Yayasan INSEARCH. ACM provides English courses for adults, children and government and corporate clients; gives Indonesian language and culture courses; operates an IDP Education Australia centre for the recruitment and counselling of students for Australian institutions including INSEARCH and UTS; runs IELTS tests; is available on a consultancy basis for project work and new business development in Indonesia; and provides consular services for the Australian government. In 2004 ACM celebrated 10 years of successful operation.

### Chiang Mai, Thailand

INSEARCH operates the Australia Centre Chiang Mai (ACCM) in northern Thailand. ACCM provides English courses for adults, children and government and corporate clients; gives Thai language and culture courses; operates an IDP Education Australia centre for the recruitment and counselling of students for Australian institutions including INSEARCH and UTS; runs IELTS tests; and is available on a consultancy basis for project work and new business development in Thailand.

### Essex, United Kingdom

A partnership venture with the University of Essex in Colchester, INSEARCH Essex offers international students the opportunity to achieve fast-track entry into the second year of the University's single Honours degree programs in the areas of business and computer science. This is the first program of its kind to be fully validated by a university in the UK. 2005 saw the first cohort of INSEARCH Essex students successfully graduate and articulate into the University of Essex.

### INSEARCH's international network

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# 5 > FACULTIES, INSTITUTES AND CENTRES

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## FACULTIES

### FACULTY OF BUSINESS

The Faculty of Business provides courses which are practical and industry relevant, conducts quality applied and basic research, and produces forward-thinking, work-ready graduates who enjoy above average rates of employment in the business and community sectors.

The Faculty of Business is the largest of the nine faculties within the University, and conducts courses on two fully serviced university campuses in Sydney. The Faculty is international in orientation and student mix, and delivers offshore courses through partnerships with leading institutions in China, Indonesia, Malaysia and Thailand.

#### Mission

UTS Business: forward-thinking, work-ready.

#### Vision

UTS Business: the place people turn to for:

- industry-relevant courses
- a collaborative, research-rich environment
- vibrant, diverse, fully serviced, city-based educational campuses, and
- informed commentary on relevant community debates.

#### Core values

The Faculty's core values are:

- collegiality and respect for staff, students and stakeholders
- industry relevance
- an ethical environment
- engagement with professional communities
- continuous quality improvement
- social diversity, and
- efficiency and focus of activities.

In 2005, the Faculty established an Executive Council to provide advice and guidance with respect to achieving its strategic objectives. The Executive Council comprises eminent industry leaders who provide an external perspective with regard to the Faculty's activities, and provide a central link with the business community.

Over the course of the next decade, the Faculty aims to position itself in the top one third of Australian business faculties with regard to research outcomes; as the university faculty of first choice in New South Wales for business and related students; as a preferred provider to employers seeking forward-thinking, work-ready graduates; as being engaged in successful international educational partnerships; and as a key contributor to contemporary community debates relevant to the Faculty.

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### FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

The Faculty of Design, Architecture and Building is committed to providing an environment which encourages a high sense of purpose, superior performance and a vision for national leadership in the areas of design, architecture, building and property education. The Faculty aims to provide opportunities for education, training and research in accordance with international best practice and highest standards of management.

The Faculty has individual expertise and can offer supervision in a number of areas. Specific research strengths include project management, the economics of the built environment, construction innovation and built infrastructure, property studies, architecture and design theory, sustainable development and urban planning.

To develop a cutting-edge research culture, the Faculty enhances knowledge, innovation and excellence in the industries, and its research has achieved an impressive national and international profile.

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### FACULTY OF EDUCATION

The Faculty of Education is unique in Australia in that it covers the professional development of educational practitioners across the broadest educational range – from primary education through to adult workplace teaching and learning. The Faculty's courses provide a rich program combining theory and practice with unique opportunities to discover more about learning in a variety of contexts – in specialist schools, community organisations, corporations and learning organisations in Australia and overseas.

The Faculty of Education is committed to:

- lifelong learning
- connecting academic scholarship and research with practice
- encouraging service and leadership in the community
- developing students' capacity for both autonomous and group learning, and
- promoting education as a vehicle for social justice.

The research effort is also directed at the full spectrum of educational provision, and it is characterised by an interest in learning wherever it may occur: in the community, the workplace, schools, universities, colleges, and family life. The explicit aims of research in the Faculty are:

- to focus research and development in the fields of adult teaching and learning; vocational education and training; language, literacy and numeracy in education; educational change; science and technology education; and community education
- to conduct research of social benefit and importance, addressing, in particular, the needs of industry, business, government, the professions, cultural organisations and the community
- to be involved in contributing to, leading, and extending the public agenda on matters of international, national and local significance

- to undertake research, wherever possible, by forming strategic partnerships locally, nationally, and internationally with business and industry, government, professional bodies, community organisations, cultural organisations as well as other universities and research organisations.

The Faculty has research strengths in adult and vocational education, educational leadership, language discourse and policy, popular education and education and the arts.

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### **FACULTY OF ENGINEERING**

The mission of the Faculty of Engineering is to be the Australian leader, and among the world leaders, in practice-based engineering education and research. The Faculty's researchers are world-class and recognised leaders in their fields, responsible for delivering new, better and more cost-effective solutions to complex engineering challenges.

The Faculty of Engineering has a lively and cutting-edge research culture, driving advances in engineering technology, practice and education. The Faculty's research is needs-driven and collaborative and it works with many companies in business partnerships.

The Faculty is structured into four interdisciplinary groups. These groups are:

- Information and Communication
- Infrastructure and the Environment
- Management, Policy and Practice
- Mechatronics and Intelligent Systems.

In addition, the Faculty has a number of Key University Research Strengths and supports several centres which provide research in engineering and related fields. These include:

- ARC Centre of Excellence for Autonomous Systems
- Institute for Information and Communication Technology
- Institute for Water and Environmental Resource Management
- Institute for Nanoscale Technology
- KURC for University Research Centre for Built Infrastructure
- KURC for University Research Centre for Health Technologies
- The Centre for Electrical Machines and Power Electronics (CEMPE)
- The UTS University Research Group for Intelligent Mechatronic and Energy Systems.

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### **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

The Faculty of Humanities and Social Sciences has a national and international reputation for dynamic, innovative and interdisciplinary academic programs in communication, media, information and social science, a distinction gained through its long-standing commitment to providing the highest quality education and training, and its encouragement of advanced scholarship and research.

The Faculty aims to provide rigorous professional and disciplinary education relevant to the media, communication and information industries in a critical context, which enables graduates to understand the social, cultural and economic environment in which these industries and professions operate.

The Faculty places a high value on creativity and problem solving; the development of research skills; convergences between fields of practice; social advocacy and community service; and contribution to public debates concerning relevant social and political issues.

Supporting a lively research culture, the Faculty is committed to the creation of knowledge and excellence in the humanities and social sciences. Faculty research strengths include cultural studies, creative writing, public history, journalism, sound and image studies, communication and information studies, social theory, social policy research, and Trans/forming Cultures – a Key University Research Centre which explores the ways 'narratives of the local' are undergoing transformation in a global context.

There are three centres associated with the Faculty, which are dedicated to professional excellence and scholarly research in the fields of journalism, public history and public communication. These are:

- Australian Centre for Independent Journalism
- Australian Centre for Public History
- Australian Centre for Public Communication.

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### **FACULTY OF INFORMATION TECHNOLOGY**

The Faculty of Information Technology has a firm and ongoing commitment to the importance of lifelong learning in the IT professions. Collaborative industry links ensure that its programs are practically oriented as well as theoretically sound.

The Faculty's industry partners play a key role in helping to shape and advise on many of the programs offered. Some programs are developed to provide leading-edge expertise in areas of emerging IT importance, while others are developed in direct response to expressed industry needs.

The Faculty offers a range of postgraduate coursework programs designed to satisfy various career development needs. The Master of Science in Professional Computing allows IT professionals to update their skills in a variety of streams, such as computer graphics and gaming, data mining, e-business technology, human-centred design,

organisational systems and software engineering. The Master of Business in Information Technology Management program provides a unique opportunity for management education to those with substantial experience in the IT industry. The Master of Science in Advanced Computing allows recent graduates to study emerging technologies and advanced topics in IT, enabling them to apply these skills and knowledge in a research environment.

Two new postgraduate programs have been developed for introduction in 2006: the Master of Commercial Software Engineering Management, and the Master of Information Technology Management. The Master of Commercial Software Engineering Management has been designed to provide education in IT project management, software development methodology and software quality, while the Master of Information Technology Management trains students in IT management in a broader organisational context. An extended version of the Master of Science in Internetworking has also been approved for introduction in 2006, allowing students to develop multiple skills in areas such as switching and routing, systems and network management and analysis, network security, mobility and web services development, or to pursue interests in project management or software engineering.

The Faculty has considerable experience in developing and delivering specialised short courses in response to industry needs and requests from individual corporate clients.

The Faculty's strategic priority is to significantly boost its research profile, and it has been very successful in terms of attracting increased research funding from the Australian Research Council and in the enrolment of record numbers of PhD students. The Faculty is an active participant in the Cooperative Research Centre for Technology Enabled Capital Markets, and the Australian Cooperative Research Centre for Interaction Design.

The Faculty has a strong research profile in a number of fields, including distributed knowledge and intelligence, human-computer systems, IT education research, networking and mobility, software engineering and visual information processing. In addition, these play a central role in the Faculty's participation in the Institute for Information and Communication Technologies, and the Visual Information Processing Group.

The following specific-purpose research laboratories are also supported by the Faculty:

- access grid node
- collaborative systems
- creativity and cognition studios
- graphics
- internetworking.

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## **FACULTY OF LAW**

The Faculty of Law's academic aims are to:

- offer law courses with a strong professional core and relevance to practice
- emphasise the development of professional skills complementing substantive law offerings
- accommodate the needs of mature-age students, particularly those in employment.

The Faculty's research aims are:

- the advancement of knowledge in the field of law and legal education
- the fostering of an environment that promotes excellence in academic research and the pursuit of excellence in legal research
- the conduct of legal research of the highest order that has direct relevance to the needs of the legal profession, government agencies and the general community
- the conduct of research of social and scholarly importance
- the conduct of research that emphasises innovation and excellence in practice.

#### **Research strengths**

Research strengths of the Faculty are:

- Asian law
- banking and finance law
- bioethics
- constitutional law
- corporate governance
- criminal law
- dispute resolution
- environmental law
- European Union law
- industrial and intellectual property
- international environmental law
- international commercial law
- international law
- international trade law
- migration and refugee law.

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## **FACULTY OF NURSING, MIDWIFERY AND HEALTH**

The Faculty of Nursing, Midwifery and Health has approximately 1,300 students enrolled in undergraduate, postgraduate and research courses, and operates at Kuringgai campus at Lindfield on Sydney's North Shore and in refurbished premises at City campus, Broadway.

The Faculty provides higher education aimed at enhancing professional practice, and contributing to the creation, application and extension of knowledge for the enhancement of the health of local and international communities. The Faculty is student-focused in its processes, and values exemplary teaching and clinical practice within a learning environment that is culturally



inclusive and supportive. The Faculty is committed to collaboration with the professions, health care providers, government and the wider community in the provision of health-related scholarship, research, continuing professional education and consultancy.

The Faculty offers its highly regarded Bachelor of Nursing program, which prepares graduates for registration in NSW. In 2005, the Faculty introduced the first Bachelor of Midwifery in NSW. This program prepares graduates for registration as a midwife in NSW. The Faculty also offers a combined Bachelor of Nursing Bachelor of Arts in International Studies degree with the Institute for International Studies.

The Faculty has a strong reputation for the clinical nature of its studies. It provides a comprehensive range of postgraduate courses that accommodate the needs of nursing and related professions. The graduate courses cover the areas of clinical practice, professional studies, midwifery and health-related studies.

The Faculty also has a strong and developing research profile. Its research areas include acute care nursing, critical care nursing, aged and extended care nursing, child and adolescent nursing, mental health nursing, corrections health nursing, clinical practice development and policy research, health services management, family health and midwifery and health economics research and evaluation.

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#### **FACULTY OF SCIENCE**

The Faculty of Science is committed to providing the highest quality undergraduate and postgraduate education and training to meet the needs of industry and science, and engaging in research and allied professional scientific activities to bring economic and social benefits to the Australian and international community.

The Faculty has established a sound tradition of providing quality teaching, research and consultancy. The Faculty's courses are highly respected for their relevance, skills and research training, and for their professional focus, and graduates are renowned for their work-readiness and adaptability and are highly regarded by employers.

The Faculty has a well-developed research culture, and is proud of its history in teaching and researching innovative science. It has a strong record of research and development, essential to the strength of both undergraduate and postgraduate programs. The research courses focus on applied and practical research to bring about benefits to industry and the community. The Faculty has strong links with industry, which supports its research objectives. The Faculty wins a substantial part of the competitive grants awarded to the University, dispersed across a wide range of expertise including the UTS Research Institutes, Key University Research Strengths and Faculty Research Strengths listed below.

The Faculty participates in the following UTS Research Institutes:

- Institute for Biotechnology of Infectious Diseases
- Institute for Nanoscale Technology
- Institute for Water and Environmental Resource Management.

The Faculty's Key University Research Centres are:

- Key University Research Centre for Health Technologies
- Key University Research Centre for Quantitative Finance Research.

The Faculty also hosts the ARC Centre of Excellence for Ultrahigh-bandwidth Devices for Optical Systems (CUDOS). This Centre is a joint venture between five University partners with nodes in Sydney, Canberra and Melbourne. The Centre undertakes world-class fundamental research in: non-linear photonics, positioning the Centre in the top five groups in the world, and leading to new-generation, ultra-fast photonic devices built upon world-class research; social benefits of improved access and linkage to telecommunications; new photonic companies, built on a portfolio of CUDOS IP and strong links to the Centre; and the skills necessary to sustain a vibrant industry, produced by state-of-the-art undergraduate education and training programs, and professional research and engineering skills developed through involvement in CUDOS research activities.

Designated University Research Groups are in the areas of:

- forensic science
- photonic crystal technology.

Other Faculty research strengths are:

- ecotoxicology
- experimental design and data analysis
- applied physics, including image processing and analysis
- applied chemistry
- mathematics and statistics
- computational number theory
- wave theory
- scheduling theory
- numerical integration
- gene therapy
- immunology
- microbiology
- psycho-oncology
- marine studies
- horticulture
- medical and biomedical science
- neurotoxins
- traditional Chinese medicine.

Additionally, the Faculty has a large number of research centres and units dedicated to furthering knowledge and finding solutions to scientific problems.

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## OTHER ACADEMIC UNITS

### ELSSA CENTRE

ELSSA, the UTS centre for academic and professional English, is an academic support unit. The Centre was set up in 1989 and provides free academic language development programs to students who complete their degree in English.

The main aim of the ELSSA Centre is to enhance teaching and learning at UTS through a focus on academic literacy, which involves reading, writing, listening, speaking, critical thinking and cultural knowledge. The Centre achieves this aim by:

- collaborating with faculties to integrate the development of students' academic literacy in their areas of study
- teaching custom-designed programs to meet the specific requirements and changing needs of undergraduate and postgraduate UTS students and staff
- fostering interest in, and knowledge of, literacy and learning through research and development, valuing quality, diversity, internationalisation and flexibility as it serves the wider academic and professional communities, and
- organising and/or facilitating activities and events aimed at promoting the internationalisation of the curriculum.

Current research and development projects of the Centre include overall responsibility for monitoring language-related educational issues across UTS, postgraduate supervision development with the University Graduate School, and faculty-based development and evaluation of integrated academic and professional literacy programs.

The Centre also offers the Advanced Diploma in Australian Language and Culture to exchange and Study Abroad students.

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### JUMBUNNA INDIGENOUS HOUSE OF LEARNING

Jumbunna CAISER was established in 1987 as an Aboriginal student support centre and has since grown to become one of the most successful academic, research and support centres in Australia, with approximately 380 Indigenous undergraduate and postgraduate students studying throughout UTS. In 2001 Jumbunna was relaunched as Jumbunna Indigenous House of Learning (Jumbunna IHL).

The Academic Development Unit is committed to the UTS objectives to provide quality Indigenous Studies courses for all students. The Unit offers two Indigenous Studies subjects at undergraduate and postgraduate levels to students from diverse disciplines to enable the study of Indigenous issues and the more complex dimensions of cross-cultural relations in Australia. The Unit also undertakes research in curriculum, teaching and learning areas to support the professional development of Indigenous Studies programs and of the staff who teach in these areas.

Jumbunna's Research Unit was established in January 2002 as a result of being awarded funding by the Australian Research Council for three projects undertaken in collaboration with other research centres. The Research Unit is striving to become the leading research body focused on issues that support the advancement of Indigenous peoples and communities in Australia. Every effort is made to ensure that Jumbunna's work, once completed, is made available in a useful and accessible format, to a diverse and increasing audience.

Building on its achievements, the Research Unit will continue to:

- seek to attract Indigenous scholars and promote the Unit as an attractive intellectual environment for students at Master's and Doctoral levels
- disseminate information and ideas arising out of the Unit's high-quality research to a diverse and increasing audience
- support the advancement of Indigenous peoples and communities by contributing to the discourse and the development of viable and effective solutions, and
- inform the development of policy by and for Indigenous peoples.

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## INSTITUTES

### INSTITUTE FOR INTERACTIVE MEDIA AND LEARNING

The Institute for Interactive Media and Learning (IML) works in three major areas: enhancement of teaching and learning through work with faculties and individual academic staff; development and maintenance of the UTS website; and teaching postgraduate courses in interactive multimedia and e-learning.

IML's work in teaching and learning focuses on improving assessment practices, including the provision of feedback to students as well as the prevention and detection of plagiarism. A second area of focus has been on enhancing students' experience of groupwork. IML has also continued to lead developments in e-learning across the University, and offers the Graduate Certificate in Higher Education Teaching and Learning as well as the program for new academic staff. Academic staff of IML undertake research in areas which support the work of the Institute and the University.

The Director of the Unit is the leader of the University Research Group in e-learning. This cross-faculty group is working towards theorising e-learning in the higher education sector.

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### INSTITUTE FOR INTERNATIONAL STUDIES

For information about the Institute for International Studies, see International Activities in Chapter 4 of this Calendar.

### INSTITUTE FOR SUSTAINABLE FUTURES

The Institute for Sustainable Futures was established in late 1996 and commenced operations at the Australian Technology Park in March 1997. After eight years at the Australian Technology Park, the Institute moved to the redeveloped UTS Building 10 at City campus. This move provided the Institute with an opportunity to perform a sustainable office refurbishment.

The Institute conducts project-based research which helps people and organisations to choose a direction and shift towards a preferred future. The Institute:

- helps governments to develop policy that supports sustainable development
- works with industry to create and implement sustainable strategies and operations, and
- assists community groups to articulate and support views on sustainability issues.

Since its establishment, the Institute has completed more than 170 research projects, interpreting, designing and recommending effective solutions to clients ranging from small NGOs, commercial firms and local government, to Australia's largest water corporations and international government agencies.

The Institute's researchers are frequently invited to national and international conferences, have published more than 140 papers and have conducted workshops, training sessions and forums within Australia and overseas.

The Institute was the first institution in the world to award a PhD in Sustainable Futures. The Institute's postgraduate program uses dynamic and reflective strategies to help students develop critical thinking skills and to promote the cross-fertilisation of knowledge, processes and ideas across diverse fields. The Institute's Master's and Doctoral research degree programs are open to both local and international students.

The Institute conducts seminars, workshops and training courses to promote ideas and to encourage critical discourse among corporate, academic, industry and community leaders.

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## UNIVERSITY RESEARCH INSTITUTES

### INSTITUTE FOR THE BIOTECHNOLOGY OF INFECTIOUS DISEASES

The Institute for the Biotechnology of Infectious Diseases (IBID) is a unique research institute in the Australian landscape. Its mission is to deliver the highest quality scientific research product on the biology of infectious disease, improving diagnosis and control in humans and livestock. Its current focus is on diseases caused by parasites.

IBID develops and uses cutting-edge technologies in genomics, proteomics, gene expression and metabolic profiling and parasitology to make fundamental discoveries on the molecular basis of how parasites:

- recognise hosts and establish infection
- grow and reproduce, and
- adapt to changes in their environment.

This fundamental, pure science is an outstanding vehicle for research training but also provides the building blocks for formulating new molecular targets for the control and detection of parasites.

IBID is home to an exceptional array of experts dedicated to solving important research and technology issues in the field of infectious disease in Australia and overseas. IBID researchers have a unique record of delivering innovative, practical solutions to real problems through an integration of basic, strategic and applied research programs. Collaborative research is a feature of IBID; it has formed significant strategic partnerships locally, nationally and internationally with business and industry, government, professional bodies, community organisations and other universities and research institutes. Partnership and investment opportunities exist at all stages of research, from pure basic, to strategic, to applied. Opportunities also exist in IBID for research students to enhance their skills and refine their expertise in a unique and highly professional and stimulating environment.

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### INSTITUTE FOR INFORMATION AND COMMUNICATION TECHNOLOGIES

The Institute for Information and Communication Technologies undertakes broad-based research in information and communication technologies (ICT). It builds on substantial existing research strengths within UTS by focusing on themes that align with national priorities and projects that have demonstrated industrial potential.

Its objective is to contribute to the solution of real-world problems, whether through participating in the evolution of new technologies or through contributing innovation. The research programs are directed by the needs of a networked world and knowledge-based society. The Institute looks to the market to identify research opportunities and priorities.

The Institute aims to provide a vibrant research environment for training the outstanding young applied scientists that the ICT industry needs to become a global player. It builds on its links with industry to facilitate collaborative research projects and the creation of subsequent commercial opportunities.

The research program currently focuses on three broad themes:

- communications and networks
- smart e-business
- socio-technical change.

Within these themes, groups are working in such areas as:

- communications services (which includes everything from network protocols to network management)
- tele-collaboration
- programmable service architectures, protocols and control mechanisms for supporting quality of service of applications across the Internet
- e-intelligence research focusing on data mining and multi-agent systems
- smart negotiation systems
- e-service evaluation and online group decision support systems.

A growing number of these areas receive support from industry.

The Institute supports emerging research groups (as associates of the Institute), primarily from within and across the faculties of Engineering and Information Technology. It also has a close involvement with University initiatives in new media and digital culture, and in learning and interactive media.

In addition to supporting research through the appointment of research staff to projects, the Institute is eager to attract high-quality research students to work on Institute programs. To this end, it provides PhD scholarships, and supports research students through research training opportunities, master class sessions and seminars. It has an active visitor program, sponsors creative workshops identifying new research opportunities and seeks opportunities to engage with external organisations in research activities within its areas of interest.

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### INSTITUTE FOR NANOSCALE TECHNOLOGY

The Institute for Nanoscale Technology provides an interdisciplinary research focus for nanotechnology research at UTS, building on existing capabilities and expertise. Nanotechnology is only just beginning to have an impact on our society, being currently at a similar level to that of computer chips in the early 1970s, but over the next 10 to 15 years it will have a profound effect.

The Institute has three major research programs: applying nanotechnology to optically functional systems; applying nanotechnology to biotechnology and biological materials; and using state-of-the-art microscopy equipment to image and manipulate matter at the nanoscale.

### Optically functional systems

The first of the three research themes is focused on spectrally selective or photo-active coatings and devices. This theme harnesses a rich resource of prior expertise at UTS in the fields of architectural physics, spectrally selective coatings and optics, and combines these with the latest technologies of metallic nanoparticles, coatings and photo-active organic molecules. This strand of research has its historical roots in the fact that Australia's climate has created a large market for solar glazing products, and that such products developed in the northern hemisphere are not ideal for warmer conditions. However, this activity has grown at UTS to include a holistic interest in all spectrally selective or functional nanomaterials and mesostructures, and our aim now is to develop a world-class centre of excellence in this subject.

### Nanotechnology with proteins

Individual living cells are generally of the order of a few micrometers in diameter and hence are not nanoscale objects in their own right. However, the structures within the cell and cell membrane are certainly nano-sized. Of course, there is a large research effort around the world devoted to living cells and biology in general. The Institute has elected to focus on the very much narrower twin topics of ion channel proteins as inserted into artificial lipid membranes, and gold-protein interactions. In each case the objective is to identify interesting and useful systems and applications. However, the topics are not disjoint, and already conjoin in various commercial concepts for nanotech biosensors, for example the pioneering AMBRI biosensor developed in Australia.

### Characterising the nanodomain

UTS took the initiative more than a decade ago to establish a top-quality Microstructural Analysis Unit (MAU). The Unit has grown from strength to strength and is a now a key contributor to the research conducted by the Institute for Nanoscale Technology. An unusual aspect of the MAU has been the decision to concentrate on scanning electron and probe microscopy, in order to provide a world-class capability in these designated areas, while opting to outsource all transmission electron microscopy. However, the nearby University of Sydney has state-of-the-art TEM facilities, and UTS is linked to some of these instruments by joint grant arrangements. This networking mode extends to many of the research projects being conducted in the MAU, and to collaborative research with diverse entities, both local and overseas. Another aspect of UTS's quest to develop a robust competency in the characterisation of the nanodomain has been the rapid development and implementation of various state-of-the-art codes and schemes to model nanoscale structures. This closely coupled combination of microscopy and modelling has provided UTS with a unique position with respect to nanoscale science and engineering.

### Nanotechnology education

UTS offers an excellent undergraduate course in nanotechnology, and is also a popular choice for postgraduate studies in applied nanoscience and technology for both engineering and science graduates.

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## INSTITUTE FOR WATER AND ENVIRONMENTAL RESOURCE MANAGEMENT

The Institute for Water and Environmental Resource Management (IWERM) is a trans-disciplinary institute for collaborative research and consultancy within the field of environmental resource management. Both biotic and abiotic components of the landscape, and their interactions, are encompassed.

The Institute is engaged in research and consultancies in the following key areas:

- groundwater, vegetation and salinity interactions
- plant and animal ecology
- groundwater modelling
- ecotoxicology
- water resource management in rural and urban landscapes
- wastewater engineering.

IWERM is engaged in research aimed at improving our understanding of, and management options for, water and ecosystem resource management. In addition, IWERM provides transdisciplinary capabilities to consultancies for industry and government agencies.

Collaborative teams underpin the Institute's activities. Research teams of ecotoxicologists interact with groundwater modellers. Teams of ecologists and ecophysiologicalists pursue collaborative research projects with hydrologists. This allows the Institute to tackle real-world problems in environmental science and resource management.

Closely coupled with its research strengths is a commitment to industry-relevant research. For examples of this, visit the Institute's website (see below).

The research institutes of UTS provide a unique opportunity for the assembly of the critical mass of expertise required to tackle key research issues within environmental and resource management. IWERM is committed to contributing to the resolution of the conflict that arises between consumptive use, sustainable yield, resource mining and conservation of environmental resources in the landscape.

The following PhD and MSc programs are linked with IWERM and are indicative of IWERM's current activities:

- tree water use, salinity and groundwater–vegetation interactions
- impacts of salinity on biodiversity
- ecotoxicological studies of endocrine-disrupting compounds from sewage treatment plants
- ecotoxicological studies of urban stormwater run-off
- groundwater modelling
- modelling of optimum groundwater allocations
- rehabilitation of hazardous waste landfills
- contaminant transfer
- wastewater treatment using a floating medium flocculator/filter system
- greywater use
- sustainable yield of aquifers.

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## **KEY UNIVERSITY RESEARCH CENTRES**

### **CENTRE FOR HEALTH ECONOMICS RESEARCH AND EVALUATION (CHERE)**

The Centre for Health Economics Research and Evaluation (CHERE) is a Key University Research Centre, and an internationally recognised centre of excellence in health economics and health services research. CHERE moved to UTS in 2002 as a joint initiative of the UTS faculties of Business, and Nursing, Midwifery and Health, in collaboration with the Sydney South West Area Health Service. CHERE's research in health economics and health services is concerned with the use, access, costs and outcomes of health services; the organisation and financing of health care; and the overall efficiency and equity of the health system. Much of its research is supported by a multimillion dollar National Health and Medical Research Council Program Grant, the first to be awarded in health economics and health services research.

Involvement in policy development and analysis is an important activity and CHERE regularly receives commissions to conduct research and advise government. Through an active Visiting Scholars program, CHERE brings many eminent researchers to Australia to share research skills, to build collaborative research links and to participate in the Distinguished Lecture series. CHERE staff are involved in a number of international health policy networks and collaborations.

CHERE provides opportunities for postgraduate research in health economics and health services research and policy and teachers coursework in the faculties of Business, and Nursing, Midwifery and Health.

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### **KEY UNIVERSITY RESEARCH CENTRE FOR BUILT INFRASTRUCTURE RESEARCH**

The Centre's mission is to develop, at UTS, Australia's leading Centre for Built Infrastructure Research by:

- linking researchers from the faculties of Engineering, Science, and Design, Architecture and Building to form a multidisciplinary team with a comprehensive range of expertise and research facilities to tackle projects of national importance
- undertaking collaborative research and development projects with industry, and forming collaborative partnerships with leading Australian and international research organisations
- expanding the opportunities for UTS researchers to participate in leading-edge research related to new technologies and management practices aimed at developing and sustaining built infrastructure assets
- fostering the development of young UTS researchers and higher degree candidates by raising their research competencies and their commitment to research excellence.

The main objective of the Centre is to become a centre of excellence, capable of responding to evolving needs of industry and the community in a discipline area with major impact on the nation's economy and welfare. In addition to raising the profile of built infrastructure research at UTS, the Centre aims to become the first choice provider of research and development services to industry.

The current and proposed research projects to be undertaken by the Centre show that both fundamental and needs-driven research, related to infrastructure issues, rely on multidisciplinary approaches. One of the guiding principles that underpins the work of this Centre is that high-quality research which targets substantive issues must incorporate the relevant breadth of intellectual competencies and research experience. Furthermore, as experimental and laboratory-based investigations play a pivotal role in infrastructure-related research, it is essential to have access to research facilities which mirror the multidisciplinary nature of such work. This Centre enables the researchers to have access to a comprehensive network of complementary laboratory and research facilities. Many of these facilities have unique features which are second to none, not only in Australia but also in the Asia-Pacific region.

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### **KEY UNIVERSITY RESEARCH CENTRE FOR CORPORATE GOVERNANCE**

The Key University Research Centre for Corporate Governance brings together researchers from accounting, finance, management and legal backgrounds to provide a comprehensive, interdisciplinary approach to one of the most critical problems faced by organisations in both the private and public sector. Corporate governance is the system by which corporations are directed and controlled. The corporate governance structure and processes specify the distribution of rights and responsibilities among different participants in the corporation, such as the board, managers, shareholders and other stakeholders. The aim is to align as nearly as possible the interests of individuals, corporations and society.

The key issues examined by the Centre include financial aspects of corporate governance, directors' duties and the role of the board, corporate governance and performance measurement, comparative corporate governance across countries and regions, and corporate governance and legal, regulatory and ethical accountability.

The Centre is engaged in major research projects with industrial and professional partners, teaching and curriculum development, academic publications and conferences, and is also dedicated to policy development and legal reform. The Centre is also involved in professional consultancy, the provision of short courses, and in the improvement of practice. The Centre has good international links with other research bodies examining the reform of corporate governance worldwide.

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### **KEY UNIVERSITY RESEARCH CENTRE IN COMMUNICATION AND CULTURE – TRANS/FORMING CULTURES**

The Trans/forming Cultures Centre specialises in communication and culture in the context of social and political change. It supports research on narratives of the local, communicative technologies, and cultural interaction in Australia, and in the regions of the Pacific and Indian Oceans. The Centre's researchers are drawn from social inquiry, cultural studies, history and environmental research, and international studies, and are committed to working with communities to understand the effects of globalisation in our region.

Since its establishment in 2002, and relaunch in 2004, the Centre has increased its scope as a research enterprise with an international outlook, and its links both within and external to the University. The Centre welcomes postgraduate students working in these areas to build the research community in its areas of strength.

Activities of the Centre include a postgraduate seminar series, visiting international scholars, intensive postgraduate summer schools, conferences and publications.

#### **Inquiries**

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### **KEY UNIVERSITY RESEARCH CENTRE FOR HEALTH TECHNOLOGIES**

Continued advances in health care and quality of life in the future will come from new knowledge and innovative scientific/technological breakthroughs. The Centre's research team has extensive national and international reputations in the field of health technologies. It brings together complementary interdisciplinary research skills unique in Australia in the development of innovative devices and systems for health technology applications.

Based on several significant devices which have been developed by the core members (such as the Mind Switch, the Non-Invasive Hypoglycaemia Monitor), and numerous novel systems (such as microwave ablation of atrial fibrillation of cancer lesions, predictive test for retinal damage, liver-directed gene therapy, assistive

technology for severely disabled people, early detection of driver fatigue, early detection of breast cancer, and fusion of tomology images), an ambitious program has been developed to enhance the capacity to deal with major illnesses in terms of effective prediction, diagnosis and rehabilitation.

The focus of the group is on the study of health and disease processes, and the development of new devices and advanced techniques for the prediction/diagnosis and rehabilitation of lifestyle diseases such as cardiovascular disease, diabetes mellitus, neurological disorder and cancer.

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### **KEY UNIVERSITY RESEARCH CENTRE FOR INNOVATIVE COLLABORATIONS, ALLIANCES AND NETWORKS (ICAN RESEARCH)**

ICAN Research is centred on novel forms and approaches of collaborations in alliances and business networks. The Centre develops and disseminates knowledge from across disciplines that advance the theory and practice of collaborations, alliances and networks, as they occur between different organisations in and across the private, public, community and not-for-profit sectors. Its practice is based on undertaking joint research with industry, organising practitioner-relevant workshops of various kinds, consulting to client-organisations, recruiting and training outstanding research students and researchers, and publishing and promoting its research in high-quality peer-reviewed media, such as top-tier journals and conferences.

The Centre has researchers from a range of UTS faculties such as Business, Information Technology, and Law, providing a diverse, yet focused, foundation for pioneering research. It has created an environment within which both ARC and seed-funded research projects can flourish, and provides scholarships and mentoring for PhD, Master's by Research and Honours students.

The Centre's research initiatives are funded by the UTS Research and Innovation Office and the Faculty of Business, as well as by other competitive ARC grants and strategic research partnerships secured by the research team.

Over the years, it has become an internationally recognised centre of research excellence for developing innovative knowledge of the design, management and organisation of alliances, networks and collaborations, and its members play major roles in international academic societies (such as the Strategic Management Society and the European Group of Organisational Studies) as well as professional associations (such as the Association of Strategic Alliance

Professionals). It has developed collaborative relationships with overseas research bodies, such as KUNNE in Norway, and regularly hosts visiting scholars from around the world.

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### **KEY UNIVERSITY RESEARCH CENTRE FOR ORGANISATIONAL, VOCATIONAL AND ADULT LEARNING (OVAL RESEARCH)**

OVAL Research was established in 2002 as an amalgamation of two successful research groups – the Research Centre for Vocational Education and Training (RCVET) and a UTS research strength, Research in Adult and Vocational Learning (RAVL).

OVAL Research works closely with similar centres around the world to develop a robust collaborative global network of researchers. It is committed to an innovative research agenda examining changes in knowledge, learning and work.

Key areas of research and development include:

- the organisational implications of workplaces becoming sites of knowledge production and exchange
- the relationship between productivity and learning at work
- the new models of learning and work produced within a context of shifting institutional, organisational and disciplinary boundaries
- new kinds of relationships and structures between organisations and educational institutions
- management of knowledge production and transmission processes
- how contemporary organisational learning and knowledge management practices contribute to the shape of work and worker identities in a knowledge economy.

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## KEY UNIVERSITY RESEARCH CENTRE: QUANTITATIVE FINANCE RESEARCH CENTRE

The mission of the Centre is to coordinate and develop a major program of research in quantitative finance and to work collaboratively with industry on issues to address problems in financial risk management and asset pricing in order to enhance UTS's international research reputation.

The Centre has excellent international links, an active seminar program and an active visitor program, it publishes a discussion paper series and it sponsors the annual Quantitative Methods in Finance Conference. The Centre attracts high-quality doctoral students and is developing the Master of Quantitative Finance to become one of the premier degrees in finance in the Australasian and Asian regions.

Members of the Centre include UTS faculty and research students, research associates from other Australian and international universities and industry research associates.

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## COOPERATIVE RESEARCH CENTRES

### AUSTRALASIAN COOPERATIVE RESEARCH CENTRE FOR INTERACTION DESIGN PTY LTD (ACID)

The Australasian CRC for Interaction Design (ACID)'s core business is research and development, and the commercialisation of content and technologies for the creative industries, comprising game development, digital art, performing and visual arts, design, film, television and the multimedia sectors.

The CRC makes games, interactive software engines, unexpected devices, innovative designs, 3D worlds, audio gizmos, interfaces, psychological breakthroughs, films, museum installations, perverse digital interpretations, business products, videos, music, dances, architectural displays, exciting performances and whole new genres of interaction.

UTS has recently joined ACID and four projects across three faculties (Information Technology; Design, Architecture and Building; and Humanities and Social Sciences) are about to begin. These projects are in the areas of:

- creative collaboration
- creative communities
- virtual communities
- suburban communities.

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### COOPERATIVE RESEARCH CENTRE FOR CONTAMINATION ASSESSMENT AND REMEDICATION OF THE ENVIRONMENT (CRC CARE)

The CRC for Contamination Assessment and Remediation of the Environment (CRC CARE) was established in 2005 as a joint venture with 25 partners. The university partners are UTS, the University of South Australia, the University of Queensland, Southern Cross University and Curtin University of Technology. Industry partners include government departments, environmental protection authorities, mining companies, petroleum companies, venture capitalists, engineering consultancies and equipment manufacturers.

Australia has a legacy of contaminated land, with hundreds of thousands of sites in need of remediation. Many of these sites have high-value commercial and residential potential. Contaminated land is a liability, but remediated land is an asset. However, remediation can be very expensive. CRC CARE aims to develop cost-effective technologies and skills, faster site characterisation, improved risk assessment and quantification of liability, with a strong focus on creating new wealth, new jobs and new business.

CRC CARE will combine industry needs, research capability and regulatory framework development.

The CRC's research programs are in the areas of:

- risk assessment
- remediation technologies
- prevention technologies
- social, legal, policy and economic issues
- education.

In addition, a number of national demonstration sites will be established to tie in all research program activities.

The UTS contribution is being led by the National Centre for Groundwater Management, with participation by specialists in the Institute for Water and Environmental Resource Management (IWERM) and the faculties of Engineering and Science.

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### **COOPERATIVE RESEARCH CENTRE FOR TECHNOLOGY ENABLED CAPITAL MARKETS**

The CRC for Technology Enabled Capital Markets (CMCRC) is designed to directly assist the development of Australia's capital markets, and therefore Australia's financial centre aspirations, by providing:

- technology solutions to serve as the backbone infrastructure for capital markets – local, regional and global. The initial focus of the CRC is on developing inter-operability among Australian systems/markets (in particular program trading, real-time risk management, market surveillance and compliance) and eventually, once the appropriate business model is determined, developing secure and scalable solutions to provide the infrastructure for global capital markets (expanding into the areas of trading, clearing and settlement and registry)
- technology in context: research into the interaction between technology and four other key elements of capital markets – regulation, information, financial instruments and participants. For instance, technology solutions must be developed with market participants in mind. They must be flexible enough to cater for major regulatory differences across marketplaces
- human capital development programs capable of sustaining financial market innovation. There is a widely held view that Australia is falling behind other countries in educational investment in IT. The CMCRC seeks to help resolve this problem especially in the intersection of finance and IT, an area specifically identified by the Australian Centre for Global Finance as one requiring urgent attention.

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### **COOPERATIVE RESEARCH CENTRE FOR WATER QUALITY AND TREATMENT**

UTS, through its Institute for Sustainable Futures, is a participating organisation in the CRC for Water Quality and Treatment (CRCWQT). The CRCWQT is an unincorporated joint venture between 29 participants representing government, industry and research organisations. The Centre was established in July 2001 under the Australian Government Cooperative Research Centres Program. The Centre's head office is located at the Australian Water Quality Centre in Adelaide.

The CRCWQT's mission is to assist the Australian water industry to produce high-quality drinking water at an affordable price. Research undertaken by the Centre will provide a solid foundation for evidence-based investment decisions for water infrastructure, as well as innovative solutions for achieving enhanced aesthetic water quality that meets community needs.

The Institute for Sustainable Futures (ISF) is the lead agency in the CRCWQT project on best practice cost analysis methodology for sustainable urban water. In this project, ISF will investigate and improve methodologies for cost analysis of sustainable urban water and provide a guide to best practice. The aim is to allow true comparisons of the cost of sustainable strategies and systems with the cost of conventional alternatives. This will facilitate the inclusion of these strategies in water utility planning. Other partners in this project are Sydney Water Corporation, Environmental Protection Agency (QLD), South East Water Limited, Hunter Water Corporation, Melbourne Water, and Yarra Valley. This project is a component of the Sustainable Water Sources program.

In addition, the Program leader of the CRCWQT's People's Perspectives program, Dr Naomi Roseth, has an office at the Institute for Sustainable Futures. The People's Perspectives program aims to develop an understanding of community views, needs, expectations and preferences for water services across Australia.

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## COTTON CATCHMENT COMMUNITY COOPERATIVE RESEARCH CENTRE

The new Cotton Catchment Communities CRC brings together many universities, government research and management organisations and industry partners in a collaborative environment working on research, education and commercialisation activities for the benefit of the Australian cotton industry, regional communities and Australia.

Goals for the new Cotton Catchment Communities CRC include improved economic performance beyond the \$1.2 billion that the cotton industry is currently worth, and maintaining sustainable use of natural resources for regional communities.

UTS has two research groups undertaking projects for the Cotton Catchment Community CRC. The National Centre for Groundwater Management is investigating aquifer recharge, and developing coupled surface water and groundwater flow models to improve our ability to estimate aquifer sustainability. The Institute for Water and Environmental Resource Management is undertaking research to benchmark water quality health.

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## SUSTAINABLE TOURISM COOPERATIVE RESEARCH CENTRE (STCRC)

UTS is a partner in the national Sustainable Tourism Cooperative Research Centre (STCRC). Launched in 1997 and awarded a new seven-year term in 2003, STCRC involves 16 universities in six States and two Territories and a similar number of tourism industry partners. The industry partners in NSW are the Department of Environment and Conservation (Parks and Wildlife Division) and the Department of Tourism, Sport and Recreation (Tourism NSW).

The mission of the STCRC is the development and management of intellectual property to deliver innovation to business, community and government, enhancing the environmental, economic and social sustainability of tourism. UTS has been involved in a number of STCRC projects, including:

- national park/tourism indicators project – to develop a visitor monitoring framework for natural areas, based on key indicators of visitor use and satisfaction
- environmental accreditation study – a review of research into the effects of tourism companies' green credentials on consumer demand
- urban tourism scoping study – a review of research in the field of urban tourism to establish a research agenda
- Australian gateway cities and regional tourism study – a study of the relationship between 'gateway' cities and regional tourism for overseas visitors

- urban parks and tourism scholarship – a PhD scholarship to study the role of parks in tourism, jointly sponsored with the Sydney Urban Parks Education and Research Group
- monitoring community attitudes towards national parks – a study of local community and tourism industry attitudes
- urban tourism precincts – involving research into visitor experiences and precinct management issues
- benchmarking caravan and tourist park operations – to develop a system for evaluating operational performance
- making national parks a tourism priority: the visitor experience – a national review of research relating to visitation patterns and the determinants of the quality of visitor experiences
- marketing and demarketing of tourism in national parks
- development of a framework and a casebook of best practice interpretation research that contributes to sustainable tourism
- the professionalisation of ecotour guides – a PhD scholarship involving an investigation into the influence of ecotour guides on the visitor experience
- setting a research agenda for disability and associated easy-access markets in the tourism sector
- assessment of the effectiveness of current marketing practices relating to protected areas
- cultural landscapes in tourism, and
- systematic and strategic collection and use of visitor information in protected area management – intended to develop a consistent national approach to visitor data collection and use among Australian protected area agencies.

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## **ARC CENTRES OF EXCELLENCE**

In 2003 the Australian Research Council established eight Centres for Excellence. UTS is a participant in the following two.

### **ARC CENTRE OF EXCELLENCE FOR AUTONOMOUS SYSTEMS**

The Centre for Autonomous Systems (CAS) is jointly funded by the Commonwealth and State Governments and is a collaboration between the University of Technology, Sydney, the University of Sydney, and the University of New South Wales.

The aim of the Centre is to research and explore the nature of intelligence in problems of perception learning and control, and to lay the scientific foundation for the development and application of intelligent autonomous systems. Autonomous systems represent the next step in the fusion of machines, computing, sensing and software to create intelligent systems capable of interacting with the complexities of the real world.

Autonomous systems have a broad and diverse range of applications of national importance. These range from field applications such as automated mining, cargo handling, construction, forestry and transport, to potentially dangerous applications including robotic bushfire fighting, search-and-rescue, and broad areas of air, land and maritime defence, to social applications in robotic health care, automotive and entertainment.

The main objective of the Centre is to focus on key research challenges in this field and showcase the integrated operation of complex intelligent autonomous systems with capabilities substantially beyond any existing systems. The Centre aims to play a key role in establishing a new autonomous systems industry in Australia.

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### **ARC CENTRE OF EXCELLENCE FOR ULTRAHIGH-BANDWIDTH DEVICES FOR OPTICAL SYSTEMS**

The vision of the Centre for Ultrahigh-bandwidth devices for Optical Systems (CUDOS) is to develop the experimental and theoretical expertise to design and build linear and nonlinear all-optical signal processing devices and to miniaturise these, leading to the 'photonic chip', believed to be the building block for the next generation of optical systems.

CUDOS's research focuses on a range of novel optics, including photonic crystals, microphotonic structures, microstructured optical fibres and nonlinear photonic materials, and will rely on advanced fabrication techniques, new material systems and possibly entirely new principles.

CUDOS spans five universities in three cities – UTS, the University of Sydney, the Australian National University, Macquarie University and Swinburne University of Technology.

Its UTS node, led by Professor Lindsay Botten and based in the Department of Mathematical Sciences in the Faculty of Science, is home to the CUDOS Computational Modelling Program, which supports the work of the Centre through the development of novel theoretical and semi-analytic computational models, the development and implementation of general purpose finite difference time domain codes on large scale parallel computer systems, research in the areas of photonic crystals, microstructured optical fibres and radiation dynamics, and the provision of computational support for a range of experimental programs at other nodes.

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## CENTRES OF ENTERPRISE, RESEARCH AND/OR COMMUNITY SERVICE

The policy on Establishment and Management of UTS Centres of Enterprise, Research and/or Community Service (CERCS) is available online at:

<http://www.gsu.uts.edu.au/policies/cercspolicy.html>

### AUSTRALIAN CENTRE FOR EVENT MANAGEMENT

The mission of the Australian Centre for Event Management (ACEM) is to develop and support industry best practice in event management, and to maximise the economic, social and cultural benefits that flow to the Australian community through the conduct of events. Its core activities include curriculum development of event courses, the delivery of continuing education programs for the event industry, and research and consultancy services associated with the planning, conduct and evaluation of events. ACEM publishes and distributes resources associated with the management of events, and maintains a resource centre housing documentation and research in this area. Through its activities, ACEM seeks to position Australia as a centre of excellence in the broad area of event management.

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### AUSTRALIAN CENTRE FOR INDEPENDENT JOURNALISM

The goal of the Australian Centre for Independent Journalism (ACIJ) is to stimulate the production of high-quality journalism, especially investigative journalism; to conduct and support research into journalism and the media; to contribute to scholarly debate and research about journalism; and to promote community discussion about the relationship of journalism to political, social and cultural democracy.

Activities of the Centre include the publication of investigative journalism; academic research in journalism studies and related fields; provision of resources and reference services for journalistic and academic research; continuing education for journalists, students and others; and contributions to debate in areas of concern to journalists.

Members of ACIJ, which was established in 1990, include staff and students of UTS, working journalists and others interested in the media across Australia.

Major projects include the online magazine, *Reportage*; the George Munster Journalism Forums and the annual George Munster Award for Independent Journalism; the annual Public Right to Know conference; and other occasional seminars and publications.

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### AUSTRALIAN CENTRE FOR OLYMPIC STUDIES

The Australian Centre for Olympic Studies (ACOS) was launched in October 2005 by Helen Brownlee of the Australian Olympic Committee. The Pro-Vice-Chancellor (Teaching and Learning), Dr Alex Byrne, opened an Olympic Studies Room at Kuring-gai campus at the same event.

ACOS will provide a national focus for Olympic studies in Australia. It seeks to examine the Olympic phenomenon in its broadest sense: to consider issues relating to the Olympic Games; to research the Paralympic Games and other major sporting events; and to focus on 'sport for all', which is advocated by the Olympic movement. By gathering information about the organisation of the Sydney 2000 Olympic Games and other major international sporting events, UTS has developed a research database to assist in the organisation of similar future events.

ACOS is hosted by the School of Leisure, Sport and Tourism in the Faculty of Business at Kuring-gai campus.

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## AUSTRALIAN CENTRE FOR PUBLIC COMMUNICATION

The Australian Centre for Public Communication is located within the Faculty of Humanities and Social Sciences. The goal of the Centre is to contribute to research and to stimulate debate about public communication in Australia and internationally. It facilitates ethical practice in the public communication industry in Australia.

The Centre aims to enhance the standard of professional practice and to contribute to the creation, application and extension of knowledge about public communication for the benefit of society. It provides a reference point at UTS for expertise, consultation and opinion on issues and policy for public communication, particularly public relations and advertising.

The Centre provides opportunities for productive relationships with the professions and their representatives in industry and the community, promoting excellence in research, scholarship, education and innovation.

Primary activities of the Centre include undertaking research projects, contributing to the profile of UTS as a leader in the education of public communication professionals in Australia, extending links with overseas scholars and institutions in public communication and related areas, developing and delivering quality short courses in advertising, public relations and related areas, providing an identity for industry liaison and partnerships (particularly work experience, internship programs and job opportunities for students and graduates) and encouraging debate and discussion through seminars, publications and short courses.

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## AUSTRALIAN CENTRE FOR PUBLIC HISTORY

The Australian Centre for Public History was established in 1998 as a Centre of UTS. The Centre seeks to promote the practice and understanding of public history in both the academy and the community.

The objectives of the Centre are to provide a variety of bodies in educational, community and professional sectors with a gateway to public history expertise and resources at UTS; to facilitate innovative and flexible teaching; to foster international exchanges of both staff and students; to facilitate international and related endeavours; to publicly demonstrate the integral link between public history skills and knowledge at UTS and in the broader community; and to foster and undertake research in the area of public history and to carry out appropriate consultancies to support these objectives.

The Centre has recently completed a history of the Australian Heritage Commission and a history of the Department of Agriculture, Forestry and Fisheries Australia. Centre members are currently writing a history of the Sydney Shire of Sutherland.

Activities of the Centre include maintaining and developing national and international public history networks, public history conferences and seminars, and working with

community groups. The Centre also works closely with the Professional Historians Association NSW Inc in the editing and production of the Association's annual journal, *Public History Review*.

### Inquiries

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## CENTRE FOR AUSTRALIAN COMMUNITY ORGANISATIONS AND MANAGEMENT

The Centre for Australian Community Organisations and Management (CACOM) is the first Centre in an Australian university to focus attention on community or private nonprofit organisations and their management.

Academic staff associated with the Centre engage in research into community organisations, their management and the associated phenomena of philanthropy and volunteering, and community capacity building.

The Centre contributes to knowledge of and about community organisations and their management by publishing the results of research through a Working Paper series, and by organising seminars, conferences, etc.

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## CENTRE FOR E-BUSINESS AND KNOWLEDGE MANAGEMENT

The Centre for e-Business and Knowledge Management (eK Centre) is a state-of-the-art information and e-business demonstration laboratory. It provides a high-tech environment for studying and simulating e-business scenarios and real-time information management in the digital age.

Launched in 2000 by the UTS Faculty of Business and cooperative partners IBM, Reuters and SAP, the eK Centre is equipped with leading-edge IBM computer hardware and modern e-business software applications from SAP including a number of data warehouse applications and business intelligence software with strategic links to real-time international information services and financial markets information.

The Centre focuses on providing high-quality research, consulting and training in e-business, knowledge management, ERP systems, information integration and real-time information management.

Facilities available at the Centre include a demonstration dealing room with real-time market data feeds, access to the Internet, facilities for mini-video conferencing and video and television presentation.

#### Research

The eK Centre offers an interdisciplinary approach, which is essential for dealing with the complex challenges involved in managing the digital age. The Centre facilitates professional research studies on the topics of current interest to those operating in the finance industry and e-business, and innovation in management in this digital age with high industry relevance.

The Centre also holds workshops, engages in the use of modern e-business software applications including data warehouse applications and business intelligence software, and contributes to publications.

Within the Faculty of Business, the eK Centre draws on experienced researchers in accounting, business information systems, finance, management and marketing with research interests in the Centre's key areas of:

- e-business
- knowledge management
- ERP systems
- information integration and real-time management
- electronic financial trading
- customer relationship management.

#### Inquiries

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### CENTRE FOR ECOTOXICOLOGY

The Centre for Ecotoxicology is a joint venture between UTS and the NSW Environment Protection Authority (EPA). The Centre was set up in 1985, with the aims of promoting education, research, consultancy and information transfer in the science of ecotoxicology.

Ecotoxicology is the study of the pathways, transformations, fate and impacts of chemicals, mixtures and disturbances to physical conditions in the environment, and in particular on living species and ecosystems. This study involves the necessary meeting of the chemical and biological sciences.

The Centre has facilities for toxicological testing and chemical analysis, and carries out basic and applied research in ecotoxicology. Projects range from laboratory tests, such as bio-assays, to field monitoring, baseline and impact studies, all of which are designed to provide the information to underpin the development of appropriate Australian environmental quality guidelines. The Centre also provides a venue for postgraduate coursework and research students, for visiting scientists, and for workshop and conference activities. EPA and UTS staff collaborate in the teaching, postgraduate supervision and research of the Centre.

Research work involves consultation with industry and government in identifying areas in which investigation is needed on the impact of chemicals on native flora and fauna under Australian climatic and other environmental conditions.

#### Inquiries

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### CENTRE FOR ELECTRICAL MACHINES AND POWER ELECTRONICS

The mission of the Centre is to benefit humanity through the application of electrical machines, power electronics and related expertise in high-quality research and significant industrial projects.

The Centre:

- comprises a team of highly qualified experts with international and local experience
- has strong links with Australian government research organisations such as the CSIRO
- works in all areas of product development, from research and design to prototype construction and testing
- provides expertise in electromagnetics, magnetic materials, power electronics, control electronics, electrical engineering, fluid dynamics, vibration and mechanical engineering
- combines industrially sponsored contract research and long-term postgraduate strategic research supported by research grants.

Projects include:

- development of low-cost, high-performance motor drives for electrical appliances using new soft magnetic composite (SMC) materials – ARC Linkage and Waterco Ltd
- 3D magnetic property testing and modeling – ARC Large Grant
- design and control of sensorless, brushless, linear permanent magnet motors for fluid pumping – ARC Linkage and SES Ltd
- high-efficiency, low-cost, low-noise, variable-speed compressor drive for refrigeration and air conditioning systems – ARC Linkage and Heatcraft Ltd
- 20kW direct drive PM wind turbine generator – ACRE and Westwind Ltd
- mobile fuel cell system – ACRE and UTS
- PM motor for marine drive systems – Solar Sailor Holdings Ltd
- rotatory blood pump – VentriAssist Ltd.

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## CENTRE FOR FORENSIC SCIENCE

The Centre promotes forensic science as a multidisciplinary methodology applied within a scientific, legal and political structure. It consists of UTS core and associate members from the faculties of Science, Law, Engineering and Information Technology, as well as industry partners.

The Centre aims to provide high-quality education, enhance professional practice and integrate high-calibre research and independent services for the benefit of the community at large.

The Centre capitalises on the well-established UTS forensic programs and organises short courses and professional seminars for law enforcement agencies, forensic organisations and practitioners, insurance companies, legal firms and various research institutes.

Research programs are in the areas of fingerprints, questioned documents, trace evidence, fire investigation and analysis, illicit drugs, toxicology, DNA profiling, materials and engineering, statistics and data handling, and artificial neural network applied to forensic classification.

The Centre also offers an independent investigative and consulting service through the UTS commercial company, accessUTS Pty Limited.

### Inquiries

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## CENTRE FOR HEALTH SERVICES MANAGEMENT

The Centre for Health Services Management is a collaborative Centre between the faculties of Nursing, Midwifery and Health, and Business, and operates in close association with the health industry nationally and internationally.

The Centre provides research expertise, consultation and education in the areas of nursing and health services management, health services research and information management. Teaching and research activities in which the Centre is involved may focus on aspects such as:

- the services provided by the health sector and the ways in which institutions provide these services (for example, the impact of patient transfers on length of stay, models of care)
- the workforce and labour trends (casualisation, cultural diversity, skill mix)
- the context in which health services are delivered (workload measurement, resource allocation, organisational culture and structures)
- the outcomes of service provision (patient and staff safety outcomes).

### Inquiries

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## CENTRE FOR LANGUAGE AND LITERACY

The Centre for Language and Literacy was established in 1990 and is located in the Faculty of Education. It provides a focus for the research, curriculum development and professional development activities of staff whose major professional interests lie in the areas of language, literacy and numeracy education. Within the context of the University and Faculty Research Strategies, the Centre fosters a research culture by providing support for the ongoing development of research skills, assistance with research projects and dissemination of research outcomes. It also acts as a forum for professional and community contact through the provision of policy advice and through sponsoring conferences, seminars and workshops.

Major activities of the Centre include:

- hosting of Language in Education monthly seminar series
- hosting of MA Language and Literacy, MA Applied Linguistics and MA TESOL conference
- hosting of visiting academics
- publication of the journal *Literacy and Numeracy Studies: An International Journal in the Education and Training of Adults* (edited by Alison Lee, Rosie Wickert and Hermine Scheeres)
- publication of research report series, for example: *Teamwork, Discourses and Literacy* (Stephen Black), *Worth the while* (Jenny McGuirk and Rosie Wickert), *Postgraduate Studies, Postgraduate Pedagogy* (edited by A Lee and B Green)
- support for ongoing research in the areas of: literacy and policy; writing in academic contexts; study and analysis of spoken language; debates about literacy; knowledge about language and metalinguistic awareness; second language development; discourses of workplaces; intention in spoken language; scaffolding language and learning; and numeracy education.

In collaboration with NSW AMES and NSW DET, the Centre also runs a continuing series of professional development seminars for teachers in language and literacy fields of practice.

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## CENTRE FOR LOCAL GOVERNMENT

The objective of the Centre is to support the advancement of local government through continuing professional education and training, research and specialist consulting services. In Australia and internationally, the Centre works collaboratively with local government associations, professional institutes and State and Commonwealth government departments.

The Centre is a major provider of continuing professional education for local government in New South Wales. Education and training programs are offered throughout the State and have a strong emphasis on workplace learning and high-quality, up-to-date content. In addition, the Centre regularly undertakes applied research, training programs and consultancies for all spheres of government, individual councils and regional groups of councils, across a wide range of activities. Significant contributions are made to the international development of local government through professional education courses and joint programs with partner organisations in the Asia-Pacific region, South Africa and elsewhere.

The Centre offers a Graduate Diploma and a Graduate Certificate in Local Government Management, which are delivered largely in flexible, workplace-based modules. Students can progress to a Master's degree in Business or Management.

### Inquiries

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CB10.11.09, City campus  
telephone +61 2 9514 1659  
fax +61 2 9514 2274  
email [clg@uts.edu.au](mailto:clg@uts.edu.au)  
<http://www.clg.uts.edu.au>

## CENTRE FOR MIDWIFERY AND FAMILY HEALTH

The former Centre for Family Health and Midwifery at UTS was established in July 2000 as a result of collaboration between the Faculty of Nursing, Midwifery and Health and the health industry.

The goal of the Centre for Midwifery and Family Health (CMFH) is to improve the health of Australian families through research, education, practice development and consultancy. The Centre's focus is on women during pregnancy, labour, birth and the early postnatal period, and on children up to five years of age. The Centre aims to conduct research that improves the quality of practice and services provided by practitioners, particularly midwives and child and family health nurses. It also undertakes research to improve the systems responsible for the delivery of that care. This research informs education, practice and policy development and consultancy activities.

Underpinning the work of the CMFH is a focus on a broad definition of health incorporating physical, mental and social wellbeing. We believe that the sharing of professional knowledge, research evidence and experience through partnerships of clinicians, university faculties, other health professionals and community members enhances and improves services. The Centre is committed to improving health care through education and research, and works with others to integrate this into practice and policy. We believe that research incorporated into consultancy, technical advice and policy development can improve the health and social systems that support new families.

More information is available on the Centre's website (see below).

### Inquiries

Dr Caroline Homer  
Director, Centre for Midwifery and Family Health  
CB08 (11a Broadway), City campus  
telephone +61 2 9514 2977  
fax +61 2 9514 1678  
email [Caroline.Homer@uts.edu.au](mailto:Caroline.Homer@uts.edu.au)  
<http://www.nmh.uts.edu.au/cmfh/index.html>

## CENTRE FOR NEW WRITING

The UTS Centre for New Writing develops and promotes research in the areas of new writing and Australia's literary culture. It acts as an incubator of ideas for creative writing practice and research, raising the University's profile in these areas. The Centre runs literary seminars, writer 'in conversations', quality short courses and advisory services. It participates in contemporary debates and discourse about writing and cultural practices, and links with writers and researchers, corporate, government and community organisations nationally and internationally in the areas of writing, editing and publishing.

The Centre was officially launched in 2005. It hosts events, seminars, sessions at writers' festivals and other community events, and research projects relating to new writing, as well as working with Sydney's diverse cultural community.

The Centre's Management Committee and Advisory Board, on which writers, staff and industry professionals are represented, continues to develop extensive local and international links to build a culture that draws researchers, writers and research degree students to the Centre.

In 2006 the Centre's research will focus on the examination of international developments in writing, teaching and creativity in the academy and the wider community. It will continue its active engagement in research projects in the Asia-Pacific region, with the Indigenous community, and relating to creative non-fiction.

Annual membership of the UTS Centre for New Writing will be available from 2006 to people interested in creative writing, research and publishing. Members will receive regular notification of a series of high-profile writing seminars and master classes as well as other benefits.

### Inquiries

John Dale  
Director, Centre for New Writing  
CB03.04.45, City campus  
telephone +61 2 9514 1951  
email [John.Dale@uts.edu.au](mailto:John.Dale@uts.edu.au)  
<http://www.newwriting.uts.edu.au>

## CENTRE FOR OBJECT TECHNOLOGY APPLICATIONS AND RESEARCH

Established in 1994, the Centre for Object Technology Applications and Research (COTAR) provides a focal point for the software industry using, or considering using, the software development techniques of object technology, component-based development and agent technology. COTAR aims to promote and conduct research in software engineering and information systems using these leading-edge computing paradigms, as well as to provide high-quality professional development education.

COTAR provides a research training environment for postgraduate research students and a focal point for collaborative work with industry. It aims to collect, collate and disseminate to industry the growing body of knowledge on the theoretical and practical aspects of object, component and agent technology and its use in application-domain, industrial software development, thus assisting companies in their transition to object and agent technology.

#### **Inquiries**

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telephone +61 2 9514 1687

fax +61 2 9514 4535

email [Brian.Henderson-Sellers@uts.edu.au](mailto:Brian.Henderson-Sellers@uts.edu.au)

<http://www.cotar.uts.edu.au>

### **CENTRE FOR POPULAR EDUCATION**

The Centre for Popular Education at UTS undertakes research, consulting and teaching activities that are concerned with education and community capacity building. In particular, the Centre is intent on studying and supporting educational practice that serves the interests of people who are marginalised, and/or are engaged in advocacy, social action or community development activities.

Centre members research and teach in a range of arenas, including schools, health promotion, youthwork/education, arts and cultural development, international and community development, adult and community education, basic education, social movements and unions.

The Centre has seven major research program areas. They are:

- community leadership
- community cultural development
- pedagogy and politics of working with young people, enhancing learning in schools in low-SES regions
- school–community links
- health education and community development
- learning and action for the environment
- community organising and social action.

#### **Inquiries**

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Daniel Ng

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fax +61 2 9514 3054

email [Daniel.Ng@uts.edu.au](mailto:Daniel.Ng@uts.edu.au)

<http://www.cpe.uts.edu.au>

### **CENTRE FOR RESEARCH AND EDUCATION IN THE ARTS**

The Centre for Research and Education in the Arts (CREA) seeks to enhance the profile and professional practice of the arts – drama, dance, visual arts, design and literature – within the life of the University and the community it serves. It was established to provide the University and the community with a body which has as its prime commitment the promotion of excellence with respect to practice, education and research at both professional and student levels. The Centre is committed to the principles of lifelong learning and is active in many programs for both adults and children.

CREA has a growing international research profile with a number of PhD students in creative arts and related areas. One particular area of interest is research methodologies in the arts. Through the Faculty of Education, CREA delivers postgraduate programs in Music Therapy and the Creative Arts. The Master of Education in Creative Arts offers specialisations in Children's Literature and Literacy, Children's Art and Youth Performance Studies. Students may choose to specialise in one area or choose subjects from across all three areas.

CREA has a publication arm, CREA Publications. The Journal of the Centre, *CREArTA*, has an international editorial board and an interdisciplinary focus. Submissions are invited.

#### **Inquiries**

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fax +61 2 9514 5556

email [Rosemary.Ross.Johnston@uts.edu.au](mailto:Rosemary.Ross.Johnston@uts.edu.au)

<http://www.crea.uts.edu.au>

### **COMPLEX SYSTEMS RESEARCH CENTRE**

The Complex Systems Research Centre (CSRC) was founded in early 2003 at the UTS School of Marketing. The Centre was created to study the characteristics, interaction and emergent behaviour of the components that make up complex systems. Systems that are complex and adaptive comprise many nonlinear units that interact locally with each other so as to produce emergent behavior of the system as a whole. Examples include organisations, biological and ecological systems, many information technology and communication systems, marketing systems and economies.

The CSRC provides a multidisciplinary focal point at UTS for different disciplines interested in complexity research, and outside the University for research, education and consulting in the area of complex systems.

The primary focus of the CSRC researchers is Train of Thought analysis, a discovery approach to the analysis of emergent patterns in the data representations of complex systems.

The CSRC has a number of key research areas of interest. Current projects include:

- patterns of negotiation: this project treats negotiation as a complex system
- semantic networks: mining of key concepts in knowledge management systems including the Web
- rainmaking as a complex system: re-analysis of cloud seeding data from the 1960s and 1970s with modern techniques and revised perspectives

- visualising collaboration: determining and visualising multidimensional empirical patterns of collaboration between and among faculties at UTS.

#### **Inquiries**

Professor Louise Young  
 Director, Complex Systems Research Centre  
 CM05D.2.08, City campus  
 telephone +61 2 9514 3538  
 email Louise.Young@uts.edu.au  
<http://www.business.uts.edu.au/csrc>

### **NATIONAL CENTRE FOR GROUNDWATER MANAGEMENT**

The National Centre for Groundwater Management is a joint enterprise between the UTS faculties of Science and Engineering, with the general aims of researching groundwater problems of strategic national importance; coordinating and developing postgraduate and continuing education programs; and liaising with industry.

The Centre was established with the support of the Commonwealth Government through Land and Water Australia, as a national centre for research, consultancy and training in groundwater and environmental applications.

The Centre offers courses as a collaborative effort between the faculties of Science and Engineering: the Master of Science in Hydrogeology and Groundwater Management; the Graduate Diploma Science in Hydrogeology and Groundwater Management; and the Graduate Diploma Engineering in Groundwater Management.

The Centre offers Master's degrees by coursework and Graduate Diplomas in the faculties of Engineering and Science, as well as Doctorates in hydrogeology and groundwater management and a Master's degree by research in groundwater management. There are flexible arrangements for each program: part time, full time and block mode for on-campus students, and distance mode for off-campus students.

#### **Inquiries**

Associate Professor Noel Merrick  
 Director, National Centre for Groundwater Management  
 CB10.11.15, City campus  
 telephone +61 2 9514 4881 or +61 2 9514 4878  
 fax +61 2 9514 4968  
 email groundwater.management@uts.edu.au  
<http://www.ncgm.uts.edu.au>

### **UTS COMMUNITY LAW CENTRE**

The UTS Community Law Centre was opened in May 1996 and is a part of the Faculty of Law. It provides free legal services to UTS staff and students (UTS Union Legal Service) and to staff and students of TAFE Sydney Institute (TAFE outreach legal service). In providing legal services, the Centre relies on the assistance of law students who each volunteer four hours per week.

The Centre provides advice, representation and referral in a broad range of matters such as credit and debt, criminal law, discrimination law, domestic violence, employment law, social security, tenancy and victims compensation.

The Centre aims to develop effective ways of informing the community of their legal rights and responsibilities by organising legal education seminars and workshops, and by publishing information in printed form or on the Centre's website. The Centre adopts a multidisciplinary approach

to legal advice and research, recognising the complexity of providing legal solutions in modern society.

Centre staff are also involved in legal research, policy and law reform. These activities facilitate community access to researchers at the Centre and to academic staff of the UTS Faculty of Law. The Centre provides community organisations with legal research expertise in order to respond to the impact of particular laws and policies on their communities. The Centre also offers an elective law subject, Community Legal Research, giving law students the opportunity to undertake research addressing community legal issues.

The Centre also seeks to promote practice-based education by providing students with direct experience of assisting clients, the dynamics of law reform, community consultations and the impact of politics on the legal system.

#### **Inquiries**

telephone +61 2 9514 2914  
 fax +61 2 9514 2919  
 email utsclc@law.uts.edu.au  
<http://www.law.uts.edu.au/clc>

Jennifer Burn  
 Director, UTS Community Law Centre  
 telephone +61 2 9514 9662  
 fax (02) 9514 3400

#### **Postal address**

UTS Community Law Centre  
 University of Technology, Sydney  
 PO Box 123  
 Broadway NSW 2007  
 DX 88805 Haymarket

#### **Location**

UTS Community Law Centre  
 CB01.3.15  
 City campus, Broadway  
 TAFE Outreach Service  
 TAFE Legal Service Office  
 Level 2, Marcus Clarke Building  
 TAFE Sydney Institute  
 827-839 George Street (opposite Railway Square)  
 Sydney

### **UTS TRAINING AND DEVELOPMENT SERVICES**

UTS Training and Development Services is recognised as one of Australia's leading providers of training and consultancy services in the fields of human resource development and vocational education and training.

The Centre's focus is on the provision of consultancy and training services designed to provide individuals and organisations with the capabilities to achieve peak performance in today's dynamic business environment.

Qualifications offered by the Centre include:

#### **Certificate IV in Training and Assessment TAA40104**

Programs include:

- Working in VET
- Learning Environment
- Designing Learning
- Facilitating Groups
- Train the Trainer
- Workplace Assessing.

## **Diploma of Business (Frontline Management) BSB51004**

Programs include:

- Professional Development
- Project Management
- Team Effectiveness
- Customer Service
- Financial Management
- Change and Innovation
- Performance Management
- Workplace Safety.

## **Diploma of e-Learning BSB51301**

Programs include:

- Developing Workplace Training Programs
- Planning e-Learning
- Becoming an e-Trainer
- Design e-Learning Multimedia
- Apply Principles of Multimedia Design
- Create a Multimedia Solution
- Implement e-Learning.

The Centre offers all the above courses on a year-round public course calendar. Alternatively all courses can be customised to meet specific organisation or individual needs. Where appropriate, articulation arrangements exist between these qualifications and undergraduate courses within the Faculty of Education.

The Centre is also a market leader in specialised vocational education and training consultancy services.

Areas of speciality include:

- development of competency standards
- training needs analysis
- preparation of learner resources, including manuals, handbooks and videos
- development of training modules
- training evaluations
- assessment tool development
- auditing of assessment systems.

### **Inquiries**

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<http://www.tds.uts.edu.au>

## **OTHER ORGANISATIONS**

### **AUSTRALASIAN LEGAL INFORMATION INSTITUTE (AustLII)**

The Australasian Legal Information Institute (AustLII), a joint facility of the UTS and UNSW Law faculties, maintained its position in 2005 as Australia's leading online legal research facility, and the leader in the global 'free access to law' movement.

AustLII now provides more than 170 Australasian legal databases, covering legislation, case law, law journals and other content from every jurisdiction. The AustLII website now receives more than 50,000 hits per day and up to 30 per cent of all law-related web traffic in Australia.

AustLII also operates the World Legal Information Institute (WorldLII), in which 10 university-based legal information institutes around the world combine to provide free access from one point to more than 500 legal databases from 55 countries.

During 2005, AustLII, with some seed funding from the Australian Attorney-General's Department, built and launched the Commonwealth Legal Information Institute (CommonLII), which provides access to legal materials from more than 50 countries of the Commonwealth.

The Australian Research Council, through its research infrastructure scheme (LIEF), is AustLII's largest source of support, joining 25 other stakeholders including CCH Australia Limited, Thomson Legal & Regulatory Ltd, the Department of Foreign Affairs and Trade, law firms, courts and tribunals.

### **Inquiries**

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fax +61 2 9514 4908  
<http://www.austlii.edu.au>

### **AUSTRALIAN TECHNOLOGY PARK INNOVATIONS PTY LTD (ATPi)**

ATP Innovations (ATPi) is a vibrant, world-class technology business accelerator that nurtures and supports start-up businesses in the biotechnology, ICT and electronics sectors. The convergence of these technologies is critical in creating new technology businesses, and ATPi focuses on enhancing these synergies.

ATPi's shareholders are: UTS, the University of Sydney, the University of New South Wales, and the Australian National University.

ATPi has a strong strategic focus on working with its shareholders to drive commercialisation of intellectual property created in their institutions. ATPi also supports start-up ventures emanating from the private sector.

ATPi has developed and refined an integrated suite of business development programs: bizStart is designed to turn a business idea into a realistic business plan, and bizConnect provides a broad range of commercialisation services. Both programs are underpinned by bizNetClub, which enhances business knowledge through access to learning networks and outreach programs.

ATPi's commercialisation process and business support services are based on a simple maturity model that leads to:

- the creation of a realistic business plan
- the market validation of the products or processes
- the securing initial business deals
- business expansion
- successful graduation from ATPi's programs.

Since 2002, ATPi, in partnership with the NSW State Government's BioFirst Biotechnology Program, has focused on establishing a biotechnology precinct capable of accommodating and supporting start-up companies in state-of-the-art laboratory facilities. The facilities have been designed to incorporate flexible tenancy arrangements and to provide a core infrastructure that enables companies to set up their operations as quickly as possible. The precinct can house companies requiring wet lab facilities as well as those working in the biomedical devices, biomaterials and bio-informatics arenas. Business development of these companies is provided through the core business development programs.

#### **Inquiries**

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 Australian Technology Park Innovations Pty Ltd  
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 Eveleigh NSW 1430  
 telephone +61 2 9209 4444  
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 email [m.bradley@atp-innovations.com.au](mailto:m.bradley@atp-innovations.com.au)  
<http://www.atp-innovations.com.au>

#### **APACE VILLAGE FIRST ELECTRIFICATION GROUP**

APACE Village First Electrification Group (VFEG) is a group of UTS, community and Indigenous professionals which assists rural communities in the Asia-Pacific region to implement low-impact, environmentally responsible technology. It develops and manages village-based renewable energy projects.

Working from Sydney, the Solomon Islands, Vanuatu, Papua New Guinea and Bougainville, the group partners indigenous communities on long-term projects and is the devolved outcome of the previous Australian non-government organisation known as Appropriate Technology for Community and Environment, Inc., or APACE. It coordinates environmentally sustainable micro-hydroelectric power schemes in rural villages. These projects are designed to enable villagers to control their own futures; emphasis is placed on information, training and awareness as core components.

The Group acts to promote and undertake research into environmental solutions, and to promote consultation and cooperation between statutory and other bodies in all matters affecting energy poverty, as well as to develop informed public opinion of these matters.

APACE VFEG is incorporated through the nonprofit Earth Trust, and receives donations through its Earth Fund.

#### **Inquiries**

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 fax+61 2 9514 2611  
 email [apace@uts.edu.au](mailto:apace@uts.edu.au)  
<http://www.apace.uts.edu.au>



## 6 > COURSES AVAILABLE IN 2006

Faculty of Business	104
Faculty of Design, Architecture and Building	107
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Faculty of Engineering	111
Faculty of Humanities and Social Sciences	113
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Faculty of Law	117
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Institute for International Studies	123

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### Notes:

- 1 When citing the University of Technology, Sydney, as the awarding institution, graduates should use the abbreviation UTS.
- 2 For full information on courses offered, see the *UTS: Handbook 2006*, available online at:  
<http://www.handbook.uts.edu.au>  
or the UTS: Courses website at:  
<http://www.uts.edu.au/study/courses.html>
- 3 Short courses: professional development programs are available in most faculties. For information on short courses or continuing professional education, see the UTS: Short Courses website at:  
<http://www.shortcourses.uts.edu.au>

**FACULTY OF BUSINESS****Undergraduate****Bachelor's**

C10031	Bachelor of Accounting	Bachelor of Accounting (BAcc)
C10019	Bachelor of Arts in Adult Education and Community Management	Bachelor of Arts in Adult Education and Community Management (BA)
C10041	Bachelor of Arts in Human Movement Studies	Bachelor of Arts in Human Movement Studies (BA)
C10042	Bachelor of Arts in Human Movement Studies Graduate Diploma in Education	Bachelor of Arts in Human Movement Studies Graduate Diploma in Education (BA GradDipEd)
C10022	Bachelor of Arts in International Business Studies	Bachelor of Arts in International Business Studies (BA)
C10046	Bachelor of Arts in Sport and Exercise Management	Bachelor of Arts in Sport and Exercise Management (BA)
C10026	Bachelor of Business	Bachelor of Business (BBus)
C10027	Bachelor of Business	Bachelor of Business (BBus)
C10039	Bachelor of Management in Leisure	Bachelor of Management in Leisure (BM)
C10040	Bachelor of Management in Tourism	Bachelor of Management in Tourism (BM)
C10048	Bachelor of Management in Tourism and Hospitality	Bachelor of Management in Tourism and Hospitality (BM)
C10155	Bachelor of Mathematics and Finance	Bachelor of Mathematics and Finance (BMathFin)

**Bachelor's (Honours)**

C09006	Bachelor of Arts (Honours) in Human Movement Studies	Bachelor of Arts (Honours) in Human Movement Studies (BA(Hons))
C09045	Bachelor of Arts (Honours) in Sport and Exercise Management	Bachelor of Arts (Honours) in Sport and Exercise Management (BA(Hons))
C09004	Bachelor of Business (Honours)	Bachelor of Business (Honours) (BBus (Hons))
C09005	Bachelor of Management (Honours) in Leisure	Bachelor of Management (Honours) in Leisure (BM(Hons))
C09007	Bachelor of Management (Honours) in Tourism	Bachelor of Management (Honours) in Tourism (BM(Hons))

**Bachelor's – combined**

C10043	Bachelor of Arts in Human Movement Studies and in International Studies	Bachelor Arts in Human Movement Studies (BA) Bachelor of Arts in International Studies (BA)
C10047	Bachelor of Arts in Sport and Exercise Management and in International Studies	Bachelor of Arts in Sport and Exercise Management (BA) Bachelor of Arts in International Studies (BA)
C10169	Bachelor of Biotechnology Bachelor of Business	Bachelor of Biotechnology (BBiotech) Bachelor of Business (BBus)
C10020	Bachelor of Business Bachelor of Arts in International Studies	Bachelor of Business (BBus) Bachelor of Arts in International Studies (BA)
C10021	Bachelor of Business Bachelor of Arts in International Studies	Bachelor of Business (BBus) Bachelor of Arts in International Studies (BA)
C10219	Bachelor of Business Bachelor of Computing	Bachelor of Business (BBus) Bachelor of Computing (BComp)



<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C10125	Bachelor of Business Bachelor of Laws	Bachelor of Business (BBus) Bachelor of Laws (LLB)
C10065	Bachelor of Engineering Bachelor of Business	Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Business (BBus)
C10068	Bachelor of Engineering Bachelor of Business Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac)
C10045	Bachelor of Management in Leisure Bachelor of Arts in International Studies	Bachelor of Business (BBus) Bachelor of Management in Leisure (BM) Bachelor of Arts in International Studies (BA)
C10044	Bachelor of Management in Tourism Bachelor of Arts in International Studies	Bachelor of Management in Tourism (BM) Bachelor of Arts in International Studies (BA)
C10163	Bachelor of Medical Science Bachelor of Business	Bachelor of Medical Science (BMedSc) Bachelor of Business (BBus)
C10162	Bachelor of Science Bachelor of Business	Bachelor of Science (BSc) Bachelor of Business (BBus)
<b>Postgraduate</b>		
<b>Doctorate (Research)</b>		
C02008	Doctor of Philosophy in Accounting	Doctor of Philosophy (PhD)
C02010	Doctor of Philosophy in Finance and Economics	Doctor of Philosophy (PhD)
C02011	Doctor of Philosophy in Leisure, Sport and Tourism	Doctor of Philosophy (PhD)
C02009	Doctor of Philosophy in Management	Doctor of Philosophy (PhD)
C02012	Doctor of Philosophy in Marketing	Doctor of Philosophy (PhD)
<b>Master's (Research)</b>		
C03010	Master of Arts in Arts Management (Research)	Master of Arts (MA)
C03007	Master of Arts in Leisure Studies (Research)	Master of Arts (MA)
C03009	Master of Arts in Sports Studies (Research)	Master of Arts (MA)
C03008	Master of Arts in Tourism Studies (Research)	Master of Arts (MA)
C03004	Master of Business in Accounting (Research)	Master of Business (MBus)
C03006	Master of Business in Finance and Economics (Research)	Master of Business (MBus)
C03005	Master of Business in Management (Research)	Master of Business (MBus)
C03011	Master of Business in Marketing (Research)	Master of Business (MBus)
<b>Master's (Coursework)</b>		
C04031	Executive Master of Business Administration	Executive Master of Business Administration (MBA)
C04014	Master of Business Administration	Master of Business Administration (MBA)
C04018	Master of Business Administration	Master of Business Administration (MBA)

COURSE CODE	COURSE NAME	AWARD TITLE AND ABBREVIATION
C04037	Master of Business in Accounting	Master of Business in Accounting (MBus)
C04038	Master of Business in Accounting and Finance	Master of Business in Accounting and Finance (MBus)
C04048	Master of Business in Finance	Master of Business in Finance (MBus)
C04227	Master of Business in Human Resource Management	Master of Business in Human Resource Management (MBus)
C04068	Master of Business in International Marketing	Master of Business in International Marketing (MBus)
C04229	Master of Business in Management	Master of Business in Management (MBus)
C04067	Master of Business in Marketing	Master of Business in Marketing (MBus)
C04226	Master of Business in Value Chain Management	Master of Business in Value Chain Management (MBus)
C04094	Master of Engineering Management	Master of Engineering Management (MEM)
C04102	Master of Engineering Management Master of Business Administration	
C04061	Master of Management in Arts Management	Master of Management in Arts Management (MM)
C04055	Master of Management in Community Management	Master of Management in Community Management (MM)
C04058	Master of Management in Event Management	Master of Management in Event Management (MM)
C04062	Master of Management in Sport Management	Master of Management in Sport Management (MM)
C04060	Master of Management in Tourism Management	Master of Management in Tourism Management (MM)
C04052	Master of Quantitative Finance	Master of Quantitative Finance (MQF)
<b>Graduate Diploma</b>		
C07012	Graduate Diploma in Accounting and Finance	Graduate Diploma in Accounting and Finance (GradDipAccFin)
C07028	Graduate Diploma in Arts Management	Graduate Diploma in Arts Management (GradDipAM)
C07019	Graduate Diploma in Community Management	Graduate Diploma in Community Management (GradDipCommM)
C07021	Graduate Diploma in Finance	Graduate Diploma in Finance (GradDipFin)
C07113	Graduate Diploma in Human Resource Management	Graduate Diploma in Human Resource Management (GradDipHRM)
C07018	Graduate Diploma in Management	Graduate Diploma in Management (GradDipM)
C07031	Graduate Diploma in Marketing	Graduate Diploma in Marketing (GradDipMktg)
C07023	Graduate Diploma in Quantitative Finance	Graduate Diploma in Quantitative Finance (GradDipQF)
C07029	Graduate Diploma in Sport Management	Graduate Diploma in Sport Management (GradDipSportM)
C07027	Graduate Diploma in Tourism Management	Graduate Diploma in Tourism Management (GradDipTourismM)
C07112	Graduate Diploma in Value Chain Management	Graduate Diploma in Value Chain Management (GradDipVCM)
C06009	Graduate Diploma in Business Administration	Graduate Diploma in Business Administration (GradDipBusAdmin)
C06017	Graduate Diploma in Event Management	Graduate Diploma in Event Management (GradDipEM)

**AWARD TITLE AND ABBREVIATION**

**COURSE CODE COURSE NAME**

**Graduate Certificate**

C11017	Graduate Certificate in Accounting	Graduate Certificate in Accounting (GradCertAcc)
C11015	Graduate Certificate in Accounting and Finance	Graduate Certificate in Accounting and Finance (GradCertAccFin)
C11033	Graduate Certificate in Arts Management	Graduate Certificate in Arts Management (GradCertArtsM)
C11008	Graduate Certificate in Business Administration	Graduate Certificate in Business Administration (GradCertBusAdmin)
C11024	Graduate Certificate in Community Management	Graduate Certificate in Community Management (GradCertCmntyM)
C11038	Graduate Certificate in Event Management	Graduate Certificate in Event Management (GradCertEvtM)
C11027	Graduate Certificate in Finance	Graduate Certificate in Finance (GradCertFin)
C11198	Graduate Certificate in Human Resource Management	Graduate Certificate in Human Resource Management (GradCertHRM)
C11021	Graduate Certificate in Management	Graduate Certificate in Management (GradCertM)
C11039	Graduate Certificate in Marketing	Graduate Certificate in Marketing (GradCertMktg)
C11037	Graduate Certificate in Sport Management	Graduate Certificate in Sport Management (GradCertSportM)
C11035	Graduate Certificate in Tourism Management	Graduate Certificate in Tourism Management (GradCertTourM)
C11199	Graduate Certificate in Value Chain Management	Graduate Certificate in Value Chain Management (GradCertVCM)

**FACULTY OF DESIGN, ARCHITECTURE AND BUILDING**

**Undergraduate**

**Bachelor's**

C08001	Bachelor of Architecture	Bachelor of Architecture (BArch)
C10004	Bachelor of Arts in Architecture	Bachelor of Arts in Architecture (BA)
C10214	Bachelor of Construction	Bachelor of Construction (BCons)
C10055	Bachelor of Design in Fashion and Textiles	Bachelor of Design in Fashion and Textiles (BDesign)
C10053	Bachelor of Design in Industrial Design	Bachelor of Design in Industrial Design (BDesign)
C10057	Bachelor of Design in Interior Design	Bachelor of Design in Interior Design (BDesign)
C10059	Bachelor of Design in Visual Communication	Bachelor of Design in Visual Communication (BDesign)
C10007	Bachelor of Property Economics	Bachelor of Property Economics (BProEc)

**Bachelor's – combined**

C10215	Bachelor of Construction Bachelor of Arts in International Studies	Bachelor of Construction (BCons) Bachelor of Arts in International Studies (BA)
C10056	Bachelor of Design in Fashion and Textiles Bachelor of Arts in International Studies	Bachelor of Design in Fashion and Textiles (BDesign) Bachelor of Arts in International Studies (BA)
C10054	Bachelor of Design in Industrial Design Bachelor of Arts in International Studies	Bachelor of Design in Industrial Design (BDesign) Bachelor of Arts in International Studies (BA)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C10058	Bachelor of Design in Interior Design	Bachelor of Design in Interior Design (BDesign)
C10060	Bachelor of Design in Visual Communication	Bachelor of Arts in International Studies (BA)
C10011	Bachelor of Property Economics	Bachelor of Design in Visual Communication (BDesign) Bachelor of Arts in International Studies (BA) Bachelor of Property Economics (BProEc) Bachelor of Arts in International Studies (BA)
<b>Postgraduate</b>		
<b>Doctorate (Research)</b>		
C02006	Doctor of Facility Management	Doctor of Facility Management (DFM)
C02001	Doctor of Philosophy	Doctor of Philosophy (PhD)
C02005	Doctor of Project Management	Doctor of Project Management (DPM)
<b>Master's (Research)</b>		
C03002	Master of Applied Science in Building Studies (Research)	Master of Applied Science (MAppSc)
C03001	Master of Architecture (Research)	Master of Architecture (MArch)
C03012	Master of Design (Research)	Master of Design (MDesign)
<b>Master's (Coursework)</b>		
C04212	Master of Animation	Master of Animation (MAnim)
C04072	Master of Design	Master of Design (MDesign)
C04220	Master of Digital Architecture	Master of Digital Architecture (MDigArch)
C04007	Master of Planning	Master of Planning (MPlan)
C04006	Master of Project Management	Master of Project Management (MPM)
C04008	Master of Property Development	Master of Property Development (MProDev)
<b>Graduate Diploma</b>		
C07002	Graduate Diploma in Planning	Graduate Diploma in Planning (GradDipPlan)
C06019	Graduate Diploma in Design	Graduate Diploma in Design (GradDipDesign)
C06006	Graduate Diploma in Urban Estate Management	Graduate Diploma in Urban Estate Management (GradDipUEstM)
<b>Graduate Certificate</b>		
C11001	Graduate Certificate in Planning	Graduate Certificate in Planning (GradCertPlan)
C11005	Graduate Certificate in Project Management	Graduate Certificate in Project Management (GradCertPM)
C11004	Graduate Certificate in Urban Estate Management	Graduate Certificate in Urban Estate Management (GradCertUEstM)

## FACULTY OF EDUCATION

### Undergraduate

#### Bachelor's

C10019	Bachelor of Arts in Adult Education and Community Management	Bachelor of Arts in Adult Education and Community Management (BA)
C10209	Bachelor of Arts in Educational Studies	Bachelor of Arts in Educational Studies (BA)
C10042	Bachelor of Arts in Human Movement Studies Graduate Diploma in Education	Bachelor of Arts in Human Movement Studies Graduate Diploma in Education (BA GradDipEd)
C10197	Bachelor of Arts in Organisational Learning	Bachelor of Arts in Organisational Learning (BA)
C10194	Bachelor of Education in Adult Education	Bachelor of Education in Adult Education (BEEd)
C10206	Bachelor of Education in Primary Education	Bachelor of Education in Primary Education (BEEd)

#### Bachelor's (Honours)

C09043	Bachelor of Arts (Honours) in Organisational Learning	Bachelor of Arts (Honours) in Organisational Learning (BA(Hons))
C09037	Bachelor of Education (Honours) in Adult Education	Bachelor of Education (Honours) in Adult Education (BEEd(Hons))
C09039	Bachelor of Education (Honours) in Primary Education	Bachelor of Education (Honours) in Primary Education (BEEd(Hons))

#### Bachelor's – combined

C10198	Bachelor of Arts in Organisational Learning and in International Studies	Bachelor of Arts in Organisational Learning (BA) Bachelor of Arts in International Studies (BA)
C10208	Bachelor of Education Bachelor of Arts in International Studies	Bachelor of Education (BEEd) Bachelor of Arts in International Studies (BA)
C10196	Bachelor of Education in Adult Education Bachelor of Arts in International Studies	Bachelor of Education in Adult Education (BEEd) Bachelor of Arts in International Studies (BA)

### Postgraduate

#### Doctorate (Research)

C02041	Doctor of Philosophy in Education	Doctor of Philosophy (PhD)
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#### Doctorate (Research and Coursework)

C02042	Doctor of Education	Doctor of Education (EdD)
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#### Master's (Research and Coursework)

C03038	Master of Education (Honours)	Master of Education (Honours) (MEd(Hons))
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#### Master's (Coursework)

C04182	Master of Arts in Applied Linguistics	Master of Arts in Applied Linguistics (MA)
C04192	Master of Arts in English Language Teaching	Master of Arts in English Language Teaching (MA)
C04185	Master of Arts in Indigenous Social Policy	Master of Arts in Indigenous Social Policy (MA)
C04181	Master of Arts in Language and Literacy	Master of Arts in Language and Literacy (MA)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C04178	Master of Arts in Teaching English to Speakers of Other Languages	Master of Arts in Teaching English to Speakers of Other Languages (MA TESOL)
C04180	Master of Arts in Teaching English to Speakers of Other Languages	Master of Arts in Teaching English to Speakers of Other Languages (MA TESOL)
C04186	Master of Arts in Training and Human Resource Development	Master of Arts in Training and Human Resource Development (MATHRD)
C04188	Master of Arts in e-Learning	Master of Arts in e-Learning (MA)
C04200	Master of Education	Master of Education (MEd)
C04179	Master of Education in Adult Education	Master of Education in Adult Education (MEd)
C04201	Master of Education in Creative Arts	Master of Education in Creative Arts (MEd)
C04190	Master of Education in Higher and Professional Education	Master of Education in Higher and Professional Education (MEd)
C04189	Master of Vocational Education and Training	Master of Vocational Education and Training (MVET)
<b>Graduate Diploma</b>		
C07103	Graduate Diploma in Education	Graduate Diploma in Education (GradDipEd)
C07095	Graduate Diploma in Indigenous Social Policy	Graduate Diploma in Indigenous Social Policy (GradDipIndigenousSocialPolicy)
C07092	Graduate Diploma in Language Teaching in TESOL	Graduate Diploma in Language Teaching in TESOL (GradDipLangTeachTESOL)
C07091	Graduate Diploma in Languages Teaching	Graduate Diploma in Languages Teaching (GradDipLangTeach)
C07090	Graduate Diploma in Literacy and Numeracy Education	Graduate Diploma in Literacy and Numeracy Education (GradDipLLN)
C07096	Graduate Diploma in e-Learning	Graduate Diploma in e-Learning (GradDipe-Learning)
C06082	Graduate Diploma in Music Therapy	Graduate Diploma in Music Therapy (GradDipMusTh)
C06071	Graduate Diploma in Teaching English to Speakers of Other Languages	Graduate Diploma in TESOL (GradDipTESOL)
C06068	Graduate Diploma in Vocational and Workplace Learning	Graduate Diploma in Vocational and Workplace Learning (GradDipVocLrn)
<b>Graduate Certificate</b>		
C11154	Graduate Certificate in Higher Education in Teaching and Learning	Graduate Certificate in Higher Education in Teaching and Learning (GradCertHEd)
C11169	Graduate Certificate in Indigenous Social Policy	Graduate Certificate in Indigenous Social Policy (GradCertIndigenousSocialPolicy)
C11156	Graduate Certificate in Language Teaching in Teaching English to Speakers of Other Languages	Graduate Certificate in Language Teaching in TESOL (GradCertLangTeachTESOL)
C11158	Graduate Certificate in Teaching English to Speakers of Other Languages	Graduate Certificate in TESOL (GradCertTESOL)
C11163	Graduate Certificate in Vocational and Workplace Learning	Graduate Certificate in Vocational and Workplace Learning (GradCertVocLrn)
C11171	Graduate Certificate in e-Learning	Graduate Certificate in e-Learning (GradCerte-Learning)
C11172	Postgraduate Certificate in English Language Teaching	Postgraduate Certificate in English Language Teaching (PostgradCertELangTeach)

**FACULTY OF ENGINEERING****Undergraduate****Bachelor's**

C10067	Bachelor of Engineering	Bachelor of Engineering in (name of Engineering major) (BE)
C10061	Bachelor of Engineering Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac)
C10066	Bachelor of Engineering Science	Bachelor of Engineering Science in (name of Engineering major) (BEngSc)
<b>Bachelor's – combined</b>		
C10063	Bachelor of Engineering Bachelor of Arts in International Studies	Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Arts in International Studies (BA)
C10062	Bachelor of Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac)
C10078	Bachelor of Engineering Bachelor of Biotechnology	Bachelor of Arts in International Studies (BA) Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Biotechnology (BBiotech)
C10079	Bachelor of Engineering Bachelor of Biotechnology Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac)
C10065	Bachelor of Engineering Bachelor of Business	Bachelor of Biotechnology (BBiotech) Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Business (BBus)
C10068	Bachelor of Engineering Bachelor of Business Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac)
C10075	Bachelor of Engineering Bachelor of Medical Science	Bachelor of Business (BBus) Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Medical Science (BMedSc)
C10076	Bachelor of Engineering Bachelor of Medical Science Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac)
C10073	Bachelor of Engineering Bachelor of Science	Bachelor of Medical Science (BMedSc) Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Science (BSc)
C10074	Bachelor of Engineering Bachelor of Science Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac)
C10136	Bachelor of Engineering Science Bachelor of Laws	Bachelor of Science (BSc) Bachelor of Engineering Science (BEngSc) Bachelor of Laws (LLB)

COURSE CODE	COURSE NAME	AWARD TITLE AND ABBREVIATION
<b>Postgraduate</b>		
<b>Doctorate (Research)</b>		
C02014	Doctor of Philosophy	Doctor of Philosophy (PhD)
C02032	Doctor of Philosophy	Doctor of Philosophy (PhD)
C02018	Doctor of Philosophy in Engineering	Doctor of Philosophy (PhD)
<b>Master's (Research)</b>		
C03017	Master of Engineering (Research)	Master of Engineering (ME)
C03013	Master of Engineering in Groundwater Management (Research)	Master of Engineering (ME)
<b>Master's (Coursework)</b>		
C04090	Master of Engineering	Master of Engineering (ME)
C04094	Master of Engineering Management	Master of Engineering Management (MEM)
C04102	Master of Engineering Management Master of Business Administration	
C04097	Master of Engineering Studies	Master of Engineering Studies (MEStud)
C04207	Master of Engineering Studies Master of Engineering Management	
C04077	Master of Engineering in Groundwater Management	Master of Engineering in Groundwater Management (ME)
C04098	Master of Environmental Engineering Management	Master of Environmental Engineering Management (MEEM)
C04169	Master of Science in Ecology and Groundwater Studies	Master of Science in Ecology and Groundwater Studies (MSc)
C04167	Master of Science in Hydrogeology and Groundwater Management	Master of Science in Hydrogeology and Groundwater Management (MSc)
C04223	Master of Software Engineering Management	Master of Software Engineering Management (MSEM)
<b>Graduate Diploma</b>		
C07084	Graduate Diploma in Ecology and Groundwater Studies	Graduate Diploma in Ecology and Groundwater Studies (GradDipEGS)
C07034	Graduate Diploma in Engineering in Groundwater Management	Graduate Diploma in Engineering in Groundwater Management (GradDipE)
C07083	Graduate Diploma in Hydrogeology and Groundwater Management	Graduate Diploma in Hydrogeology and Groundwater Management (GradDipHGM)
<b>Graduate Certificate</b>		
C11149	Graduate Certificate in Ecology and Groundwater Studies	Graduate Certificate in Ecology and Groundwater Studies (GradCertEGS)
C11048	Graduate Certificate in Engineering	Graduate Certificate in Engineering (GradCertE)
C11054	Graduate Certificate in Engineering Management	Graduate Certificate in Engineering Management (GradCertEM)
C11051	Graduate Certificate in Environmental Engineering Management	Graduate Certificate in Environmental Engineering Management (GradCertEEM)



## FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### Undergraduate

#### Bachelor's

C10216	Bachelor of Arts in Communication (Information Management)	Bachelor of Arts in Communication (BA)
C10096	Bachelor of Arts in Communication (Journalism)	Bachelor of Arts in Communication (BA)
C10097	Bachelor of Arts in Communication (Media Arts and Production)	Bachelor of Arts in Communication (BA)
C10098	Bachelor of Arts in Communication (Public Communication)	Bachelor of Arts in Communication (BA)
C10100	Bachelor of Arts in Communication (Social Inquiry)	Bachelor of Arts in Communication (BA)
C10099	Bachelor of Arts in Communication (Writing and Cultural Studies)	Bachelor of Arts in Communication (BA)

#### Bachelor's (Honours)

C09009	Bachelor of Arts (Honours) in Communication	Bachelor of Arts (Honours) in Communication (BA(Hons))
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#### Bachelor's – combined

C10218	Bachelor of Arts in Communication (Information Management) Bachelor of Laws	Bachelor of Arts in Communication (BA) Bachelor of Laws (LLB)
C10217	Bachelor of Arts in Communication (Information Management) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10132	Bachelor of Arts in Communication (Journalism) Bachelor of Laws	Bachelor of Arts in Communication (BA) Bachelor of Laws (LLB)
C10102	Bachelor of Arts in Communication (Journalism) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10103	Bachelor of Arts in Communication (Media Arts and Production) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10133	Bachelor of Arts in Communication (Media Arts and Production) Bachelor of Laws	Bachelor of Arts in Communication (BA) Bachelor of Laws (LLB)
C10137	Bachelor of Arts in Communication (Public Communication) Bachelor of Laws	Bachelor of Arts in Communication (BA) Bachelor of Laws (LLB)
C10104	Bachelor of Arts in Communication (Public Communication) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10134	Bachelor of Arts in Communication (Social Inquiry) Bachelor of Laws	Bachelor of Arts in Communication (BA) Bachelor of Laws (LLB)
C10106	Bachelor of Arts in Communication (Social Inquiry) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10139	Bachelor of Arts in Communication (Writing and Cultural Studies) Bachelor of Laws	Bachelor of Arts in Communication (BA) Bachelor of Laws (LLB)
C10105	Bachelor of Arts in Communication (Writing and Cultural Studies) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)

**AWARD TITLE AND ABBREVIATION**

**COURSE CODE COURSE NAME**

**Postgraduate**

**Doctorate (Research)**

C02020 Doctor of Creative Arts  
 C02019 Doctor of Philosophy in Humanities and Social Sciences

Doctor of Creative Arts (DCA)  
 Doctor of Philosophy (PhD)

**Master's (Research)**

C03018 Master of Arts in Humanities and Social Sciences (Research)  
 C03045 Master of Arts in Writing (Research)  
 C03044 Master of Creative Arts

Master of Arts (MA)  
 Master of Arts in Writing (MA)  
 Master of Creative Arts (MCA)

**Master's (Coursework)**

C04212 Master of Animation  
 C04108 Master of Arts in Communication Management  
 C04109 Master of Arts in Creative Writing  
 C04203 Master of Arts in Information and Knowledge Management  
 C04205 Master of Arts in International Studies  
 C04106 Master of Arts in Journalism  
 C04204 Master of Arts in Social Inquiry  
 C04107 Master of Media Arts and Production

Master of Animation (MAnim)  
 Master of Arts in Communication Management (MA)  
 Master of Arts in Creative Writing (MA)  
 Master of Arts in Information and Knowledge Management (MA)  
 Master of Arts in International Studies (MA)  
 Master of Arts in Journalism (MA)  
 Master of Arts in Social Inquiry (MA)  
 Master of Media Arts and Production (MMAp)

**Graduate Diploma**

C07107 Graduate Diploma in Information Management  
 C07105 Graduate Diploma in Knowledge Management  
 C06039 Graduate Diploma in Communication Management  
 C06088 Graduate Diploma in International Studies  
 C06037 Graduate Diploma in Journalism  
 C06038 Graduate Diploma in Media Arts and Production  
 C06041 Graduate Diploma in Writing

Graduate Diploma in Information Management (GradDipIntfM)  
 Graduate Diploma in Knowledge Management (GradDipKM)  
 Graduate Diploma in Communication Management (GradDipCommM)  
 Graduate Diploma in International Studies (GradDipIntStud)  
 Graduate Diploma in Journalism (GradDipJournalism)  
 Graduate Diploma in Media Arts and Production (GradDipMAP)  
 Graduate Diploma in Writing (GradDipWriting)

**Graduate Certificate**

C11197 Graduate Certificate in Advertising  
 C11071 Graduate Certificate in Editing and Publishing  
 C11068 Graduate Certificate in Film and Video  
 C11058 Graduate Certificate in Journalism  
 C11069 Graduate Certificate in New Media  
 C11060 Graduate Certificate in Public Relations

Graduate Certificate in Advertising (GradCertAdv)  
 Graduate Certificate in Editing and Publishing (GradCertEditPubl)  
 Graduate Certificate in Film and Video (GradCertFilmVideo)  
 Graduate Certificate in Journalism (GradCertJournalism)  
 Graduate Certificate in New Media (GradCertNewMedia)  
 Graduate Certificate in Public Relations (GradCertPR)

**COURSE CODE**    **COURSE NAME**

C11066 Graduate Certificate in Screenwriting  
 C11070 Graduate Certificate in Sound  
 C11067 Graduate Certificate in Writing

**AWARD TITLE AND ABBREVIATION**

Graduate Certificate in Screenwriting (GradCertScrWrt)  
 Graduate Certificate in Sound (GradCertSound)  
 Graduate Certificate in Writing (GradCertWriting)

**FACULTY OF INFORMATION TECHNOLOGY****Undergraduate****Bachelor's**

C10143 Bachelor of Information Technology  
 C10148 Bachelor of Science in Information Technology  
 C10152 Bachelor of Science in Information Technology Diploma in Information Technology Professional Practice

Bachelor of Information Technology (BInfTech)  
 Bachelor of Science in Information Technology (BSc)  
 Bachelor of Science in Information Technology Diploma in Information Technology Professional Practice (BSc DipInfTechProfPrac)

**Bachelor's (Honours)**

C09019 Bachelor of Science (Honours) in Information Technology

Bachelor of Science (Honours) in Information Technology (BSc(Hons))

**Bachelor's – combined**

C10219 Bachelor of Business Bachelor of Computing

Bachelor of Business (BBus)  
 Bachelor of Computing (BComp)

C10150 Bachelor of Science in Information Technology Diploma in Information Technology Professional Practice Bachelor of Arts in International Studies

Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice (BSc DipInfTechProfPrac)  
 Bachelor of Arts in International Studies (BA)

C10141 Bachelor of Science in Information Technology Diploma in Information Technology Professional Practice Bachelor of Laws

Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice (BSc DipInfTechProfPrac)  
 Bachelor of Laws (LLB)

**Postgraduate****Doctorate (Research)**

C02029 Doctor of Philosophy in Computing Sciences

Doctor of Philosophy (PhD)

**Master's (Research)**

C03025 Master of Science in Computing Sciences (Research)

Master of Science (MSc)

**Master's (Coursework)**

C04212 Master of Animation  
 C04161 Master of Business in Information Technology Management  
 C04221 Master of Commercial Software Engineering Management  
 C04157 Master of Information Technology  
 C04218 Master of Information Technology (Extended)  
 C04217 Master of Information Technology (non-IT graduates)

Master of Animation (MAnim)  
 Master of Business in Information Technology Management (MBus)  
 Master of Commercial Software Engineering Management (MCSEM)  
 Master of Information Technology (MInfTech)  
 Master of Information Technology (MInfTech)  
 Master of Information Technology (MInfTech)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C04225	Master of Information Technology Management	Master of Information Technology Management (MITM)
C04158	Master of Interactive Multimedia	Master of Interactive Multimedia (MIMM)
C04214	Master of Science in Advanced Computing	Master of Science in Advanced Computing (MSc)
C04215	Master of Science in Advanced Computing (Extended)	Master of Science in Advanced Computing (Extended) (MSc)
C04160	Master of Science in Internetworking	Master of Science in Internetworking (MSc)
C04224	Master of Science in Internetworking (Extended)	Master of Science in Internetworking (MSc)
C04213	Master of Science in Professional Computing	Master of Science in Professional Computing (MSc)
<b>Graduate Diploma</b>		
C07109	Graduate Diploma in Advanced Computing	Graduate Diploma in Advanced Computing (GradDipAdvComp)
C07110	Graduate Diploma in Commercial Software Engineering Management	Graduate Diploma in Commercial Software Engineering Management (GradDipCSEM)
C07078	Graduate Diploma in Interactive Multimedia	Graduate Diploma in Interactive Multimedia (GradDipIMM)
C07080	Graduate Diploma in Internetworking	Graduate Diploma in Internetworking (GradDipInternetworking)
C07108	Graduate Diploma in Professional Computing	Graduate Diploma in Professional Computing (GradDipProfComp)
C06058	Graduate Diploma in Information Technology	Graduate Diploma in Information Technology (GradDipInfTech)
C06060	Graduate Diploma in Information Technology Management	Graduate Diploma in Information Technology Management (GradDipInfTechM)
C06089	Graduate Diploma in Professional Information Technology	Graduate Diploma in Professional Information Technology (GradDipProfIT)
<b>Graduate Certificate</b>		
C11142	Graduate Certificate in Information Technology	Graduate Certificate in Information Technology (GradCertInfTech)
C11192	Graduate Certificate in Information Technology Project Management	Graduate Certificate in Information Technology Project Management (GradCertITPM)
C11143	Graduate Certificate in Interactive Multimedia	Graduate Certificate in Interactive Multimedia (GradCertIMM)
C11145	Graduate Certificate in Internetworking	Graduate Certificate in Internetworking (GradCertInternetworking)
C11190	Graduate Certificate in Strategic IT Leadership	Graduate Certificate in Strategic IT Leadership (GradCertSITL)

COURSE CODE COURSE NAME

AWARD TITLE AND ABBREVIATION

## FACULTY OF LAW

### Undergraduate

#### Bachelor's

C10124 Bachelor of Laws

Bachelor of Laws (LLB)  
Bachelor of Laws in Australian Indigenous Law (LLB)

C10130 Bachelor of Laws in Australian Indigenous Law

#### Bachelor's – combined

C10218 Bachelor of Arts in Communication (Information Management) Bachelor of Laws

Bachelor of Arts in Communication (BA)  
Bachelor of Laws (LLB)

C10132 Bachelor of Arts in Communication (Journalism) Bachelor of Laws

Bachelor of Arts in Communication (BA)  
Bachelor of Laws (LLB)

C10133 Bachelor of Arts in Communication (Media Arts and Production) Bachelor of Laws

Bachelor of Arts in Communication (BA)  
Bachelor of Laws (LLB)

C10137 Bachelor of Arts in Communication (Public Communication) Bachelor of Laws

Bachelor of Arts in Communication (BA)  
Bachelor of Laws (LLB)

C10134 Bachelor of Arts in Communication (Social Inquiry) Bachelor of Laws

Bachelor of Arts in Communication (BA)  
Bachelor of Laws (LLB)

C10139 Bachelor of Arts in Communication (Writing and Cultural Studies) Bachelor of Laws

Bachelor of Arts in Communication (BA)  
Bachelor of Laws (LLB)

C10140 Bachelor of Biotechnology Bachelor of Laws

Bachelor of Biotechnology (BBiotech)  
Bachelor of Laws (LLB)

C10125 Bachelor of Business Bachelor of Laws

Bachelor of Business (BBus)  
Bachelor of Laws (LLB)

C10136 Bachelor of Engineering Science Bachelor of Laws

Bachelor of Engineering Science (BEngSc)  
Bachelor of Laws (LLB)

C10129 Bachelor of Laws Bachelor of Arts in International Studies

Bachelor of Laws (LLB)  
Bachelor of Arts in International Studies (BA)

C10131 Bachelor of Medical Science Bachelor of Laws

Bachelor of Medical Science (BMedSc)  
Bachelor of Laws (LLB)

C10126 Bachelor of Science Bachelor of Laws

Bachelor of Science (BSc)  
Bachelor of Laws (LLB)

C10141 Bachelor of Science in Information Technology Diploma in Information Technology Professional Practice Bachelor of Laws

Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice (BSc DipInfTechProfPrac)  
Bachelor of Laws (LLB)

COURSE CODE	COURSE NAME	AWARD TITLE AND ABBREVIATION
<b>Postgraduate</b>		
<b>Doctorate (Research)</b>		
C02028	Doctor of Philosophy in Law	Doctor of Philosophy (PhD)
<b>Doctorate (Research and Coursework)</b>		
C02027	Doctor of Juridical Science	Doctor of Juridical Science (SJD)
<b>Master's (Research)</b>		
C03024	Master of Laws (Research)	Master of Laws (LLM)
<b>Master's (Coursework)</b>		
C04145	Master of Dispute Resolution	Master of Dispute Resolution (MDR)
C04150	Master of Industrial Property	Master of Industrial Property (MIP)
C04149	Master of International Trade Law	Master of International Trade Law (MITL)
C04148	Master of Law and Legal Practice	Master of Law and Legal Practice (MLLP)
C04143	Master of Laws	Master of Laws (LLM)
C04147	Master of Legal Studies	Master of Legal Studies (MLS)
<b>Graduate Diploma</b>		
C07073	Graduate Diploma in Australian Law	Graduate Diploma in Australian Law (GradDipAusLaw)
C07075	Graduate Diploma in Legal Practice	Graduate Diploma in Legal Practice (GradDipLP)
C07074	Graduate Diploma in Legal Studies	Graduate Diploma in Legal Studies (GradDipLS)
C06055	Graduate Diploma in Law	Graduate Diploma in Law (GradDipL)
<b>Graduate Certificate</b>		
C11125	Graduate Certificate in Dispute Resolution	Graduate Certificate in Dispute Resolution (GradCertDispRes)
C11129	Graduate Certificate in International Trade Law	Graduate Certificate in International Trade Law (GradCertLaw)
C11128	Graduate Certificate in Legal Practice	Graduate Certificate in Legal Practice (GradCertLegP)
C11130	Graduate Certificate in Trade Mark Law and Practice	Graduate Certificate in Trade Mark Law and Practice (GradCertTMLP)

## FACULTY OF NURSING, MIDWIFERY AND HEALTH

### Undergraduate

#### Bachelor's

C10225 Bachelor of Midwifery

C10122 Bachelor of Nursing

#### Bachelor's (Honours)

C09018 Bachelor of Nursing (Honours)

#### Bachelor's – combined

C10123 Bachelor of Nursing Bachelor of Arts in International Studies

### Postgraduate

#### Doctorate (Research)

C02024 Doctor of Philosophy in Nursing

#### Doctorate (Research and Coursework)

C02026 Doctor of Midwifery

C02025 Doctor of Nursing

#### Master's (Research and Coursework)

C03043 Master of Health Services (Honours)

C03042 Master of Midwifery (Honours)

C03041 Master of Nursing (Honours)

#### Master's (Coursework)

C04132 Master of Midwifery (Conversion)

C04228 Master of Nursing

#### Graduate Diploma

C07070 Graduate Diploma in Midwifery

C07044 Graduate Diploma in Nursing

#### Graduate Certificate

C11117 Graduate Certificate in Anaesthetics and Recovery Room Nursing

C11193 Graduate Certificate in Cancer Nursing

C11183 Graduate Certificate in Child and Adolescent Mental Health Care

C11200 Graduate Certificate in Child and Family Health Nursing

Bachelor of Midwifery (BMid)

Bachelor of Nursing (BN)

Bachelor of Nursing (Honours) (BN(Hons))

Bachelor of Nursing (BN)

Bachelor of Arts in International Studies (BA)

Doctor of Philosophy (PhD)

Doctor of Midwifery (DMid)

Doctor of Nursing (DN)

Master of Health Services (Honours) (MHS(Hons))

Master of Midwifery (Honours) (MMid(Hons))

Master of Nursing (Honours) (MN(Hons))

Master of Midwifery (MMid)

Master of Nursing (MN)

Graduate Diploma in Midwifery (GradDipMid)

Graduate Diploma in Nursing (GradDipN)

Graduate Certificate in Anaesthetics and Recovery Room Nursing (GradCertN)

Graduate Certificate in Cancer Nursing (GradCertN)

Graduate Certificate in Child and Adolescent Mental Health Care (GradCertCAMHC)

Graduate Certificate in Child and Family Health Nursing (GradCertN)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C11194	Graduate Certificate in Children's Nursing	Graduate Certificate in Children's Nursing (GradCertN)
C11195	Graduate Certificate in Clinical Teaching	Graduate Certificate in Clinical Teaching (GradCertN)
C11118	Graduate Certificate in Critical Care Nursing	Graduate Certificate in Critical Care Nursing (GradCertN)
C11115	Graduate Certificate in Diabetes Education and Management	Graduate Certificate in Diabetes Education and Management (GradCertDiabEdM)
C11106	Graduate Certificate in Mental Health Nursing	Graduate Certificate in Mental Health Nursing (GradCertN)
C11196	Graduate Certificate in Neonatal Nursing	Graduate Certificate in Neonatal Nursing (GradCertN)
C11119	Graduate Certificate in Neuroscience Nursing	Graduate Certificate in Neuroscience Nursing (GradCertN)
C11109	Graduate Certificate in Nursing Management	Graduate Certificate in Nursing Management (GradCertN)
C11116	Graduate Certificate in Perioperative Nursing	Graduate Certificate in Perioperative Nursing (GradCertN)

## **FACULTY OF SCIENCE**

### **Undergraduate**

#### **Bachelor's**

C10172	Bachelor of Biotechnology	Bachelor of Biotechnology (BBiotech)
C10173	Bachelor of Biotechnology Innovation	Bachelor of Biotechnology Innovation (BBiotech)
C10186	Bachelor of Health Science in Traditional Chinese Medicine	Bachelor of Health Science in Traditional Chinese Medicine (BHlthSc)
C10158	Bachelor of Mathematics and Computing	Bachelor of Mathematics and Computing (BMathComp)
C10220	Bachelor of Mathematics and Computing Diploma in Information Technology Professional Practice	Bachelor of Mathematics and Computing Diploma in Information Technology Professional Practice (BMathComp DiplInfTechProfPrac)
C10155	Bachelor of Mathematics and Finance	Bachelor of Mathematics and Finance (BMathFin)
C10184	Bachelor of Medical Science	Bachelor of Medical Science (BMedSc)
C10166	Bachelor of Science	Bachelor of Science (BSc)
C10179	Bachelor of Science in Applied Chemistry	Bachelor of Science in Applied Chemistry (BSc)
C10192	Bachelor of Science in Applied Physics	Bachelor of Science in Applied Physics (BSc)
C10115	Bachelor of Science in Biomedical Science	Bachelor of Science in Biomedical Science (BSc)
C10174	Bachelor of Science in Biomedical Science - Forensic Biology	Bachelor of Science in Biomedical Science - Forensic Biology (BSc)
C10117	Bachelor of Science in Environmental Biology	Bachelor of Science in Environmental Biology (BSc)
C10227	Bachelor of Science in Environmental Forensics	Bachelor of Science in Environmental Forensics (BSc)
C10228	Bachelor of Science in Marine Biology	Bachelor of Science in Marine Biology (BSc)
C10154	Bachelor of Science in Mathematics	Bachelor of Science in Mathematics (BSc)
C10170	Bachelor of Science in Nanotechnology	Bachelor of Science in Nanotechnology (BSc)
C10171	Bachelor of Science in Nanotechnology Innovation	Bachelor of Science in Nanotechnology Innovation (BSc)
C10221	Bachelor of Science in Urban Ecology	Bachelor of Science in Urban Ecology (BSc)



COURSE CODE	COURSE NAME	AWARD TITLE AND ABBREVIATION
<b>Bachelor's (Honours)</b>		
C09022	Bachelor of Biotechnology (Honours)	Bachelor of Biotechnology (Honours) (BBiotech(Hons))
C09021	Bachelor of Mathematics and Finance (Honours)	Bachelor of Mathematics and Finance (Honours) (BMathFin(Hons))
C09031	Bachelor of Medical Science (Honours)	Bachelor of Medical Science (Honours) (BMedSc(Hons))
C09026	Bachelor of Science (Honours) in Applied Chemistry	Bachelor of Science (Honours) in Applied Chemistry (BSc(Hons))
C09025	Bachelor of Science (Honours) in Applied Chemistry - Forensic Science	Bachelor of Science (Honours) in Applied Chemistry - Forensic Science (BSc(Hons))
C09035	Bachelor of Science (Honours) in Applied Physics	Bachelor of Science (Honours) in Applied Physics (BSc(Hons))
C09023	Bachelor of Science (Honours) in Biomedical Science	Bachelor of Science (Honours) in Biomedical Science (BSc(Hons))
C09029	Bachelor of Science (Honours) in Environmental Science	Bachelor of Science (Honours) in Environmental Science (BSc(Hons))
C09020	Bachelor of Science (Honours) in Mathematics	Bachelor of Science (Honours) in Mathematics (BSc(Hons))
C09046	Bachelor of Science (Honours) in Nanotechnology	Bachelor of Science (Honours) in Nanotechnology (BSc(Hons))
<b>Bachelor's - combined</b>		
C10168	Bachelor of Biotechnology Bachelor of Arts in International Studies	Bachelor of Biotechnology (BBiotech) Bachelor of Arts in International Studies (BA)
C10169	Bachelor of Biotechnology Bachelor of Business	Bachelor of Biotechnology (BBiotech) Bachelor of Business (BBus)
C10140	Bachelor of Biotechnology Bachelor of Laws	Bachelor of Biotechnology (BBiotech) Bachelor of Laws (LLB)
C10078	Bachelor of Engineering Bachelor of Biotechnology	Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Biotechnology (BBiotech)
C10079	Bachelor of Engineering Bachelor of Biotechnology Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac) Bachelor of Biotechnology (BBiotech)
C10075	Bachelor of Engineering Bachelor of Medical Science	Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Medical Science (BMedSc)
C10076	Bachelor of Engineering Bachelor of Medical Science Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac) Bachelor of Medical Science (BMedSc)
C10073	Bachelor of Engineering Bachelor of Science	Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Science (BSc)
C10074	Bachelor of Engineering Bachelor of Science Diploma in Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac) Bachelor of Science (BSc)
C10164	Bachelor of Health Science in Traditional Chinese Medicine Bachelor of Arts in International Studies	Bachelor of Health Science in Traditional Chinese Medicine (BHlthSc) Bachelor of Arts in International Studies (BA)
C10224	Bachelor of Mathematics and Computing Bachelor of Arts in International Studies	Bachelor of Mathematics and Computing (BMathComp) Bachelor of Arts in International Studies (BA)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C10157	Bachelor of Mathematics and Finance Bachelor of Arts in International Studies	Bachelor of Mathematics and Finance (BMathFin) Bachelor of Arts in International Studies (BA)
C10167	Bachelor of Medical Science Bachelor of Arts in International Studies	Bachelor of Medical Science (BMedSc) Bachelor of Arts in International Studies (BA)
C10163	Bachelor of Medical Science Bachelor of Business	Bachelor of Medical Science (BMedSc) Bachelor of Business (BBus)
C10131	Bachelor of Medical Science Bachelor of Laws	Bachelor of Medical Science (BMedSc) Bachelor of Laws (LLB)
C10161	Bachelor of Science Bachelor of Arts in International Studies	Bachelor of Science (BSc) Bachelor of Arts in International Studies (BA)
C10162	Bachelor of Science Bachelor of Business	Bachelor of Science (BSc) Bachelor of Business (BBus)
C10126	Bachelor of Science Bachelor of Laws	Bachelor of Science (BSc) Bachelor of Laws (LLB)
C10156	Bachelor of Science in Mathematics Bachelor of Arts in International Studies	Bachelor of Science in Mathematics (BSc) Bachelor of Arts in International Studies (BA)
<b>Postgraduate</b>		
<b>Doctorate (Research)</b>		
C02014	Doctor of Philosophy	Doctor of Philosophy (PhD)
C02032	Doctor of Philosophy	Doctor of Philosophy (PhD)
C02030	Doctor of Philosophy in Mathematical Sciences	Doctor of Philosophy (PhD)
C02031	Doctor of Philosophy in Science	Doctor of Philosophy (PhD)
<b>Doctorate (Research and Coursework)</b>		
C02033	Doctor of Technology in Science	Doctor of Technology in Science (DTech)
<b>Master's (Research)</b>		
C03013	Master of Engineering in Groundwater Management (Research)	Master of Engineering (ME)
C03029	Master of Science (Research)	Master of Science (MSc)
C03026	Master of Science in Mathematical Sciences (Research)	Master of Science (MSc)
<b>Master's (Coursework)</b>		
C04206	Master of Applied Psychotherapy	Master of Applied Psychotherapy (MAAppPsychoth)
C04077	Master of Engineering in Groundwater Management	Master of Engineering in Groundwater Management (ME)
C04174	Master of Occupational Health and Safety Management	Master of Occupational Health and Safety Management (MOHSM)
C04170	Master of Science Management	Master of Science Management (MScM)
C04169	Master of Science in Ecology and Groundwater Studies	Master of Science in Ecology and Groundwater Studies (MSc)
C04167	Master of Science in Hydrogeology and Groundwater Management	Master of Science in Hydrogeology and Groundwater Management (MSc)
C04168	Master of Technology in Science	Master of Technology in Science (MTech)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
<b>Graduate Diploma</b>		
C07084	Graduate Diploma in Ecology and Groundwater Studies	Graduate Diploma in Ecology and Groundwater Studies (GradDipEGS)
C07034	Graduate Diploma in Engineering in Groundwater Management	Graduate Diploma in Engineering in Groundwater Management (GradDipE)
C07083	Graduate Diploma in Hydrogeology and Groundwater Management	Graduate Diploma in Hydrogeology and Groundwater Management (GradDipHGM)
C07081	Graduate Diploma in Operations Research	Graduate Diploma in Operations Research (GradDipOR)
C07085	Graduate Diploma in Science Management	Graduate Diploma in Science Management (GradDipScM)
C07082	Graduate Diploma in Statistics	Graduate Diploma in Statistics (GradDipStats)
C06064	Graduate Diploma in Applicable Mathematics	Graduate Diploma in Applicable Mathematics (GradDipApplicMath)
C06091	Graduate Diploma in Mathematics for Finance	Graduate Diploma in Mathematics for Finance (GradDipMathFin)
<b>Graduate Certificate</b>		
C11149	Graduate Certificate in Ecology and Groundwater Studies	Graduate Certificate in Ecology and Groundwater Studies (GradCertEGS)
C11147	Graduate Certificate in Mathematical Sciences	Graduate Certificate in Mathematical Sciences (GradCertMathSc)
C11150	Graduate Certificate in Science Management	Graduate Certificate in Science Management (GradCertScM)

## **INSTITUTE FOR INTERNATIONAL STUDIES**

### **Undergraduate**

#### **Bachelor's**

C10022	Bachelor of Arts in International Business Studies	Bachelor of Arts in International Business Studies (BA)
<b>Bachelor's – combined</b>		
C10217	Bachelor of Arts in Communication (Information Management) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10102	Bachelor of Arts in Communication (Journalism) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10103	Bachelor of Arts in Communication (Media Arts and Production) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10104	Bachelor of Arts in Communication (Public Communication) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10106	Bachelor of Arts in Communication (Social Inquiry) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10105	Bachelor of Arts in Communication (Writing and Cultural Studies) and in International Studies	Bachelor of Arts in Communication (BA) Bachelor of Arts in International Studies (BA)
C10043	Bachelor of Arts in Human Movement Studies and in International Studies	Bachelor Arts in Human Movement Studies (BA) Bachelor of Arts in International Studies (BA)
C10198	Bachelor of Arts in Organisational Learning and in International Studies	Bachelor of Arts in Organisational Learning (BA) Bachelor of Arts in International Studies (BA)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C10047	Bachelor of Arts in Sport and Exercise Management and in International Studies	Bachelor of Arts in Sport and Exercise Management (BA) Bachelor of Arts in International Studies (BA)
C10168	Bachelor of Biotechnology Bachelor of Arts in International Studies	Bachelor of Biotechnology (BBiotech) Bachelor of Arts in International Studies (BA)
C10020	Bachelor of Business Bachelor of Arts in International Studies	Bachelor of Business (BBus) Bachelor of Arts in International Studies (BA)
C10021	Bachelor of Business Bachelor of Arts in International Studies	Bachelor of Business Bachelor of Arts in International Studies (BA)
C10215	Bachelor of Construction Bachelor of Arts in International Studies	Bachelor of Construction (BCons) Bachelor of Arts in International Studies (BA)
C10056	Bachelor of Design in Fashion and Textiles Bachelor of Arts in International Studies	Bachelor of Design in Fashion and Textiles (BDesign) Bachelor of Arts in International Studies (BA)
C10054	Bachelor of Design in Industrial Design Bachelor of Arts in International Studies	Bachelor of Design in Industrial Design (BDesign) Bachelor of Arts in International Studies (BA)
C10058	Bachelor of Design in Interior Design Bachelor of Arts in International Studies	Bachelor of Design in Interior Design (BDesign) Bachelor of Arts in International Studies (BA)
C10060	Bachelor of Design in Visual Communication Bachelor of Arts in International Studies	Bachelor of Design in Visual Communication (BDesign) Bachelor of Arts in International Studies (BA)
C10208	Bachelor of Education Bachelor of Arts in International Studies	Bachelor of Education (BEd) Bachelor of Arts in International Studies (BA)
C10196	Bachelor of Education in Adult Education Bachelor of Arts in International Studies	Bachelor of Education in Adult Education (BEEd) Bachelor of Arts in International Studies (BA)
C10063	Bachelor of Engineering Bachelor of Arts in International Studies	Bachelor of Engineering in (name of Engineering major) (BE) Bachelor of Arts in International Studies (BA)
C10062	Bachelor of Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice Engineering Practice	Bachelor of Engineering in (name of Engineering major) Diploma in Engineering Practice (BE DipEngPrac) Bachelor of Arts in International Studies (BA)
C10164	Bachelor of Health Science in Traditional Chinese Medicine Bachelor of Arts in International Studies	Bachelor of Health Science in Traditional Chinese Medicine (BHlthSc) Bachelor of Arts in International Studies (BA)
C10129	Bachelor of Laws Bachelor of Arts in International Studies	Bachelor of Laws (LLB) Bachelor of Arts in International Studies (BA)
C10045	Bachelor of Management in Leisure Bachelor of Arts in International Studies	Bachelor of Management in Leisure (BM) Bachelor of Arts in International Studies (BA)
C10044	Bachelor of Management in Tourism Bachelor of Arts in International Studies	Bachelor of Management in Tourism (BM) Bachelor of Arts in International Studies (BA)
C10224	Bachelor of Mathematics and Computing Bachelor of Arts in International Studies	Bachelor of Mathematics and Computing (BMathComp) Bachelor of Arts in International Studies (BA)
C10157	Bachelor of Mathematics and Finance Bachelor of Arts in International Studies	Bachelor of Mathematics and Finance (BMathFin) Bachelor of Arts in International Studies (BA)

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>AWARD TITLE AND ABBREVIATION</b>
C10167	Bachelor of Medical Science Bachelor of Arts in International Studies	Bachelor of Medical Science (BMedSc) Bachelor of Arts in International Studies (BA)
C10123	Bachelor of Nursing Bachelor of Arts in International Studies	Bachelor of Nursing (BN) Bachelor of Arts in International Studies (BA)
C10011	Bachelor of Property Economics Bachelor of Arts in International Studies	Bachelor of Property Economics (BProEc) Bachelor of Arts in International Studies (BA)
C10161	Bachelor of Science Bachelor of Arts in International Studies	Bachelor of Science (BSc) Bachelor of Arts in International Studies (BA)
C10150	Bachelor of Science in Information Technology Diploma in Information Technology Professional Practice Bachelor of Arts in International Studies	Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice (BSc DipInfTech ProfPrac) Bachelor of Arts in International Studies (BA)
C10156	Bachelor of Science in Mathematics Bachelor of Arts in International Studies	Bachelor of Science in Mathematics (BSc) Bachelor of Arts in International Studies (BA)
<b>Postgraduate</b>		
<b>Doctorate (Research)</b>		
C02038	Doctor of Philosophy in China Studies	Doctor of Philosophy (PhD)
C02039	Doctor of Philosophy in International Studies	Doctor of Philosophy (PhD)
<b>Master's (Research)</b>		
C03033	Master of Arts in China Studies	Master of Arts in China Studies (MA)
C03034	Master of Arts in International Studies	Master of Arts in International Studies (MA)
<b>Master's (Coursework)</b>		
C04205	Master of Arts in International Studies	Master of Arts in International Studies (MA)
<b>Graduate Diploma</b>		
C06088	Graduate Diploma in International Studies	Graduate Diploma in International Studies (GradDipInStud)



# 7 > DONATIONS, ENDOWMENTS, PRIZES AND SCHOLARSHIPS

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## BEQUESTS AND DONATIONS TO THE UNIVERSITY

The University welcomes assistance in the development of its educational responsibilities and in its involvement in community life. Bequests and donations are gratefully received and acknowledged according to the wishes of the benefactor.

The bequest or donation may be in the form of money, real estate, stock, shares or goods.

When writing a will, the University recommends that benefactors seek professional advice from a solicitor or trustee company. A bequest to the University may be made by intending benefactors as set out below:

*I give to the University of Technology, Sydney, (my estate) or (portion/the residue of my estate) or (the sum of \$.....) free of all duties thereon and direct that it be applied for the purposes of the University in such manner as the Council of the University may determine.*

Intending benefactors should clearly indicate any special conditions or requests. However, to avoid hampering the 'real intent' of any such gift, it is desirable that any special conditions or requests be expressed in general terms.

Where the bequest is in the form of shares or inscribed stock, appropriate provisions should be made to ensure future University access to the securities.

### Taxation

The University of Technology, Sydney is a registered organisation under section 78 of the Income Tax Assessment Act 1936. Donations of \$2 or more by private individuals or organisations are allowable deductions for income tax purposes.

### Estate duty

Bequests to the University are exempt from the payment of both Commonwealth Government and State estate duties.

### Confidential inquiries

Chris Benaud  
Director of Development  
telephone (02) 9514 7507  
fax (02) 9514 7509  
email: Chris.Benaud@uts.edu.au

### Cultural Gifts Program

The University accepts donations and gifts under the Cultural Gifts Program (formerly the Taxation Incentives for the Arts Scheme).

### Inquiries

Tania Creighton, Curator  
UTS Gallery  
telephone (02) 9514 1284  
fax (02) 9514 1228  
email Tania.Creighton@uts.edu.au

## PRIZES, AWARDS AND SCHOLARSHIPS

### UTS policy on the award of prizes

Prizes and scholarships are awarded each year to students in the University for meritorious work. These are made available through the generosity of private individuals and public organisations. They are offered each semester, annually or biennially. In rare instances, a prize or scholarship will be offered only when funds permit. Most prizes and scholarships are offered subject to the provision that they will be awarded only when a student has attained a mark or level of achievement considered by the faculty board concerned to be sufficiently high. In addition to these official University prizes and scholarships, it should be noted that a number of scholarships and prizes are available from external sources.

The University's policy and procedures for the administration of prizes are published online at:

<http://www.gsu.uts.edu.au/policies/prizesadmin.html>

The University's guidelines for the acceptance of new prizes are published online at:

<http://www.gsu.uts.edu.au/policies/prizesnew.html>

### Note:

For other forms of financial assistance, see the Financial Assistance section in Chapter 2 of this Calendar.

## UNDERGRADUATE AWARDS

Awards in this category are available to students in all faculties or those nominated.

### Francis E Feledy Memorial Prize

This award was established by the staff of the British Motor Corporation as a memorial to the late Francis E Feledy for his work as an architect and engineer with that company. The award was first made available in 1966 through the then Department of Technical Education. In 1974, the then Institute became the Trustee of the fund. At the discretion of the Trustee, the prize is awarded annually to an outstanding part-time student entering his or her final year in each of the faculties of Engineering; Science; and Design, Architecture and Building. Each prize is valued at \$600.

### UTS Equity Scholarships

UTS provides a range of scholarships for students experiencing financial hardship, to assist their participation and success in higher education. In 2006 UTS will distribute:

- Commonwealth Educational Costs Scholarships (CECS) valued at approximately \$2,042 per year for up to four years
- Commonwealth Accommodation Scholarships (CAS) valued at approximately \$4,084 per year for up to four years
- UTS Diversity Access Scholarships (DAS) valued at \$500–\$2,000 as one-off grants.

Successful applicants are normally awarded one type of scholarship only, unless exceptional circumstances apply.

Applicants must be enrolled in a full-time undergraduate degree program at UTS. Part-time students may apply if they can demonstrate that they are studying part-time because of exceptional circumstances. Applicants must be Australian citizens, permanent residents, holders of Australian permanent resident humanitarian visas, or recipients of a UTS Temporary Protection Visa Scholarship.



UTS awards equity scholarships to low-income students who may also submit information under the following criteria:

- Indigenous Australian
- English language difficulty
- Effects of trauma and/or abuse
- Long-term medical condition/disability
- Sole parent/carer responsibilities
- Female studying in Engineering, Information Technology, Architecture or Building.

Applications open in August each year for both prospective and current students. Application forms are available at: <http://www.uac.edu.au/equity/equityschols.html>

### **Inquiries**

Equity and Diversity Unit  
telephone +61 2 9514 1084

### ***Jumbunna Indigenous House of Learning – Bruce and Carol Kendall Undergraduate Memorial Scholarships***

Jumbunna Indigenous House of Learning offers six undergraduate scholarships of \$1,000 each to Aboriginal and Torres Strait Islander students studying at UTS. The closing date for applications is 5.00 p.m. on Friday 11 August 2006.

For further information, contact Jumbunna IHL on: telephone +61 2 9514 1902

## **POSTGRADUATE AWARDS**

Awards in this category are available to postgraduate students in all faculties.

Inquiries about postgraduate scholarships should be directed to:

University Graduate School  
CB10.6, City campus  
telephone +61 2 9514 1521  
fax +61 2 9514 1588

Up-to-date information regarding postgraduate scholarships is also available online at:

<http://www.gradschool.uts.edu.au>

### ***Australian Postgraduate Awards (APA)***

The Commonwealth Government offers a limited number of awards to support postgraduate research study at Australian universities each year. While these scholarships are intended to assist full-time students, part-time awards may be available to applicants who can demonstrate that they are unable to study full time due to a medical condition or primary carer responsibilities. Such reasons do not include the desire to continue full-time employment.

Australian Postgraduate Awards are available to students enrolling in a Doctorate or a Master's degree by research, provided they meet the University's eligibility criteria. Applicants should meet the following criteria: have completed four years of tertiary study with a high level of achievement, for example, First Class Honours or equivalent; be Australian citizens or have permanent resident status at the closing date for applications. Applications open in September and close at the end of October in the year prior to that in which the applicant intends to commence study.

Application forms for the above may be obtained from the University Graduate School website, at:

<http://www.gradschool.uts.edu.au/prospective/ScholarshipsandSupport/postgradscholarships.html>

### ***The Chancellor's Award***

The Chancellor, in conjunction with a University-wide Committee including the Dean of the University Graduate School, the Pro-Vice-Chancellor (Research), and the Chair of the Academic Board, will each year award one outstanding postgraduate PhD candidate the Chancellor's Award.

This is a highly esteemed award, which was first conferred in 1999. The basis of award is the quality of PhD thesis as determined by examiners' reports. The award consists of a medal and cash component of \$1,000.

### ***The Clare Burton Scholarship***

The Clare Burton Scholarship provides funds to support postgraduate research into gender equity. The scholarship was established by the five ATN universities (Curtin, QUT, RMIT, SAust and UTS) to honour and continue the work of Dr Clare Burton, a pioneering Australian researcher, into aspects of gender equity. A scholarship of \$10,000 is available annually to a student enrolled, or intending to enrol, in an ATN university, in a postgraduate coursework or research degree where the major piece of work is focused on gender equity. Applications usually open in October and close at the end of November. Application forms and closing dates may be obtained from the University Graduate School website at:

<http://www.gradschool.uts.edu.au/current/support.html>

### ***Commonwealth Scholarship and Fellowship Plan Awards (CSFP)***

These awards are intended for postgraduate study or research, and are normally tenable in the United Kingdom, Canada, Hong Kong, India, Jamaica, Malaysia, Malta, Nigeria, Sri Lanka, and Trinidad and Tobago. The list of participating countries is subject to review each year. Applicants are advised to check with the University Graduate School or IDP Education Australia, the administering body, before proceeding with their application.

Applications from UTS graduates must be made on the prescribed form, available from the IDP website, at:

<http://www.csfp-online.org/index.html>

Information on closing dates may be obtained from the University Graduate School or from their website, at:

<http://www.gradschool.uts.edu.au/current/support.html>

### ***University Research Scholarships***

The University offers the UTSDoctoral Research Scholarship and the RL Werner Postgraduate Scholarship to applicants of the highest academic calibre, for full-time postgraduate research at UTS. Applicants must be Australian citizens or have permanent resident status. Applications open in September and close at the end of October in the year before the applicant intends to commence study. The conditions match those for the APA.

Application forms may be obtained from the University Graduate School website, at:

<http://www.gradschool.uts.edu.au/prospective/ScholarshipsandSupport/postgradscholarships.html>

***Jumbunna Indigenous House of Learning – Lindsay Croft Postgraduate Memorial Scholarship***

This scholarship was established by Jumbunna CAISER in 1996. It is awarded to an Aboriginal or Torres Strait Islander student enrolled in a Master's or Doctorate program at UTS. The scholarship holder will receive \$1,250 per semester for two years. The closing date for applications is 5.00 p.m. on Friday 28 April 2006.

For further information, contact Jumbunna IHL on: telephone +61 2 9514 1902

***Jumbunna Indigenous House of Learning – Dr Bob Morgan Australian Indigenous International Student Exchange Scholarship***

This scholarship was established by Jumbunna CAISER in 1997. It was established to provide Aboriginal or Torres Strait Islander students opportunities to study overseas. The scholarship holder will receive up to \$4,000 to assist with travel and establishment costs at the host institution.

For further information, contact Jumbunna IHL on: telephone +61 2 9514 1902

***Sir Gerard Brennan Scholarship***

This scholarship was established in 2004 to honour the work of the former Chancellor, Sir Gerard Brennan, AC KBE, also former Chief Justice of the High Court of Australia. Throughout his career Sir Gerard demonstrated his commitment to people of Aboriginal and Torres Strait Islander descent. This scholarship provides an Indigenous Australian with a stipend and research support for three years, with the possibility of extension to a maximum of four years, to undertake full-time PhD studies at UTS. Applications for the Sir Gerard Brennan Scholarship open in August and close in October each year.

Application forms may be obtained from the University Graduate School website, at:

<http://www.gradschool.uts.edu.au/prospective/ScholarshipsandSupport/postgradscholarships.html>

***Endeavour International Postgraduate Research Scholarships (IPRS)***

A very small number of Australian Government scholarships under the International Postgraduate Research Scholarship (IPRS) Program are available to international students to study either a PhD or Master's Degree by Research at UTS.

Applications close at the end of August in the year prior to that in which the applicant intends to commence study.

Applications are open to citizens of all overseas countries (excluding New Zealand), who are commencing full-time study for a higher degree by research.

Scholarships are awarded on the basis of academic merit and research capacity. The applicant's intended area of study must be in an area of research concentration of the institution.

**Scholarship benefits**

The scholarship covers only the tuition fees set by the University of Technology, Sydney and is payable for each year of the course. The duration of the scholarship is normally limited to three years for students enrolled in PhD degree programs and two years for students enrolled in Master's Degree programs by Research.

Holders of IPRS are not permitted to receive concurrent assistance under Australian Government scholarship programs (for example, the Australian Development Scholarship Scheme) or under programs to which the Australian Government makes a substantial financial contribution (such as the Fulbright Program).

Applications are available from:

Coordinator, Sponsored Students  
UTS International Office  
PO Box 123, Broadway NSW 2007  
Australia

<http://www.uts.edu.au/international/prospective/studying/scholar/index.html>

***The UTS President's Scholarship (UTSP)***

The UTS President's Scholarship is awarded on the basis of academic merit and research potential and is offered, in rank order, to successful Endeavour International Postgraduate Research Scholarship (IPRS) applicants. It provides a living allowance to IPRS recipients. The number of scholarships offered may vary in any given year. The UTSP is available for full-time Master's degree (Research) or Doctoral degree (Research) applicants. The conditions of the UTSP scholarship are based on those applicable to the Endeavour IPRS. The UTSP scholarship is not transferable to another institution. The value of a UTSP stipend is equal to the value of an Australian Postgraduate Award (APA), as offered to Australian students by the Australian Department of Education, Science and Training.

Application forms may be obtained from the University Graduate School website, at:

<http://www.gradschool.uts.edu.au/prospective/ScholarshipsandSupport/postgradscholarships.html>

**UNIVERSITY MEDAL**

For information regarding the University Medal, see Rule 13.8, published in Chapter 11 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/rules/13-8.html>

The Guidelines for the Award of UTS Medals are published in Chapter 14 of this Calendar, and online at:

<http://www.gsu.uts.edu.au/policies/utsmedalguide.html>

**FACULTY OF BUSINESS**

A number of prizes, awards and scholarships are awarded to students enrolled in the Faculty of Business. These are made available through the generosity of private individuals, and organisations in the public and private sectors.

Prizes are awarded in respect of each academic year and are presented at an annual Faculty ceremony.

**Prizes**

**Undergraduate prizes**

***ACNielsen Australia Award for Marketing Research***

This prize was established in 1992. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Introductory Marketing Research. The prize is a cash award of \$500.

***Association of Chartered Certified Accountants Prize***

This prize was established in 1999. It is awarded to the best graduating student in the Master of Business in Accounting. The prize is a cash award of \$500.

**Australian Human Resources Institute Prize**

This prize was established in 1995. It is awarded to the student enrolled in the Bachelor of Business who obtains the highest aggregate mark in the subject Strategic Human Resource Management. The prize is one year's free membership of the Australian Human Resources Institute.

**Australian Institute of Banking and Finance Prize**

This prize was established in 1986. It is awarded to the best graduating student enrolled in the Bachelor of Business – Banking major (or sub-major). The prize is a cash award of \$500.

**ANZ Institute of Insurance and Finance (ANZIIF) Fellowship Prize**

This prize was established in 1989. It is awarded to the student who obtains the highest aggregate mark in the Executive Certificate in Insurance or the Graduate Certificate in Insurance. The prize is a cash award of \$500.

**BOC Prize in Finance**

This prize was established in 1984 by the former CIG Limited. It is awarded to the best graduating student enrolled in the Bachelor of Business – Finance major. The prize is a cash award of \$250.

**Bowl Australia Prize in Leisure Management**

This prize was established in 1996. It is awarded to the student enrolled in the Bachelor of Management in Leisure who obtains the highest aggregate mark in the subject Leisure Services Management. The prize is a cash award of \$500.

**CIMA Prize**

This prize was established in 2003. It is awarded to the student enrolled in the Bachelor of Accounting program who obtains the highest aggregate mark in the subject Cost Management Systems. The prize is a cash award of \$300.

**CPA Australia Prize – Best Graduating Student**

This prize was established in 1971. It is awarded to the best graduating student enrolled in the Bachelor of Accounting or Bachelor of Business – Accounting major. The prize is a cash award of \$250 plus one year's membership (including admission fee) of CPA Australia, and a framed certificate.

**CPA Australia Prize in Accounting for Business**

This prize was established in 1971. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark in the subject Accounting for Business. The prize is a cash award of \$500.

**CPA Australia Prize in Cost Management Systems**

This prize was established in 1971. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark in the subject Cost Management Systems. The prize is a cash award of \$500.

**Hays Accountancy Personnel Prize**

This prize was established in 1989. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark in the subject International Accounting. The prize is a cash award of \$250.

**Human Kinetics Australia Prize**

This prize was established in 1997. It is awarded to the student enrolled in the Bachelor of Arts in Human Movement Studies who obtains the highest aggregate mark in all first-year subjects. The prize is a voucher to the value of \$250.

**Industrial Relations Society of NSW Prize**

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business who obtains the highest aggregate mark in the subject Managing Employment Conditions. The prize is a cash award of \$250.

**Insearh UTS Prize in Electronic Business for International Students**

This prize was established in 1997. It is awarded to the best international student graduating in the Bachelor of Business – Electronic Business major. The prize is a cash award of \$450.

**Insearh UTS Prize in International Business for International Students**

This prize was established in 1997. It is awarded to the best international student graduating in the Bachelor of Business – International Business major. The prize is a cash award of \$450.

**Insearh UTS Prize**

This prize was established in 1997. It is awarded to the best international student graduating in the Bachelor of Business in any major other than Electronic Business or International Business. The prize is a cash award of \$450.

**Insurance Australia Group Limited Prize**

This prize was established in 1989. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who achieves the highest aggregate mark for the subject Accounting Standards and Regulations. The prize is a cash award of \$500.

**KPMG Prize in Accounting for Business Combinations**

This prize was established in 1982. The prize was re-established in its present form in 1992. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Accounting for Business Combinations. The prize is a cash award of \$500.

**KPMG Prize in Computer-based Accounting**

This prize was established in 1982 and was re-established in its present form in 1992. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Computer-based Accounting. The prize is a cash award of \$400.

**Lexis Nexis Prize in Business Law and Ethics**

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Business Law and Ethics. The prize consists of a package to the value of \$5,000.

**Lexis Nexis Prize in Company Law**

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Company Law. The prize consists of a package to the value of \$5,000.

#### ***Lexis Nexis Prize in Taxation Law***

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Taxation Law. The prize consists of a package to the value of \$5,000.

#### ***Michael McGrath Prize for Finance and Economics***

This prize was established in 1995. It is awarded to a student who has completed two-thirds of the Bachelor of Business degree and achieved a minimum of Credit average in at least four subjects offered by the School of Finance and Economics. The student must demonstrate a high degree of interpersonal skills and a strong concern for the welfare of other people. The prize is a cash award of \$750.

#### ***Minister's Award for Tourism and Hospitality Studies***

This prize was established in 1990. It is awarded to the student who has completed the equivalent of the first year of full-time study in either the Bachelor of Management in Tourism or the Bachelor of Management in Tourism, Bachelor of Arts in International Studies and who is considered to have achieved the best overall academic performance in that year and demonstrates capabilities and personal qualities required to make a significant contribution to the tourism industry. The prize is a cash award of \$1,500.

#### ***Pearson Education Australia Prize***

This prize was established in 1980. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who achieves the highest aggregate mark in the subject Corporate Reporting: Professional and Conceptual Issues. The prize consists of a book voucher to the value of \$250.

#### ***Philips Electronics Australia Prize***

This prize was established in 1987. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Marketing Foundations. The prize is a cash award of \$300.

#### ***PricewaterhouseCoopers Prize for Advanced Taxation Law***

This prize was established in 1982. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Advanced Taxation Law. The prize is a cash award of \$400.

#### ***PricewaterhouseCoopers Prize for Assurance Services and Audit***

This prize was established in 1982. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Assurance Services and Audit. The prize is a cash award of \$400.

#### ***Robert Half Australia Prize in Accounting and Finance***

This prize was established in 2000. It is awarded to the graduating student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the Accounting major and Finance major combined. The prize is a cash award of \$500.

#### ***School of Accounting Prize***

This prize was established in 2002 by the School of Accounting. It is awarded to the student enrolled in the Graduate Conversion Course in Accounting who achieves the best overall performance in six core subjects. The prize is a cash award of up to \$500.

#### ***School of Leisure, Sport and Tourism Alumni Prize***

This prize was established in 2001. It is awarded to the best Faculty of Business student in all undergraduate and postgraduate courses taught by the School of Leisure, Sport and Tourism. The prize is a cash award of \$500.

#### ***Sydney Futures Exchange Prize***

This prize was established in 1990. It is awarded to the student enrolled in the Bachelor of Business who obtains the highest aggregate mark in the subject Investment Analysis. The prize is a cash award of \$500.

#### ***Sydney Swans Prize in Sport Management***

This prize was established in 1997. It is awarded to the student enrolled in a Faculty of Business undergraduate degree who obtains the highest aggregate mark for the subject Sport Management. The prize is a cash award of \$250.

#### ***UTS Prize for Venture Capital Finance***

This prize was established in 2003. It is awarded to the student with the highest aggregate mark in the subject Venture Capital Finance. The prize is a cash award of \$500 plus a certificate.

#### ***Postgraduate prizes***

##### ***Bowl Australia Graduate Prize in Leisure Management***

This prize was established in 1996. It is awarded to the postgraduate student who obtains the highest aggregate mark in the subject Leisure Management. The prize is a cash award of \$500.

##### ***Dean's EMBA Award***

This prize was established in 2003. It is awarded to the best graduating student in the Executive Master of Business Administration. The prize is a perpetual trophy.

##### ***Dr David Darby Memorial Prize***

The Dr David Darby Memorial Prize was inaugurated in 2000 to commemorate David who was a Senior Lecturer in the School of Marketing and who passed away unexpectedly in 1999. David was an energetic and committed educator who ensured that the subjects he coordinated combined academic excellence with business experience. His subjects reflected his philosophy on the emphasis of variety / multiple teaching stimuli in teaching methods and assessment approaches. In the research area, David had a high profile and focused on marketing strategy, services marketing, quality as a strategic dimension and health care delivery. David obtained a number of large research grants and published widely. In addition, he contributed strongly to the overall work of the School, the Faculty and the University. David willingly undertook leadership roles, served on various committees and initiated promotional activities, which achieved a number of important objectives for the School, the Faculty and the University. David's outstanding contribution, intelligence, diligence, fairness, loyalty and strong commitment to excellence are sadly missed.

To honour David's memory, and as testimony to the high regard in which he was held by his colleagues, this memorial prize was established to acknowledge his contribution to the School, the Faculty and the University. The cash prize of \$1,000 is awarded to a student enrolled in either the Graduate Certificate in Marketing, the Graduate Diploma in Marketing or the Master of Business in Marketing who obtains the highest aggregate mark in the subject Marketing Management.

**Graduate Management Association of Australia Prize**

This prize was established in 1989. It is awarded to the best graduating student in the Master of Business Administration. The prize is a cash award of \$500 and a certificate.

**Industrial Relations Society of NSW Graduate Prize**

This prize was established in 1988. It is awarded to the student who obtains the highest aggregate mark in the subject Industrial Relations. The prize is a cash award of \$250.

**Reckitt Benckiser Graduate Prize**

This prize was established in 1985. It is awarded to the postgraduate student who obtains the highest aggregate mark in the subject Advanced Marketing Management. The prize is a cash award of \$300.

**Thomas Kewley, OAM, Memorial Prize**

This prize is a University Memorial Prize in honour of Tom Kewley, an academic and Kuring-gai Fellow. It is awarded to the postgraduate student who obtains the highest aggregate mark for the Research Project in Community or Public Sector Management. The prize is a cash award of \$1,000.

**Zonta Prize for the Woman MBA Graduate of the Year**

This prize was established in 1992. It is awarded to the most outstanding woman graduate in the Master of Business Administration. The prize is a cash award of \$500.

**Scholarships****Undergraduate scholarships****Accounting Honours Scholarships**

The School of Accounting offers a limited number of scholarships to students for study in the Honours sequence within the School of Accounting. Each scholarship is tenable for one year and has a cash value of \$5,000.

**Bachelor of Accounting Scholarships**

The School of Accounting offers a cooperative education scholarship course for students who have the potential to become future business leaders. Between 25 and 35 full scholarship places are offered in the course each year, which is intended for current school leavers. Each scholarship is tenable for two and a half years and has a cash value of \$11,500 per annum.

For further, comprehensive further information on this course, see the Bachelor of Accounting website at: <http://www.business.uts.edu.au/bofacc>

**Bowl Australia Honours Scholarship in Leisure Management**

This scholarship was established in 1996. It is awarded to the best graduating student entering the Honours program in Leisure Management. The scholarship is a cash award of \$1,500.

**Capital Markets CRC Ltd Scholarship**

This scholarship comprises a tax-free stipend of \$18,000 per year for three years of full-time study. It is awarded periodically by the School of Accounting.

**The Corporate Express Australia Limited Scholarship**

This scholarship was established in 2001. It is intended to provide assistance to a student experiencing financial difficulties to continue full-time study in the Bachelor of Business degree. The applicant must be an Australian citizen or have been granted permanent residency at the time of application, be currently enrolled in the Bachelor of Business degree, not have undertaken previous university study, and be able to demonstrate financial disadvantage

at the time of application. The scholarship is awarded to the student who has provided evidence of financial disadvantage, with the highest weighted average mark for their first semester of study in the Bachelor of Business. The scholarship is paid in two installments of \$1,500. The period of tenure is 12 months and is subject to satisfactory progress through the degree.

**Faculty of Business Exchange Program Scholarships**

The Faculty may offer up to 10 scholarships to students (either undergraduate or postgraduate) to assist with costs incurred while on a Faculty-approved exchange program. Each scholarship is tenable for one semester and has a cash value of \$1,000.

**Faculty of Business Honours Scholarships**

These scholarships were established in 1993. The Faculty may award up to six scholarships to students studying full-time in the Honours program within the Faculty. Each scholarship has a cash value of \$5,000.

**Postgraduate scholarships****Australian Postgraduate Awards (APA)**

UTS offers a limited number of APA scholarships, which are funded by the Australian Commonwealth Government. They are awarded to students wishing to complete Masters by Research and Doctoral degree courses. Applications open in August and close in October each year.

**Australian Postgraduate Awards (Industry)**

APA (I) awards are made through the Australian Research Council's Linkage Grants program. Their purpose is to provide industry-oriented research training to prepare high-calibre postgraduate research students. Researchers winning Linkage grants will advertise the research studentship positions.

**Capital Markets Cooperative Research Centre (CMCRC) PhD Scholarships**

CMCRC makes available a number of PhD scholarships for full-time postgraduate research study. The scholarships are allocated on the basis of the terms and conditions specified by CMCRC. The scholarships are for a period of three years, and are subject to satisfactory progress.

**Centre for the Study of Choice (CenSoC) Doctoral Scholarships**

CenSoC makes available a number of Scholarships for full-time postgraduate research study. The scholarships are allocated on the basis of the terms and conditions specified by CenSoC. The scholarships are for a period of three years, and are subject to satisfactory progress.

**Faculty of Business Exchange Program Scholarships**

The Faculty may offer up to 10 scholarships to students (either undergraduate or postgraduate) to assist with costs incurred while on a Faculty-approved exchange program. Each scholarship is tenable for one semester and has a cash value of \$1,000.

**Faculty of Business PhD Scholarships**

The Faculty of Business offers some full-time PhD scholarships for study in any one of the Faculty's five discipline-based Schools – Accounting; Finance and Economics; Leisure, Sport and Tourism; Management; or Marketing. Each scholarship has a tax-free cash value of \$20,000 per year, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty. These scholarships are tenured for periods of three years.

### **Industry-supported PhD Scholarships**

From time to time, the Faculty is able to offer scholarships made available through the generosity of individual companies for full-time doctoral studies.

### **Innovative Collaborations Alliances and Networks (ICAN) Scholarships**

Up to four scholarships are offered to students, both full-time and part-time, researching collaborative issues in the School of Accounting, Management or Marketing. Each scholarship has a cash value of \$5,000 for the equivalent of one year of full-time study.

### **Insearch Doctoral Research Scholarships**

As a result of the generous support of Insearch Limited, the Faculty of Business is able to offer a few full-time PhD scholarships for study in any one of the Faculty's five discipline-based Schools – Accounting; Finance and Economics; Leisure, Sport and Tourism; Management; or Marketing. The scholarship has a tax-free cash value of \$20,000 per year, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

### **International Postgraduate Research Scholarships**

A very small number of Australian Government scholarships under the Endeavour International Postgraduate Research Scholarship (IPRS) Program and UTS scholarships (IRS) are available to International Students to study either a Doctoral or Masters degree by research.

### **PhD Scholarships in Accounting**

The School of Accounting offers two PhD scholarships to candidates in the areas of market-based accounting research and/or positive accounting theory. The scholarship has a tax-free cash value of \$25,000 per year, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

### **PhD Scholarships in Finance and Economics**

The School of Finance and Economics offers two PhD scholarships to candidates to work in areas within the interests of the School. Each scholarship has a tax-free cash value of \$18,000 per year, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty. These scholarships are tenured for a period of three years.

### **Quantitative Finance Research Centre (QFRC) Scholarships**

These scholarships are awarded to support research investigating topic areas relevant to the research program of the Quantitative Finance Research Centre. The scholarships are tenable in the School of Finance and Economics and are not transferable.

### **R L Werner Scholarship**

This scholarship was named after the first President of the NSW Institute of Technology, one of the predecessor institutions of the current UTS. It is available to applicants of the highest academic calibre, for full-time research at UTS. R L Werner Scholarships have the same value and are awarded according to the same criteria as the Australian Postgraduate Awards. Applications open in August and close in October each year.

### **School of Leisure, Sport and Tourism PhD Scholarship**

The School of Leisure, Sport and Tourism offers a PhD scholarship to a candidate to work in an area within the areas of interest of the School. The scholarship has a tax-free cash value of \$20,000 per year, and may be supplemented by a limited amount of teaching and/or research assistance activity within the Faculty. The scholarship is for a period of three years only.

### **Supplementary Quantitative Finance Research Centre Scholarship**

This scholarship is awarded to support research investigating topic areas relevant to the research program of the Quantitative Finance Research Centre. The scholarship is tenable in the School of Finance and Economics and is not transferable.

### **Sustainable Tourism Cooperative Research Centre (STCRC) PhD Scholarships**

STCRC makes available a number of PhD scholarships for full-time postgraduate research study. The scholarships are allocated on the basis of the terms and conditions specified by STCRC. The scholarships are for a period of three years, and are subject to satisfactory progress.

### **UTS Doctoral Scholarship**

UTS offers a number of doctoral scholarships, which have the same value as and are awarded according to the same criteria as the Australian Postgraduate Awards. Applications open in August and close in October each year.

### **Inquiries**

For further information on prizes administered by the Faculty of Business, contact:

Marketing Services  
Faculty of Business  
telephone +61 2 9514 3553

Inquiries about undergraduate scholarships should be directed to:

Student Liaison Unit  
Faculty of Business  
telephone +61 2 9514 3500

Inquiries about Honours scholarships should be directed to the appropriate School office.

## **FACULTY OF DESIGN, ARCHITECTURE AND BUILDING**

Prizes and scholarships are awarded each year to students in the Faculty for meritorious work. These are made available through the generosity of private individuals and public organisations. Prizes are awarded in respect of each academic year (unless otherwise stated) and are presented annually at a Faculty ceremony, normally in June or July of the following year.

### **Faculty awards**

#### **Insearch UTS Doctoral Award**

As a result of the generous support of Insearch UTS, the Faculty of Design, Architecture and Building is able to offer a full-time PhD scholarship to undertake research in the Faculty.

The scholarship has a cash value of \$18,000 per year, is tax free, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

The award cannot be held in conjunction with an Australian Postgraduate Award (APA) or a UTS Doctoral Scholarship.

**Jack Greenland Travelling Scholarship**

This annual award commenced in 2002 and is aimed at encouraging students to explore the area of environmentally sustainable development within the broad discipline areas of design, architecture, property and building. The scholarship is open to students enrolled in any undergraduate course in the Faculty of Design, Architecture and Building and is judged on submitted portfolios of work covering the final two years of the applicants' course. The central ideas of the portfolio are to be related to 'environmentally sustainable development'.

The scholarship is decided by a panel of judges containing at least one UTS senior academic external to the Faculty, and the successful applicant is awarded with funds of up to \$2,500 for a return economy flight to an international destination of their choice.

**NAWIC Award**

This award was established in 2004 to recognise the achievement of a female graduand in the following construction-related courses: Bachelor of Engineering in Construction Engineering Diploma in Engineering Practice; Bachelor of Engineering in Civil Engineering Diploma in Engineering Practice; Bachelor of Engineering in Civil and Environmental Engineering Diploma in Engineering Practice; Bachelor of Architecture; or Bachelor of Construction. The award supports one of the key objectives of the National Association of Women in Construction (NAWIC), namely, to improve the participation and advancement of women in construction.

This award is presented to the female graduand who has obtained a high academic standard in her course, submitted a current résumé and the most outstanding original essay on a prescribed topic. The award winner receives \$2,000 and a certificate.

**School of Architecture**

For those Architecture prizes awarded to a student obtaining the highest weighted average mark in a particular year, the following condition applies: the weighted average mark is calculated on the basis of all the core (compulsory) subjects undertaken for a particular year and completed in the academic year for which the prize is to be awarded. To be eligible, students must have completed a minimum of four of the core (compulsory) subjects for that year during the academic year for which they are to be considered.

**Alexander and Lloyd Australia Design Prize**

Alexander and Lloyd Pty Ltd, Architects, continue to support the efforts of the Faculty and to provide incentives to students with this award. It is awarded annually to the student obtaining the highest weighted average mark in Year 2 of the Architecture course. The prize is a cash award of \$250.

**Board of Architects Prize**

The Board of Architects of NSW awards an annual prize of \$500 to the graduating student in Architecture who, in the opinion of the students in the Year 5 Architecture class, has contributed most to the work and progress of the class as a whole.

**The Board of Architects Year Prizes**

These prizes are awarded to the student in each of the first three years of study who, in the opinion of the Faculty, shows outstanding achievement in the Bachelor of Arts in Architecture. The prizes are cash awards of \$250.

**The Edward Alexander Memorial Prize**

This prize was established to honour the late Edward Alexander, who was a graduate of the East Sydney Architecture School and who contributed a great deal to the school's life and scholarship. It is awarded to the student enrolled in Year 1 of the Architecture course who attains the highest weighted average mark in the subjects 11211 Architectural Design – Thinking, Making and Inhabiting, and 11215 Architectural Design – Design Basics. The prize consists of a high-quality architectural publication and an RAIA book voucher to the value of \$250.

**J J Greenland Prize for Excellence in the Field of Energy Conservation in Buildings**

This prize is funded from the proceeds of the sale of *Foundations of Architectural Science*, written by Dr Jack Greenland, a former member of the School of Architecture. The prize is awarded to a student enrolled in the Architecture course who demonstrates excellence in the field of energy-efficient design in 11263 Integrated Environmental Design. It consists of an RAIA book voucher to the value of \$300.

**The New South Wales Chapter of the Royal Australian Institute of Architects Prizes**

The New South Wales Chapter of the Royal Australian Institute of Architects (RAIA) awards a prize and, in addition, administers as Trustee two Memorial Prizes which are awarded to students in Architecture. (These prizes are currently under review and subject to change.)

**The RAIA NSW Chapter Prize**

This prize is awarded annually to the graduating student in Architecture with the highest weighted average mark over Years 4 and 5.

**Tony Van Oene / Concrete Masonry Association of Australia Memorial Prize**

This prize was established in 1992 from a donation received from the Concrete Masonry Association of Australia and the estate of Tony Van Oene, a former student of the School of Architecture. The prize is awarded to a student enrolled in the Architecture course who achieves the highest weighted average mark in 11251 Architectural Design – Urban Architecture, 11254 Architectural Design – Complex and Public Buildings and 11261 Architectural Design – Thematic Design. It consists of an RAIA book voucher to the value of \$360.

**William Edmund Kemp Memorial Prize**

A fund was established to perpetuate the memory of William Edmund Kemp and his services as an architect with the Department of Education, in connection with Architecture and Technical Education in New South Wales. Mr Kemp designed the original buildings and workshops of Sydney Technical College at Ultimo and the Museum of Applied Arts and Sciences. The prize is awarded annually to the student who gains the highest weighted average mark in Year 3 of the Architecture course. The fund provides a medal and a cash prize of \$300.

**School of Construction, Property and Project Management****AMP Land Economists Prize**

This prize is awarded to a full-time student enrolled in the degree course in Property Economics who obtains the highest weighted average mark on completion of the subjects in Year 2 of the full-time program. This prize has a cash value of \$500.

### **Archibald Howie Memorial Prize**

The late Sir Archibald Howie provided a fund for a prize to encourage and promote interest in studies in the Construction Management course. The prize may be awarded by the Trustees to a student who obtains the best results in the full final-year program of the Construction Management degree course, either part time or full time. The prize has a cash value of \$250 and will be awarded for the last time in 2004.

### **The Australian Institute of Building, NSW Chapter Medal**

This award was established in 1987. It is presented to the graduating student from the Construction Management degree course who achieves the highest weighted average mark. The prize consists of a certificate and an inscribed medal.

### **Australian Institute of Construction Estimators Prize**

This prize is awarded to the Construction Economics student who achieves the highest weighted average mark in the subjects in the second half of the undergraduate course. The prize has a cash value of \$250.

### **The Australian Institute of Quantity Surveyors (NSW Chapter) Prize**

The New South Wales Chapter of the Australian Institute of Quantity Surveyors (AIQS) offers a prize each year to the student who obtains, upon graduation, the highest weighted average mark for the Construction Economics course. The award comprises a sum of \$500 plus one year's associate membership of the AIQS, including the entrance fee, where the recipient is eligible.

### **Australian Property Institute Gold Medal**

This prize was established in 1991 by the Australian Institute of Valuers and Land Economists. It is awarded to the student enrolled in the Property Economics degree course who completes the degree with the best aggregate mark in Valuation subjects. The prize takes the form of a certificate, a gold medal and a cash award of \$300.

### **Australian Property Institute Year Prizes**

These prizes were established in 1991 by the Australian Institute of Valuers and Land Economists. The prizes are awarded to six students enrolled in the Property Economics degree course who performed best in the six years of the course as described by the part-time program. The six prizes each have a cash value of \$300.

### **CSR Hebel Prize**

The CSR Hebel Prize is awarded to the student who obtains the highest mark in the subject 16055 Sustainable Building Techniques (pre-2005), or 16075 Sustainable Building Technology (2005 or later). The prize consists of a cheque for \$500 plus a certificate.

### **Grosvenor Australia Properties Prize in Project Management**

This prize is awarded to the student in the second-year cohort who, in the opinion of the students in the second year of the Project Management Program, has contributed most to the progress of the cohort as a whole. The prize has a cash value of \$500.

### **Grosvenor Australia Properties Prize in Urban Estate Management**

This prize is awarded to the student in the second-year cohort who, in the opinion of the students in the second year of the Urban Estate Management Program, has contributed most to the progress of the cohort as a whole. The prize has a cash value of \$500.

### **The Investec Bank Scholarship Award**

This prize is awarded annually to a student who has completed 48 credit points towards the Bachelor of Property Economics and achieved a weighted average mark of at least 70, and completed the subject 16236 Property Cash Flow Analysis. The winner is chosen by a selection committee as having the most synergy with the ethos of Investec Bank, on the basis of an extended curriculum vitae and an interview. The winner receives a \$1,000 prize, six weeks' paid work experience (worth \$4,000) with Investec Bank in the Investment Banking division, and a \$5,000 bonus if a letter of employment is offered.

### **The Landcom Planning Prize**

This prize is awarded annually to the student producing the best Graduate Project in the Master of Planning course. The prize has a cash value of \$500.

### **The Macquarie Goodman Scholarship Award**

This award is made to a Property Economics student who has achieved a weighted average mark of at least 70, and who is judged by extended curriculum vitae and interview to have most synergy with the ethos of Macquarie Goodman. The award is in the form of a \$1,500 scholarship and four weeks' paid employment with Macquarie Goodman.

### **Property Council of Australia Scholarship**

This scholarship was established in 1991 by the Building Owners and Managers Association. It is awarded to a student in the Property Economics degree course who has demonstrated exceptional achievement during the first half of the course and is recognised as having potential for making a contribution to the Australian property industry. The scholarship comprises a certificate and a cash award of \$2,000, paid in two instalments.

### **Real Estate Institute of New South Wales Prize**

This prize was established in 1989. It is awarded to the best graduating student from the Property Economics degree course (based on the graduating weighted average mark). The prize has a cash value of \$1,000.

### **The RICS Construction Prize**

This prize is awarded to the student who obtains the highest weighted average mark in their first year of the Construction course. The prize has a cash value of \$300.

### **The RICS Property Economics Prize**

This prize is awarded to the student who obtains the highest weighted average mark in their first year of the Property Economics course. The prize has a cash value of \$300.

### **Rider Hunt High Achievement Award**

Rider Hunt of Sydney offers an annual award for the Construction Economics student who achieves the highest weighted average mark in the undergraduate course, subject to that student having a satisfactory performance in the year for which the award is given. The weighted average mark is calculated in the same manner as that used in the consideration of Honours. The award has a cash value of \$500.



## School of Design

### **The ABL Fashion and Textile Award**

This award was instigated by Australian Business Limited (ABL) in 2003 to support new graduates of the Bachelor of Design in Fashion and Textiles. This award has a value of \$10,000 and is awarded to a final-year student who has a winning combination of academic achievement, innovative design skills and business sense. The winner receives invaluable support setting up their own small business practice when they leave university.

### **The Carl Nielsen Professional Development Award**

This annual award aims to assist recent graduates in Industrial Design at UTS to visit leading overseas industrial design groups and manufacturing companies noted for their commitment to high standards of product design. It is granted to the applicant judged the most capable of taking advantage of the opportunities it may provide to advance his or her future professional standing as an industrial designer in Australia.

Written applications from graduates of the previous five years are accepted up to March 31; application information may be obtained from the Faculty Office or the Faculty's website. The amount of the award is \$2,000, is available for collection from the Faculty on presentation of a final travel schedule and copies of correspondence confirming invitations and arrangements for visits to nominated design groups/companies.

### **The Designworks Enterprise I.G. Award**

This award has been created to assist high-performing undergraduate students in their final semester of study, and to give them an opportunity to work in an international design group.

The student in the Bachelor of Design in Visual Communication judged to have the most creative potential will be awarded a \$2,000 cash prize and the opportunity to undertake part-time paid employment during their final 24 credit points of study, and, on successful completion of their degree, a period of 12 months' full-time paid employment.

### **Lancome Colour Design Awards**

Three annual Lancome Colour Design Awards will be awarded in 2006 and 2007, one each in the categories of Colour and Texture, Innovation, and Modern Femininity. One bursary of \$5,000 will be awarded by Lancome to a winner in each category. The winners will be those students judged to have best met a brief given to all fourth-year Fashion and Textiles students, in the creation of a womenswear collection based on Lancome's seasonal make-up look. The winners will be judged by a panel including the Fashion and Textiles Course Director, a representative of Lancome and at least one representative of the fashion industry.

### **The Redant Creative Web Award**

This award is offered to those students who have completed 120 credit points towards the Bachelor of Design in Visual Communication with a GPA of 5 or above in the two third-year VC Technologies options and second- and third-year VC Project subjects. The award is made available to the student who is judged through their portfolio and interview to have the most creative and practical approach to design for the web media. The award comprises a \$500 cash prize and paid part-time employment over the final part of the student's third year and first semester of fourth year. The award winner will be encouraged to arrange the period of employment so that it contributes to the subjects VC Project – The Community and VC Project – Self Direction.

### **The Toynebee Wilson Typography Prize**

This prize is awarded to encourage and reward excellence in typographic study and practice undertaken in the first two years of the Bachelor of Design in Visual Communication. The six students with the highest grade point average in the typography subjects taken in the first and second years of the Bachelor of Design in Visual Communication are each awarded a \$250 book voucher.

### **Woods Bagot Scholarship in Interior Design**

This scholarship is awarded to a student enrolled in Year 3 of the Bachelor of Design in Interior Design, who has completed all requirements for Years 1 and 2 and has demonstrated academic excellence and the ability to recognise the relationship between academic studies and the needs of the profession. The scholarship is tenable for two years and has a cash value of \$2,000.

### **Inquiries**

For further information on prizes and scholarships administered by the Faculty of Design, Architecture and Building, contact:

Nirmala Singh  
Assessment and Progression Officer  
Faculty of Design, Architecture and Building  
telephone +61 2 9514 8022  
fax +61 2 9514 8804  
email [dab.info@uts.edu.au](mailto:dab.info@uts.edu.au)  
<http://www.dab.uts.edu.au>

## FACULTY OF EDUCATION

### **The AITD Award**

The Australian Institute for Training and Development (AITD) is a national professional association of people interested in the field of human resource development. AITD seeks to promote excellence in this field through conferences, workshops and the dissemination of information. As part of its interest in professional development, AITD has donated two prizes to the Faculty of Education.

The first AITD award is given to the student who is judged to have presented the best thesis project of the Bachelor of Education (Honours) in Adult Education.

The second AITD award is open to all final-year students enrolled in the Bachelor of Education in Adult Education with the Human Resource Development major. The award is given to the student who is judged to have made the most significant contribution to the human resource development field of adult education as part of their studies.

### **The Gwen Muir Memorial Prize for Special Education**

This prize was established in 1993 in memory of the late Gwen Muir, a teacher who had a lifelong commitment to the education of students with special needs. The prize was donated by Margaret Zell, a daughter of George Muir, a former Principal of the Kuring-gai College of Advanced Education, to reward excellence in the field of special education. The cash prize of \$250 is awarded annually to a student from the Bachelor of Education in Special Education (C10207) who has the most distinguished academic record and who has demonstrated excellence in the practicum.

### ***The Kevin Dawes Prize***

This prize may be awarded annually to the most outstanding student in the science elective strand and the two subjects in the science education sequence in the Bachelor of Education in Primary Education. If there is no science elective strand offered, then the prize is awarded to the student with the highest combined mark in the two subjects in the science education sequence in the Bachelor of Education in Primary Education (C10206). The first award was made in 1995. The annual cash value of the prize is \$250.

### ***The Phillips Prize***

The Phillips Prize is awarded to the graduand with the most outstanding academic and professional record in the vocational education field of practice, in the Bachelor of Education in Adult Education (C10194). This prize commemorates the distinguished contribution made by Donald Phillips to the development of technical teacher education in New South Wales – as a teacher, technical college principal, Assistant Director of the Department of Technical and Further Education, and as a member of the First Council of Sydney Teachers' College. The first award was made in 1981 to a graduand of the Diploma of Teaching program. The annual cash value of the prize is \$250.

### ***The Sydney Mechanics' School of Arts Award***

This award was established in 1990 from a donation of \$15,000 from the Sydney Mechanics' School of Arts. It is available to graduates of the Bachelor of Education in Adult Education who demonstrate superior achievement in academic studies and adult education practice. The annual cash value of the award is \$1,000.

### ***The Laurie Brady Award***

Laurie Brady has been a long-time member of the Faculty of Education, initially at Kuring-gai CAE and then at UTS, and has devoted his working life to practising and promoting quality teaching.

The Laurie Brady Award is awarded each year to the student studying the Bachelor of Education in Primary Education who has displayed outstanding teaching ability in the school classroom (field-based practicum). The recipient is awarded a certificate and a cash prize.

### ***University Medal***

The University Medal is awarded for the most outstanding undergraduate First Class Honours Thesis in an Honours program.

### ***Inquiries:***

For further information on prizes and fellowships administered by the Faculty of Education, contact the Faculty on:

telephone +61 2 9514 3808

fax +61 2 9514 3933

email [Linda.Knight@uts.edu.au](mailto:Linda.Knight@uts.edu.au)

<http://www.education.uts.edu.au>

## **FACULTY OF ENGINEERING**

A number of prizes and scholarships for academic excellence are awarded to students enrolled in the Faculty of Engineering. Prizes are awarded in respect of each academic year and are presented annually at a Faculty ceremony. These prizes are made available through the generosity of private individuals and organisations in the public and private sector.

All prizes described here are subject to an annual review. Existing prizes may be withdrawn without notice and new prizes added.

### **Endowments**

#### ***James N Kirby Chair of Manufacturing Engineering***

In 1983, the James N Kirby Foundation commenced a series of donations to the Faculty of Engineering Development Fund towards the establishment of a Chair in an area relating to the manufacturing industry. The capital fund to support the Chair was built up over some 12 years and is now expected to be capable of providing a substantial annual contribution in perpetuity.

Through the Foundation's generosity, the Council of UTS was able to establish the James N Kirby Chair of Manufacturing Engineering in 1988. The inaugural professor, Dr Frank Swinkels, was appointed in 1989 and took up duty in 1990. Dr Swinkels had previously been Director of the University's Centre for Industrial Technology.

### **Prizes**

#### ***Aim Products Prize***

This award was established in 2000 by donations from Aim Products Australia Pty Ltd. The prize is awarded each semester to the student with the best performance in each of the following subjects: 48210 Engineering for Sustainability; 48510 Introduction to Electrical Engineering; 48520 Electronics and Circuits; and 48441 Introductory Digital Systems. The prize consists of a cash award of \$250.

#### ***Association of Consulting Structural Engineers (ACSE) Design Award***

(subject to final confirmation by ACSE and the Faculty Board in Engineering)

This award comprises work experience in three different overseas structural consulting firms over a six-week period, with airfares paid and \$6,000 for living expenses provided. The selected student will, upon return, be required to submit a 1,000-word report to ACSE describing his or her experiences. The student will be selected from a group of students nominated by six universities in NSW. The nominee will be a final-year student selected for his or her outstanding structural engineering design project. The project must be undertaken in the year in which the award is made and the nominated student must be intending to practise as a structural engineer after graduation.

#### ***Dean's Award for Outstanding Academic Performance***

This award is awarded on an annual basis after the completion of the Dean's list. Eligible students are selected from the Dean's list for the award when they undertake a specified minimum number of credit points in the preceding year (typically 36 credit points, or half this number for students who commence mid-year) and achieve a weighted average mark (WAM) across all engineering subjects which is equal to, or greater than, a given threshold. The credit point minimum and the WAM threshold are determined by the Dean on an annual basis. The award consists of a certificate and a letter of commendation.

### **Dean's Capstone Presentation Award and Alan Chappel Engineering Innovation Prize**

These prizes are awarded to the student who gives the best oral presentation from a group of candidates chosen from each of the Capstone Project majors, and to the student whose work is judged as the most significant engineering innovation from the Capstone Projects, respectively. Each engineering major selects and nominates one candidate who has achieved at least a Distinction for their Capstone Student presentation in their individual major. The selected students are required to give an additional 15-minute presentation at the IAN/Dean's Capstone Presentation Award event, attended by industry representatives and UTS staff. The prizes are judged by a panel of independent non-academics. The Dean's prize consists of an engraved plaque, Dean's Prize Certificate and \$500 cash; the Alan Chappel Engineering Innovation prize consists of a certificate and \$500 cash.

### **Eldred G Bishop Prize**

This prize was established in 1974 to commemorate the leadership of Eldred George Bishop in improving the standard and quality of manufacturing engineering in Sydney. It is awarded to a student who is an Australian citizen, generally entering his or her final year of studies towards the Bachelor of Engineering degree in one of the following majors: Computer Systems Engineering, Electrical Engineering, Mechanical Engineering, or Mechanical and Mechatronic Engineering. Selection is by invitation initially, followed by written application and an interview. No candidate may be considered for the prize more than once. The prize consists of a commemorative trophy and a cash award of \$2,000.

### **Electric Energy Society of Australia**

Since 1976 the Electric Energy Society of Australia has offered encouragement, by way of an annual cash award of \$250, to Electrical Engineering students. The purpose of the prize is to attract the interest of students in pursuing a course which enables them to become engineers in the electric power distribution industry. The prize is awarded to a sandwich pattern or part-time student who achieves best performance in the subject 48550 Electrical Energy Technology.

### **Energy Australia Prize in Power Engineering**

This prize was established in 1986 and is awarded annually to the student who completes the requirements of the Electrical Engineering degree course and who obtains the highest weighted average mark after completion of the Electrical Engineering degree. The cash value of the prize is \$250 and is subject to periodic review for the purpose of maintaining its real value.

### **Engineers Australia Civil and Structural Panel (Sydney Division) Prize**

This prize is to be awarded annually to the student who achieves, at his or her first attempt, the highest mark in the subject 48389 Computer Modelling and Design. The prize will not be awarded if no candidate reaches the approved level. The prize is to have a total value of \$500, comprised of suitably inscribed book(s) to the value of approximately \$200 and the residue as a cheque for the purchase of engineering equipment of the student's choice.

### **The George J Haggarty Civil Engineering Prize<sup>1</sup>**

In 1981 the George J Haggarty Student Endowment Fund was established to commemorate the significant contribution made by the Foundation Head, School of Civil Engineering, to engineering education. From the Fund, the George J Haggarty Civil Engineering Prize is awarded annually to a student in the Civil, Civil and Environmental or Construction Engineering major who, at his or her first attempt, achieves the highest aggregate in the subject 48331 Mechanics of Solids. The prize is a cash award of \$200.

#### **Footnote:**

<sup>1</sup> This prize is currently under review.

### **Hanson Prize**

This prize was established in 1987 by Hanson Pty Ltd (formerly Pioneer Concrete NSW). It is awarded annually to the student enrolled in the Civil, Civil and Environmental or Construction Engineering major who achieves, at his or her first attempt, the highest aggregate in the subject 48352 Construction Materials. The prize has a cash value of \$500.

### **The Institute of Instrumentation Control and Automation, Australia Prizes**

This prize was established in 1992 by the Institute of Instrumentation and Control, Australia. The prize may be awarded each academic year but is not awarded unless a candidate reaches a level acceptable to the Faculty Board in Engineering. The prize is awarded to Mechanical Engineering and Electrical Engineering students.

The recipient of the prize in Mechanical Engineering shall satisfy the following conditions: (i) he or she must have been a registered student in the Mechanical Engineering degree course during the year for which the award is made, and (ii) he or she must have achieved the best performance in the subject 48660 Dynamics and Control.

The recipient of the prize in Electrical Engineering shall satisfy the following conditions: (i) he or she must have been an enrolled student in the Electrical Engineering or Computer Systems Engineering major during the year for which the award is made, and (ii) he or she must have achieved the best performance in the subject 48560 Analogue and Digital Control. Each prize is a cash award of \$250.

### **The Institute of Public Works Engineering Australia NSW Division Medal**

This prize was established in 1975. It is awarded annually to the student, in either part-time study or sandwich mode, with the best overall academic performance in the Civil or Civil and Environmental Engineering degree course and who is employed by a Local Government Authority at the time of completing the course. The recipient must have been employed by a Local Government Authority for at least three semesters during the period of his or her course. The award comprises \$500 cash and a medal.

### **Institution of Electrical Engineers Prize**

This prize is offered by the Institution of Electrical Engineers (IEE) in the United Kingdom to institutions in which degree programs have been mutually accredited by Engineers Australia and the IEE. It was established at UTS in 1991. The prize may be awarded in respect of each academic year but is not awarded if no candidate reaches a level acceptable to the Faculty Board in Engineering. The prize is awarded to a graduating Electrical Engineering student on the basis of outstanding performance in the final-year project. The prize consists of a certificate, a cash award of \$400 and two years' free membership of the Institution of Electrical Engineers.

### ***Institution of Electrical Engineers E C Parkinson Prize***

The Sydney section of the Institution of Manufacturing Engineers donated a sum of money in 1964 to be used to establish a prize for the purpose of perpetuating the memory of the late E C Parkinson, a distinguished production engineer and, for many years, a senior executive of the AWA Company. Since 1970 the prize has been awarded to a student of the University. The prize is awarded annually to a graduating student with a Mechanical Engineering major, on the basis of the highest aggregate mark in the subjects studied in the student's last semester. Only students who undertake 18 credit points or more in their last semester are eligible. The prize is a certificate and a book allowance of \$250.

### ***Institution of Electrical Engineers – Manufacturing Engineering Prize***

This prize is offered by the Institution of Electrical Engineers (IEE) in the United Kingdom to institutions in which degree programs have been mutually accredited by Engineers Australia and the IEE. It was established at UTS in 1991. The prize may be awarded in respect of each academic year but will not be awarded if no candidate reaches a level acceptable to the Faculty Board of Engineering. The prize is awarded to a graduating Mechanical Engineering student on the basis of outstanding performance in the final year project. It consists of a certificate, a cash prize of \$400 and two years' free membership of the Institution of Electrical Engineers.

### ***Iplex Pipelines Award***

Iplex Pipelines is one of Australia's largest manufacturers and distributors of pipes and pipe fittings made from plastic materials for infrastructure pipelines. The company is particularly concerned with improving engineering practices involving the use of these 'flexible' pipelines for civil and environmental engineering projects, including pipe hydraulics; pipe technology; soils and their interactions with pipes; construction activities related to pipe laying or trenching; and environmental aspects of construction or pipe-laying activities.

This award is presented annually to the student, or team of students, obtaining the highest mark in the subject Capstone Project for a project related to the company's main areas of interest. It may not be awarded in any given year if a suitable topic is not undertaken, or if an acceptable standard in a suitable topic is not achieved. The decision as to the suitability of topics is made by Iplex Pipelines, while the decision as to the standard achieved is made by UTS Faculty of Engineering staff. The award consists of a cash prize of \$1,000.

### ***Jack Kaganer Prize***<sup>1</sup>

This prize was established in 1991 by donations from the family and friends of the late Jack Kaganer to commemorate his long and distinguished service to what was then the School of Civil Engineering of NSWIT. Jack Kaganer was the second member of staff to join the School of Civil Engineering and played an important role in its development until his retirement at the end of 1984. The prize is awarded annually to a student registered in either the Civil, Civil and Environmental or Construction Engineering major during the year in which the award is made, and who achieves, at his or her first attempt, the highest aggregate in the subject 48359 Structural Design 1. The prize is a cash award of \$250.

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#### **Footnote:**

1 This prize is currently under review.

### ***The John Heine Memorial Foundation Prizes***<sup>1</sup>

The Metal Trades Industry Association of Australia (MTIA) established the John Heine Memorial Foundation in 1950 in memory of John Heine who did much to advance the cause of the metal trades industry. In 1971 the Foundation decided to give support and encouragement to students by awarding prizes annually to an outstanding first, second and third-year student in the Mechanical Engineering major of the Bachelor of Engineering, Diploma in Engineering Practice degree. The prize is awarded on the basis of the aggregate mark in all subjects studied during the year for which the award is made. The prizes are in the form of cash awards to help students cover costs for books and equipment for use in connection with their early years of study at UTS. Three prizes are awarded in total. Each prize has a cash award of \$500.

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#### **Footnote:**

1 These prizes are currently under review and subject to approval.

### ***The John Heine Memorial Foundation Continuing Education Prize***<sup>1</sup>

The Metal Trades Industry Association of Australia (MTIA) established the John Heine Memorial Foundation in 1950 in memory of John Heine who did much to advance the cause of the metal trades industry. The Foundation offers support and encouragement to students by awarding a major prize annually to a high performing student enrolled in the first three years of study in the Bachelor of Engineering, Diploma in Engineering Practice degree, majoring in either Mechanical Engineering or Mechanical and Mechatronics Engineering. Selection is by invitation initially, followed by written application and an interview, which will address criteria such as leadership in engineering, community service, academic achievement and other personal attributes. The prize has a total value of \$5,000 to help students cover costs of their continuing education and study.

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#### **Footnote:**

1 This prize is currently under review and subject to approval.

### ***C R Kennedy Prize***

This prize was established in 1986 as the Leica Instruments Prize. In 2000 it was renamed the C R Kennedy Prize and is awarded to the student who obtains the highest mark in the Surveying Practical Test. If the Practical Test is not conducted in either semester of the year for which the award is made, the prize is awarded to the student who has obtained the highest aggregate mark in the subject 48320 Surveying. The prize is an instrument chosen by the company.

### ***NAWIC Award***

This award was established in 2004 to recognise the achievement of a female graduand in a construction-related course at UTS (i.e. the Bachelor of Engineering in Construction Engineering, Civil Engineering or Civil and Environmental Engineering; Diploma in Engineering Practice; Bachelor of Architecture; Bachelor of Construction; Bachelor of Building in Construction Management; or Bachelor of Building in Construction Economics) as a field which is non-traditional for women. The award supports one of the key objectives of the National Association of Women in Construction (NAWIC), to improve the participation and advancement of women in construction. This award is presented to the female graduand who has obtained a high academic standard in her course, submitted a current curriculum vitae and submitted the most outstanding original essay on a prescribed topic. The award consists of a cash prize of \$2,000 and a certificate.

**Richard Whitfeld Prize for Industrial Experience**

This prize was established in 1992 by the Computer Systems Engineering Forum. In 1997 it was re-named in honour of the late Richard Whitfeld, an eminent figure in the computer industry and an active contributor to the work of the Faculty.

The prize may be awarded each academic year but is not awarded if no candidate reaches a level acceptable to the Faculty Board in Engineering. The recipient shall satisfy the following conditions: (i) he or she must have been an enrolled student in the Computer Systems Engineering major during the entire calendar year for which the award is made, and (ii) he or she must have the highest mark in the subject 48142 Engineering Practice Review 2.

In selecting the prize winner, account is taken of industrial experience log books, reports, submissions from employers and any other relevant material. The criteria include appropriateness of experience, engineering excellence, technical ability, communication skills, quality of report and degree of innovation shown during the work experience. The prize is in the form of a certificate and a cash award of \$500.

**RS Components Pty Ltd Prize**

This prize was established in 1996 by RS Components Pty Ltd, an organisation which firmly believes in the principles of a strong technical education. The prize is awarded to a final-year student in Electrical Engineering who has achieved the highest level of academic excellence or who has conducted the best final-year project. The prize consists of an instrument or a combination of instruments to the value of \$500, and a commemorative certificate from the company.

**Society of Manufacturing Engineers (Stage 5) Prize**

This prize is awarded annually to the student who achieves, at his or her first attempt, the highest mark in the subject 48663 Advanced Manufacturing. The prize is not awarded if no candidate reaches the approved level. The prize is a cash award of \$250 together with one year's free membership of the Society and a framed certificate.

**Society of Manufacturing Engineers (Stage 8) Prize<sup>1</sup>**

The Society of Manufacturing Engineers has supported this prize since the early 1970s. It is awarded annually to the student enrolled in the Mechanical Engineering or Manufacturing Engineering degree course who obtains the highest mark in the subject 48012 Capstone Project (12cp) for a thesis on a manufacturing engineering topic. The prize is a cash award of \$250 together with one year's free membership of the Society and a framed certificate.

**Footnote:**

<sup>1</sup> This prize is currently under review.

**Trevor Buchner Design Prize<sup>1</sup>**

This prize was established in 1988 from a Trust Fund set up in recognition of the contribution and distinguished service of Trevor Buchner, the first academic member of staff of the School of Civil Engineering. The prize is awarded annually to the student enrolled in the Civil, Civil and Environmental or Construction Engineering major, who achieves the highest aggregate mark, at the first attempt, in the subject 48349 Structural Analysis. The prize has a cash value of \$200.

**Footnote:**

<sup>1</sup> This prize is currently under review.

**The Victor E Shalala Memorial Achievement Award**

The Victor E Shalala Achievement Award was established by the Shalala family in 2005, the year in which Victor Shalala would have completed his Civil Engineering studies. It is a memorial to Victor Shalala, who died in 2002 while an undergraduate student of Civil Engineering at UTS. The Shalala family wishes to recognise high achievement by a UTS Civil Engineering student as a memorial to their son. The award is donated annually by the Shalala family and is awarded to the BE student in the Civil Engineering major who graduates with the highest Weighted Average Course Mark. The prize consists of \$300 and a certificate.

**Zonta Club of Sydney Breakfast Award**

This award was established in 2003 to provide financial support to a female student enrolled in engineering as a discipline that is non-traditional for women. The award supports one of the key objectives of Zonta International – to improve the economic and educational status of women around the world.

This award is presented to the first-year female student who has obtained a high academic standard in her first-year subjects, demonstrated her commitment to supporting women in engineering and submitted the most outstanding essay on her experience of engineering, and ideas about how to increase the participation of women. The award winner receives \$1,000 and a certificate.

**Scholarships****Undergraduate scholarships**

Undergraduate scholarships for commencing students are available and are described below.

**Engineering Cooperative Scholarship Program****Availability**

Engineering Cooperative Scholarships will be awarded in 2007 to students who are successful candidates at the 2006 NSW Higher School Certificate examinations (or equivalent) and who are either Australian citizens or permanent Australian residents. Awards are made only to those who satisfy the requirements for admission to the Bachelor of Engineering, Diploma in Engineering Practice.

These scholarships are not normally available for combined or double degree programs, except for the Engineering and International Studies Cooperative Scholarship (currently under review).

**Sponsors**

The scholarships are made possible by gifts made to the University by industry sponsors engaged in a variety of engineering endeavours. A total tax-free stipend ranging from \$11,000 for one year to \$48,000 over five years is provided to students whose performance in their undergraduate studies is satisfactory under the conditions of award of the Engineering Cooperative Scholarships Program.

In 2006, the Faculty acknowledges the commitment and generous sponsorship of the Engineering Cooperative Scholarship Program by the following organisations and donors:

ADI Limited  
Alcatel Australia Limited  
Barclay Mowlem Construction Ltd  
Bishop Innovation Ltd

CISCO Systems Australia Pty Ltd  
Insearch Limited  
Institute for International Studies (under review)  
Keycorp Ltd  
Linden Little Memorial  
Raytheon Australia Pty Ltd  
Rail Corporation  
Roads and Traffic Authority (RTA)  
Robert Bird & Partners Ltd  
TransGrid

### **Duration and payments**

The scholarships are designed to provide students with some financial assistance during their university studies. The scholarships operate only during the first academic year of each scholar's course; however, the Linden Little Scholarship is for two years and the RTA Scholarship is for the full five years.

An initial payment of 10 per cent of the total annual stipend is made at the time of enrolment. Subsequent payments are scheduled at the end of Autumn and Spring semesters subject to satisfactory performance (Credit average or above).

### **Engineering internship opportunities**

During their second academic year, scholars may be given the opportunity to undertake one period of engineering or industry work experience with the sponsor of their scholarship. Linden Little applicants must meet the disadvantaged criteria.

### **Personal requirements**

Scholars are selected jointly by the University and scholarship sponsors on the basis of a combination of academic achievements and personal attributes relevant to a career in professional engineering, such as an interest in engineering, communications skills, leadership and creativity.

### **Academic requirements**

Competition for scholarships is strong and a UAI in the order of the high 90s is required for success. All interested students with good academic results are encouraged to apply. It is also a requirement that the professional engineering interests of each scholar be in the field of activity of the sponsor of the scholarship.

### **Applications and interviews**

Application forms are available from the Faculty of Engineering's website (see below) or by contacting the Faculty, or from high school careers advisers in August each year. The closing date is the last Thursday in September. Applicants who are short-listed are required to attend an interview. Interviews are generally held on the last Tuesday in November and cannot be re-scheduled.

### **Conditions of award**

Conditions of award applying to individual scholarships are consistent with this information, and are advised when the offer is made.

### ***The Engineering and International Studies Cooperative Scholarship***

The Engineering and International Studies Cooperative Scholarship was established in 2002. The scholarship is awarded on merit to a high-achieving current school leaver commencing studies in the Bachelor of Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice. Merit-ranking of applicants is in accordance with the University's selection criteria for entry to cooperative scholarships. Applicants must be either Australian citizens or permanent residents. The value of the scholarship is \$11,000 for the year, subject to satisfactory progress (currently under review).

### ***The Linden Little Memorial Scholarship***

The Linden Little Memorial Scholarship was established in 2001. The scholarship is awarded on merit to a high-achieving current school leaver from among applicants recognised by UTS as disadvantaged. Merit-ranking of applicants is in accordance with the University's selection criteria for entry to cooperative scholarships. Applicants must be either Australian citizens or permanent residents. Disadvantage is established with reference to the University's indicators of socioeconomic, physical or educational hardship. Educational hardship may apply to applicants from country schools. The scholarship has a value of \$11,000 and is awarded to a commencing student for a period of two years, subject to satisfactory progress.

### ***The George J Haggarty Civil Engineering Scholarship***

This scholarship was established in 1981 from funds made available from the George J Haggarty Student Endowment Fund. The George J Haggarty Civil Engineering Scholarship is aimed primarily at country-based students who are about to start a sandwich course. Preference is given to country students wishing to enter the area of local government engineering who have little other opportunity of alternative study programs or venues. The scholarship is offered occasionally as funds permit and awards are made of up to \$2,000.

### **Inquiries**

For further information on endowments, prizes and scholarships administered by the Faculty of Engineering, contact:

Engineering Outreach Office  
CB02.4.16

City campus, Broadway  
telephone +61 2 9514 2666

fax +61 2 9514 7803

email [engineering@uts.edu.au](mailto:engineering@uts.edu.au)

<http://www.eng.uts.edu.au/prospectivestudents/scholarships>

## FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### **Advertising Federation of Australia Prize in Advertising**

This prize is made available by the Advertising Federation of Australia to a graduating student of the Bachelor of Arts in Communication (Public Communication) or its combined degree with Law or International Studies. It is awarded to the student who has achieved the highest aggregate academic grade in the four advertising subjects studied in the degree. The award is a suitably inscribed certificate and a cash prize.

### **Australian Library and Information Association (ALIA) Award**

This prize is made available by the Australian Library and Information Association to students in the Faculty's Information and Knowledge Management program area. The prize is a suitably inscribed certificate and a subscription to the Australian Library and Information Association.

### **Campaign Brief Creative Prize in Advertising**

This prize is made available by Campaign Brief to a graduating student of the Bachelor of Arts in Communication (Public Communication) or its combined degrees with Law or International Studies. It is awarded to the student who has achieved the highest aggregate academic grade for the combination of print advertisement, storyboard and radio script assignments which form part of the assessment for three of the advertising subjects studied in the degree. The award is a suitably inscribed certificate and a cash prize.

### **CARMA International (Asia Pacific) Prize in Public Relations Research**

This prize is made available by CARMA International (Asia Pacific) to students graduating in the Master of Arts in Communication Management. It is awarded to the student who has achieved the highest academic result in the final year research project. The award is a suitably inscribed certificate and a cash prize.

### **Gareth Ivory Memorial Prize in Journalism**

This prize is in memory of Gareth Ivory, who graduated from the Bachelor of Arts in Communication (Journalism) in 2004 with an excellent academic level of achievement. Gareth's career was cut short by a fatal illness. This prize is awarded to an undergraduate Journalism student whose academic achievement is excellent and who is judged to have submitted the best major assignment on the environment or human rights in the subject Print Features. The award is a suitably inscribed certificate and a cash prize.

### **Gavin Anderson Prize in Communication Management**

This prize is made available by Gavin Anderson and Company (Australia). It is awarded to a graduating student in the Master of Arts in Communication Management with the highest aggregate results across all subjects. The award is a suitably inscribed certificate and a cash prize.

### **Margaret Trask Medal**

This prize is made in honour of the late Margaret Trask, founder of the School of Library and Information Studies at the former Kuring-gai College of Advanced Education. The prize is awarded to the highest-ranked student from the Bachelor of Arts in Communication (Information) or the Bachelor of Arts in Communication (Information Management) on the basis of academic achievement. The award is a medal with a suitably inscribed certificate and a cash prize.

### **MD Communication Prize in Cross-cultural Communication**

This prize is made available by MD Communication to students graduating in the Master of Arts in Communication Management or the Graduate Diploma in Communication Management. It is awarded to the student who has achieved the highest academic result in the subject Cross-cultural and International Communication. The award is a suitably inscribed certificate and a cash prize.

### **Outstanding Student Awards**

These prizes are awarded to students from the undergraduate and postgraduate coursework programs of the Faculty who have been ranked as outstanding on their academic achievement across all graded subjects. The prize is a suitably inscribed certificate.

### **Richard Braddock Memorial Prize**

This prize is in memory of the late Professor Richard Braddock, a visiting Fulbright Senior Scholar, who died in tragic circumstances in September 1974. The prize is awarded to the highest-ranked Outstanding Student Award recipient from a Bachelor of Arts in Communication course. The award is a suitably inscribed certificate and a cash prize.

### **Rodney Gray Prize in Organisational Communication**

This prize is made available by Rodney Gray of Employee Communication & Surveys Pty Ltd to students graduating in the Master of Arts in Communication Management or the Graduate Diploma in Communication Management. It is awarded to the student who has achieved the highest academic result in the subject Organisational Communication Management. The award is a suitably inscribed certificate and a cash prize.

### **Sir Asher Joel Prize in Public Relations**

This prize has been made available by a donation from the late Sir Asher Joel. The prize is awarded to an undergraduate student from the Faculty of Humanities and Social Sciences who has demonstrated an outstanding level of academic achievement in all public relations subjects studied. The award is a suitably inscribed certificate and a cash prize.

### **The Dame Mary Gilmore Memorial Prize**

This prize has been made available by The Lyceum Club to commemorate the achievements of Dame Mary Gilmore in journalism. The prize is awarded to the graduating student of the Bachelor of Arts in Communication (Journalism), the Bachelor of Arts (Honours) in Communication, or the Master of Arts in Journalism who is ranked highest according to a set of criteria established by The Lyceum Club and UTS. The award is a suitably inscribed certificate and a cash prize. The recipient of the award will be invited to attend a function of The Lyceum Club to talk about his or her plans and aspirations in the field of journalism.

### **The One Umbrella Group Prizes for Achievement in Information and Knowledge Management Studies**

These three awards are made available to students in the Information and Knowledge Management program area by The One Umbrella Group, a division of Candle Australia Ltd. The awards encourage the contribution of students to the future of Knowledge Management. The prizes are awarded to the highest-ranked student in each of a number of nominated subjects and on the basis of an interview with a representative of The One Umbrella Group. The awards consist of suitably inscribed certificates and cash prizes.

### **Wanda Jamrozik Prize**

This award has been made available by the parents of Wanda Jamrozik – Ruth Errey and Adam Jamrozik – in memory of their daughter who was a noted Sydney journalist. The prize is awarded for the best thesis or project in the area of journalism, media studies or a related field in the social science or humanities, which exemplifies human values in the media, especially in relation to ethnic, racial and multicultural issues, either in Australia or internationally. The award is a suitably inscribed certificate and a cash prize.

### **Zenith Information Management Employment Agency Prize for Achievement in Professional Studies**

This award has been made available by Zenith Management Services Group Pty Ltd to encourage excellence in workplace learning for a graduating student of the Bachelor of Arts in Communication (Information) or the Bachelor of Arts in Communication (Information Management). The prize is awarded to the highest-ranked student on the basis of assessment of the student's project in the final Professional Studies subject and on the basis of an interview by Zenith Management Services. The award consists of a suitably inscribed certificate and a cash prize.

### **Inquiries**

For further information on prizes administered by the Faculty of Humanities and Social Sciences, contact:

Office of the Dean

Faculty of Humanities and Social Sciences

CB02.7

City campus, Broadway  
telephone +61 2 9514 2704

fax +61 2 9514 2711

email [hss.info@uts.edu.au](mailto:hss.info@uts.edu.au)

## **FACULTY OF INFORMATION TECHNOLOGY**

### **Prizes**

#### **Altiris Operations Management Prize**

The Altiris Operations Management Prize was established in 2002. The prize is awarded to the student who is enrolled in either the Bachelor of Science in Information Technology or the Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice who obtains the highest aggregate mark in the subject 31097 IT Operations Management. The prize is a cash award of \$600.

#### **CSC Australia Prize for Communications**

Since 1971, Computer Sciences Corporation Australia Pty Ltd has made available an award in the interests of furthering education and knowledge in the field of telecommunications. The prize is awarded to a student enrolled in the Bachelor of Science in Information Technology who achieves the best combined performance in the two core networking subjects, 31467 Networking 1 and 31471 Networking 2. The prize is a cash award of \$750.

#### **Insearch Doctoral Award**

As a result of the generous support of Insearch UTS, the Faculty of Information Technology is able to offer a full-time PhD scholarship for study in any area of information technology. The scholarship has a tax-free cash value of \$18,000 per year, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

#### **Insearch Prize for General Proficiency in the Faculty of Information Technology**

This prize, established in 1999, is awarded to the graduating student each year who, having entered the Faculty after completing the Diploma in Information Technology at Insearch UTS, has gained the highest weighted average mark of such students over all subjects studied in the Bachelor of Science in Information Technology. The prize is a cash award of \$500.

#### **Insearch Prize**

This prize was established in 1998. It is awarded to the most outstanding international student graduating in the Bachelor of Science in Information Technology. The prize is a cash award of \$450.

#### **MYOB Information Technology Planning and Design Prize**

Established in 1985 by Computer Automated Business Systems Pty Ltd (CABS), now a part of MYOB, this prize is awarded annually to the group of final-year students, enrolled in either the Bachelor of Science in Information Technology or the Bachelor of Information Technology, who obtain the highest mark in the subject 31480 Strategic Information Technology Planning Project. The prize consists of a cash award of \$2,000, shared among all students in the group.

#### **Oracle Database Prize**

Established in 1994, the Oracle Database prize is awarded to a Bachelor of Science in Information Technology student who achieves the highest mark in the subject 31474 Database Fundamentals. The prize is a cash award of \$400.

#### **SAS Undergraduate Data Mining Prize**

Established in 2005, this prize is awarded annually to the Bachelor of Science in Information Technology student who achieves the highest mark in 31040 Data Mining and Knowledge Discovery, providing that mark is of an acceptable level of merit as determined by the Faculty. The prize is a cash award of \$500.

#### **SAS Postgraduate Data Mining Prize**

Established in 2005, this prize is awarded to a student enrolled in a Master's coursework degree who achieves the highest mark in 32130 Principles and Practice of Data Mining, providing that mark is of an acceptable level of merit as determined by the Faculty. The prize is a cash award of \$500.

#### **Skillsearch Software Development Case Study Prize**

This prize was established in 1999 by Skillsearch Computing Pty Ltd. It is awarded annually to the members of the group of students in the Bachelor of Science in Information Technology who achieve the highest mark for their project in the subject 31476 Systems Development Project. The prize has a shared cash value of \$2,000.

#### **Software Quality Association (NSW) Prize for Software Quality Assurance**

This prize was established in 1997 by the Software Quality Association (NSW). It is awarded annually to the Faculty of Information Technology student who achieves the highest mark in the subject 31093 Quality Assurance and Process Improvement. The prize has a cash value of \$400.



**Unisys Networkers Conference Award**

This prize was established in 2002 and is awarded to the student enrolled in the Master of Science in Internetworking who achieves the highest weighted average mark after successfully completing the four core subjects that comprise the first year of the part-time program, or first semester of the full-time program. The prize is an award of \$4,000.

**Unisys Women in Internetworking Prize**

This prize was established in 2002 and is awarded to the female student enrolled in the Master of Science in Internetworking who achieves the highest mark in the subject 32521 WANs and VLANs. The prize is a cash award of \$1,400.

**Westpac Information Systems Award**

This prize was established in 1987 by the Westpac Banking Corporation. It is awarded annually to the full-time Bachelor of Science in Information Technology student who develops the best IT strategic plan based on his or her industrial training experience. The prize has a cash value of \$1,000.

**Scholarships****Bachelor of Information Technology Cooperative Scholarship**

The Bachelor of Information Technology Scholarship is paid at three different and increasing levels with all first-year students starting on level one. At the end of each year all Bachelor of Information Technology students with satisfactory progress move from their current level to the next level.

The levels for 2005 were as follows:

- Level 1 – \$12,500 per annum
- Level 2 – \$13,000 per annum
- Level 3 – \$13,500 per annum

The scholarship is tax exempt.

**Dean's Scholarships**

The Faculty offers a limited number of Dean's scholarships for local and international undergraduate and international postgraduate students. Each scholarship has a total value of \$3,000 and is awarded as two disbursements of \$1,500. The scholarships are aimed at new enrolling students whose eligibility will be assessed upon written application, interview and UAI.

**Honours Scholarships**

The Faculty offers a limited number of Honours Scholarships for full-time students enrolled in the Bachelor of Science (Honours) in Information Technology. Each scholarship has a total value of \$3,000 and is awarded as two disbursements of \$1,500. Eligibility is determined by ranking students on the basis of their weighted average mark (WAM).

**Relocation Allowance and Additional Scholarships for Further Study**

Bachelor of Information Technology students who need to relocate to the Sydney metropolitan area to attend UTS may apply for a relocation allowance.

Bachelor of Information Technology graduates may apply for a number of scholarships towards further study at the Faculty of Information Technology, receiving financial assistance towards such courses as an Honours year, a Master's degree or a PhD, provided they commence within two years of graduation.

**Conditions**

Relocation allowances and scholarships for further study are not awarded automatically. They are awarded at the discretion of the Bachelor of Information Technology steering committee and are dependent upon the availability of funds donated by industry sponsors.

**Unisys Scholarship**

This tuition scholarship, established in 2002 by Unisys, may be awarded to an able, needy student enrolled in the Master of Science in Internetworking. The recipient must be an Australian citizen and must remain enrolled in the Master of Science in Internetworking and on normal progression throughout their degree. The scholarship has a total value of \$5,000 and is awarded as two disbursements of \$2,500 in each semester of study during the second year of the program.

**Inquiries**

For further information on prizes and scholarships administered by the Faculty of Information Technology, contact:

Faculty Student Centre  
Faculty of Information Technology  
telephone +61 2 9514 1803  
fax +61 2 9514 1807  
email info@it.uts.edu.au

**FACULTY OF LAW**

An annual awards ceremony is held at the Faculty of Law each year in recognition of the achievements of our students.

Awards are given for academic excellence, mooted successes and for contribution to worthwhile campus, community, humanitarian or cultural activities that are to the benefit of, or bring credit to, the University.

The following prizes may be awarded if there is a candidate who reaches a level of achievement acceptable to the Faculty Board in Law.

**Prizes****Abbott Tout Prize**

This prize was established in 1987. It is awarded annually to the student who achieves the best performance in the subject 76026 Local Government Law. The prize has a cash value of \$500.

**Arraj Lawyers Prize**

This prize is awarded annually to the student who achieves the best performance in the undergraduate subject 76024 Environmental Law. The prize has a cash value of \$250.

**CCH Book Prize for Taxation Law**

This prize is awarded annually to the student who achieves the best performance in either of the postgraduate subjects 77953 International Taxation Law 1 or 77943 International Taxation Law 2. The prize is a book voucher to the value of \$250.

**Davies Collison Cave Prize for Designs Law and Practice**

This prize is awarded annually to the student who achieves the best performance in the postgraduate subject 77893 Designs Law and Practice. The prize has a cash value of \$250.

**Davies Collison Cave Prize for Trade Marks Law**

This prize was established in 1996 and is awarded annually to the student who achieves the best performance in the postgraduate subject 77889 Trade Marks Law. The prize has a cash value of \$500.

**The Dean's Special Prize**

This prize is awarded annually and was established by the Dean of the Faculty in 1989 to formally acknowledge a major individual contribution by a student in terms of time and effort to the general work of the Faculty and, in particular, to student and staff relations. The prize has a cash value of \$200.

**Dibbs Barker Gosling Lawyers Prize**

This prize was established in 2002 and is awarded annually to the student who achieves the best performance in the undergraduate subject 76073 Patents Trade Marks and Related Rights. The prize has a cash value of \$500.

**Ebsworth and Ebsworth Prize**

This prize was established in 1989 and is awarded annually to the student who achieves the best performance in the undergraduate subject 76022 Law of Insurance. The prize has a cash value of \$200.

**Harmers Workplace Lawyers Award in Industrial Law**

This prize was established in 1998 and is awarded annually to the student in their final or penultimate year of study who achieves the best performance in the undergraduate subject 76053 Industrial Law. The prize has a cash value of \$500.

**Harmers Workplace Lawyers Award in Labour Law**

This prize was established in 1998 and is awarded annually to the student in their final or penultimate year of study who achieves the best performance in the undergraduate subject 76015 Labour Law. The prize has a cash value of \$500.

**Ian Ellis-Jones Lawyer Prize in Administrative Law**

This prize was established in 2005 and is awarded annually to the student who achieves the best performance in the subject 70617 Administrative Law. The prize has a cash value of \$250.

**Inner West Law Society Prize for Litigation**

This prize was established in 1998 and is awarded annually to a student enrolled in the Practical Legal Training Program who achieves the best performance in the subject 75401 Litigation. The prize has a cash value of \$150.

**Inner West Law Society Prize for Professional Conduct**

This prize was established in 1998 and is awarded annually to the student enrolled in the Practical Legal Training Program who achieves the best performance in the subjects 75415 Professional Conduct 1 and 75416 Professional Conduct 2. The prize has a cash value of \$150.

**Karen Morton Memorial Prize**

This prize was established in 1986 by students enrolled in the Faculty of Law in memory of fellow student Karen Morton, who died before completing the requirements for the award of the Bachelor of Laws. The prize is awarded annually to the student who achieves the best performance in the undergraduate subject 76011 Industrial and Intellectual Property, an area of the law in which Karen excelled. The cash value of the prize is \$100.

**Law Society of NSW Prize**

This prize was established in 1983 and is awarded each year to the student who achieves the best performance in the subject 70317 Real Property the cash value of the prize is \$500.

**LexisNexis Book Prize**

This prize is awarded annually to the student who achieves the best performance in either of the subjects 70113 Legal Process and History or 79203 Business Law and Ethics. The prize is in the form of a book voucher with a cash value of \$100.

**Mallesons Stephen Jacques Prize**

This prize is awarded annually to the student who achieves the best performance in 96 credit points of UTS core law subjects. The prize has a cash value of \$1,500.

**Nea Goodman Prize**

This prize is awarded to the student who achieves the highest aggregate mark across all subjects attempted on completion of the Master of Law and Legal Practice course. The value of the prize is \$250.

**Needs Chan and Monahan Prize for Commercial and Estate Practice**

This prize was established in 1998 and is awarded annually to the student enrolled in the Practical Legal Training Program who achieves the best performance in the subject 75403 Commercial and Estate Practice. The prize has a cash value of \$150.

**Needs Chan and Monahan Prize for Property Transactions**

This prize was established in 1998 and is awarded annually to the student enrolled in the Practical Legal Training Program who achieves the best performance in the subject 75402 Property Transactions. The prize has a cash value of \$150.

**NSW Bar Association Prize for Advocacy**

This prize is awarded annually to the student who achieves the best performance in the subject 75413 Advocacy. The prize has a cash value of \$250.

**NSW Bar Association Prize for Evidence**

This prize is awarded annually to the student who achieves the best performance in the subject 71216 Law of Evidence. The prize has a cash value of \$250.

**NSW Bar Association Prize for Practice and Procedure**

This prize is awarded annually to the student who achieves the best performance in the subject 71005 Practice and Procedure. The prize has a cash value of \$250.

**NSW Bar Association Prize for Professional Conduct 2: Legal Ethics**

This prize is awarded annually to the student who achieves the best performance in the subject 75416 Professional Conduct 2: Legal Ethics. The prize has a cash value of \$250.

**NSW Office of the Australian Manufacturing Workers' Union Prize for Industrial and Labour Law**

This prize is awarded for the best undergraduate Honours project in Industrial and Labour Law. The prize has a cash value of \$200.

**Roger Shaw Memorial Prize**

This prize was established in 1997 from money raised by staff and students of the Law Faculty in memory of Roger Shaw, who was the Law Liaison Librarian for many years prior to his death. It is awarded each semester to the student who achieves the best performance in the subject 70105 Legal Research. The prize has a cash value of \$200.

**Sanson Prize**

This prize was established in 2004 and is awarded annually to the student who achieves the best performance in either of the postgraduate subjects 77751 International Commercial Arbitration or 77783 International Commercial Dispute Resolution. The prize has a cash value of \$250.

**The Hon. Helen Sham-Ho Prize**

This prize is awarded annually to the most academically outstanding student who has graduated or is eligible to graduate from the LLB or MLLP course. The prize has a cash value of \$500.

**The Turnbull Group Prize for International Environmental Law**

This prize was established in 2005 and is awarded annually to the student who achieves the best performance in the postgraduate subject 77794 International Environmental Law. The prize has a cash value of \$500.

**Thomson Prize in Advanced Commercial Law**

This prize was established in 2004 and is awarded annually to the student who achieves the best performance in the subject 79018 Advanced Commercial Law. The prize is a book voucher to the value of \$300.

**Thomson Prize in Litigation**

This prize was established in 2004 and is awarded annually to the student who achieves the best performance in the subject 75401 Litigation. The prize is a copy of the Storelaw software for legal research.

**Thomson Prize in Retirement Planning**

This prize was established in 2004 and is awarded annually to the student who achieves the best performance in the subject 79027 Retirement Planning. The prize is a book voucher to the value of \$300.

**Thomson Prize in Revenue Law**

This prize was established in 2004 and is awarded annually to the student who achieves the best performance in the subject 76212 Revenue Law. The prize is a book voucher to the value of \$300.

**Thomson Prize in Sale of Goods**

This prize was established in 2004 and is awarded annually to the student who achieves the best performance in the subject 76411 Sale of Goods. The prize is a book voucher to the value of \$300.

**Thomson Legal and Regulatory Limited Prize for Citizenship and Immigration Law**

This prize is awarded annually to the student who achieves the best performance in the subject 76048 Citizenship and Immigration Law. The prize is a book voucher to the value of \$250.

**UTS Alumni Association Achievement Award**

This prize is awarded to a student (or students), undergraduate or postgraduate, for contribution to worthwhile campus, community, humanitarian or cultural activities that are to the benefit of, or bring credit to, the University. The prize has a cash value of \$500.

**Veronica Pike Prize**

This prize was established in 1988 by the Women Lawyers' Association of New South Wales Inc in recognition of the career of Veronica Pike in recognition of the career of Veronica Pike and her services at the Bar. The prize is awarded annually to a female student who achieves the best performance in the subject 71216 Law of Evidence. The prize has a cash value of \$100.

**Scholarships****UTS Law Alumni Foundation Scholarships**

The scholarship is available to undergraduate Law students primarily on the basis of demonstrated need and academic merit. The Trustees may award more than one scholarship in an academic year. The value of each scholarship is at least \$400.

**Eric Dreikurs Scholarship**

The purpose of this scholarship is to provide an assistance grant to a student who needs help in facilitating their studies at UTS in Law.

**NSW Jewish Board of Deputies Bob Greenwood QC Memorial Scholarship**

This scholarship is awarded annually to an Indigenous student studying Law and has a cash value of \$2,000.

**Inquiries**

For further information on the prizes available to students in the Faculty of Law, contact:

Law Information Office  
CM05B.303  
City campus, Haymarket  
telephone +61 2 9514 3444  
fax +61 2 9514 3400  
email [info@law.uts.edu.au](mailto:info@law.uts.edu.au)  
<http://www.law.uts.edu.au>

For further information on scholarships available to students in the Faculty of Law, contact:

UTS Law Alumni Foundation  
email [lawalumni@law.uts.edu.au](mailto:lawalumni@law.uts.edu.au)

**FACULTY OF NURSING, MIDWIFERY AND HEALTH****Prizes****Anne Caradus Memorial Prize**

This prize was established in 1997. It is awarded to a student who has demonstrated a consistently high level of clinical education based on the scores attained in the Graduate Certificate in Perioperative Nursing offered in collaboration with Northern Sydney Health, and has demonstrated outstanding clinical performance across the years of the course. The prize consists of a suitably inscribed certificate, an overview of the life of Anne Caradus and a cash award of \$250.

**B Peter Fielden Prize**

Established in 1999, the Department of Anaesthesia and Pain Management at the Royal North Shore Hospital awards a prize for outstanding achievement to a graduate from the Graduate Certificate in Anaesthetics and Recovery Room Nursing. The prize is in the name of (the late) B Peter Fielden, a former anaesthetist at Royal North Shore Hospital, and consists of a suitably inscribed certificate and a cash award of \$250.

### **Diabetes Australia (NSW) Prize**

This postgraduate prize was established in 2004. It is awarded annually to the student who achieves the highest average mark for the theoretical components in the Graduate Certificate in Diabetes Education and Management. The prize consists of a suitably inscribed certificate, together with a \$100 gift token.

### **Gretel Joy Wolfgang Memorial Prize for Clinical Excellence**

This prize was established in 1987 by the family of the late Gretel Joy Wolfgang who had been enrolled in the Diploma of Health Science (Nursing) course. The prize is awarded to a student enrolled in the Bachelor of Nursing program who graduates with the highest degree of clinical excellence. Clinical excellence is determined as a consistently high level in clinical education based on scores attained in the three Practice Development subjects. The prize is in the form of a suitably inscribed certificate, an overview of the life of Gretel Wolfgang and a cash award of \$200.

### **Royal College of Nursing, Australia High Achiever Award**

The Royal College of Nursing, Australia, created the High Achiever Award in 1993. The award is presented annually to a graduating nursing student of a pre-registration course from each School of Nursing Australia-wide. The award consists of a certificate and one year's free membership to the Royal College of Nursing, Australia. The award gives the recipient full privileges to membership products and services for a year.

### **The 2/5 Australian General Hospital Prize**

This prize was established in 1996. It is awarded to a student in a postgraduate course who has been the most outstanding student in the subject 92790 Evidence-based Practice for the year in which the award is made. The most outstanding student in the subject is determined through consistent contribution and the attainment of the highest overall mark. The prize consists of a suitably inscribed certificate, a brief history of the 2/5 Australian General Hospital and a cash award of \$250.

### **The Royal North Shore Hospital (RNSH) Prizes**

This undergraduate prize was established in 1986. It is awarded annually to the nursing student who completes the requirements for the Bachelor of Nursing program and obtains the highest cumulative weighted average mark in all subjects. The prize consists of a suitably inscribed certificate, together with a cash award of \$150.

The RNSH also awards a \$200 prize, established in 1999, for subjects which are run as part of the Clinical Accreditation Program (CAP). Prizes are awarded to one graduate from each major, with the exception of those eligible for other prizes. Majors eligible for other prizes include Anaesthetics and Recovery Room Nursing, and Perioperative Nursing, which are eligible for the B Peter Fielden and Anne Caradus Memorial Prizes, respectively.

The prizes are awarded to candidates who achieve the highest academic and clinical results. Selection is based on both coursework results and achievement in the Clinical Accreditation Program as assessed by the RNSH.

### **Yakult Student Award**

This prize was established in 1996. It is awarded to the student who has completed the Bachelor of Nursing (Honours) program and is deemed to have submitted the best Honours research dissertation in the year for which the award is made. The prize consists of a suitably inscribed certificate and a cash award of \$250.

## **Scholarships**

### **Aboriginal or Torres Strait Islander Postgraduate Scholarship**

The Faculty of Nursing, Midwifery and Health awards a scholarship annually to an Aboriginal or Torres Strait Islander postgraduate student. The recipient has either their HECS or their course fees met for the third year of a Master's program in the Faculty. The scholarship is awarded on the basis of academic merit.

Recipients are either:

- enrolled in any three-year Master's program in the Faculty of Nursing, Midwifery and Health (the scholarship is awarded for one year and is made available in the final year of their program and the recipient has their HECS met by the Faculty), or
- enrolled in any Master's Conversion program in the Faculty of Nursing, Midwifery and Health (the scholarship is awarded for one year and the recipient has their course fees paid by the Faculty).

### **Faculty of Nursing, Midwifery and Health HECS Scholarships**

The Faculty of Nursing, Midwifery and Health awards two HECS Scholarships annually to full-time students in the Bachelor of Nursing or the Bachelor of Nursing Bachelor of Arts in International Studies. The scholarships are awarded to:

- the most outstanding student who commences the Bachelor of Nursing or the Bachelor of Nursing Bachelor of Arts in International Studies with the highest UAI score (the scholarship is awarded for one year and is made available in the final year of the program), and
- the student who achieves the highest academic performance by a student in the first year of study in the Bachelor of Nursing or the Bachelor of Nursing Bachelor of Arts in International Studies. It is awarded to the student with the highest cumulative weighted average mark after the first year of study (the scholarship is awarded for one year and is made available in the final year of the program).

Scholarship recipients are presented with inscribed certificates and have their HECS for the final year of their program met by the Faculty.

### **Inquiries**

For further information on prizes and scholarships administered by the Faculty of Nursing, Midwifery and Health, contact the Faculty Student Office on:

telephone +61 2 9514 5021

email [nmh@uts.edu.au](mailto:nmh@uts.edu.au)

<http://www.nmh.uts.edu.au>

## FACULTY OF SCIENCE

Prizes, awards and scholarships are awarded each year to students in the Faculty for meritorious work. These are made available through the generosity of private individuals and public organisations. They are offered each semester, annually or biennially. In rare instances, a prize or scholarship is offered only when funds permit. Most prizes and scholarships are offered subject to the provision that they will be awarded only when a student has attained a mark or level of achievement considered by the Faculty Board to be sufficiently high.

In addition to these official University prizes and scholarships, it should be noted that there are a number of prizes and scholarships from external sources for which University students can compete. Information about these prizes and scholarships appears from time to time on official noticeboards.

Students should note that the conditions of the awards listed are under review and may be subject to change.

### **Dean's Merit List for Academic Excellence**

The Faculty wishes to formally recognise outstanding performance by its students through the awarding of prizes, medals and the grading of degrees. The Dean's Merit List endeavours to formally acknowledge outstanding academic achievement throughout a student's course of study. The Faculty publishes a list of students who have been placed on the Dean's Merit List. Each student also receives a certificate to this effect. To be listed, a student usually needs to undertake a normal load, achieve an average mark for the year of 85 per cent or above and be recommended by the relevant Examination Review Committee in December each year.

### **Agilent Technologies Prize for Most Competent Analytical Chemist**

This prize was established in 2004 and is awarded annually to the student who has demonstrated the most outstanding practical skills in the subject Analytical Chemistry 3. The main focus of the practical component of Analytical Chemistry 3 is to consolidate the skills that the students have learnt and practised throughout the analytical strand. The students are required to research, develop and implement an instrumental analytical method. This prize recognises leadership, excellent standard and sample preparation, and initiative to promote understanding and operation of the instrumentation. The prize is valued at \$500.

### **Australasian Association of Clinical Biochemists (NSW/ACT Branch) Prize**

This prize was established in 1995 by the NSW/ACT Branch of the Australasian Association of Clinical Biochemists, initially for students in a postgraduate course. It is now offered annually to the student in an undergraduate course in the Faculty of Science who has gained the highest weighted average mark in the subjects Biochemistry 1, Biochemistry 2, Analytical Biochemistry, Medical and Diagnostic Biochemistry and Biochemistry, Genes and Disease, provided that the weighted average mark is not less than 70 per cent. The prize consists of a suitably inscribed plaque, a cash award of \$200 and one year's membership of the Australian Association of Clinical Biochemists.

### **The Australian Acupuncture and Chinese Medicine Association Prize**

This prize is awarded to the graduating student from the Bachelor of Health Science in Traditional Chinese Medicine course who obtains the highest average mark for all the subjects in the course. The prize is in the form of a certificate together with a book allowance to the value of \$250, plus one year's complimentary membership of the Australian Acupuncture Association Limited.

### **Australian Ceramic Society Award**

Established in 1986, this is awarded annually to the student who, when undertaking a research project in the area of ceramics, obtains the highest average mark in stages 1, 2, 3 and 4. The cash value of the award is \$400.

### **Australian Institute of Medical Scientists' Curtis Hill Prize in Clinical Bacteriology**

This prize was established in 1983 by the New South Wales Branch of the Australian Institute of Medical Laboratory Scientists. It is offered annually to students enrolled in the Biomedical Science course who take the AIMS Accredited Program of Study, and is awarded to the student who obtains the highest mark in the subject 91338 Clinical Bacteriology. The prize consists of a cash award of \$250 and a one-year subscription to *Path Report*.

### **Australian Institute of Medical Scientists' Jim Ruxton Prize in Haematology**

This prize was established in 1983 by the New South Wales Branch of the Australian Institute of Medical Scientists. It is offered annually to students enrolled in one of the Biological and Biomedical Science courses who take the AIMS Accredited Program of Study, and is awarded to the student who obtains the highest mark in Haematology 2. The prize consists of a cash award of \$250 and a one-year subscription to *Path Report*.

### **Australian Institute of Physics Prize**

The NSW Branch of the Australian Institute of Physics has made available an annual award to the student who achieves the best mark in the Bachelor of Science (Honours) in Applied Physics course. The prize is a cash award of \$250 plus one year's free membership of the Australian Institute of Physics.

### **Australian Society for Parasitology Prize**

This prize was established in 2001 and is awarded to the student enrolled in an undergraduate degree at the University who achieves the highest mark for the subject 91352 Parasitology, provided that the grade obtained is not lower than Distinction. The prize is in the form of a certificate and cash award of \$400.

### **Biotechnology Prize**

This prize was established in 2000 by Dr Iain Stevenson, former Course Director of the Biotechnology degree, and is awarded annually to the graduating student from the Biotechnology degree courses who achieves the highest weighted average mark in 91314 General Microbiology, 91330 Epidemiology and Public Health Microbiology and 91369 Biobusiness and Environmental Biotechnology, provided that the weighted average mark is at Distinction level or higher. The prize consists of a certificate and a cash award of \$250.

#### ***Cathay Herbal Laboratories Prize***

This prize is awarded annually to the graduating student from the Bachelor of Health Science in Traditional Chinese Medicine course who obtains the highest aggregate mark in the final-year clinical subjects. The prize is in the form of a certificate, together with Cathay Herbal Laboratories products such as textbooks, acupuncture supplies, herbal medicines and educational services to the value of \$1,000.

#### ***Chemistry Department Prize***

This prize was established in 1986. It is awarded annually to the student enrolled in the Applied Chemistry degree course who, having completed Stage 2 of the course, obtains the best performance in the Stage 2 chemistry subjects. The prize is valued at \$250.

#### ***China Books Prize***

This prize was established in late 2002 and is awarded to the student who achieves the highest weighted average mark in all TCM subjects up to the end of the second year. The prize is a voucher for the purchase of books to the value of \$250.

#### ***CIBA Specialty Chemicals – Industrial Training Scholarship***

The purpose of this scholarship is to allow students currently undertaking the Diploma in Scientific Practice to obtain full-time training at CIBA Specialty Chemicals for up to 12 months. The scholarship is valued at \$20,000 but is not available every year.

#### ***Colin Field Prize***

This prize was established in 1989 by Emeritus Professor Colin Field, former Dean of the Faculty of Life Sciences and Head of the School of Biological and Biomedical Sciences. The prize is awarded annually to the Biomedical Science, Environmental Biology or Biotechnology student who obtains the highest overall average mark from all subjects undertaken in Stages 1 and 2. The prize has a cash value of \$250.

#### ***CSL (Commonwealth Serum Laboratories) Prize***

This prize was established in 1990. It is awarded to the graduating student from the Faculty of Science who attains the highest aggregate mark in the subject 91129 Transfusion Science, with a mark at Distinction level or higher. The prize has a cash value of \$250.

#### ***CSL Essay Prize for Transfusion Science***

This prize was established in 2002 and is awarded to the student enrolled in any science course who obtains the highest weighted average mark for the essay component on completion of the subject 91129 Transfusion Science. The prize is an inscribed certificate plus \$500 to cover expenses for attending the annual National Immunohaematology Continuing Education (NICE) meeting held in Albury.

#### ***Department of Land and Water Conservation Prize***

This prize was first established as the Department of Water Resources Prize in 1990. It is awarded annually to the student enrolled in the Biological and Biomedical Sciences courses who obtains the highest average mark in the subjects 91121 Aquatic Ecology, 91119 Terrestrial Ecosystems, and 91120 Mapping and Remote Sensing, provided that the average mark is at Distinction level or higher. The prize has a cash value of \$250.

#### ***DFC Thompson Memorial Prize***

This prize is awarded annually to the student who, upon completion of Stage 5 in the Applied Chemistry degree course, obtains the highest weighted average mark for subjects in Stages 3, 4 and 5 of the course. The prize consists of a certificate, together with a cash prize of \$1,500.

#### ***Environmental Biology Prize***

This prize was established anonymously in 1984. The prize has a cash value of \$250 and is awarded to the student enrolled in the Bachelor of Science in Environmental Biology who obtains the highest average mark in Stages 3 to 6 of the degree course.

#### ***Foseco Prize***

This prize was established in 1982 by Foseco Pty Ltd as an incentive to students engaged in studies in the field of Materials Science. The prize is offered annually and is awarded to the student who achieves the highest aggregate mark in the subject 67407 Physical Properties of Materials. The prize consists of a cash award of \$500.

#### ***Foundation for Australian Resources Prizes***

The Foundation for Australian Resources is an independent nonprofit organisation whose nominated beneficiary is the Faculty of Science. The Foundation has made available a prize valued at \$250 for the best graduating student from the Bachelor of Science (Honours) in Mathematics degree.

#### ***Hampson Sugerman Macquarie Prize in Biomedical Science***

This prize was established in 1984 by Macquarie Pathology Services Pty Ltd. It is awarded annually to the student who obtains the highest weighted average mark in Stages 3–6 of the degree course leading to the award of Bachelor of Science in Biomedical Science. The prize includes a cash award of \$375 and a medal.

#### ***Hampson Sugerman Macquarie Prize in Pathology***

This prize was established in 1982 by Dr David Sugerman. It is awarded annually to the student enrolled in the Biomedical Science degree course who obtains the highest aggregate in the subjects 91354 Anatomical Pathology, 91351 Immunology 1 and 91355 Haematology 1, provided that the student reaching the highest aggregate has an average mark of not less than a Credit. The prize consists of a cash award of \$375 and a medal.

#### ***Hatrick-Jotun Prize***

This prize (formerly the Hatrick Fiberfil Prize in Design and Materials Selection) was re-established in 1986 and is awarded to the student who achieves the best performance in the subject 67608 Composites. The prize has a cash value of \$250.

#### ***Hatrick-Reichhold Prize in Polymer Technology***

This prize was established in 1984 by A C Hatrick Chemicals Pty Ltd as an incentive to students studying in the field of polymers and resin technology. The prize is awarded to the student who achieves the best performance in the subject 67409 Polymer Technology. The cash value of the prize is \$250.

#### ***Helio Supply Co. Prize***

This prize is awarded to the graduating student from the Bachelor of Health Science in Traditional Chinese Medicine course who obtains the highest weighted average mark for Traditional Chinese Medicine subjects in the final year. The prize is in the form of a certificate, a cash prize of \$250, and a credit account to the value of \$250 with Helio Supply Co.

**The Institute of Materials Engineering Australasia Prize**

Established in 1983, this prize is awarded annually to the student who achieves the highest mark in the subject Mechanical Properties of Materials. The prize consists of a cash award of \$200 and one year's membership of the Institute of Materials Engineering Australasia.

**Leonard J Lawler Prize**

This prize is presented by the Australian Institute of Medical Scientists (AIMS) in dedication to the past services of Leonard J Lawler to the New South Wales Branch of the AIMS. Over a long period, Mr Lawler has shown great interest in the education of clinical chemists. The prize has been awarded annually since 1976. It is awarded to the student enrolled in the Biomedical Science course who attains the best aggregate in the subjects 91344 Medical and Diagnostic Biochemistry and 91345 Biochemistry, Genes and Disease. The prize consists of a cash award of \$250 and one year's subscription to *Path Report*.

**Loctite Australia Prize**

This prize was established in 1983 and is awarded annually to the student who achieves the best performance in the subject Surface Chemistry of Materials. The prize has a cash value of \$1,000.

**M Y Ali Prize in Cytopathology**

This prize (previously known as the M Y Ali Prize in Diagnostic Cytology) was established in 1978 by Dr M Y Ali, former Associate Head of the School of Life Sciences at NSWIT, who was responsible for the introduction and initial development of studies in diagnostic cytology. It is awarded annually to the student enrolled in the Biomedical Science degree course who achieves the highest mark in the subjects 91130 Cytopathology Part A and 91131 Cytopathology Part B, provided that the mark is not less than a Credit. The prize consists of a cash award of \$200 and a certificate.

**New South Wales Police Service Prize**

This prize was established in 1997 by the New South Wales Police Service Education and Training Command. It is awarded to the student enrolled in the Bachelor of Science (Honours) in Applied Chemistry – Forensic Science who obtains the highest weighted average mark for the forensic examination of physical evidence subjects. The prize consists of a certificate together with a cash award of \$500.

**Pasminco Prize in Extractive Metallurgy**

This prize was established in 1990. It is awarded to the student enrolled in one of the Physical Sciences courses who obtains the highest aggregate mark in the subject 65062 Extractive Metallurgy / Metallurgical Chemistry. The prize has a cash value of \$250.

**Pfizer Achievement Award**

This prize was established in 1997 by Pfizer Pty Ltd. It is awarded to the student enrolled in either the Applied Chemistry degree course or the Bachelor of Science (Honours) in Applied Chemistry – Forensic Science course who achieves the highest mark in the subject 65508 Organic Chemistry 2 (Structure, Elucidation and Synthesis), provided that the grade obtained is not lower than a Distinction. The prize has a cash value of \$1,000.

**Physics Staff Prize**

This prize was established in 1985. It is awarded each year to the student in the Applied Physics degree course who obtains the highest average mark in Stages 1–4 of the course. The prize has a cash value of \$250.

**RACI Industrial Chemistry Group Prize for Environmental Chemistry**

This prize, established in 2001, is awarded to the student enrolled in an undergraduate degree at the University who achieves the highest mark for the subject 65621 Environmental Chemistry, provided that the grade obtained is not lower than a Distinction. The prize is in the form of a certificate and a cash award of \$500.

**RACI Undergraduate Prize for Academic Excellence in Analytical Chemistry**

This prize, established in 2003, is awarded annually to the student studying for either a Bachelor of Science, Bachelor of Science in Applied Chemistry, or Bachelor of Science (Honours) in Applied Chemistry – Forensic Science degree, who has completed the subject 65606 Analytical Chemistry 3 in the year for which the award is made, and who has achieved the highest aggregate in the subjects 65306 Analytical Chemistry 1, 65409 Analytical Chemistry 2 and 65606 Analytical Chemistry 3. The prize has a cash value of \$250.

**R F G MacMillan Award**

This prize was established in 1991. It is awarded to a Materials Science degree student for participation and involvement in materials science activities beyond the normal academic requirements. The prize has a cash value of \$500.

**Robert K Murphy Research Fund**

To perpetuate the name of Dr R K Murphy, who was for 25 years Lecturer-in-Charge of the Chemistry Department and subsequently Principal of Sydney Technical College, the Sydney Technical College Science Association sponsored a fund to be known as the Robert K Murphy Research Fund, to which a number of chemical industries also subscribed. The income from the fund has been applied to set up the following prizes and scholarship:

**1. Robert K Murphy Prize**

This prize is awarded annually to the student in the Applied Chemistry degree course who entered the course on completion of the Chemistry Certificate of the TAFE Commission and who achieves the best overall performance in the Applied Chemistry degree. The prize has a cash value of \$250.

**2. Robert K Murphy Research Prize**

This prize is awarded annually to the student in the Applied Chemistry degree course who submits the best original chemistry project. The prize has a cash value of \$250.

**3. Robert K Murphy Research Scholarship**

This scholarship is awarded annually to the student in the Applied Chemistry degree course who satisfies the Trustees that such a scholarship is warranted to assist the student in research, investigation or advanced study. The prize has a cash value of \$250.

**Roche Award for Excellence in Pharmacology**

This prize, established in late 2002, is awarded to the student with the highest mark in 91707 Pharmacology 1. The prize is a suitably inscribed certificate plus \$300.

**Safety Institute of Australia Ratcliffe Prize**

This prize is awarded for the best aggregate result in the Master of Occupational Health and Safety Management course. This prize has a cash value of \$250.

**Sam Huxham Memorial Prize**

This prize was established in 1994 in memory of Samuel Hugh Huxham, who joined the NSW Institute of Technology in 1971 and was Head of the Statistics and Operations Research Unit at the time of his death in May 1994. It is awarded each year for the best performance in the Statistics major by a student who completed the Bachelor of Science in Mathematics degree in the preceding year. The prize has a cash value of \$250.

**Schering Plough Prize**

This prize was established in 1990. It is awarded to the student enrolled in an Advanced Chemistry project in the Applied Chemistry course who presents the best project seminar (in terms of both technical merit and presentation). The prize has a cash value of \$250.

**St Joe Mineral Deposits Prize**

St Joe Australia Pty Ltd established this prize in 1984. The prize is awarded to the student who obtains the highest mark in the subject 66408 Earth Resources. The prize has a cash value of \$50.

**Stanton Coalstad Prize**

This prize is awarded annually to the student who obtains the highest mark in the subject 67101 Introduction to Materials at his or her first attempt. The prize is valued at \$500 and comprises a cash award and a book voucher.

**Sun Ten Prize**

Established in 2003, this prize is awarded annually to the student who obtains the highest weighted average mark in all Chinese herbal medicine related subjects within the Bachelor of Health Sciences in Traditional Chinese Medicine. The prize consists of Sun Ten products to the value of \$250.

**Surface Coatings Association of Australia (SCAA) Memorial Trust Prize**

This prize was established in 2002 and is awarded to students enrolled in any stage of an undergraduate or Honours science course in any subject in science on coatings, polymers, pigments or corrosion who obtain the highest weighted average mark for a project report, substantial essay, a paper or conference/workshop presentation. The prize is an inscribed certificate together with a cash award of \$1,000.

**Sydney Environmental and Soil Laboratory Prize in Urban Horticulture**

This prize is awarded to the graduating student from the Bachelor of Science in Environmental and Urban Horticulture course who obtains the highest weighted average mark in Stages 3–6 of the course at Credit level or above. The prize is in the form of a certificate, together with a cash prize of \$300.

**Western Mining Corporation Prize**

This prize was established in 1986. It is awarded annually to the student enrolled in the Bachelor of Science in Earth and Environmental Science course who obtains the highest average mark of all students undertaking the Field Project in the year for which the award is made. The successful student will preferably demonstrate an interest in metalliferous exploration geology. The prize has a cash value of \$200.

**Western Mining Corporation Junior Studies Prize**

This is a cash prize of \$150 awarded annually to the student who has shown the most significant improvement in the quality of academic work at the completion of Stage 4 in the Materials Science degree course. The prize was awarded for the first time in 1979.

**Western Mining Corporation Senior Studies Prize**

This is a cash prize of \$150 awarded annually, subject to a suitable recipient being nominated by the Head of the Department of Chemistry, Materials and Forensic Science, for distinguished performance in the final year (Stages 5 and 6) of the Materials Science degree course. The prize was awarded for the first time in 1979.

**Workcover Authority Prize**

Awarded for the highest aggregate mark in the first year of study in the Master of Occupational Health and Safety Management course, this prize is in the form of a certificate, together with a cash prize of \$500.

**Inquiries**

For further information on prizes and scholarships administered by the Faculty of Science, contact:  
telephone +61 2 9514 1756



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C Terry, BCom (UNSW), MEc (Syd), MAppFin (Macq), DPA (NYU)

S Thosar, BCom (Bombay), MBA (Jamshedpur), PhD (Bloomington)

K Toohey, DipPE (Syd Teach Coll), MA (CSULB), PhD (Penn State)

A J Veal, BA(Hons) (Econ) (Brist)

S Wearing, Ord 4 Cert, BTP, MTP (UNSW), PhD (CSturt)

P Wilson, BA(Hons) (UNSW), PhD (W'gong)

L Young, BCom, MCom, PhD (UNSW)

B Wieder, BBus, MBus, PhD (WUVienna)

*Senior Lecturers*

M Abraham, BEng, MEngSc, MBA (UNSW)

C Bajada, BEc(Hons) (Macq), PhD (UNSW)

N Barnwell, BCom (UNSW), MBA (NSWIT), PhD (UTS), AMIMarE

S Benn, BSc, DipEd (Syd), MScSoc (UNSW), PhD (UNSW)

H Bendall, BA(Hons), PhD (UNSW)

D Brown, MBus (UTS)

W Bui, MCom (WAust)

C Burton, BA (Syd), GradDipLib, GradDipGalMgt, MA Admin (UNSW)

G Callender, BBus (NSWIT), DipEd (Syd Teach Coll), MCom (UNSW), CPA, AFAM, FAIPMM

A Chew, BA(Hons) (Sheff), MSc (LSE), PhD (UNSW), FCA

J Crawford, BSc(Hons), MEngSc (Syd), PhD (UNSW), MAPS

C Currie, BEc(Hons) (Syd), MCom(Hons) (UNSW), PhD (Syd)

S Darcy, BA (Leisure Studies) (KCAE), MEnvPlan (Macq)

D Davis, BSc(Hons) (Aston), MSc (Brad), PhD (UTS), MIEAust, CpEng, MIMechE, CEng

N El-Hassan, BEc(Hons) (Syd)

B Farrell, MBA (Syd), DipLaw (BAB), DipEd (Syd Teach Coll), PhD (UTS), FCPA

R Gordon, PhD (UTS), MBA (MGSM)

J Green, DipTeach (SCOVAG), BEd (Melb), MA (Macq), GradCertHEd (UTS)

A Griffin, BA (Geog), GradDipUrbStud (Macq), GradDipTourismMan (KCAE)

J Hamilton, BBus (BCAE), MAcc (UNE), CPA, PhD (Monash)

R Harris, AssDipTravel&Tourism (STC), DipTeach (N'cle), BA (Geog) (Macq), GradDipMktg (CSturt), MBus (Mktg) (UTS)

T He, BSc (Ningxia), MSc (Hebei), PhD (Flin), PhD (UTS)

A Hermens, MBA (Macq), FAIM, AFAMI

A Hingorani, BPharm (Bom), MBA (Syr), PhD (Drexel)

R Lanis, BBus(Hons) (UTS), PhD (N'cle)

S Lim, BBus (NSWIT), MEc (Macq), PhD (UTS), CPA

G Menzies, BEc(Hons) (UNE), DPhil (Oxford)

A Murphy, BAppSc (Human Movement) (Hons), PhD (Southern Cross)

G Pazmandy, BBus (NSWIT), MBus (UTS), CPA

S Pearce, AssDipAdultEd (Aboriginal), BEd (Adult Ed), MEd (Adult Ed) (UTS)

M Peat, BEc, MEc(Hons) (Syd)

B Perrott, BCom, MBA, PhD (UNSW)

R Ravinder, AssDipTravel&Tourism (STC), BSc (Phys), MA (Pol&PubAdmin) (Madras), PGDipMan (Calcutta), MCom (Marketing) (UNSW)

K Redfern, BBus(Hons), GradCertHEd, PhD (UTS), AIMM

E Schlogl, DipVw, PhD (Bonn), MBFS

A Simos, BCom(Hons) (UNSW), MEc (Syd), DipSIA

F Soliman, BE (Syd), MEngSc, PhD (UNSW), MIEAust, MACS, AIArbA, AFCHSE, MSSA, MASOR, AIMM, MRAIPA

K Spooner, BCom(Hons), MCom(Hons) (UNSW)

L Stear, BEc (Syd), GradDipEd (Syd Teach Coll)

S Teo, BEc, GradDipBus(AccInfSys) (Monash), GradDipJapanese (Prof) (SUT), MBA IntBus (Monash), PhD (QUT), AAIBF (Snr), AFAHRI

S Thorp, BEc(Hons) (Syd), GradDipEd (UNE), PhD(Economics) (UNSW)

S Topple, DipTech (Comm), BBus (NSWIT), MCom(Hons) (UNSW), PhD (Syd), FCPA, CA

R Trayler, BBus (NSWIT), MAppFin (Macq)

J Tyler, MCom (UNSW), ACA

J Vescio, BEd (PhysEd), BA (Psych) (Amst), MEd (Syd)

D Waller, BA (Syd), MCom (UNSW), PhD (N'cle)

K Wang, BA, MA (RUC), PhD (W'gong)

P Wells, MCom (Auck), PhD (Syd), ASA, ACA (NZ)

### *Lecturers*

R Bower, BEd (PE) (KCAE), MSc (Syd)  
A Bridges, MEc (UNE), MA (Macq), FCPA  
D Bubna-Litic, BPsych (WAust), MCom(Hons) (UNSW), MAPS  
A Chong, BBA, MBA (Korea), MEc (Ohio State)  
J Chelliah, MBA (Massey), MBA (API), PhD (RMIT)  
K Chan, MCom(Hons) (UNSW), ASA  
R Connor, BA (Qld), MLitt (UNE), MSc (Econ) (Lond)  
A Coutts, BSc App (HMS-ExMan) (Qld), MHMSc (CQU), PhD (CQU)  
B Dalton, BA (ANU), MA (Yonsei), DPhil (Oxon)  
R Degabriele, BCom(Hons), MCom (UNSW)  
P Docherty, MEc(Hons), PhD (Syd)  
I Douglas, MBA (UTS), GradCertEdStud (Higher Ed) (Syd)  
A Errington, BA (Syd), MBA (AGSM), GradCertHed (UNSW)  
S Frawley, BLeisureStudies, MA (UNSW)  
F Giacobbe, MBus (UTS)  
H Gillam, BA, DipEd (Qld), BBus (NSWIT), MBus (UTS), CPA  
T Hutcheson, BEc(Hons) (Syd), MCom(Hons) (UNSW)  
L Ievleva, BA(Hons) (Carl), MSc (Ott), PhD (Florida State), MAPS, Certified Consultant AAASP  
R Jenkins, BSc (Tech) (UNSW), PhD (UWS)  
G Lowe, BSc, MCom (UNSW), DipEd (Syd Teach Coll), CPA  
I McDonnell, GradDipTourismM, MA (Tourism), MHED (UNSW)  
I McGregor, BA(Hons) (Strathclyde), MSc (London Business School)  
H Morris, MAdmin (KCAE), MAIRM  
L Moysa, BBus (NSWIT), MCom (UNSW), FCPA  
C Nikitopoulos, MBus (Finance) (UTS), BScMaths (Patras), PhD (UTS)  
W O'Connor, BA(Hons) (UNSW), MEc(Hons) (ANU), GradDipComp (Macq)  
M-L Ossimitz, BBus, MBus (WV Vienna)  
D Paul, BA(Hons), MA (UWS), PhD (Macq)  
J Petty, BCom(Hons) (UNSW), MBus (UTS), FCPA, AADM  
F Portelli, MCom (UNSW), FCPA, FCA  
N Rahman, BA (Hamilton College, New York)  
P Sivabalan, BBus(Hons) (UTS)  
J Small, BA(Hons) (UNSW), MSc(EnvPsych) (Sur), GradDipUrbanStudies (Macq), GradDipTourismM (UTS)  
G Ta, BA (Sing), MEc (Syd)  
S Tibbles, BSc, MBA (UNSW)  
S Tishchenko, BSc (Physics) (Moscow Institute of Physics & Technology), MA (Mathematical Psychology), MBA, PhD (Finance) (Ohio State)  
S Walker, BSc (Maths), MAppSc (UTS)  
N Wilkins  
A Wright, BEcon (Syd), BBus(Hons) (UTS)  
R Zhao, BEc (Nanjing), PhD (Finance) (Tor)

### *Associate Lecturers*

D Bedford, BBus(Hons) (UTS)  
D Bond, BBus(Hons) (UTS)  
E Bowyer, BBus(Hons) (UTS)  
P J Brown, MBA (UTS)  
R Lim, MFin (WAust), BCom (Murdoch), CPA  
P Linden, BBus(Hons) (UTS)  
J Pratt, BBus, LLB (UTS), MMgmt (MGSM)  
T Thiagarajah, BBus(Hons) (UTS)  
H Tse, BBus, GradDipEd, MBA (UTS)  
J Williamson, BBus (UTS)  
A White, BBus(Hons) (UTS)

### *Fractional Lecturer*

D Cotton, BBus (KCAE), BBus(Hons) (UTS)

### **School of Accounting**

#### *Head of School and Professor of Accounting*

Z Matolcsy, BA (Macq), PhD (UNSW), FCPA, CA, ASIA

#### *Professors of Accounting*

G Clinch, BEc(Hons), MEc (Monash), PhD (Stanford)  
M Granlund, MSc, PhD (TSEBA, Finland)  
D Stokes, BCom(Hons), MCom (N'cle), PhD (UNSW), CA, FCPA

#### *Associate Professor*

B Wieder, BBus, MBus, PhD (WU Vienna)

#### *Senior Lecturers*

D Brown, MBus (UTS)  
A Chew, BA(Hons) (Sheff), MSc (LSE), PhD (UNSW), FCA  
B Farrell, MBA (Syd), DipLaw (BAB), DipEd (Syd Teach Coll), PhD (UTS), FCPA  
J Hamilton, BBus (BCAE), MAcc (UNE), CPA, PhD (Monash)  
S Lim, BBus (NSWIT), MEc (Macq), PhD (UTS), CPA  
G Pazmandy, BBus (NSWIT), MBus (UTS), CPA  
S Topple, DipTech (Comm), BBus (NSWIT), MCom(Hons) (UNSW), PhD (Syd), FCPA, CA  
J Tyler, MCom (UNSW), ACA  
P Wells, MCom (Auck), PhD (Syd), ASA, ACA (NZ)

### *Lecturers*

A Bridges, MEc (UNE), MA (Macq), FCPA  
K Chan, MCom(Hons) (UNSW), ASA  
F Giacobbe, MBus (UTS)  
H Gillam, BA, DipEd (Qld), BBus (NSWIT), MBus (UTS), CPA  
G Lowe, BSc, MCom (UNSW), DipEd (Syd Teach Coll), CPA  
L Moysa, BBus (NSWIT), MCom (UNSW), FCPA  
M-L Ossimitz, BBus, MBus (WV Vienna)  
J Petty, BCom(Hons) (UNSW), MBus (UTS), FCPA, AADM  
F Portelli, MCom (UNSW), FCPA, FCA  
P Sivabalan, BBus(Hons) (UTS)  
A Wright, BEcon (Syd), BBus(Hons) (UTS)

*Associate Lecturers*

D Bedford, BBus(Hons) (UTS)  
 D Bond, BBus(Hons) (UTS)  
 P J Brown, MBA (UTS)  
 P Linden, BBus(Hons) (UTS)  
 T Thiagarajah, BBus(Hons) (UTS)  
 A White, BBus(Hons) (UTS)

**Administration support***School Administrator*

J Dousha

*Administrative, Secretarial and Technical Assistants*

J Evans, BA (VA)  
 P Fernandez  
 S Freys  
 E Khuu, BCM (Lincoln), MSc(Hons) (Cant), MMC (Monash)  
 W Southwell

**Office of Cooperative Education***Manager*

G Prosser, BCom, LLB (UNSW), MEd (UTS)

*Director, External Relations*

A W Sietsma, BCom (NSW), MEd (Syd), FCPA

*Administrative Assistant*

C Alberts, BA (SAf)  
 A Sietsma, BCom (UNSW), MEd (Syd), FCPA

**School of Finance and Economics***Head of School and Professor*

A Hall, BEc(Hons) (Adel), MEd (ANU), PhD (Lond)

*Professor of Economics*

J Collins, BEc(Hons), MEd (Syd), PhD (W'gong)

*Professor of Finance*

A Hall, BEc(Hons) (Adel), MEd (ANU), PhD (Lond)

*Professor of Quantitative Finance*

E Platen, MMath, PhD (Dresden), Habilitation (AcadScBerlin)

*Associate Professors*

R Bird, MEd (Monash), Emeritus Prof (ANU), FCPA  
 B Hunt, BEc, MAgSc (Adel), PhD (ANU)  
 D Michayluk, BCom(Hons) (Qu), CA (Ontario), PhD (Louisiana)  
 L Perry, MCom, DipEd, PhD (UNSW)  
 E Schlogl, DipVw, PhD (Bonn), MBFS  
 C Terry, BCom (UNSW), MEd (Syd), MAppFin (Macq), DPA (NYU)  
 S Thosar, BCom (Bombay), MBA (Jamshedpur), PhD (Bloomington)  
 P Wilson, BA(Hons) (UNSW), PhD (W'gong)

*Adjunct Professors*

W Hogan, BA (Auck), PhD (ANU), DSc(Hons) (N'cle)  
 C Chiarella, BSc(Hons), MSc (Syd), MCom(Hons), PhD (UNSW)

*Senior Lecturers*

C Bajada, BEc(Hons) (Macq), PhD (UNSW)  
 H Bendall, BA(Hons), PhD (UNSW)  
 W Bui, MCom (WAust)  
 C Currie, BEc(Hons) (Syd), MCom(Hons) (UNSW), PhD (Syd)  
 N El-Hassan, BEc(Hons) (Syd)  
 T He, BSc (Ningxia), MSc (Hebei), PhD (Flin), PhD (UTS)  
 G Menzies, BEc(Hons) (UNE), DPhil (Oxford)  
 A Simos, BCom(Hons) (UNSW), MEd (Syd), DipSIA  
 S Thorp, BEc(Hons) (Syd), GradDipEd (UNE), PhD (Economics) (UNSW)  
 R Trayler, BBus (NSWIT), MAppFin (Macq)

*Lecturers*

K Chan, MCom(Hons) (UNSW)  
 A Chong, BBA, MBA (Korea), MEd (Ohio State)  
 R Degabriele, BCom(Hons), MCom (UNSW)  
 P Docherty, MEd(Hons), PhD (Syd)  
 T Hutcheson, BEc(Hons) (Syd), MCom(Hons) (UNSW)  
 H Morris, MAdmin (KCAE), MAIRM  
 C Nikitopoulos, BSc (Maths) (Patras), MBus (Finance) (UTS), PhD (UTS)  
 W O'Connor, BA(Hons) (UNSW), MEd(Hons) (ANU), GradDipComp (Macq)  
 N Rahman, BA (Hamilton College, New York)  
 G Ta, BA (Sing), MEd (Syd)  
 S Tishchenko, BS (Physics) (Moscow Institute of Physics and Technology), MA (Mathematical Psychology), MBA, PhD (Finance) (Ohio State)  
 G Van de Venter, BCom(Hons) (UP), MBA (SAust), CFA  
 S Walker, BSc (Maths), MAppSc (UTS)  
 R Zhao, BEc (Nanjing), PhD (Finance) (Tor)

*Associate Lecturers*

D Cotton, BBus (KCAE), BBus(Hons) (UTS)  
 H Tse, BBus, GradDipEd, MBA (UTS)  
 J Williamson, BBus (UTS)

*Fractional Lecturers*

L Stubbs, BSc, PhD, MBA (UNSW), FSIA  
 N Westnedge, BBus (KCAE), MBus (UTS), CPA, ACIS

*Fractional Associate Lecturer*

L Styles, BEc (UWA), MAppFin (Macq)

*Postdoctoral Fellows*

J McCulloch, BMath (UWA), MCogSc (UNSW), PhD (UTS)  
 A Ziogas, BMathFin(Hons) (W'gong), PhD (UTS)

**Administration support***School Administrator*

C Fawcett

*Administrative, Secretarial and Technical Assistants*

L Dias  
 D Ford, BAppSc (SAust)  
 R Hungerford, BAppSc Geology(Hons) (UTS)  
 A Kellick  
 E Resciniti

*Honorary Associate*

C Terry, BCom (UNSW), MEd (Syd), MAppFin (Macq), DPA (NYU)

## School of Leisure, Sport and Tourism

### *Head of School and Associate Professor*

B Hayllar, TeachCert (N'cle), BA (UNE), MA (RecEd) (Iowa), PhD (UTS)

### *Professor of Leisure, Sport and Tourism*

R Lynch, DipPhysEd (W'gong TC), BEd(Hons), MEd (WAust), PhD (Ill)

### *Associate Professors*

P Jonson, BA(Hons), LLB (Syd), GradDipLeisStud (KCAE), PhD (UTS)

T Taylor, BA (Rec) (Alberta), MUrbPlan (Macq), PhD (UNSW)

K Toohey, DipPE (Syd Teach Coll), MA (CSULB), PhD (Penn State)

S Wearing, Ord 4 Cert, BTP, MTP (UNSW), PhD (CSturt)

### *Adjunct Professor*

S Holloway, AO, BA(Hons) (Syd)

J Hutchison, BCom (Melb), ASA

A J Veal, BA(Hons) (Econ) (Brist)

### *Senior Lecturers*

C Burton, BA (Syd), GradDipLib, GradDipGalMgt, MA Admin (UNSW)

S Darcy, BA (Leisure Studies) (KCAE), MEnvPlan (Macq)

A Griffin, BA (Geog), GradDipUrbStud (Macq), GradDipTourismMan (KCAE)

R Harris, AssDipTravel&Tourism (STC), DipTeach (N'cle), BA (Geog) (Macq), GradDipMktg (CSturt), MBus (Mktg) (UTS)

I McDonnell, GradDipTourismM, MA (Tourism), MHED (UNSW)

A Murphy, BAppSc (Human Movement) (Hons), PhD (Southern Cross)

R Ravinder, AssDipTravel&Tourism (STC), BSc (Phys), MA (Pol&PubAdmin) (Madras), PGDipMan (Calcutta), MCom (Marketing) (UNSW)

L Stear, BEc (Syd), GradDipEd (Syd Teach Coll)

J Vescio, BEd (PhysEd), BA (Psych) (Amst), MEd (Syd)

### *Lecturers*

R Bower, BEd (PE) (KCAE), MSc (Syd)

A Coutts, BSc App (HMS-ExMan) (Qld), MHMSc (CQU)

S Frawley, BLeisureStudies, MA (UNSW)

L Ievleva, BA(Hons) (Carl), MSc (Ott), PhD (Florida State), MAPS, Certified Consultant AAASP

J Small, BA(Hons) (UNSW), MSc (EnvPsych) (Sur), GradDipUrbanStudies (Macq), GradDipTourismM (UTS)

### *Postdoctoral Fellow*

M Watsford, BA (HumMovStud) (Hons), PhD (UTS)

## Administration support

### *Administrative and Technical Support*

J Allen, BA (UNSW), GradDipArt (CAI)

D Archer, BCom, BSocSc(Hons) (N'cle)

D Bear

K Gamage, BSc, MBA (UTS)

T Hardy, BA (Mgt) (SAust)

P Oweis

S Tan

B Upton

S Upton

## School of Management

### *Head of School and Associate Professor*

A Ross-Smith, BA (UNSW), MA, PhD (Macq)

### *Distinguished Professor*

D Dunphy, BA(Hons) (Syd), MEd(Hons) (Syd), PhD (Harvard), FAIM, FASSA

### *Professors of Management*

T Clarke, BSocSc (Birm), MA, PhD (Warw)

S Clegg, BSc(Hons) (Aston), PhD (Brad), FASSA, DFANZAM

S Mukhi, BE, MBA, PhD (UNSW), MIEAust, FAIM

J Onyx, MA (Well), PhD (Macq)

I Palmer, BA(Hons) (ANU), PhD (Monash)

### *Visiting Professor in E-Business*

S Burdon, BSc (City, UK), MBA (Cran), FAIM, FAMI, FAICD, FIEA

### *Associate Professor*

J Johnston, BA, MLitt, MPubPol (UNE), PhD (Syd)

C Rhodes, BScEcon(Hons) (UWSIT), MEd, EdD (UTS)

### *Adjunct Professors*

K Foley, BCom(Hons) (UNSW), MCom (UNSW), PhD (ANU)

M Lyons, BA(Hons) (UNSW), PhD (ANU)

K Hackman, BA(Hons) (Hull and ANU), MBA, PhD (AGSM, UNSW)

P Ivany, BA(Hons)

### *Senior Lecturers*

M Abraham, BEng, MEngSc, MBA (UNSW)

N Barnwell, BCom (UNSW), MBA (NSWIT), PhD (UTS)

S Benn, BSc, DipEd (Syd), MScSoc, PhD (UNSW)

G Callender, BBus (NSWIT), DipEd (Syd Teach Coll), MCom (UNSW), CPA, AFAIM, FAIPMM

J Crawford, BSc(Hons), MEngSc (Syd), PhD (UNSW), MAPS

D Davis, BSc(Hons) (Aston), MSc (Brad), PhD (UTS), MIEAust, CpEng, MIMechE, CEng

R Gordon, PhD (UTS), MBA (MGSM)

J Green, BEd (Melb), MA (Macq), GradCertHEd (UTS)

A Hermens, MBA (Macq), FAIM, FAMI

S Pearce, AssDipAdultEd (Aboriginal), BEd (Adult Ed), MEd (Adult Ed) (UTS)

F Soliman, BE (Syd), MEngSc, PhD (UNSW), MIEAust, MACS, AIArbA, AFCHSE, MSSA, MASOR, AIMM, MRAIPA



K Spooner, BCom (Hons), MCom(Hons) (UNSW)  
 S Teo, BEc, GradDipBus (AccInfSys) (Monash),  
 GradDipJapanese (Prof) (SUT), MBA (IntBus) (Monash),  
 PhD (QUT), AAIBF (Snr), AFAHRI  
 K Wang, BA, MA (RUC), PhD (W'gong)  
 K Redfern, BBus(Hons), GradCertHEd, PhD (UTS),  
 AIMM

#### Lecturers

D Bubna-Litic, BPsych (WAust), MCom(Hons) (UNSW)  
 J Chelliah, MBA (Massey), MBA (API), PhD (RMIT)  
 B Dalton, BA (ANU), MA (Yonsei), DPhil (Oxon)  
 I Douglas, MBA (UTS), GradCertEdStudies (Higher Ed)  
 (Syd)  
 A Errington, BA (Syd), MBA (AGSM), GradCertHEd  
 (UNSW)  
 R Jenkins, BSc (Tech) (UNSW), PhD (UWS)  
 I McGregor, BA(Hons) (Strathclyde), MSc (London  
 Business School)  
 D Paul, BA(Hons), MA (UWS), PhD (Macq)  
 S Tibbles, BSc, MBA (UNSW)

#### Associate Lecturers

E Bowyer, BBus(Hons) (UTS)  
 J Pratt, BBus, LLB (UTS), MMgmt (MGSM)

#### Honorary Associates

G Pratt, DipTech, BBus (NSWIT), DipEd (Syd Teach  
 Coll), MEc, MIntS (Syd), PhD (Nebraska), FPPBA  
 R Kane, BSc (Union College), MSc (Penn State),  
 GradDipEd (WAIT)  
 R Connor, BA (Qld), MLitt (UNE), MSc (Econ) (Lond)  
 G W Ticehurst, BSc (UNSW), DipEd, MEd (Syd), MSc,  
 PhD (Macq)  
 E Baker, BA (NYU), BSc(Hons), PhD (Lond)  
 T Fisher, BE(Hons), MA, MBA (Syd), MAppSc (NSWIT),  
 DPhil (Oxf), FCPA  
 T Rura-Polley, BA (Psych) (Gießen), MS (Mgt), PhD  
 (UW-Madison)

#### Administration support

##### School Administrator

S Ng, B Eng (Syd), MAppSc (UNSW), MBA (UTS)

##### Administrative, Secretarial and Technical Staff

P Agius, MRN (NSW), GradDipLeisM (UTS)  
 G Breach  
 S Chia  
 S Chopra, BA, LLB(Hons) (UTS)  
 D James  
 C Lester, BA (IMB)  
 K Levi  
 J Tomkins

#### School of Marketing

##### Head of School and Professor of Marketing

K Miller, BCom (UNSW), MBA, PhD (Ohio State),  
 MMRSA, FAMI

##### Professor

J Louviere, BA (USL), MA (Nebraska),  
 CertUrbanTransportationPlanning, PhD (Iowa)

#### Associate Professors

N Barrett, BCom, MCom, PhD (UNSW), MAIEx,  
 MMRSA  
 S Gudergan, MBAEc (RWTH Aachen), PhD (AGSM)  
 L Young, BCom, MCom, PhD (UNSW)

#### Adjunct Professors

L Brown, BEc(Hons) (Tas), PhD (UNSW)  
 J Galloway, BA (UNE), MA, PhD (Michigan St)  
 D Steinberg, BA (Toledo), MA (WOnt), PhD (Harvard)

#### Senior Lecturers

A Hingorani, BPharm (Bom), MBA (Syr), PhD (Drexel)  
 I Lings, BSc (CNAAB), MBA, PhD (Aston), MLIM,  
 Chartered Marketer  
 B Perrott, BCom, MBA, PhD (UNSW)  
 D Waller, BA (Syd), MCom (UNSW), PhD (N'cle)

#### Lecturers

P Burke, BEc(Hons) (Syd)  
 K Daniel, BBusStud (Hospitality) (FIT), MCom (UNSW),  
 PhD (UTS)  
 S Denize, BCom(Hons), MCom (Otago)  
 L Freeman, MAME (Lanc)  
 F Garlin, BBus(Hons) (UTS)  
 B Jonmundsson, DipTechMgt (NSWIT), GradDipFinMgt  
 (UNE), MBus (Mktg), MBus (Thesis) (UTS)  
 D Low, MBA (Syd)  
 G Massey, BCom, MCom (W'gong), PhD (UNSW)  
 H Pattinson, BCom, MCom (UNSW), AAMI  
 G Taberner, BA (UNE), MA (Syd), MA (Macq), FRMIA,  
 MACE  
 P Wang, BSc (Harbin), MBA (UIBE), PhD (Arkansas)

#### Administration support

##### School Administrator

A Podzuns

##### Administrative Assistants

M Lee  
 C Wright

#### Australian Centre for Event Management

##### Director

R Harris, AssDipTravel&Tourism (STC), DipTeach  
 (N'cle), BA (Geog) (Macq), GradDipMktg (CSturt),  
 MBus (Mktg) (UTS)

#### Centre for Australian Community Organisations and Management

##### Director and Professor

J Onyx, MA (Well), PhD (Macq)

#### Cooperative Research Centre for Sustainable Tourism

##### Director

A Griffin, BA (Geog), GradDipUrbStud (Macq),  
 GradDipTourismMan (KCAE)

#### Australian Centre for Cooperative Research and Development

##### Co-Director

M Lyons, BA(Hons) (UNSW), PhD (ANU)

## **Centre for Health Economics Research and Evaluation (CHERE)**

(joint centre with the Faculty of Nursing, Midwifery and Health)

*Director and Professor*

J Hall, BA (Econ) (Macq), PhD (Syd)

*Deputy Directors and Associate Professors*

M Haas, BPhy (Qld), MPH, PhD (Syd)

R Viney, BEc(Hons), MEd (Tas)

*Adjunct Professors*

P Apps, B Arch (UNSW), MEd (Yale), PhD (Cambridge)

S Birch, BA(Hons) (Sheffield), MSc (Bath), DPhil (York, UK)

R Ellis, BA (Yale), MSc (LSE), PhD (MIT)

D Fiebig, BCom(Hons), MCom(Hons) (UNSW), PhD (Sth Calif)

A Maynard, BA(Hons) (Newcastle, UK), B Phil (York, UK), HonDSc (Aberdeen)

*Senior Lecturers*

M King, BSc (Hons) (Syd), DradDipMedStats, PhD (N'cle)

E Savage, BSc (Arch) (Hons) (Syd), MSc (Econ) (LSE)

*Research Associates*

D Doiron, BA (Moncton), MEd (UBC), PhD (UBC)

G Jones, BSc(Arch) (Hons) (Syd), MSc (Econ) (LSE)

M Smith, BEc(Hons) (Monash), PhD (Monash)

D Wright, BEc(Hons) (Adel), MEd (Monash), PhD (UBC)

*Research and project staff*

R Anderson, BA (Oxford), MA (Econ) (Manc), MSc (Lond), PhD (Wales)

M Chaplin, BAppSc (Syd)

S Fowler, MSc (Health Policy, Planning & Financing) (Lond, LSE and London School of Hygiene & Tropical Medicine)

L Hartigan, BEcon (Hons) (Macq)

I Hossain, BSc (SE Ok State), MSc (Ag Econ), PhD (Ok State)

P Kenny, BA, MPH (Syd)

B Servis, GradDipNursing (ACU)

M Steurer, MA (Soc Sc) (Karl-Franzens), MA (Econ) (Washington University)

S Zapart, BPsych(Hons) (Griffith)

### **Administrative support**

*Administrative staff*

M Carfrae

L Chinchin

L Justic

C Kinsella

G Togle

### **Centre for Corporate Governance**

*Director and Professor*

T Clarke, BSocSc (Birm), MA, PhD (Warw)

## **Centre for Innovative Collaborative Alliances and Networks**

*Director and Professor*

S Clegg, BSc(Hons) (Aston), PhD (Brad), FASSA, DFANZAM

### **Centre for Quantitative Finance Research**

*Director and Professor*

A Hall, BEc(Hons) (Adel), MEd (ANU), PhD (Lond)

### **Centre for the Study of Choice**

*Director and Professor*

J Louviere, BA (USL), MA (Nebraska), CertUrbanTransportationPlanning, PhD (Iowa)

### **Complex Systems Research Centre**

*Director and Adjunct Professor*

J Galloway, BA (UNE), MA, PhD (Michigan State)

### **CRC in Technology Enabled Capital Markets**

*Deputy Chief Executive Officer and Professor*

D Stokes, BCom(Hons), MCom (N'cle), PhD (UNSW), CA, FCPA

### **Quantitative Finance Research Centre**

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*Executive Officer*

A Schnauffer, MA (RLang) (FUBerlin)

## **FACULTY OF DESIGN, ARCHITECTURE AND BUILDING**

*Dean*

Professor D Luscombe, BScArch, BArch(Hons), MArch, PhD (UNSW), FRAIA

*Associate Dean, Research*

Professor A Benjamin, BA, MA (ANU), DEA (Paris 7), PhD (Warwick)

*Associate Dean, Teaching and Learning*

T Laurence, BSc (Arch), BArch (UNSW), FDIA

### **Office of the Dean**

*Receptionist and Administration Assistant*

K Kliendienst

*Receptionist*

S Wilson

*Executive Assistant, Teaching and Learning*

D Yelavic

*Executive Assistant, Dean and Research*

C Wood-Roe

*Faculty Manager*

B Glover, BA (Syd), DipFinMangt (UNE)

## **Faculty Office**

*Financial Services Manager*

S Looi, MNIA

*Financial Assistant*

A Darcy, JP, BEd (UTS), DipHRM (SIT), DipBus (OM) (SWIT)

K Effendy, BA, MBA (UTS)

*Purchasing and Accounts Assistant*

C K H Teo

*Services Clerk*

P T Lim

*Marketing and Communications Manager*

R Donnelly, BA, CertMktg (UWS)

*Event Manager*

R Chamberlain

*Marketing and Promotions Officer*

A Yiasmides, BBus(Marketing) (UWS)

*Student Administration Manager*

S A Hewson, JP

*Assessment and Progression Officer*

N Singh

*Senior Student Advisers*

J Nicholls

T Perera

*Student Advisers*

M Arigho

A Dodd

E Dunston, BHlthSc(Acupuncture) (UTS)

*Timetable and Facilities Coordinator*

R Wilson, JP

## **Faculty technical resources**

*Manager, Building Laboratory*

G J Moor, StructEngCert (STC)

*Technical Officer, Textiles*

P P Inwood, CertTyp, DipTextDes (Wgtn Poly), GradDipDesign (UTS)

*Technical Officer, Fashion*

M Ratovic

*Workshop Managers, Industrial Design*

J Dennison, BDesign (UTS)

A Goodrum, BDesign (UTS)

*Managers, Resource Centre*

A Joffe

J Slater, BA (Monash), GradDipLib (UNSW)

*Technical Officer, Design Computing Laboratory*

R Murphy

*Technical Officer, Photography*

P Pavlou

*Technical Officer, Moving Image Production*

C Girault

*Production Manager, Postgraduate Design*

J Benedek

*Building Services Officer*

M Crocker

## **UTS Gallery**

*University Curator*

T Creighton, BA (N'cle), GradDipGalleryManagement (UNSW), Certificate in Production Design (AFTRS)

*University Gallery Administrator, Assistant Curator*

T D'cruz-Noble, BA (Fine Art) (Chelsea School of Art)

*Assistant Collections Manager*

F Sheehan

## **Program assistants**

*Architecture*

K Stanton

*Fashion and Textile Design/Industrial Design*

E Murphy

*Interior Design*

M Nayve, BSIE (DLSU)

*Interdisciplinary Studies Unit, Postgraduate Design*

S Colman

*Property Studies*

A Woodland

V Ho

*Visual Communication*

R Ciudad

## **Heads of School**

*Architecture*

Associate Professor S Kaji-O'Grady, PhD (Monash), GradDipHum (Murdoch), BArch(Hons), MArch (UWA)

*Construction, Property and Project Management*

Associate Professor A Karantonis, BEc (UNE), MCom (UNSW), FAPI

*Design*

Associate Professor D Tomkin, DipDesign (RMIT), MDes (RCA)

## **Course Coordinators**

*Postgraduate Animation*

M J Hill, CertGroupwork (SAIT), GradDipMedia (AFTRS), MA (Research) (UTS), PhD (Macq), ASIFA, IASPM, AAANZ

*Postgraduate Design*

C Tonkinwise, BA(Hons), PhD (Syd)

*Postgraduate Planning*

G H Searle, BA(Hons) (Adel), PhD (Macq), MRAPI, MIAG

*Postgraduate Project Management*

K Remington, BArch, GradDipEd (Melb), PhD (UNSW), MSAHANZ, MIAB, RAIA, MAIPM

*Postgraduate Urban Estate Management and Property Development*

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#### *Postgraduate Facilities Management*

P V Smith, BAppSc(Hons) (NSWIT), MAppSc (UTS), FAIQS, ICECA, MRICS, MAIB, MFMA, MAACE

#### *Postgraduate Digital Architecture*

S Hatzellis, BArch(Hons), MURban Design and Architecture (BPD)

#### *Undergraduate Construction*

G Ding, DipQS, BSc (Belf), MSc (Salf), MRICS, AAIQS

#### *Undergraduate Property Economics*

P Waxman, BA(Hons), DipEd (SUNY), DipEc (Stock), MBA (Wash), PhD (UTS), ASA

#### *Undergraduate Fashion and Textile Design*

A Gwilt, BA(Hons) Fashion (Central St Martins)

#### *Undergraduate Interior Design*

G Verghese, BTech (Ryerson), MA (Man Poly), ARIDO, IDC, IIDA

#### *Undergraduate Industrial Design*

C Lockhart, BA (Industrial Design) (SCA), GradCertHighEd (UTS), MDIA

#### *Undergraduate Visual Communication*

I Gwilt, BA(Hons), MA (IMM)

#### *Undergraduate Bachelor of Arts in Architecture*

Associate Professor S Harfield, BArch(Hons), MArchSt (Adel), MSAHANZ, MCSA

#### *Undergraduate Bachelor of Architecture*

G Perin

### **Professors**

#### *Emeritus Professor of Design Studies*

G Caban, BA, MEd (Syd), DipEd (Syd Teach Coll), GradDipCom (NSWIT), MDIA (ED), AADM

#### *Professor of Critical Theory in Architecture and Design*

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### **Adjunct Professors**

S Bushujev, PhD (Sc)

T Docker, BSc(Hons), MSc, PhD, CEng, MBCS

P Fong, BSc(Hons), MSc, PhD, MRICS, AHKIS, MIVM, MHKIVM, AMAPM

S Holliday, BSc, MSc, PhD

G Jergeas, BSc, MSc, PhD

Y Levant, MEconSc, MLaw, MAcc, PhD

R Levene, BSc, PhD, FAPM

R Lundin, PhD

R Meyer, BArch, MTCP, FRAPI

L Nield, BArch

S Ohara, BA

A Patching

G Ragsdell, BSc(Hons), CDipAF, MSc, PhD

Z Rhodes

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C Ryan, BSc, PhD

D Sless, BA(Hons), MSc

A Stretton, BE, MA

B Urli, MSc, PhD

T Williams, MA, MSc, PhD, FIMA, FOR, MAPM, CMath

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R Best, BSc (Arch) (Syd), BAppSc(Hons), MAppSc (Thesis) (UTS), AAIQS, MRICS

L Crawford, BArch(Hons) (Syd), MTCP (Syd), GradDipHRM (MCAE), AdipC (HMC), DBA (Brunel), FRAIA, AAPI (Econ), MAIPM, MAPM, PhD

K DeRay, BA (Macq), MVA (Syd)

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W Granwal, BE(Hons), ME (Auck), MIPENZ, FIEAust, RPEQ

R V Hayes, BArch (Syd), MEnvStudies (Macq)

P L Healy, BE (NUI), DIC, MSc (Lond), MBA (UNSW), MIEAust, MAIPM

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D Higgins, BSc (Leicester Polytechnic), MCom (Land Economy) (UWS), PhD (UTS)

M J Hill, CertGroupwork (SAIT), GradDipMedia (AFTRS), MA (Research) (UTS), PhD (Macq), ASIFA, IASPM, AAANZ

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N Shooter, BAppSc(Hons) (NSWIT), AIMM, FAIB

G Small, JP, BSurv, MComm (UNSW), PhD (UTS)

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D B Springett, BSc (Arch), BArch (UNSW), RAIA, AIArbA

N Stead, BArch(Hons) (SAust), PhD (Qld)

L Thomas, BArch (Bangalore), MArch (Research) (UNSW)

D G Thompson, DipAD (Preston), CertEd (Hatfield), MCSD Chartered Designer (UK)

R Trembath, MDesign (UTS), MDIA, AADM

J Twyford, DipLaw, MA (Macq), SJD (UTS)

G Verghese, BTech (Ryerson), MA (Man Poly), ARIDO, IDC, IIDA

P Waxman, BA(Hons), DipEd (SUNY), DipEc (Stock), MBA (Wash), PhD (UTS), ASA  
S T K West, BBuild, MAppSc (UNSW), GradDipAdultEd (SCAE), MEIA, MAIB

### Lecturers

H Antoniadis, MRE (UNSW), Diploma in Accountancy (MCES)  
C Bowman, BA(Hons) (LCA), MA (RCA)  
P J Cantrill, BSc (Arch), BArch (Syd)  
A Clifford  
A Clifton-Cunningham, BDesign, GradCertHighEd (UTS), Dip Marketing Management (SIT)  
M Day, BArch (Syd), MDesSc(illum) (Syd), RAIA, RIBA, IES  
G Ding, DipQS, BSc (Belf), MSc (Salf), MRICS, AAIQS, PhD  
H Gilbert, BEd (Syd), BAppSc(Hons), MPlan (UTS), GAPI, PIA  
G Glazebrook, BSc (Qld), MURP (Syd), MOR (UTS), PhD (Syd)  
A Gwilt, BA(Hons) Fashion (Central St Martins)  
I Gwilt, BA(Hons), MA (IMM)  
E N Hagen, MDes (RCA)  
V Karaminas, BA(Hons) SocSci, PhD (HumSocSci) (UTS)  
S Hatzellis, BArch(Hons), MURban Design and Architecture (BPD)  
C Heffer  
V Kokotovich, Bsc, MA (Purdue), MEd (Maryland)  
C Lockhart, BA (Industrial Design) (SCA), GradCertHighEd (UTS), MDIA  
V Mangioni, MCom (UWS), BEd(AdultEd) (UTS), GradDip(LandEc) (UWS)  
S McLaughlin, BSc(Arch)(Hons), PhD (Syd)  
L McWhinnie, BA(Hons) (Middx)  
M Miller, DipAD(Hons) (Birm), MDes (RCA), GradCertHighEd (UTS)  
J Muir, BArch (UNSW)  
K Orr, BArch(Hons) (UTS)  
B Pandofa  
G Perin  
J G Phillips, BA(Hons) (Syd), PhD (Lond)  
S Sherringham, BA (Interior Design) (SCA)  
N Stead, BArch(Hons) (SAust), PhD (Q'ld)  
S Stewart, BScArch, BArch(Hons), PhD (Syd)  
M Stiles, BSc (Arch), BArch (Syd)  
K Sweetapple, BDesign (UTS), PhD (UWS)  
P Thalys, BScArch, BArch(Hons) (Syd), CEAA (Urban Architecture) (Paris-Belleville)  
M Titmarsh, BAVisArts (UNSW), LLB (Qld), MA (Syd)  
C Tonkinwise, BA(Hons), PhD (Syd)  
C Wang, BEng, MEng (Hunan), PhD (Syd)  
N Williams, BDesign (UTS)

### Associate Lecturer

J Kasunic

### UTS Design Studio

L Barnum, BA Communications / Arts Admin (UCLA)

## FACULTY OF EDUCATION

### Dean and Professor

S Alexander, BSc, MAppStats (Macq), GradDipEd (SCAE)

### Associate Dean, Teaching and Learning and Associate Professor

G P Riordan, BEd (CCE), MEdAdmin (UNSW), PhD (Alta)

### Associate Dean, Research and Development (Acting) and Professor of Language in Education

A Pennycook, BA (Leeds), MEd (TESL) (McG), PhD (Tor)

### Academic staff

#### Professor of Adult Education

D J Boud, BSc(Hons), PhD (Sur), CPhys, FSRHE, FRSA, MIstP

#### Professor of Education

L I Brady, MA, MEd, DipEd (Syd), PhD (Macq), FTCL, FACE

#### Professors of Language in Education

D Slade, BA (Adel), GradDipEd (SAust), MA (Lond), PhD (Syd)

R Wickert, BSc (Aston), GradDipAdultEd (SCAE), GradCertFE (Lond), PhD (UTS)

#### Adjunct Professor in Adult Education

G Woodburne, PSM, MA (Syd)

#### Adjunct Professor in Research

J C Walker, BA, DipEd, MEd, PhD (Syd)

#### Adjunct Professors in Teacher Education

S Groundwater-Smith, BA(Hons), MA(Hons), PhD (Syd)

L Yates, BA(Hons), DipEd, MA(Hons) (Melb), MEd (Bristol), PhD (LTU)

#### Adjunct Professors in Vocational Education

J Byrne, BA (Syd), DipEd (SCAE), MA (Syd)

G Ramsey, BSc, DipEd (Adel), PhD (Ohio State University)

K Schofield, BA, DipEd, MEd (Syd)

#### Emeritus Professors

C E Deer, BA, MTCP, DipEd (Syd), PhD (Macq), FACE

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#### Associate Professors

J A Athanasou, BA (UNSW), LittB (UNE), MA (Syd), PhD (UNE), DipEd (Armidale CAE), MAPsS

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C S Chappell, BSc (Brist), MEd (UNSW), GradCertSE (Lond), PhD (UTS)

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R R Johnston, BA, DipEd (Syd), MA, PhD (Macq)

A Lee, BA(Hons), MEd (Tas), PhD (Murdoch)

R K J Morris, BA, MLitt (UNE), MEd (Syd), PhD (Minn), TeachCert (Syd Teach Coll), GradDipAdultEd (SCAE), AMACEA

R T Pithers, MA(Hons), PhD, DipEd (Syd), MAPsS  
B Poston-Anderson, BA (Carthage), MA (Rhetoric and  
Public Address), MA (LibSc), PhD (Iowa), MA (Medieval  
Studies) (Macq), ALAA  
G P Riordan, BEd (UNSW), MEd (CCE), PhD (Alta)  
L R Schaverien, BEd(Hons) (Syd), MA (Educ) (Lond),  
PhD (UTS)  
N Solomon, MA (Syd), DipEd (Syd Teach Coll), PhD  
(UTS)

*Senior Lecturers*

A K Bamford, BEd (Armidale CAE), MEdCA (UNSW),  
DipTeach (KCAE), PhD (UTS)  
L Beckett, DipPE, CertHED (W'gong Teach Coll), PhD  
(Deakin)  
K Collier, BA (Open), MA (Sus), DipTeach (Lond),  
AGSM (Guild)  
I R Cornford, BA(Hons), PhD (Syd), DipEd (Syd Teach  
Coll)  
R Flowers, BA (Lond), MA (Freiburg), GradDipAdultEd  
(UTS)  
J M Griffin, BA, DipEd (Macq), DipSpecEd (Mitchell  
CAE), GradDipCommM, PhD (UTS)  
D Hayes, BSc (Syd), DipEd (N'cle), MA (Macq), PhD  
(N'cle)  
A M Holland, BSc(Hons) (UNSW), BA, MEd(Hons),  
PhD (W'gong), DipEd (SCAE), DipEd (Comp)  
(SAustCAE)  
S Hood, BA, DipEd (Flinders), DipTESOL, MA Applied  
Linguistics (Syd), PhD (UTS)  
S M Knights, BA (York), MSc (Edin), GradDipEmpRels  
(NSWIT)  
A Lee, BA(Hons), MEd (Tas), PhD (Murd)  
E Leigh, BA, DipEd (Syd), MEd (UNSW), GDE (HAC),  
EdD (UTS)  
L Ljungdahl, BA(Hons), PhD (UNSW), MA (C'dia),  
MLS (McG), MA(Hons) (Syd), DipEd (Syd Teach Coll),  
DipLib (Lond), GradDipEdStudESL (W'gong), RSA,  
CertTEFL, GradDipIntStudies  
P March, BA, Mlitt (UNE), MA(Hons) (Syd), HonDip  
(ASCA), LTCL, FESB, FRSA, MACE  
L A Morgan, MA, MPhil, EdD, DipEd (Syd)  
P M Russell, BA (UNE), MEd (Syd), DipTeach (Tech)  
(Syd Teach Coll)  
S D Saunders, MA(Hons) (UNSW), PhD (Syd),  
GradDipAdultEd (SCAE)  
H Scheeres, MA (Syd), DipEd (Syd Teach Coll),  
GradDipTESOL (SCAE), PhD (Qld)  
S Schuck, BA (Witw), TTHD (JCE), BA(Hons) (SAf),  
GradDipEdComputer Studies (CSturt), PhD (UTS)

*Lecturers*

J Buchanan, BA, DipEd (Syd), MEd, EdD (UWS),  
GradCertTESOL (UNE), GradCertHETL (UTS)  
T Brown, BA (Macq), GradDipEd (Syd Teach Coll), BEc  
(Syd), MEd, PhD (UTS)  
N BurrIDGE, BA, DipEd (UWA), MA, PhD (MU)  
P DeVries, BA(Hons) (Qld), GradDipTeach (KCAE),  
MEd, PhD (Griff), LTCL  
C Evans, BEd (Art) (UNSW), MA (UTS)

R Faire, BSc(Hons), PhD (Macq), MA (Ohio State  
University), GradDipMusTher (UTS)  
R Johnston, BA DipEd (Syd), MA (Macq), EdD (UTS)  
M Kearney, BSc, MEd (Syd), PhD (Curtin), GradDipEd  
(SCAE), GCHETL (UTS)  
L King, BEd, MA (UTS)  
C Nesbitt, BA(Hons), PhD (Syd)  
A Prescott, BA, MSc, MEd, PhD, DipEd (Macq)  
K Presick-Kilborn, BEd(Hons) (Syd), GradDipEdSt (Ed  
Psych) (Syd)  
J H Sampson, BA (ANU), DipContEd (UNE)  
A K Scully, BEd (CCA), MEd (Syd), DipTeach (KCAE)  
K M Te Riele, MEd(Hons) (Nijmegen), PhD,  
GradCertEdStud (Higher Education) (Syd)  
K Vaughan, BA (Com), MEd (UTS)  
B Watts, BSocSc (UWS), MEd (UTS)  
J Widin, BA, DipEd (UNSW), GradDipAdEd (ITATE),  
MEd (AdEd), MA (TESOL) (UTS)  
K Yasukawa, BA(Hons), PhD (Macq)  
K Young, BEd(Hons) (Spec Ed), GradCertHETL (UTS)

*Senior Research Fellow*

G Hawke, BA (Syd)

**Administrative staff**

*Faculty Manager*

H D McCuaig, BA (UWS)

*Manager, Executive Services*

S Burton

*Manager, Student Services*

S Scholtz

*Manager, General Services*

A J Atkin, BSc (Urban Horticulture) (UTS), AssocDip  
EnvControl (Mitchell CAE), BioTechCert (TAFE)

*Research Support Officer*

M M McGrath, BA, DipEd (NUI), MA (Macq)

*Team Leader, Student Services (Kuring-gai Campus)*

P M K Yip, DipTeach (HK), BBus, MBA (UTS)

*Senior Student Advisers*

L Bunyan

R Cheng, BSocSc (HKU), MA Management (PCL Ldn)

B Garcia

A Hartnup, BA (UWS)

J Lam, BSc(Hons), DipEd (HKU)

J Muys, BA (UNSW)

C Poon

N Stanton, BA (Syd)

S Vos

*Student Advisers*

J Cook, BA, MA, DipEd (Syd), AssocDip (TAFE),  
PGCertTESOL (Macq)

K Gardiner

M McComb

S Rohanna

M A Trench, BA (Macq), DipEd (UTS)

Y Madhavan

*Administrative Officer (Aboriginal and Torres Strait Islander Education)*

M Saunders

*Administrative Support Officer*

P Compagnucci

*Executive Assistants*

V K Culkin

T Dunne

R A McLellan

M Walsh, BSocWk(Hons) (UNSW), GradDipTheol (SCD)

*Flexible Learning Support Coordinator*

D Ng

*Flexible Learning Resource Developer*

P R Weinrauch, BA (Soc Sci) (UTS)

*Administrative Officer*

G Zhang

*Marketing Services Coordinator*

C Fullagar, BA (N'cle)

*Technical Officer, Art and Craft Education*

W Trethewy

*Technical Officer, Science and Maths Education*

S H Scourfield-Evans, BEd (UTS), CertII Science Laboratory Attending (TAFE)

*Technical Support Officer*

S Yates

*Website and database coordinator*

P Williams

### **Centre for Training and Development Services**

*Director*

A Hallard, BTeach (UTS), MEd (Syd), MBA (UNE), DipTAS, CertIV AWT, Dip FashTech

*Centre Manager*

S Pawluk

*Administrative/Accounts Coordinator*

L Mather

*Customer Service Officer*

G Clancy

### **Centre for Language and Literacy**

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Vacant

### **OVAL Research (The Australian Centre for Organisational, Vocational and Adult Learning)**

*Co-Directors*

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Vacant

*Alternate Director*

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*Senior Research Fellow*

G Hawke, BA (Syd)

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J C Walker, BA, DipEd, MEd, PhD (Syd), FACE FPES

L Yates, BA(Hons), DipEd, MA(Hons) (Melb), MEd (Bristol), PhD (LTU)

*Centre Coordinator*

B Melville, BEd, DipTeach, MEd (UTS)

*Researcher*

D Rooney

*Research Student*

K Harman, BA (N'cle), GradDip (VUT)

*Administrative Officer*

S Yates

### **Centre for Popular Education**

*Director*

R Flowers, BA (Lond), MA (Freiburg), GradDipAdultEd (UTS)

*Alternate Director*

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*Senior Research Fellows*

E Johnston, MA (Well), GradCertEd (Leic), PhD (UTS)

S M Knights, BA (York), MSc (Edin), GradDipEmpRels (NSWIT)

M S Newman, BA (Syd), PhD (UTS)

J H Sampson, BA (ANU), DipContEd (UNE)

K Yasukawa, BA(Hons), PhD (Macq)

### *Research Fellows / Associate Lecturers*

B Bee

A Brown, BA (Macq), GradDipEd (STC), BEc (Syd), MEd, PhD (UTS)

C McEwen, DEA (Sorbonne, Paris V), MSc (City Uni), MEd (UTS)

D Waddell

### *Project Consultants*

A Chodkiewicz, BEc(Hons) (Syd), MEd (UTS)

A Webb, MGC (Polytechnic of South Bank, London), PhD (UWS)

### *Research Assistant*

S Anderson

### *Centre Manager*

D Ng, BArch (Oregon)

### *Administrative Officer*

S Yates

## **Centre for Research and Education in the Arts**

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R R Johnston, BA, DipEd (Syd), MA, PhD (Macq), MACE

### *Creative Scholar and Associate Professor*

B Poston-Anderson, BA (Carthage), MA (Rhetoric and Public Address), MA (Lib Sc), PhD (Iowa), MA (Medieval Studies) (Macq), ALIA

### *Associate Directors*

A K Bamford, BEd (Armidale CAE), Med CA (UNSW), DipTeach (KCAE), PhD (UTS)

J Lloyd, BMusEd (NSWSCM), MMus (UNSW), TeachCert (Syd)

P March, MLitt (UNE), MA(Hons) (Syd), HonDip (ASCA), LTCL, FESB, FRSA, MACE

### *Senior Research Fellows*

J Buchanan, BA, DipEd (Syd), MEd (UWS), GradCertTESOL (UNE), GradCertHETL (UTS)

K Collier, BA (Open), MA (Sus), DipTeach (Lond), AGSM (Guild)

P DeVries, BA(Hons) (Qld), GradDipTeach (KCAE), MEd, PhD (Griff), LTCL

C Evans, BEd (Art) (UNSW), MA (UTS)

R Faire, BSc(Hons), PhD (Macq), MA (Ohio State University), GradDipMusTher (UTS)

L Ljungdahl, BA(Hons), PhD (UNSW), MA (C' dia), MLS (McG), MA(Hons) (Syd), DipEd (Syd Teach Coll), DipLib (Lond), GradDipEdStudESL (W'gong), RSA, CertTEFL, GradDipIntStudies

### *Research Officer*

R Barker, BSc, DipEd (Syd), MA (UTS)

## **FACULTY OF ENGINEERING**

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A Johnston, BSc(Hons), PhD (Heriot-Watt), FIEAust, CPEng, MICE

### *Associate Dean, Teaching and Learning, and Professor*

D B Lowe, BE(Hons), PhD (UTS), SMIEEEE

### *Associate Dean, Research and Development and Professor*

H T Nguyen, AM, BE(Hons), ME, PhD (N'cle), FBCS, CITP, FIEAust, CPEng, SMIEEEE

### *Associate Dean, International and Enterprise Development, and Associate Professor*

T A Anderson, BEng (UNSW), MEngSc (Syd)

### *Faculty Manager*

S Meiras, BSc (Syd), MEd(Hons) (UTS)

### *Director, Industry Partnering Unit*

P Jenkins, BSc(Hons) (Coventry)

### *Director, International Engineering Program*

P Maloney, BA (Macq), MA (Syd)

### *Director, Women in Engineering Program*

B Holland, BA (Syd), GradDipComm (NSWIT), MScSoc (UNSW)

### *Adjunct Professors*

S L Bakoss, BE (Syd), MEngSc (UNSW), MS (Calif), PhD (UNSW), FIEAust, CPEng, MASCE

A Chappel, BE, DipT&RP (Melb), FIEAust

J Nutt, BE (Qld), PhD (Manc), HonDSc (Macq), Hon FIEAust, FIStructrE (UK), MICE (UK), KTSE, FRSA

M Sargent, BE(Hons), PhD (Qld)

V Ireland, BE (UNSW), BA, MEngSc, PhD (Syd), FAIB, MIEAust

S F Johnston, BE, ME (UNSW), FIEAust, CPEng

J A Reizes, BE, ME, PhD (UNSW), FIEAust, CPEng

A C Wightley, BE, ME (UTS)

## **Administration**

### *Faculty Manager and Group Head*

S Meiras, BSc (Syd), MEd(Hons) (UTS)

### *Manager, International and Enterprise Development Office*

B Buckenmaier, BA (UTS)

### *Manager, Undergraduate and Postgraduate Office*

S Tanuwijaya

### *Finance Manager*

J Chea, BBus (NTU), MBA (USQ), CPA (Aust)

### *Marketing Projects Manager*

Vacant

### *Administrative Officers*

L Dixon (National Centre for Groundwater Management)

A Van Eeuwen

L Parker, BSc(Macq), DipIT(Sw Dev) (Learning and Design Centres)

J Sowman



*Research Administration Officer*

P Agius

*Postgraduate Student Liaison Officer*

K Huynh

*Project Leader Industry Partnering Unit*

S Gewohn, BEco(SocSc), MIntS (Syd)

*Industry Partnering Unit Officer*

J Schlogl, BEc(Hons) (Lima), MMgmt (UNSW)

*Student Administration Officers*

C Cahill, BAFA, MAA (UNSW)

S Lay, BBus (NTU)

G Wightman

*Outreach Information Officer*

T Lambourne, Dip Health Science (TAFE)

*Executive Assistant to the Dean*

D English, BHSc (UNE), DipNut (ACNT), DRM (NSWSTM), DipCouns (AIPC)

*Executive Assistant, Associate Dean, Teaching and Learning*

R L Tay

*Executive Assistant to Associate Dean, Research and Development*

G Lye

*Executive Assistant to Associate Dean, International and Enterprise Development*

E Tu

*Administrative Assistants*

S Ali

J Georgi, MA(India)

J Pope

*Secretary (PT)*

J Chetcuti

## **Technical**

*Technical Services and Assets Manager and Group Head*

L Weber

*IT Service Manager*

R Corran, BE (UTS)

*Faculty Laboratory Manager*

Vacant

*Web and Information Systems Manager*

M de la Villefromoy

*Research and Computing Manager*

M Gaston

*Web and Information Systems Development Manager*

R del Busto, BE, DipEngPrac (UTS)

*Network Manager*

P M Yardley

*Senior IT Support Consultant*

A de Thame

*IT Support Consultants*

P Nguyen, BE (UTS)

T Nott, BSc (CompSc), DipITPP, DipAppSci (Aviation), CCNA

S Pocock, BE (Adel)

*Manager and Senior Engineer Electrical Laboratories*

R S Nicholson, BE (NSWIT)

*Manager Civil Laboratories*

R Haddad, BSc (Jordan)

*Manager Environmental Laboratory*

H H Ngo, BSc, MSc (NTU), PhD (UTS), MIAWQ, MAAW

*Manager Mechanical Laboratories*

C E Evans

*Manager Research Laboratories*

R B Clout

*Manager Workshops*

R C Moore

*Scientific Officer*

C M Chapman, BSc (UTS)

*Project Engineer*

D Karaali, BE (UNSW), MESTud (UTS), MIEAust, CPEng (Civil and Structural Engineer)

*Engineers*

J Chen, BE (Shanghai University of Technology), AdvCert Electrical Engineering (TAFE), Cert Electrical Engineering (UNSW)

W M Holliday, BE (UNSW)

M Low, BE (W'gong)

S Shoon, BSc, MSCI (NTU)

*Senior Technical Officers*

G Bayley

W Firth

J S Gibson

P T Gimes

S Gordon

S A Graham

D Hooper

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R J Turnell

*Technical Officers*

R Dibbs

W Howse

*Technical Assistant*

E Telesca

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T Aubrey, BE, PhD(UTS), MIEEE

*Professors*

R M Braun, BSc(Hons) (Brighton), MSc (Eng), PhD (Cape Town), SMIEEE

S Challa, BTech (Nehru Tech), PhD (QUT)

J M Hughes, BSc (Syd), MIEEEE, FACS, MBCS

*Professor and Associate Dean, Teaching and Learning*

D B Lowe, BE(Hons), PhD(UTS), SMIEEEE

*Associate Professor and Director Software Engineering Unit*

J R M Leaney, BE, ME (UNSW), SMIREE

*Associate Professors*

C E Peterson, BSc, BE, PhD (Syd), FIEA

S Reisenfeld, BScEng (Ill), MSc, PhD (UCLA), SMIEEEE

*Senior Lecturer and Program Head*

J Agbinya, Cert IV in Work Place Assessment and Training (MBEC), Dip Digital Technologies (Ampex), BSc (Ife)

*Senior Lecturers*

T A Aubrey, BE, PhD (UTS), MIEEEE

Z Chaczko, MSc (Wroclaw), GradDipEng, DipElecEng (UTS)

J Harnett, BA(Hons) (Macq), DipTeach (Tas), PhD (Syd)

V Ramaswamy, BE, MTech, PhD (Madras)

J Reekie, BE, PhD (UTS)

A M Sanagavarapu, BTech (SVU), ME, PhD (IIT Kharagpur)

K Sandrasegaran, BSc(Hons) (Zimbabwe), MSc (Essex), PhD (McGill)

*Senior Lecturer and Director Postgraduate Programs*

A Kadi, BE, ME(UTS)

*Lecturer and Educational Developer*

K Yasukawa, BA(Hons), PhD (Macq)

*Lecturers*

M J Evans, BE(Hons), PhD, GradCertHed (UTS), CEng, MIEE

X Kong, BE, MA (Buna), PhD (Syd)

L Loke, BE(Hons), BSc (Syd)

B Moulton, BSc, MA (Syd)

S Murray, BE (N'cle), MEngSci (UNSW)

T Tung, BE (Auck), MEngSci (UNSW), PhD (Syd)

## **Infrastructure and the Environment**

*Group Head and Professor*

B Samali, BS, MS, DSc (GWU), MIEAust, CPEng, MASCE, MIABSE

*Professor*

S Vigneswaran, BSc (SLanka), MSc (AIT), DrIng (Montpellier II), DSc (INPT)

*Associate Professor*

K I Crews, BE (UNSW), ME (UTS), AIWSc, MIEAust, CPEng (Director, Timber Engineering Studies)

*Senior Lecturer and Director Undergraduate Programs*

E A Brady, BSurv, MSurvSc, GradDipHigherEd (UNSW), MISAust

*Director Research Program and Senior Lecturer*

P Hagare, BSc (Andhra), MSc (Hyderabad), MTech (IIT), PhD (UTS)

*Senior Lecturers*

S C Beecham, BSc, PhD (Manc)

K J Halstead, BE(Hons) (NSWIT), ME(Hons) (W'gong), LGE, LGT&CP, MIEAust, CPEng

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R Karim, BSc (BUET), MSc (MEastTU), PhD (Birm), MICE, CEng, MIEAust, CPEng, MAAEE

J Li, BSc (Eng), MSc, PhD(Trinity)

R G McLaughlan, BSc (Melb), GradDipCivEng, MAppSc, PhD (UNSW), GradCertHighEd (UTS)

R Sri Ravindrarajah, BSc (Eng) (SLanka), PhD (Sheff)

A Saleh, DipIng, DrIng (RWTH Aachen)

S T Smith, BE, PhD (UNSW)

*Lecturers*

A Gardner, BE

K L Lai, BE, PhD (UNSW)

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## **Management, Policy and Practice**

*Associate Professor*

H T McGregor, BS (Drexel), MA (Macq), PhD (UTS)

*Associate Professor and Associate Dean, International and Enterprise Development*

T A Anderson, BEng (UNSW), MEngSc (Syd)

*Director, International Engineering Program*

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*Director, Industry Partnering Unit*

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*Associate Professors*

D Sharma, BScEng (Punjab), MEng, DEng (AIT), MIEAust, CPEng

*Senior Lecturer and Group Head*

R K Bagia, BE (UNSW), MEngSc (Syd), MBA (Deakin), MIEEEE

*Senior Lecturer and Program Head – Innovation*

C P Killen, BSME (Virginia), MEM (UTS)

*Senior Lecturer and Program Head*

G M Marks, BE (NSWIT), MA(Hons) (Macq)

*Senior Lecturers*

H Akpolat, BE, ME, PhD (TU Berlin)

J L Irish, BSc, BE, ME (UNSW), GradCertArts (Env Pol), FAIL, MIEAust, CPEng

P G Lewis, BSc (Tech) (UNSW)

*Lecturer and Director, Women in Engineering Program*

B Holland, BA (Syd), GradDipComm (NSWIT), MScSoc (UNSW)

*Lecturers*

B Jacobs, BSc (GenSc), MEd (Syd)

B D Moulton, BSc, MA (Syd), AARE, IEEE

M Walmsley, BE (UNSW), Grad Dip Mgt (UCQ), MEM (UTS)

## **Mechatronics and Intelligent Systems**

*Professor of Electrical Engineering and Associate Dean  
Research and Development*

H T Nguyen AM, BE(Hons), ME, PhD (N'cle), FBCS,  
CITP, FIEAust, CPEng, SMIEEEE

*Professor and Kirby Chair in Mechanical and Mechatronic  
Engineering*

G Dissanayake, BSc (Eng) (Peradeniya), MSc, PhD  
(Birm)

*Professor and Group Head*

J G Zhu, BE (JIT, China), MSc (SUT, China), PhD (UTS),  
SMIEEEE

*Associate Professors*

Q Ha, BE (Ho Chi Minh), PhD (Tas)

G Hong, BE, ME (Huazhong UST), PhD (Cambridge),  
MASME, MSAE

N Zhang, BE (Northeastern), ME (SJTU), PhD (Tokyo)

*Senior Lecturer and Program Head*

B S Rodanski, MSc, PhD (Wroclaw), MIEEEE

*Senior Lecturers*

A Al-Ani, BSc (Baghdad), MPhil (Quaid-i-Azam), PhD  
(QUT)

A A Al-Jumaily, BSc, MSc (UOT, Baghdad), PhD (UTM)

D B Eager, BE(Hons) (NSWIT), PhD (UNSW), FIEAust,  
CPEng, MAAS, MASME, MIAV

K K Fung, BSc (HK), MSc (Lond), PhD, GradCertDisRes  
(Syd), MIEE

B P Huynh, BE, MEngSc, PhD (Syd), MASME

D Liu, PhD (Wuhan UT), MIEAust

A N F Mack, BSc, BE, MEngSc, PhD (Syd), SMAIAA

J Madadnia, BE (Sharief), MSc (Lond), DIC, PhD (Liv),  
MIEAust, CPEng, MIMech, CEng

*Senior Lecturer/Senior Research Fellow*

P A Watterson, BSc(Hons) (Monash), PhD (Cantab)

*Lecturers and Program Head*

R Jarman, BE, GradCertHighEd (UTS)

V McKain, BSc, BH MS (Ed) (Qld), MS (Penn State), BE  
(QUT), GradCertHigEd (UTS)

*Lecturers*

T A Brown, BE, ME (UTS), GradIEAust, PEng, GradIM

W J Dartnall, AIT MechEng, BSc (Curtin), MIEAust,  
CPEng, MACE, MAIRAH

P McLean, BE, PhD (UTS)

## **National Centre for Groundwater Management**

(in conjunction with the Faculty of Science)

*Associate Professor and Deputy Director (and Acting  
Director)*

N P Merrick, MSc (Syd), GradDipDataProc (NSWIT),  
PhD (UTS)

*Senior Lecturers*

B F Kelly, BSc(Hons), PhD (UNSW)

W A Milne-Home, BSc (Leicester), MSc (Lond), PhD  
(Alta), CertEngGCH (UNSW)

*Principal Scientist*

D Yates, BAppSc(Hons) (UNSW), GradDipEnvStud  
(Macq)

*Administrative Officer*

L Dixon

## **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

### **Academic staff**

*Dean and Professor*

T van Leeuwen, BA (Nederlandse Film Academie),  
MA(Hons) (Macq), PhD (Syd)

*Associate Dean (Teaching and Learning) and Associate  
Professor*

G Walker, BA, DipEd (UNSW), GradDipCommM,  
MAdmin (KCAE), PhD (UNSW), FPRIA

*Professor of New Media and Digital Culture*

R Gibson, PhD (Lond)

*Professor of Communication Studies*

E Jacka, BSc, BA (Auck), PhD (Syd), FAHA

*Professor of Cultural Studies*

S Muecke, BA(Hons) (Monash), M ès L (Paris), PhD  
(WAust), FAHA

*Professor of Sociology*

A Jakubowicz, BA (Syd), PhD (UNSW)

*Associate Professors*

P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

W Bacon, BA (Melb), LLB (UNSW)

J Dale, BA (Macq), MA, DCA (UTS)

H Goodall, BA (Hons), PhD (Syd)

P Hamilton, BA, PhD (UNSW)

G Leahy, BA(Hons) (Syd), DipDirect & Cinematography  
(AFTRS), MFA (UNSW)

D McKnight, BA, DipEd, PhD (Syd)

C Nash, BA(Hons) (Syd)

N Neumark, BA (Chicago), PhD (Syd)

*Senior Lecturers*

S Burgess, BA (Cantab), Dip (NZLibSc), MLib (UNSW)

P Caldwell, BA (Syd), PhD (Camb)

E Cox, AO, BA(Hons) (UNSW)

D Ghosh, BA(Hons) (Delhi), MA (Jadavpur), PhD (Syd)

S Gibson, BA, DipEd (Syd), BEd (La Trobe), MFA  
(UNSW)

P Gillen, BA(Hons) (Syd), PhD (Macq)

J Goodman, BSc (LSE), MA (M'sx), PhD (OpenU)

K Gordon, BA, DipTeach (Auck), GDipTESOL (SCAE),  
MA (Syd)

M Hansford, BA (UNE), MAppSc (UTS)

R Harris, BA(Hons) (Syd)

M Harrison, MA(Hons) (Cantab)

M Henninger, BA (Syd), GradDipIM, MLib (UNSW)

M Heyward, BA (UTS), MFA (UNSW)

J Houghton, BA (Syd), GradDipLibSc (KCAE), MA (Macq)  
K Lee, MA (UTS)  
P Manning, BA (Syd)  
T Mitchell, BA, MA (Auck), PhD (Brist)  
P O'Donnell, BA(Hons) (Melb), MA (Comm) (UIA Mexico City)  
K Schlunke, BA(Hons)(Melb), MA, PhD (UWS)  
U Stroh, BA(Hons) (RAU South Africa), MA (Communication) (UCHE South Africa), PhD CommMgt (UP South Africa)  
S Symons, MA (Macq), GradCertHETL (UTS)

#### *Lecturers*

D Adelaide, BA(Hons), MA(Hons), PhD (Syd)  
T Anderson, BA(Hons) (Pennsylvania), MA (Lanc), MA, PhD (UTS)  
E Aroney, BA (UTS)  
V Bamford, CertAdv, Advanced CertPR (TAFE), GradCertHETL, MA (UTS)  
A Blackwell, BA(Hons) (NUI), GradCertHETL (UTS)  
C Caines, BCA (W'gong), GDip (ANU), MA (AFTRS)  
J Carr, BA(Hons), PhD (N'cle)  
C Cole, BA, GradDipEd, MLitt (UNE), DipWriting&Ed (RMIT), DCA (UTS)  
C Conlon, MA, GradCertHEd (UTS), GradDipEI (Dundee)  
S Eisenhuth, BA (UNE), DipEd (Syd), MA (UNSW)  
G Ferris, AssDip, BA (UWS), GradDip, MA, MFA(Hons) (UNSW)  
T Forrest, BA(Hons) (Melb), MA(Hons), PhD (UNSW)  
C Ho, BEc(Hons) (Syd), MA (New School for Social Research), PhD (Syd)  
S Joseph, MA (UTS)  
M Nash, MFA (UNSW)  
M Olsson, BA (Syd), MA, PhD (UTS)  
S O'Neill, BA (AFTRS)  
J Pendleton, BBus, MAppSc (UTS), MAppSc (SocEc) (UWS), DipEd (ITATE)  
C Robinson, BA(Hons) (UTAS), PhD (UNSW)  
D Smalley, MA (UTS), BA (Macq)  
R Spence-Stone, MBA (Ashridge)  
A Taylor, BA (Monash), BA (AFTRS)  
V Watson, BA (Melb), BLitt(Hons) (Deakin), PhD (Syd)

#### *Associate to the Faculty*

R Gibson

### **Administrative staff**

#### **Faculty Office**

##### *Faculty Manager*

G Blondé, BA (Macq), MAppSc (CommMgt) (UTS), DBA (MGSM)

##### *Management Information and Services Manager*

C Bradshaw, BBus, GradDipOHS (UTS), ATEMM

##### *Research Manager*

C Carter, BSc (Syd), GradDipMgt (NSWIT)

##### *Marketing and Communications Manager*

R Gravestocks, BPD (Melb)

##### *Short Courses Administrator*

C Martin, BA (Flin), GradDipArts (Adel)

##### *Research Degrees Administrator*

J Slater, BA (Griff)

##### *Executive Assistant to the Dean*

E Silcock

##### *Executive Assistant to the Associate Dean (Teaching and Learning) and to the Faculty Manager*

T Mastroserio

##### *Faculty Administration Officer*

M Andersen

##### *Faculty Administrative Assistant*

C Vath

### **Academic Administration Services**

#### *Coordinator, Academic Administration Services*

E Limbrick, BA (UNSW), GradDipEd (MitchellCAE), GCertPersonnelMgt (SIE TAFE)

#### *Administrative Officer*

S Rotunno

#### *Administrative Assistants*

L Aloisio

M Iacono

I O'Farrell

#### *Clerical Assistant*

M Ashley

### **Equipment Services**

#### *Equipment Services Manager (Acting)*

I Weddell

#### *Equipment Store Supervisor*

J Fox

#### *Equipment Store Assistants*

J Dennis, BA (UTS)

P Leung

K Reztsov

A Ryan

### **Faculty Student Centre**

#### *Manager, Student Administration*

A Heah, BBus (RMIT), MCom (UNSW)

#### *Senior Student Administration Officers*

R Black

R Frisina, BA (LibSc) (KCAE)

Vacant

#### *Student Administration Officers*

R Bow

M Riordan, MA (UTS)

S Trang

## **IT Support Unit**

*Faculty Computing Manager*

A Martin, BA (Syd), MA (ANU)

*Faculty Webmaster*

M Schreck, MIMM (UTS)

*Computing Support Officers*

O Davidson

S Prowse

## **Media Centre**

*Production Support*

T Anastas, BA (VisArts) (SCAE)

J Cobb, BA (UTS)

C Collins

A Davies

S Etter, BA (UTS)

J Hurley, AssocDipJazzStudies (NSWCons), BA (UTS),  
Digidesign Certified Instructor (Music&Post)

M Jones, BA (Comm) (Canberra), GradDipVisualArts (ANU)

W Munkara-Kerr, BA (UTS)

M Murch, DipTV, A/Dip Instructional Multimedia (TAFE)

## **Research appointments**

*Adjunct Professors*

G Adams, BA (Syd), MS (Col)

K Brereton, DipArt (AMCAE), PhD (UTS)

D Byrne, BA, MA (Auck), PhD (ANU)

R Cheney

G Cowlshaw, BA(Hons), PhD (Syd)

S Fitzgerald, BA(Hons) Dip T (Adelaide), PhD (Macq)

H Grace, BA, PhD (Syd)

S Lawson, BA(Hons) (Syd)

A Lloyd-James, PSM

P Manning, BA (Syd)

M Morris, BA(Hons) (Syd), MesL (Vincennes), PhD  
(UTS), FAHA

M Pearson, BA, MA (Auckland), PhD (Michigan), FAHA

D Schmidmaier, BA (Syd), MLitt, HonDLitt (UNSW)

*ARC Research Fellow*

J Lloyd, BA (Comm Studies) (N'cle), BA(Hons), PhD  
(UWS)

*Honorary Research Associates*

J Kijas, BA(Hons) (Adel), GradDip Aboriginal Studies  
(SACAE), MA (Melb), PhD (UTS)

P McCarthy, BA (N'cle), DipArt, DipEd, GradDipArt  
(NCAE), PhD (UTS)

R Reed, BA(Hons), PhD (Monash)

C Vasseleu, BA(Hons), MDSc, PhD (Syd),  
GradDipComm (UTS)

## **Australian Centre for Independent Journalism**

*Director*

C Nash, BA(Hons) (Syd)

*Manager*

J McClelland, MBA (UNE)

*Administrator and Short Course Coordinator*

T Kemp

## **Australian Centre for Public Communication**

*Co-Directors*

M Hansford, BA (UNE), MAppSc (UTS)

R Harris, BA(Hons) (Syd)

J Pendleton, BBus, MAppSc (UTS), DipEd (ITATE)

*Administrator*

E Blunden

## **Australian Centre for Public History**

*Co-Directors*

P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

P Hamilton, BA, PhD (UNSW)

*Researcher*

K Waters

## **Key University Research Centre in Communication and Culture – Trans/forming Cultures**

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P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

S H Donald, BA(Hons) (Oxford), MA (Southampton),  
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H Goodall, BA (Hons), PhD (Syd)

J Goodman, BSc (LSE), MA (M'sx), PhD (OpenU)

E Jacka, BSc, BA (Auck), PhD (Syd), FAHA

A Jakubowicz, BA (Syd), PhD (UNSW)

T Mitchell, BA, MA (Auck), PhD (Brist)

S Muecke, BA (Monash), M ès L (Paris), PhD (WAust),  
FAHA

K Schlunke, BA(Hons) (Melb), MA, PhD (UWS)

*Associate Researchers*

The UTS China Group

*Visiting Scholar*

Professor Zhang Xiaoming, Chinese Academy of Social  
Sciences

*Administrative Manager*

K Glastonbury, BA(Hons) (Syd), DCA (UTS)

*Grants and Outreach Officer*

T Dreher, BA (Syd), MA (Journalism) (UTS), PhD (UWS)

## **UTS Centre for New Writing**

*Director*

J Dale, BA (Macq), MA, DCA (UTS)

# FACULTY OF INFORMATION TECHNOLOGY

## Faculty Office

### *Dean and Professor*

T S Dillon, BE, PhD (Monash), FIEEE, FIEAust, FACS, FSARS

### *Associate Dean (Education) and Associate Professor*

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### *Associate Dean (Research, Policy and Planning) and Professor*

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### *Executive Assistant to the Dean*

S Carman

### *Executive Assistant to the Associate Deans*

Vacant

### *Faculty Manager*

J Romanowski, MBA (W'gong)

### *Technical Services Manager*

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### *Finance and Information Manager*

I Da Silva

### *Marketing and External Liaison Manager*

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### *International Marketing and Relationships Manager*

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### *Research Officer*

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### *Policy and Protocols Officer*

K Liu

## Faculty Student Centre

### *Student Liaison Manager*

Vacant

### *Graduate and Professional Programs Manager*

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### *Undergraduate Programs Manager*

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### *Industry Liaison Officer*

D A Saunders

### *Timetable and Facilities Officer*

C L Hodgson, BA (Tor)

### *Postgraduate Liaison Officer*

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### *Undergraduate Liaison Officer*

P Gabriel, BA, DipEd (Macq)

### *Liaison Officers*

W Kusuma

F Ware

### *Administrative Assistant*

Vacant

### *Information Assistant*

N M Kilkeary

## Adjunct Professors and Honorary Associates

### *Adjunct Professors*

D E Avison, BSc (Leicester), MSc (PNL), PhD (Aston)

L Constantine, SB (MIT)

### *Honorary Associates*

D Alexander, BA(Hons) (Adel), PhD (Macq)

T Bratteteig, PhD (Oslo)

J Cady, BE, MEngSc (UNSW)

L Candy, BA (Adel), MPhil (Leicester), PhD (Loughborough)

J Carroll

B Corbitt

C Dearden, ASTC (Sydney Tech College), BE (UNSW)

P Edson

V Gervasi, PhD, MIEEE, MACM

C Goldspink, PhD (UWS)

J J Hammond, BA, DipTchg (NZ), MScSoc (UNSW), FACS, MBCS, MACE

D Herbison-Evans, BA(Hons), MA, DPhil (Oxon), DipEd (Sydney Dance Development Centre)

B Howarth, BSc (UNSW), MEng (N'cle), PhD (UC Berkeley), SMIEEE, MACS

Dr C Lueg, DiplInForm (Dortmund), DrScNat (Zurich)

M Mohania, BTech(Hons) (GBP), PhD (IIT Bombay)

G Mooney, BMath (W'gong), MBus (UTS)

S Pai, BElect&Comms (Mys), GradDipIntBus (CSturt), MBA (UTS)

S Payne, BEc (Macq)

P Sandilands

T Smillie

E Tsui, BSc(Hons) (Syd), MBA (USQ), PhD (Deakin)

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## Technical Services

### *Systems Manager*

S B Gowing, BSc (UTS)

### *Network and Development Manager*

G Redwood, BE(Hons) (NSWIT)

### *User Services Manager*

S W Isley, BSc (W'gong)

### *Systems Programmers*

D Manio

P Nguyen

### *Senior Information Systems Developer*

M R Lynch, BA, LLB (Macq)

### *Information Systems Developer*

E Chow, BSc (Melb)

### *Trainee Information Systems Developer*

S Belling

### *Technical Officers*

J A Mansfield

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### *Technical Services Officers*

A Altman, CertEE (OPSU)

L W Yee

### *Technical Support Officer*

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### *Technical Assistant*

A Tonitto, DipIT (TAFE)

## **Department of Computer Systems**

### *Head of Department and Senior Lecturer*

A J Simmonds, BSc(Hons) (Leeds), MSc (Aston), PhD (Sheff), CCAI, CEng MIEE

### *Professor*

D B Hoang, BE(Hons) (WAust), ME, PhD (N'cle)

### *Associate Professors*

X He, BSc (Xiamen), MSc (Fuzhan), MSc (Flin), PhD (UTS), MIEEE, MACS

E Lawrence, BA (Qld), GradDipComComp (QUT), MBIT (USQ), DTech (Deakin), MACS, CCNA, CCAI

M Piccardi, MEng, PhD (Bologna)

T Robertson, BA(Hons) (Syd), GradDipDataProc (UTS), MCompSc (UNSW), PhD (UTS)

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R J Steele, BSc(Hons) (Adel), PhD (Flin)

### *Senior Lecturers*

W Brookes, BInfTech(Hons), PhD (Qld)

J Colville, MSc (Melb), MBCS, MACS, CEng

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### *Lecturers*

T Jan, BE(Hons) (WAust), MIEEE

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### *Associate Lecturers*

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## **Department of Information Systems**

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### *Senior Lecturers*

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### *Lecturers*

J Brennan, DipCompSc (Kent), MSc (CompSc) (Chemnitz-Zwickau)

B R Campbell, BInfoTech(Hons) (W'gong), MSc(Hons) (Macq)

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C S Johnson, BAppSc(Hons) (CompSc) (NSWIT), MPhil (Brun)

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A Sixsmith, ADipDP (Mitchell CAE), MBus (UTS)

### *Associate Lecturers*

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### *Administrative Officer*

T Kevin

## **Department of Software Engineering**

### *Head of Department*

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#### *Senior Lecturers*

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K G Suffern, BSc(Hons), MSc (Monash), MSc (Corn), PhD (Syd), MACS

#### *Lecturers*

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#### *Associate Lecturers*

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### **Teaching and Learning**

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## **FACULTY OF LAW**

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#### *Associate Dean (Teaching and Learning)*

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J A H Lancaster, BA, LLB(Hons) (Macq), MBioeth, GradCertHed, GradDipLegPrac (UTS), RGN (NSW and UK), Solicitor of the Supreme Court of NSW (Director, Cross-disciplinary Program)

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*Lecturers*

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*Associate Lecturers*

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G Holland, BA (Media Arts), LLB(Hons), GradCertLegPrac (UTS), Solicitor of the Supreme Court of NSW

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*Adjunct Professors*

I Bailey, SC

B French

The Hon. R Fox, QC

The Hon. J Hannaford, QC

The Hon. D Levine, RFD

The Hon. A Rogers, QC

The Hon. J Shaw, QC

E Solomon

Dr H Sorensen

*Visiting Associates*

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**Support staff**

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J Kelly

*Administrative Officer (Dean's Unit)*

V Nguyen

*Student Services Manager*

R Jones

*Business Services Manager*

P Holt, BA (Auck)

*International Programs Officer*

V Cooper

*Records Officer*

N Grierson

*Casual Staff Support Officer*

V John, BA (UTS)

*Examinations Officer*

R Kamrah

*Timetable Coordinator*

N Lemaire

*Practical Experience Officer*

K Mackay, BA (UNE)

*Graduation and Research Officer*

A Mukhopadhyay, BA, MA, MPhil (India)

*Admission and Enrolment Team Coordinator*

J Lindsay, BA, LLB (ANU) (team leader)

*Admission and Enrolment Team Members*

M Reade

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*Computer Systems Coordinators*

A Boyd, BCompSc (W'gong)

C Tierney, BSc (Comp) (UTS)

*Marketing and Communication Manager*

S Quan, BA (Macq), GradDipMktg (UTS)

*Web Coordinator*

T Barnes

*Student Liaison Coordinator*

P Hoyte, BMus (UQ), BA (UQ), GradDipAppSc (Lib&InfMrmt) (CSU)

*Student Liaison Officers*

D Hood

C Pile

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**Australasian Legal Information Institute**

*Co-Director and Professor*

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*Executive Director*

P T H Chung, BEc(Hons), LLB (Syd)

*Systems Administrators*

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*Project Officers*

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J Kwok, BSc, LLB (UTS)

A Wittforth, BSc, BA, LLB(Hons) (Syd)

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*Administrator*

C Quigley

**UTS Community Law Centre**

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*Volunteer Solicitor – Kuring-gai Outreach*

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*Coordinator*

P Alexander, BSW, LLB (UNSW), GradDipLegalPrac, Solicitor of the Supreme Court of NSW

*Volunteer Coordinator/Community Liaison*

Vacant

*Research Coordinator*

Vacant

## FACULTY OF NURSING, MIDWIFERY AND HEALTH

### Academic staff

*Dean and Professor, Nursing and Midwifery*

J F White, RN, RGON (NZ), RM, AssocDipNEd (Cumb), BEd (SCAE), MEd (Syd), PhD (Adel)

*Associate Dean (Teaching and Learning)*

D Dignam, RN, BA, DipSocSc, PhD (Massey)

*Professor of Aged and Extended Care Nursing*

L Chenoweth, RN, GradCertTeachLearn, DipRec, BA (UTS), MA(Hons) (Syd), MA (Adult Ed) (UTS), PhD (Syd), FRCNA

*Professor of Clinical Practice Development and Policy Research*

M Chiarella, RN, CM, DipNEd (Armidale), LLB(Hons) (CNA), PhD (UNSW)

*The David Coe Professor of Child and Adolescent Nursing*

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J M Donoghue, RN, CM, BA(Hons) (Macq), DipNEd (UNSW), PhD (Syd), INDEN (Australian Committee Member)

*Professor of Nursing and Health Services Management, and Director, Centre for Health Services Management*

C M Duffield, RN, BSCN (WOnt), DipNEd (Armidale), MHP, PhD (UNSW), FAICD, FCHSE, FRCNA

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S McKinley, RN, BAppSc (Lincoln), PhD (La Trobe)

*Professor of Mental Health Nursing*

J Stein-Parbury, RN, BSN, MEd (Pittsburgh), PhD (Adel), FRCNA

*Director of Studies (Research) and Professor of Mental Health Nursing*

E White, PhD (Manc), MSc (SocPol) (Cran), MSc (SocRes), PGCEA (Surrey), RMN (Camb), DipCPN (Lond), RNT (Surrey), FANZCMHN, FCN

*Professor of Midwifery and Director, Centre for Midwifery and Family Health*

C Homer, RM, RN, MN, PhD (UTS)

*Professor of Midwifery Practice Development and Research*

P Brodie, RM, RN, BaHSc (UWS), MN, DM (UTS)

*Associate Professor of Nursing in Justice Health*

A Cashin, RN, Dip AscIn, NP, BHSc, MN, PhD (UTS)

*Associate Professor of Chronic and Complex Care*

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*Senior Lecturers*

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S Rochester, RN, BA (Macq), MA (Syd), MN (Research) (UTS)

R Sorensen, BSocStud (Syd), MBA (Canberra), PhD (Public Sector Mgt HSM) (UNSW)

S Van Vorst, RN, BAppSc (SCAE), MN (UTS), MANZCMHN

C D Waters, RN, BSc(Hons), PhD (Syd), MCN (NSW)

*Lecturers*

R Baldwin, RN, DipNAdmin (Syd), BHAdmin (UNSW), MBA (UNSW), FCHSE

E Ben-Sefer, RN, BS (Boston), MN (UWS), MCN, PhD (Macq)

N Brown, RN, DipCompN (ATI), MN (UTS)

T Buckley, RN, BSc(Hons), CertICU (Greenwich), MN (UTS)

M Carey, BA(Hons) (Macq), MA (La Trobe), PhD (Qld)

S Dean, RN, BA (RCAE), GradDipAdultEd (UNE), MA (UNSW), GradDipAppSc (SCAE), MCN (NSW)

N D Frazer, RN, BA (ANU), BA(Hons) (Macq), MA (N'de), FANZCMHN

C Garman, RN, CM, BA (Macq), MPH (Syd), MRCCN

J Gray, CM, RN, BHlthSc (RMIHE), MNurs (Flinders), GradDipWomensSt (Deakin), GradCertChild&FamilyHlth, MACMI

L Hamlin, RN, BN (UTS), MN(NEd) (Syd), FCN (NSW), FRCNA, OT Cert, IC Cert, FACORN

K J Kellehear, RN, BA (Macq), MHPED (UNSW), FANZCMHN, FCN (NSW), FRCNA

M Kelly, RN, ICU Cert, BSc (Macq), MN (UTS)

S Matiuk, RN, GradCertNeuro (UTS)

A Phillips, RN CertEmergency, MAdEd (UTS)

F Rogan, RN, CM, BAppScN (Curtin), AssocDipNEd (CCHS), MAComN (Syd), MCN (NSW)

L Seaton, RN, CM, ICU Cert, BN (OPT), Adult Teaching Cert (CPIT), NN (UTS)

R Smith, RM, NZ CompRN, MMid (UWS), GradCert Adult Ed & Training (UTS)

A Wyllie, RN, CM, BA (UNE), MHPED (UNSW), MBioethics (UTS), MCN (NSW)

B Yam, RN, BAppSc (Lincoln), BA (Swinburne UT), MA (Monash)

### Directors of Studies

*Undergraduate*

S Van Vorst, RN, BAppSc (SCAE), MN (UTS), MANZCMHN

*Postgraduate*

J Baker, RN, DipNEd (Cumb), DipTeach (Nurs), BEd (Nurs) (Armidale), MAppSc (Nurs) (Syd), PhD (Syd), FRCNA

### *Midwifery*

L Lock, RN, CM, BA (Macq), DipNEd (UNSW), PhD (UTS), MRCNA, MACMI

### *Research*

E White, PhD (Manc), MSc (SocPol) (Cran), MSc (SocRes), PGCEA (Surrey), RMN (Camb), DipCPN (Lond), RNT (Surrey), FANZCMHN, FCN

### **Administrative staff**

#### *Faculty Manager*

G C Goodwin-Moore, BSc(Hons) (Lond)

#### *Project Officer*

K Gomez, BCom (W'gong)

#### *Project Manager*

A Neill, BSc (N'cle), MIntSocDev (UNSW)

#### *Computer Support Officer (ITD)*

P Dunlop

#### *Faculty Web Coordinator*

M Schreck

#### *Marketing and Communications Officer*

C Cooksley, BA (UNE)

### **Student and Course Support**

#### *Team Leader, Student and Course Support*

V Nolan, BSc(Hons) (UNSW)

#### *Student Officers*

K Burnett (Clinical)

R Dillon (Clinical), RN, DipAppSc(Nursing), BA(Administration) (CCAIE)

J Forbes (International)

J Funnell (Research and Graduation), BAppSc (UTS)

M Kwong (Postgraduate)

J Lanning (Undergraduate), DipTeach (PE) (ACPE)

#### *Student Advisers*

J Freshwater

C Jackson, Teach Cert (BTC)

R McLeod, BSocSci (SCU)

#### *Technical Officers*

S Martin, EN

E Perrie, RN, BN, GradDipMid (UTS)

### **Administrative Services**

#### *Executive Officer and Team Leader, Administrative Services*

M Stephens

#### *Executive Assistant to Associate Dean*

L Davies

#### *Committee and Project Officer*

L S Barton, BA (Melb), GradDipSecStud (RMIT)

#### *Administrative Assistants*

C Cannane

C Iglesias

P Nair, BCom (Bom)

#### *Administrative Secretary*

R Willis

## **Faculty Centres and Professorial Research Units**

### **Acute Care Nursing Professorial Unit**

#### *Professor of Acute Care Nursing*

J M Donoghue, RN, CM, BA(Hons) (Macq), DipNEd (UNSW), PhD (Syd)

#### *Area Health Service Clinical/Research staff*

N Blay, RN, MPH (UNSW)

S Davidson

G Melbourne, RN, DipCriticalCare (Syd)

S Mitten-Lewis, BA(Hons) (UWI)

### **Aged and Extended Care Nursing Professorial Unit**

#### *Professor of Aged and Extended Care Nursing*

L Chenoweth, RN, Grad Cert Teach Learn, DipRec, BA (UTS), MA(Hons) (Syd), MA (Adult Ed) (UTS), PhD (Syd), FRCNA

#### *Research staff*

Y H Jeon, RN, DN (K-J H Coll Korea), B HSc (UN), MN (UN), PhD (UN)

J Sheriff, RN, CM, DNEd (UNSW), BAppSc (AN) (Syd), MHP Ed (Syd), PhD (Syd)

### **Critical Care Nursing Professorial Unit**

#### *Professor of Critical Care Nursing*

S McKinley, RN, BAppSc (Lincoln), PhD (La Trobe)

#### *Research staff*

R Foley

#### *Administrative staff*

D Henderson

### **David Coe Clinical Chair of Child and Adolescent Nursing – Practice Development Unit**

#### *Professor*

J Crisp RN, BA (Hons), PhD (Macq), FCN (NSW), Research Fellow Graduate School of Nursing and Midwifery (VUW)

#### *Research staff*

S Wales, RN, MN, CNC

J Aston, RN, CNS

### **Justice Health Nursing Professorial Unit**

#### *Associate Professor of Nursing in Justice Health*

A Cashin, RN, Dip AscIn, NP, BHSc, MN, PhD

### **Mental Health Nursing Professorial Unit**

#### *Professor of Mental Health Nursing*

J Stein-Parbury, RN, BSN, MEd (Pittsburgh), PhD (Adel), FRCNA

#### *Practice Development Fellow*

B Roser

#### *Research Assistant*

F Lamont

### **Midwifery Practice Development and Research Unit (SSWAHS)**

#### *Professor*

P Brodie, RM, RN, BaHSc (UWS), MN, DM (UTS)

### **Midwifery Practice Development Unit (NS/CAHS)**

#### *Associate Professor*

S Tracy, RGON (NZ), CM, AdvDipN/Mid (NZ), MA (UK), DMid

## **Centre for Health Services Management**

*Professor of Nursing and Director of Health Services Management*

C M Duffield, RN, BSCN (WOnt), DipNEd (UNE), MHP, PhD (UNSW), FAICD, FCHSE, FRCNA

*Deputy Directors*

J Johnston, BA, MLitt, MPubPol (UNE), PhD (Syd)

D Pelletier, RN, BScN, DipEd, BEdSt, MSocSci

*Professor of Clinical Practice Development and Policy Research*

M Chiarella, RN, CM, DipNEd (Armidale), LLB(Hons) (CNA), PhD (UNSW)

*Visiting Professor*

J Buchan, MA(Hons), PhD, DPM, MIHM, MCIPD

*Project Coordinator*

M Roche, RN, MHSc (CSU), BHSc (Syd), CertMHN, DipASc (SCAE), MANZCMHN

*Research Staff*

C Catling-Paull

J Leonard

E Merrick

*Adjunct Professors*

J Becker, RN, BA (UNE), GradCert (Monash)

R Creegan, RN, RPN, RM, B Admin (Nursing)

D Diers, RN, MSN, PhD, FAAN

F Hughes, RN, BA, (Massey), MA (Well)

*Honorary Appointments*

C Conn, RN, MN (USyd)

J Gordon, RN, MHP (UNSW), BAdminNgs

C Innes, Grad Dip Critical Care

M Kearin, RN, BHSc Mgt (CSU)

H Miller, RN, CM, DCNS (Ger), BHM (UNE)

J O'Connell, RN, MN A&E Cert, MCN NMW

K Olesen, RN, GradDip PSM (UTS), MN ProfStudies (UTS)

A Thornton, RN, MN (UTS)

## **Centre for Midwifery and Family Health**

*Director*

C Homer, RM, RN, MN, PhD (UTS)

*Research Staff*

J Minnis

### **Portfolios**

*Midwifery Undergraduate and Postgraduate Teaching*

J Gray

*Postgraduate Supervision and Education*

Dr L Lock

*Research and Development*

Dr S Tracy

*Practice Development and Industry Partnership*

Dr N Leap

*Policy Leadership*

Dr P Brodie

*Child and Family Health*

C Briggs

*Family and Community Health*

Dr V Schmied

*Rural and Remote Practice*

Dr S Kildea

## **Centre for Health Economics Research and Evaluation (CHERE)**

*Director and Professor*

J Hall, BA (Econ) (Macq), PhD (Syd)

*Deputy Director and Associate Professor*

M Haas, BPhy (Qld), MPH, PhD (Syd)

*Deputy Director and Associate Professor*

R Viney, BEc(Hons), MEc (Tas), PhD (Syd)

*Adjunct Professors*

P Apps, B Arch (UNSW), Med (Yale), PhD (Cambridge)

S Birch, BA(Hons) (Sheffield), MSc (Bath), DPhil (York, UK)

R Ellis, BA (Yale), MSc (LSE), PhD (MIT)

D Fiebig, BCom(Hons), MCom(Hons) (UNSW), PhD (Sth Calif)

A Maynard, BA(Hons) (Newcastle upon Tyne), BPhil (York, UK), HonDSc (Aberdeen)

E van Doorslaer, MSc (Applied Economics) (U Antwerp, Belgium (UFSIA)), MSc (Health Economics) (York, UK), PhD (Health Economics) (U Maastricht, Netherlands)

*Associate Professor*

E Savage, BSc(Arch)(Hons) (Syd), MSc (Econ) (LSE)

*Senior Lecturer*

M King, BSc(Hons) (Syd), DradDipMedStats, PhD (N'cle)

*Research Associates*

D Doiron, BA (U Moncton, Canada), MEc, PhD (UBC)

G Jones, BSc(Arch)(Hons) (Syd), MSc(Econ) (LSE)

M Smith, BEc(Hons) (Monash), PhD (Monash)

D Wright, BEc(Hons) (Adel), MEc (Monash), PhD (UBC)

*Research and project staff*

M Chaplin, BAppSc (Syd)

S Fowler, MSc (Health Policy, Planning & Financing) (LSE, London School of Hygiene & Tropical Medicine)

Y Gablinger, BA (Hebrew U, Jerusalem) MA(Econ), M Phil(Econ), PhD (Columbia)

I Hossain, BSc, MSc (Ag Econ), PhD (Ok State)

P Kenny, BA, MPH (Syd)

M Steurer, MA (Soc Sci), (Karl-Franzens University, Austria), MA(Econ) (Washington)

B van den Berg, MSc (Utrecht, Netherlands), PhD (Erasmus, Netherlands)

K van Gool, BA (ANU), BE (ANU), MEcon (Syd)

S Zapart, BPsych(Hons) (Griffith)

*Administrative staff*

L Chinchin

L Justic

C Kinsella

G Togle

## Faculty Honorary Appointments

### *Emeritus Professors*

R Parsons, RN, RM, BA(Hons) (Syd), PhD (Macq), FCN (NSW), FCNA, FINA

J Lumby, RN, MHPEd (UNSW), BA (NE), DipNED (Armidale), PhD (Deakin), RCNA, FCN (NSW), MTNA

### *Adjunct Professors*

K Baker, RN, CM, CC, CT, DipNE, BHA (UNSW), MEdA (UNSW), FCN (NSW), FINA (NSW&ACT)

L Barclay, RN, CM, BA (ANU), Med (Canberra), FACMI, FRCNA, PhD (Flin)

J Becker, RN, BA (UNE), GradCert (Monash)

P Bell, RN, RM, BA (Hons) (W'gong), Dip Ned (Cumberland), PhD (W'gong), FCN (NSW)

J Beutel, RN, GradDip, MBA (UTS)

R Creegan, RN, RPN, RM, DipNAdmin, BAdmin (UNE)

D Diers, RN, BSN (Denver), MSN (Yale), FAAN, PhD

J Duke, RN, CM, BSocSc(Hons), DipLRL, MA(Hons) (USyd)

F Hughes, RN, RM, BA (Massey), MA (Well), DNURS (UTS), FCON, FAN-ZCMHN, CO1(Hons) (RNZNC)

C Moss, RN, BAppSc (Phillip), MSc (Edin), GradDipEdAdmin (Hawthorn IAE), CCU Cert FRCNA

S Nagy, RN, BA(Hons), PhD, FCN (NSW), FRCNA

L O'Brien-Pallas, RN, BSc, MScN, PhD (Toronto)

J Phillips, RN, RM, DNA, BHA, MScSoc (UNSW), JP

V Schmied, RN, CM, BA, MA(Hons) (UNSW), PhD (UTS), MACMI

P Stowers, RN, CM, DipAdvStu(Nurs)

D Thoms, BA, MA (UNSW), GradCertBioethics (UTS)

### *Honorary Appointments*

A Adams, RN, BA, MA, PhD, DipNE, CertPaedN

J Alford, RN, MN, BEd(Adult Ed), MEd (Adult Ed)

E Anderson, RN, BA, GradCertBioethics, GradDip HR (Macq)

J Aston, RN

L Barker-Allner, RN, GradDipAppSc (Syd), GradCertAdEd (UTS), MN (Syd)

J Barr, BN, MN, NP

H Bullock, RN, RM, BHSc, MN, MCN (NSW)

S Caplice, RN, CM, FPNP, PostgradDipIndPrac (Syd), MA (UTS)

J O'Connell, RN, MN A&E Cert, MCN NMW

M Cooke, RN, RM, BA(Hons) (Psych), PhD

H Dahlen, RN, RM, BN (Hons), MCommNurs

L Dean, RN, BN, CritCareCert, GradDipNsg

R Donnellan, RN, MOHSM (UTS)

H Eccles, RN, BAHlthScAdmin (UNSW), GradDipTeacherEd (UNE), MN (UTS)

R Elliott, RN Dip, NursStudDip, IntCareNursingHealthStud, BSc(Hons), MSc(Nursing)

M English, RN, MN (UTS), MCN (NSW), GradCertPaed, CertEBD Early Childhood

A Fagan, RN, BN GradDipNeuroscienceNursing, MN

G Fairbrother, RN, BA(AppCom) (UWS), MPH (Syd)

J Fenwick, RN, CM, BN, MN

C Fowler, RN, CM, CM'craft, DipTeach(Nursing), BEd, PhD (UTS)

R Galway, RN, GradCert Paed (CON), MN (UTS)

B Gordon, RN, CM, MN, PaedCert

E Irving, RN, GradDipNeuro

S Hanson, BAppSc(Nursing) (Syd), MSc(PHC) (Flinders), MRNCA

J Hardy, RN, PaedCert, OncCert, BHSc(Nursing) Wagga, MN (UTS)

A Harvey, RN, BN, MN, GradCertPaed/Onc

P Heighes, RN, BN, GradCertCriticalCare

C Innes, RN, GradDipCriticalCare

Y Jeon, RN, BHSc(Nsg), MN, PhD

L Kemp, RN, BHSc, PhD

S Kildea, RN, RM, BHSc (Hons)

V Lane, RN, PhD (Syd), BA(Hons) (Macq), GradCertOncologyNurs (Manchester, UK)

C McLachlan, RN, BN, GradDipClinPrac (UTS)

S Minton, RN, BAppScNg (Cumb), GradDip(OperatingSuite) (UTS)

P Moran, MHA, BSN, CPN, FACHSE

M Morrill, RN, CM, MN (UWS), GradDip (UTS)

K Nadew, RSCN, RGN, BHSc, MN

V Noble, RN, BA(Hons) (UNY), CM

J O'Brien, RN, BN, GradDip Peri (ECU)

S O'Sullivan, RN, RGS, DNE, BA (Soc) (UNE), Dip NE

L Page, RN, RM, M Sci, BA, RMT, RNT

D Pelletier, RN, BScN, DipEd, BEdSt, MSciSoc

K Pile, RN, BN, GradDip (UTS)

D Poole, RN, RSCN, DN, BSc(Hons) (Hlth Stud), GradDipEd (RNT)

R Rosina, RN, MN, (UTS)

A Senner, BSc (Boston) MS (UCSF)

A Sheehan, RN, CM, MN, BN, PhD Candidate

E Shi, MBBS, MS, FRACS

I Stein, PhD

A Thomsen, RN, GradDip (ACU), MA (UWS) MN, DipAppSci

G Tofler, MBBS, MD, FRACP, FACC

S Wales, RN, Paed Cert, GradDip (UTS), Paed Cert MN

K Walker, B.Apps Sci, PhD

M Ward, RN (UK), RMN (UK), Grad Dip Public Sector Mgt(Health), Master Mgt MIMMS (Provider), ALS (Instructor) TNCC, EmergencyNursingCert

K Wheeler, RN, MN, BSc (Hons), DipAppSc, PhD

T Wand, DASN, Grad Dip HMNURS, MNURS

D Waters, RGN, BA, MPH

R Worgan, RN, CM, CFHN, IBCLC

## FACULTY OF SCIENCE

### *Dean and Professor*

J Rice, BSc, PhD (UNSW)

### *Associate Dean (Teaching and Learning)*

Associate Professor A Piper, BSc(Hons) (Monash), DPhil (Oxford)

### *Associate Dean (Research and Development)*

Professor D Eamus, BSc(Hons) (Sussex), PhD (Wales)

### *Director of Undergraduate Programs*

Associate Professor K R Brown, BSc, PhD (UNSW), MAIBiol

### *Director International and Professor of Chemistry*

A T Baker, BSc(Hons), PhD (UNSW), FRACI

### *Executive Administrative Assistant to the Dean*

C A Crane

### *Executive Administrative Assistant to the Associate Dean (Teaching and Learning)*

D Guiott

### *Executive Administrative Assistant to the Associate Dean (Research and Development)*

L Bantermalis, BA (UNE)

### *Faculty Manager*

J W Smit, BSc, DipEd (UNSW)

### *Student Administrative Officers*

B J Kitto, BA (Macq)

E P Pathmanathan

D A R Tudge, Dip HRM (TAFE)

### *Research and Development Coordinator*

R D Seneviratne

### *Science Communications Manager*

Vacant

### *Marketing Officer*

Nicole Eng

### *Administrative Assistants*

J M Langridge

K L Stern

### *Emeritus Professors*

E C Leitch, MSc(Hons) (Auck), PhD (UNE), FGS

A R Moon, BSc, PhD (Melb), FAIP

T M Sabine, BSc (Melb), FAIP

B Thornton, AM, PhD, DSc, FTSE, FInstP, FBCS, FACS, FInstEng(Aust), FRACS

J Unsworth, BSc (Wales), MSc (UMIST), PhD (Macq), CChem, CPhys, FAIP, FPRI, SMIEEE

### **Microstructural Analysis Unit**

#### *Director and Associate Professor*

M Phillips, BSc (UNSW), PhD (UTS)

#### *Adjunct Professor*

C Nockolds, BSc(Hons) (UWA), PhD (UTS), DPhil (Oxon)

### *Honorary Associate*

E Goldys, BSc, PhD (Warsaw)

### *Professional Officers*

M Berkhan, BAppSc (UTS)

R Wuhler, BAppSc(Hons), MAppSc, PhD (UTS)

### *Research Fellow*

H Zareie, BSc (NED Eng), MSc, PhD (METU)

### *Scientific Officer*

K E McBean, BAppSc(Hons) (Tas)

### **Technical staff**

#### *Faculty Technical Manager*

D Edwards, E&CCert (NthSyd Tech)

#### *Deputy Faculty Technical Manager*

R W Peters, DipTech (MechEng), BE (NSWIT)

#### *Services/Stores Officer*

E Soliman

### **Information Technology staff**

#### *Faculty Information Technology Manager*

P Hayes

#### *Information Technology Support Officers*

M T Smith, BAppSc (UTS)

M Grinter

### **Science Workshop**

#### *Manager*

C Lidster

#### *Technical Officer*

P J Fanos

### **Electronics Workshop**

#### *Electronics Workshop Managers*

A Wong

J J Stafford

### **Department of Applied Physics**

#### *Head of Department and Senior Lecturer*

G R Anstis, BSc (Monash), PhD (Adel), MAIP

#### *Professor of Applied Physics*

G B Smith, BSc(Hons) (UNE), PhD (Monash), PhD (honoris causa) (Uppsala), FAIP

#### *Associate Professors*

L Kirkup, BSc (Sheff), MSc (Lond), PhD (Paisley), MInstP, CPhys, MAIP

K McGuffie, BSc (Edin), PhD (Liv), MAIP, GAICD

#### *Adjunct Professors*

E Hazel, BA, BSc(Hons), MSc (Qld), PhD (UNSW)

P F Logan, MSc (Syd), PhD (ANU), GradDipEdStud (ACAE), MInstP

#### *Senior Lecturers*

M Braun, BSc (Melb), MAppSc (QIT), PhD (Flin), MACPSEM, MIEEE, MIPEM

S Hogg, OAM, BSc (WAust), MAppSc (NSWIT), MAIP

W Kalceff, BSc (Syd), PhD (UNSW), DipEd (SydTeachColl), GradCertEd (UTS), MAIP

#### *Lecturers*

A Dowd, BSc (UNSW), PhD (ANU)  
J Schulte, MSc (Darmstadt), DSc (Oldenburg)  
C Ton-That, BSc, PhD (Gordon)

#### *Postdoctoral Fellow*

N Armstrong, BAppSc(Hons), PhD (UTS)

#### *Emeritus Professors*

A R Moon, BSc, PhD (Melb), FAIP  
T M Sabine, DSc (Melb), FAIP

#### *Honorary Associates*

E P A Sullivan, MSc, PhD (Syd), MAIP  
R L S Woolcott, BSc, PhD (Syd), MAIP

#### *Research Associate*

J Franklin, BSc (ANU)

#### *Department Administrative Assistant*

L Foley

#### *Senior Technical Officers*

G McCredie  
G Stockton, BAppSc (NSWIT), DipEd (KCAE), MSc (UTS)

#### *Technical Coordinator*

N Maharaj, BEd (UNE), DipEd (USP Fiji)

#### *Technical Officer*

Vacant

#### *Laboratory Cleaner*

C Withycombe

### **Institute for Nanoscale Technology**

#### *Director*

M Cortie, BSc (Eng), MEng (Pret), PhD (Wlts)

#### *Associate Director*

M Ford, BSc(Hons), PhD (Soton)

#### *Nanohouse Project Manager*

C Masens, BSc (UTS)

#### *Researchers*

DK Martin, BOptom(Hons), MBiomedE, PhD (UNSW)  
M Phillips, BSc (UNSW), PhD (UTS)  
G B Smith, BSc(Hons) (UNE), PhD (Monash), PhD (honoris causa) (Uppsala)

### **Department of Cell and Molecular Biology**

#### *Head of Department and Associate Professor*

P F Miller, MSc, PhD (Man), DipTertiaryEd (UNE), MAIBiol

#### *Professor of Immunology*

R L Raison, BSc (Syd), PhD (Monash), FAIBiol

#### *Professor of Molecular Biology*

J T Ellis, BSc(Hons) (Reading), PhD (Liv)

#### *Professor of Biochemistry*

A M Simpson, BSc(Hons), PhD (Syd)

#### *Associate Professors*

K W Broady, BSc(Hons), PhD (UNSW), MASM  
M W Davey, BSc (Qld), PhD (ANU)  
A Piper, BSc(Hons) (Monash), DPhil (Oxford)  
N C Smith, BSc(Hons), PhD (ANU)

#### *Senior Lecturers*

A M George, MSc, PhD (Syd)  
B A O'Brien, BSc(Hons), PhD (QUT)  
T Szyndra, MSc, PhD (Melb), MASEP, MANZFSS, MHistotech Group NSW  
N B Woodland, BSc (NE), MSc (UTS)

#### *Lecturers*

P Hansen, BSc(Hons), PhD (UNSW)  
N Nassif, BSc(Hons), PhD (UNSW)  
R Shepherd, BSc(Hons) (Liv), MSc (Lond), PhD (CNAA)  
F Torpy, AssocDipAppSc (Food Technology), BSc(Hons), PhD (UTS)  
S J Walsh, BSc(Hons) (Qld)

#### *Department Administrative Assistant*

M Leung

#### *Laboratory Managers*

W Booth, BSc (Qld), MAppSc (QUT), PhD (Syd)  
J Phillips, BSc (UNSW), MASM, MAIBiol

#### *Technical Officers*

J Cameron, BiolCert (Syd Tech Coll)  
T Flanagan, PathTechCert (TAFE)  
M Johnson, BAppSc (UTS)  
E Pacinelli, BMedSc(Hons), PhD (Syd)  
M Padula, BSc(Hons) (Macq)  
C Soilemezis, BSc (Syd)  
V Taylor-Perkins, BioTechPathCert (TAFE)  
Z Winiarski, BSc, MSc (JU Kraków), MAppSc (UTS)  
S Yiu, BSc (UWS)

#### *Laboratory Cleaner*

N Levy

#### *Research staff*

E Ch'Ng, BSc(Hons) (UTS)  
B Ren, MD, PhD (Japan)  
C Tao, BSc (China), MSc (Syd)

#### *Adjunct Professors*

L Burnett, BSc(Med)(Hons), MB BS(Hons), PhD (Syd)  
R A Davey, BSc, PhD (ANU)  
R L P Flower, BSc, DipEd, MSc (UWA), PhD (Murdoch)  
J Isbister, BSc (Med)(Hons), MB BS(Hons) (UNSW), FRACP, FRCPA  
M Meerkin, BSc (Melb), MB BS (Monash), FRCPA, FAACB, FACB  
T Sweeney, BScAgr, MScAgr, PhD (Syd)

#### *Honorary Senior Research Fellows*

R Dunn, BSc(Hons) (Cape Town), MSc (Natal), PhD (UTS)  
L F Gibson, BSc(Hons) (Edin), PhD (Melb), FASM, MAIBiol



## **Molecular Genetics Unit**

### *Professors*

M W Davey, BSc, PhD (ANU)

A M Simpson, BSc(Hons), PhD (Syd)

### *Associate Professor*

A Piper, BSc(Hons) (Monash), DPhil (Oxford)

### *Senior Lecturers*

A M George, MSc, PhD (Syd)

B A O'Brien, BSc(Hons), PhD (QUT)

### *Lecturers*

N Nassif, BSc(Hons), PhD (UNSW)

S J Walsh, BSc(Hons) (Qld)

### *Research Associate*

B Ren, MD, PhD (Japan)

### *Research Assistant*

E Ch'Ng, BSc(Hons) (UTS)

### *Postdoctoral Fellows*

P Jones, BSc, PhD (UTS)

C Tao, BSc (China), MSc, PhD (Syd)

### *Technical Officer*

E Pacinelli, BMedSc(Hons), PhD (Syd)

## **Health Psychology Unit**

### *Director*

A D Kidman, BSc (Syd), MSc (UNSW), PhD (Hawaii),  
MAPS, FACT

### *Administrative Assistants*

V Bhushan, BSc (Delhi), MBusMan (SymbiosisInstBusMgt)

D Page

K Whitmore, BA DipEd (Syd)

### *Research Psychologists*

L Remond, BA(Hons), MPpsych (Syd)

R Sommer, BSc(Hons) (QUT)

A Wheatley, BA(Hons), DCP/MSc (Syd)

V Wuthrich, BPsych(Hons) (Macq), MPpsych(Clin)  
(UNSW), PhD (Macq)

## **Institute for the Biotechnology of Infectious Diseases (IBID)**

### *Director and Professor*

M Wallach, BSc (Michigan), PhD (HUJI)

### *Deputy Director and University Reader*

N Smith, BSc(Hons) (ANU) PhD (ANU)

### *Professor*

J P Dalton, BSc, PhD (DUC), FBSP, FISP

### *Executive Assistant to Director*

S Sequeira

### *Senior Research Fellow*

N Beebe, BSc, DipClinBiochem (Griffith), PhD (UQ)

### *Research Fellows, IBID*

S Belli, BSc(Hons), PhD (Monash)

N Boulter, BSc(Hons) (N'cle), DPhil (York), PGCTLHE  
(Open UK)

W A Relf, BAppSc (QUT), PhD (Syd)

### *Research Fellows, Department of Cell and Molecular Biology*

K Broady, BSc(Hons), PhD (UNSW), MASM

M Davey, BSc (Qld), PhD (ANU)

R Raison, BSc (Syd), PhD (Monash), FAIBiol

### *Research Assistants*

C Coulthard, BSc(Hons) (QUT)

H Fernandez, BSc(Hons) (UNSW)

S Minns, BAppSc (Biotech) (UTS)

S Nicollas, BBiotech(Hons) (W'gong)

I Sotirchos, BMedSc(Hons) (UTS)

### *Laboratory Managers*

M Johnson, BAppSc (UTS)

M Padula, BSc(Hons) (Macq)

### *Postdoctoral Fellows*

M Katrib, BSc(Hons) (UNSW)

K Miller, BSc(Hons), PhD (ANU)

M Ponniah, BSc (Qld), MSc (EnvMan), PhD (Griffith)

M Villavedra, BSc, PhD (Chemistry) (Uruguay)

C Weir, BAppSc (UTS), PhD (Macq)

D Witcombe, BAppSc(Biotech), PhD (UTS)

### *Adjunct Professors*

T Sweeney, BScAgr, MScAgr, PhD (Syd)

G Vesey, PhD (Macq)

## **Department of Chemistry, Materials and Forensic Science**

### *Head of Department and Associate Professor*

M Dawson, BPharm, PhD (Syd), CChem, MRACI, MPS

### *Director International and Professor of Chemistry*

A T Baker, BSc(Hons), PhD (UNSW), FRACI

### *Emeritus Professor*

J Unsworth, BSc (Wales), MSc (UMIST), PhD (Macq),  
CChem, CPhys, FAIP, FPRI, SMIEEE

### *Professor*

C Roux, BSc, PhD (Lausanne), MFSS, MIAI

### *Associate Professors*

B Ben-Nissan, BSc (ITU), MSc, PhD (UNSW), MIMMA

A S Ray, BSc(Hons), MSc (Calc), PhD (UNSW), MIMMA

### *Senior Lecturers*

C Conn, BSc, PhD (Melb)

L A Evans, BAppSc(Hons) (NSWIT), PhD (Murdoch),  
CChem, MRACI

G L Heness, BAppSc (NSWIT), MAppSc (UTS), PhD  
(Syd), GradCertEd (UTS)

J R Kalman, BSc, PhD (Syd), CChem, MRACI

H Patney, MSc(Hons) (Punjab), PhD (Flin), CChem, MRACI

B T Reedy, BSc(Hons), PhD (Syd), MRACI, CChem

M G Stevens, MSc, PhD (Syd), CChem, FRACI

B Stuart, BSc(Hons), MSc (Syd), PhD (Lond), DIC,  
CChem, MRSC, MRACI

P Thomas, BSc(Hons), PhD (Lond), DIC, MRACI, CChem

R Ward, BSc (Syd), DipEd (CSturt), MEd (Syd), CChem  
MRACI

W Y Yeung, BSc (Eng), PhD (HK), MIMMA, FRMS, MIM  
(UK), CPEng, CEng (UK)

#### *Lecturers*

P Doble, BAppSc(Hons) (UTS), PhD (Tas)  
P J Maynard, BSc(Hons), PhD (Syd)  
A McDonagh, BSc(Hons), PhD (ANU), MRACI  
V Spikmans, MSc, PhD

#### *Adjunct Professors*

R W Jones, BSc, DipEd (Melb), PhD (Cantab), CChem, MRACI  
A Samarin, DipCivEng, BCE, MEngSc, PhD, FIEAust, CPEng  
J Robertson, BScAgricBotany(Hons), PhD (Glas), FAIM

#### *Honorary Associates*

J Brandi  
J P Byrne, BSc, PhD (Syd), CChem, MRACI  
Z Fadziruddin bin Zainuddin  
A Lear  
R J Sleet, MSc, PhD (Syd), CChem, FRACI

#### *Department Administrative Assistant*

E Koirala, DipNetEng (TAFE)

#### *Technical Manager*

A Rubel, BSc, MSc (MechEng) (Idaho)

#### *Scientific Officers*

J P Guerbois, DipBuildMatSc (CNAM, Paris)  
J Keegan, DipTech (Sc), BAppSc (NSWIT)  
R Shimmon, MSc (Baghdad)  
L H Xiao, PhD (HK)

#### *Senior Technical Officers*

M Daraphet  
G Grindrod, PathTechCert (STC), AdvCertHort, AssDipAppSc (TAFE), MAIH

#### *Technical Officers*

D Cohen, DipTech (Sc) (NSWIT)  
A Harris, BAppSc (UTS)  
M Lake, BSc(Hons), PhD (Syd), MAIP

#### *Laboratory Manager*

A Barnes, MechEngCert, Inst&ControlCert (S&C)

#### *Laboratory Cleaner*

V Zobrenica

### **Department of Environmental Sciences**

#### *Head of Department and Professor*

C G Skilbeck, BSc(Hons), PhD (Syd), MAIG

#### *Professor of Environmental Sciences*

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#### *Professor of Marine Ecology*

D Booth, BSc(Hons) (Syd), MSc (Queens), PhD (Oregon State)

#### *Associate Professors*

K R Brown, BSc, PhD (UNSW), MAIBiol  
R T Buckney, BSc(Hons), PhD (Tas), MAIBiol  
R Lim, MSc (Mal), PhD (Wat), MAIBiol  
P Ralph, BAppSc (NSWIT), PhD (UTS), MAIBiol

#### *Senior Lecturers*

G Caprarelli, MSc, PhD, DipEngGeol (Rome)  
L F De Filippis, BSc(Hons), PhD (La Trobe), MAIH  
K A Johnson, MScAgr (Kraków), PhD (UTS), MAIBiol, MASHS, MISHS, MIPTCS, MAIAST  
U Munro, DipBiol (Frankfurt), PhD (UNE)  
A Pulkownik, BSc, MSc (Syd), PhD (UTS)  
J Tarran, BSc(Hons), DipEd, PhD (UNSW), MAIH, MPLA, MISA

#### *Lecturers*

B B Dent, BSc (UNSW), GradDipEd (KCAE), MSc (UTS), PhD (UTS), MIAH  
B Kelaher, BSc, PhD (Syd)  
B R Murray, BSc(Hons) (Syd), PhD (Macq)  
J Renwick, BAppSc (BiomedSc) (NSWIT)

#### *Emeritus Professor*

E C Leitch, MSc(Hons) (Auck), PhD (UNE), FGS

#### *Adjunct Professors*

M D Burchett, BSc, PhD (Syd), DipEd (UNE), MAIBiol, FAIH  
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B Marshall, BSc (Lond), PhD (Brist), GradDipMgt (CIAE), ARCS, FGS, MAIMM, MAIG

#### *Honorary Associates*

G Hose  
J Beardall  
L Gunthorpe  
S R Sangameshwar, MSc (Mys), MSc, PhD (Sask), FGSI, MAIMM, MAIG, FGAC  
S Schofield

#### *Department Administrative Assistant*

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#### *Laboratory Manager*

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#### *Senior Technical Officers*

S Fenech, BAppSc (NSWIT)  
P Jones, TechCertBiol (SydTech), BAppSc, MEd (UTS)

#### *Technical Officers*

G Armstrong, BSc (UTS)  
J Easton, BAppSc (NSWIT), CertSciPhotog, MSc (UTS)  
M Elith, BSc (UTS)  
R Hungerford, BAppSc(Hons) (NSWIT)  
C Wojak, BiolTechCert (STC), BSc (UTS)  
T Ye

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(joint UTS–Environment Protection Authority (EPA) Centre)

#### *Co-Directors*

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*Administrative Officer*

N Indorato

*Laboratory Manager*

M Julli

*Senior Technical Officer*

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F Aistrop

S Gale

**Institute for Water and Environmental Resource Management (IWERM)***Director of IWERM*

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M Bishop, BSc (Advanced) (Hons), PhD (Syd)

W Figuera

S Fuentes, BSc (Hons)

G Hose, BSc (Syd), PhD (UTS)

Y Latt Phyu, BSc, PhD (UTS)

M Veeragathipillai, BSc (Sri Lanka), PhD (NZ)

M Zeppel, BSc (Syd), MEnvironSc (Macq), PhD (UTS)

*Postdoctoral Fellows*

L De Silva

C Macinnis

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S C Beecham, BSc, PhD (Manch)

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MAppSci (UNSW), PhD (UNSW), GradCertHE (UTS)

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S Vigneswaran, BSc (SLanka), MSc (AIT), DrIng (Montpellier II), DSc (INPT)

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B B Dent, BSc (UNSW), GradDipEd (KCAE), MSc, PhD (UTS), MIAH

P Hagare, BSc (Andhra), MSc (Hyderabad), MTech (IIT), PhD (UTS)

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J L Irish, BSc, BE, ME (UNSW), GradCertArts (Env Pol), FAII, MIEAust, CPEng

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A Pulkownik, BSc, MSc (Syd), PhD (UTS)

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**National Centre for Groundwater Management**

(in conjunction with the Faculty of Engineering)

*Centre Director and Senior Lecturer*

N P Merrick, BSc, MSc (Syd), GradDipDataProc (NSWIT), PhD (UTS)

*Senior Lecturers*

B Kelly, BSc(Hons), PhD (UNSW)

W A Milne-Home, BSc (Leicester), MSc (Lond), PhD (Alta), CertEngGCH (UNSW)

*Principal Scientist*

D Yates, BAppSc(Hons) (UNSW), GradDipEnvStud (Macq)

*Administrative Officer*

L Dixon

**Department of Health Sciences***Head of Department and Associate Professor*

P F Miller, MSc, PhD (Man), DipTertiaryEd (UNE), MAIBiol

*Professor of Behavioural Science*

A R Craig, BSc(Hons), Hon Doc (SWU), PhD (UNSW), MAPS, BMCP, Honorary Clinical Psychologist, Psychiatry, RNSH

*Associate Professors*

L K Holley, BAppSc (DDIAE), MAppSc (Medical Physics) (QIT), PhD (Macq), DipLaw (BAB), MAIP, MACPSEM, MIEEEE, MAIHLE

D K Martin, BOptom(Hons), MBiomedE, PhD (UNSW)

G M Nicholson, BSc(Hons), PhD (Syd), MIST

#### *Senior Lecturers*

D M Cobbin, MSc, PhD (Syd), PhD (Macq), Tech Cert (William Balmain TC), MAPsS  
S K L Lal, BSc (Syd), MAppSc, PhD, GCHE (UTS)  
X Qu, BMed, MMed (BUCMP), PhD (Syd)  
J R Wyndham, MSc, MPH DipEd (Syd), GradCertHEd (UTS), MAIBiol, MPHA  
C Zaslowski, BAppSc (Phy), MHLthScEd (Syd), PracDipAc (ACA), CertAdvAc (GCTCM), DipChHerb (ACOM)

#### *Lecturers*

W Cochran, BA, DipTchg, DipTCM, CertAcu  
M Garvey, BA (Syd), PracDipAc (ACA), CertAdvAc (NCTCM), DipChMass (NC), DipSwedMass (SydCChiro), MLitt (UNE), MACAc  
Y Lin, MBBS (China), PhD (UNSW)  
P Meier, BA (ANU), BSc ACU (ACA), DipAppSc ACU (ANU), DBM (NCC), AdvCert ACU (GUTCM)  
S Valenzuela, BSc (UNSW), MSc Prelim (Syd), PhD (UNSW)  
D van Reyk, BAppSc (UTS), PhD (Syd)  
S Walsh, BHLthSc (Acupuncture) (UTS), CertChMass (SCTCM), PhD (UTS)  
S Wen, BMed, MMed (GUTCM)  
C X Yang, DipAppSc (Biochem) (Swinburne), CertAdvAc (GCTCM), PracDipAc (ACA), MSc (UNSW), MACAc

#### *Department Administrative Assistant*

D Massey

#### *Administrative Officer*

R Hayes, AdvCertPblcAdmn (Syd Tech), Cert III Infotech

#### *Administrative Assistant (TCM)*

R Leung, BA (TCM) (Manit)

#### *Technical Manager*

B Peters, BAppSc (NSWIT), CertUrbanPestControl (Syd Tech), MAIBiol

#### *Clinic Managers*

H Yao, BTCM, MTCM, PhD TCM (NJUTCM)  
C L Zhou, BTCM (GCTCM), MHLthSc (TCM) (UTS)

#### *Technical Officers*

A Khalife, BMedSci(Hons) (UTS)  
P J Lawrence, DipAppSc (SIT)  
J Mann, BAppSc (Acu), AdvCertAcu (GCTCM), CertAcu&Moxi (Shanghai), PostGradCertCHM (Chinaherb)  
M Stasos, BSc (UNSW)  
C Zappia, BAppSc (UTS)

#### *Technical Assistant*

B Tulip

#### *Senior Research Officer*

P McIssac, GAPS

#### **Department of Mathematical Sciences**

##### *Head of Department and Senior Lecturer*

T N Langtry, BA(Hons) PhD (UNSW), MAppSc (NSWIT)

##### *Professor of Applied Mathematics*

L C Botten, BSc(Hons), PhD (Tas), FAIP, FAustMS, MACS, MOSA

##### *Professor of Probability*

A Novikov, DSc (Steklov, Moscow)

##### *Professor of Quantitative Finance*

E Platen, MSc, PhD (Dresden)

##### *Emeritus Professor*

B Thornton, AM, PhD, DSc, FTSE, FInstP, FBCS, FACS, FInstEng(Aust), FRAeS

##### *Associate Professor*

D J Street, BSc(Hons) (Qld), PhD (Syd), FTICA

##### *Senior Lecturers*

M Coupland, BSc, DipEd, MEd (Syd)  
L Groen, BSc, DipEd (Syd), MAppSc, PhD (UTS), MCom(Hons) (UNSW), GradDipor (NSWIT)  
B J Moore, MSc (Syd), PhD (Cantab)  
N F Smith, BEc(Hons) (Syd), PhD (UTS)  
L N Wood, BSc(Hons) (UNSW), DipEd (Tech) (SCAE), MA (Macq)  
Y Zinder, MSc (Gorky), PhD (AcadSc, USSR), MASOR

##### *Lecturers*

B S T Choy, BSc (Leeds), MPhil (HK), PhD (Lond)  
M Craddock, BSc, PhD (UNSW)  
E Lidums, BSc(Hons), MSc (Syd), MASOR  
P J Neame, BSc(Hons) (UWA), PhD (Melb)  
R M Sorli, BSc(Hons) (Syd), MAppSc (NSWIT), PhD (UTS), MACS  
D Wong, BSc (Eng) (HKU), MBA (AGSM), PhD (UNSW)

##### *Adjunct Professors*

G Cohen, MSc (Syd), PhD (UNSW)  
G J McLelland, BSc, PhD (Syd)

##### *Research Fellows*

G H Smith, MSc (Rand), PhD (UNSW), DipGeoscience (Macq)  
N A Nicorovici, MSc, PhD (Bucharest)

##### *Administrative Assistant*

J Watson

#### **ARC Centre of Excellence for Ultrahigh-bandwidth Devices for Optical Systems (CUDOS)**

##### *Program Leader – Computational Modelling Program*

L C Botten, BSc(Hons), PhD (Tas), FAIP, FAustMS, MACS, MOSA

##### *Senior Lecturer*

T N Langtry, BA(Hons), PhD (UNSW), MAppSc (NSWIT), MACS

##### *Senior Research Fellows*

A A Asatryan, MSc (Hons) (Yerevan), PhD (Acad Sc USSR)  
A H Norton, BSc(Hons) (Syd), PhD (UNSW)

##### *Research Fellow*

K Dossou, MSc (Benin), MSc, PhD (Laval)

## CHANCELLOR

### OFFICE OF THE CHANCELLOR

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Professor Vicki Sara, BA(Hons), PhD (Syd), DOC (Karolinska Institute), HonDSc (USQ), Hon DSc (VU), FAAS, FTSE

#### *Executive Assistant*

K Inglis

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### OFFICE OF THE VICE-CHANCELLOR AND PRESIDENT

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#### *Personal Assistant*

F Lee

#### *Administrative Officer*

C Wright

#### *Executive Assistant*

V Sissons, BA (UNE)

#### *Executive Officer*

D Fenwick, BA (UNSW), LLB, GradDipLegP (UTS)

#### *Executive Support*

G Almagro

#### *Caterer*

L Hoad

### OFFICE OF THE VICE-PRESIDENT (ALUMNI AND DEVELOPMENT)

#### *Vice-President (Alumni and Development) (pro tem)*

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##### *Alumni Manager*

Vacant

##### *Promotions Coordinator*

M Gardner, BA (Flinders), GradDip (Regional and Urban Planning), MA (Uni SA)

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H Clarke, BA (London Metropolitan)

##### *Database and Web Coordinator*

R Grauds, BInfoTech (BusSys) (W'gong)

##### *Project Officer*

G Fehon

##### *Project Assistant*

I Ford

#### **Development Office**

##### *Director of Development*

C Benaud, BA (Communication), MA (Communication Management) (UTS), MPRIA, CFRE

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### OFFICE OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT

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#### *Director, Academic Policy and Projects*

Professor R Wickert, BSc(Hons) (Aston), GradCertChangeMgt (AGSM), GradDipAdultEd (SCAE), GradCertFE (Lond), PhD (UTS)

#### *Executive Assistant*

A Yeung

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#### **Note:**

The faculties report to the Deputy Vice-Chancellor and Vice-President.

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A M Payne, BA(Hons) (Syd), MA (UTS)

#### *Deputy Director*

R Thompson, BA (Canberra)

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K Wilson, MEdStud (Qld)

#### *Equity and Diversity Officers*

C Moar

D O'Neill, BA (Macq), CELTA (Cambridge)

L Vidoni, BASocSc (UTS)

L Williams

#### *Equity and Diversity Project Officers*

S Andreadis, BA, LLB

D Cohen, BEc (Syd)

#### *Administrative Assistant*

S Pattinson

### JUMBUNNA INDIGENOUS HOUSE OF LEARNING

#### *Director and Professor*

N M Nakata, BEd(Hons), PhD (JCU)

#### **Indigenous Student Support Unit**

##### *Director*

M Edwards, BSocSci (Mitchell CAE), GradDipCounselling (CSturt)

##### *Academic and Cultural Activities Officers*

K Canning, BA (Communication) (UTS)

D Nwaogazi, BEd (Adult Ed), (UTS)

##### *Recruitment and Assessment Officer*

Vacant

##### *ITAS Coordinators*

M Chin, BA (LaTrobe), MEd, Grad Dip TESOL (UTS)

D Williams

##### *Faculty and Academic Services Officer*

Vacant

## **Academic Development Unit**

*Senior Lecturer*

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## **Research Unit**

*Director and Professor*

L Behrendt, LLB, BJuris (UNSW), LLM, SJD (Harvard)

*Senior Research Fellows*

M Davis, BA LLB (Qld), GDLP, LLM (ANU)

J De Santolo, LLB (Uni. of Auckland)

R McCausland, BA(Hons), Master of International Social Development (UNSW)

M McMillan, LLB (ANU), LLM (Arizona)

N Watson, LLB (UQ), LLM (QUT)

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V Nakata, DipTeach (Primary) (DDIAE), BEd (JCU), GradDipInformationStudies (UniSA)

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R Behrendt

## **Administration Unit**

*Business Manager*

Z Davis, BBus (UTS)

*Executive and Marketing Coordinator*

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*Office Manager*

J Munro

*Administrative Assistant*

Vacant

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M Hanlon, BNatRes(Hons) (UNE), GradDipMgt (TechMgt) (APESMA, Deakin)

*Manager Strategic Planning and Review*

K Treloar, BA (La Trobe), GradDipInfoServe (RMIT), GradDipIndRel (Melb), MBA (MBS)

*Manager Strategic Intelligence*

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*Reporting and Statistics Coordinator*

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K Wing Cheng, BSc (Computing Sciences) (UTS)

*Assistant Programmer*

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*PA to the Director*

V M Malcolm, BA (Auck)

*Administrative Officer*

M M Wong, BEng (UNSW)

## **DIVISION OF THE PRO-VICE-CHANCELLOR AND VICE-PRESIDENT (INTERNATIONAL)**

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D Hewson

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E Jeffreys, BA(Hons) (Adel), PhD (Melb)

*Lecturer in Chinese Language and Culture*

J Yang, BA, BA, MA, MA (Yunnan), PhD (Syd)

*Associate Lecturer in Chinese Language and Culture*

P Hooper, B Hist (Shanghai), Certificate in Teaching LOTE (UNSW), ME (Sydney)

*Lecturer in French Studies*

J McCormack, BA, PhD (Lough)

*Associate Lecturer in French Language and Culture*

A Giovanangeli, BA(Hons) (UNSW), MA (Sorbonne), DESS (Sorbonne Nouvelle)

*Senior Lecturer in German Studies*  
Y Lu, BA (Beijing), MA, PhD (Regensburg)

*Lecturer in German Studies*  
A Beattie, BA(Hons), PhD (Syd)

*Associate Lecturer in German Language and Culture*  
S Oguro, BA, MA (UNSW)

*Senior Lecturer in Italian Studies*  
M Mikula, BA, MA (Zagreb), MA (Wash), PhD (Syd)

*Lecturer in Italian Studies*  
I Vanni, BA (Siena), PhD (UNSW)

*Associate Lecturer in Italian Language and Culture*  
G de Vincenti, BA (Bari)

*Senior Lecturer in Japanese Studies*  
K Morita, BA, MA (Kobe, Jyogakuin), PhD (Hull)

*Lecturer in Japanese Studies*  
K Barclay, BA (Adel), MAIR (ANU), PhD (UTS)

*Associate Lecturer in Japanese Studies*  
E Otsuji, BA (Tokyo Joshi Daigaku), MA (Macq)

*Senior Lecturer in Latin American Studies*  
J Browitt, BA(Hons) (LaTrobe), MA (ICC), MA, PhD (Mon)

*Lecturer in Latin American Studies*  
M Heller, BA(Hons) (Portsmouth), MPhil, DPhil (Sussex)

*Lecturer in Spanish Language and Culture*  
M Wyndham, BA(Hons), PhD (ANU)

*Associate Lecturer in Spanish Studies*  
A Hadzelek, MA (Warsaw), MA (Pittsburgh)

*Associate Lecturer in Spanish Language and Culture*  
E Sheldon, BAdminSc, DipEd (Peru), DipModLangTeaching, MA (Syd)

*Research Assistant*  
S Cooke, BA (ANU), DipLib (UNSW), PhD (Syd)

*Exchange Students' Coordinator*  
L Spindler, BAEd, MAEd (Macq), Teachers Certificate (Syd Teach Coll – Jones Medal)

*Academic Administrator*  
C Mula, BA, DipEd (Macq)

*Office Manager*  
M Gavran

*Travel Manager*  
S Margon, BA, DipEd (Syd), MEd (AdEd) (UTS)

*Exchange Officers*  
K Cormie, BArch(Hons) (UNSW)  
J Illingsworth  
L Treacy Buscuñán, BSocSc (CSturt)

*Student Administrators*  
J Giggacher, BA (UTS)  
M Prince, BA, MA (Syd), MCOgSc (UNSW)

*Executive Assistant*  
D Spry, BA (Hons) (Adel), MIntScDvp (UNSW)

*Research and Records Coordinator*  
W Peake, BA (Syd), AssocDipLibPrac (SIT)

*Travel Assistant*  
I Botic

*Support Systems Officer*  
M Bascuñán, BCom (Santiago)

## **INTERNATIONAL OFFICE**

*Director*

A Bannikoff, BA, DipEd (Qld)

*Deputy Director*

D Meehan, BA, DipEd (UNE), MEd (UNSW)

*Associate Director*

E Grose, BEd (SocSc) (Syd), MA (UTS)

*Office Administrator*

D Laws, BA (BehavSc) (Macq)

*Manager International Education Projects*

K Osborn, CertTEFLA (ICE), BA, MA (Asian Studies) (Monash)

*International Education Projects Administration Officer*

S Clark, BA (Macq)

*International Education Projects Support Officer*

E Postlep, BBus (UTS)

*Manager, International Recruitment*

D McDonald

*International Recruitment Officer*

Vacant

*Promotions and Marketing Officer*

S Anderson

*Promotions Officer*

J Abayasekera

*International Marketing Officer*

C Bendall, BAppSc (Environmental Biology) (UTS)

*International e-Marketing Projects Officer*

P Indrakumar, BBus (UTS)

*Manager, International Admissions*

N Ekanayake, BA (Economics) (USP), GradCertIT (UTS)

*Senior International Admissions Officers*

C D'Silva, BSc (Stats) (BU), MBus, GradDipIT (UTS)

V Joseph, BA(Hons) (UNSW)

D Kwan, BMathFin (UTS) (Acting)

C Turner

*International Admissions Officers*

V Sokhal, BSc (PU Chandigarh), GradDipIT (UTS),

GradDip (Hotel Management and Hotel Operations)

Y Umeki, BA (Hokikaru), GradDip, MSc (UTS) (Acting)

C Wang (Acting)

*Study Abroad Coordinator*

K Doyle, BArch (UNSW)

*International Admissions Assistant (Study Abroad) (Acting)*

C Ricketts

*International Client Services Officer*

A O Plume, BA (Nihon, Tokyo), GradDipLangTeach (UTS)

*Information Officer*

K Marcollini, BA (Communication) (UWS)

*International Admissions Assistants*

C Dunne

M Hyland (Acting)

W Lee

C Penny

T D C Pham

H The, BEcon (Ukrida), GradDipIT, MSc (UTS)

*Coordinator International Liaison*

F Board, BA(Hons) (Macq)

*International Liaison Support Officer (Acting)*

A Singh, BSc (USP)

*International Liaison Assistant*

T Von Harten, BA (Welfare and Sociology) (QUT)

*Manager, International Relations*

M McMahon

*International Relations Officer*

L King

*Senior Adviser International Relations (Agreements)*

Vacant

*Senior Adviser International Relations (Visits) (Acting)*

L Pablo, BScFLCD (UP), GradCertEC (Macq)

*IELTS Officer*

L Smith

*IELTS Finance and Customer Support*

A Leung

*IELTS Administrative Assistant*

D Moffatt

## **UTS OFFSHORE**

*Director*

T Ay Chuah, BA (Macq), AFAIM

*Project Officers*

S Bale, BA (Comm) (UTS)

A Mak, BA (HK)

## **DIVISION OF THE PRO-VICE-CHANCELLOR AND VICE-PRESIDENT (RESEARCH)**

### **OFFICE OF THE PRO-VICE-CHANCELLOR AND VICE-PRESIDENT (RESEARCH)**

*Pro-Vice-Chancellor and Vice-President (Research)*

Professor S E Rowley, BA, DipEd (Monash), BCA, PhD (W'gong), FAICD

*Executive Assistant*

A Wilczewski

### **RESEARCH AND INNOVATION OFFICE**

*Director (Acting)*

J Francis, BA, GradDipUrbanStd, GradDipEnvStd (Macq)

*Administrative Assistant*

K Warburton, BSc (Macq)

*Consulting Specialists*

C Archer, BMusEd (N'cle)

L Abrams, BSc, MScM (UTS)

### **Technology Transfer Team**

*Executive Manager, Commercialisation*

S Dyer, PhD (Macq)

*Business Development Manager*

N Sheppard

*Commercialisation Manager*

S Gillespie

*Research Contracts Manager*

T Nguyen

*Commercialisation Projects Officer*

O Surch

### **Grants Team**

*Executive Manager, Grants Development*

M Berlage, BA, DipEd, GradCertMgt, MEd (Adult Ed) (UTS)

*Assistant Manager, Grants Development*

J Stockler, BAppSc (Inf) (KCAE), MInfStud (Tor)

*Research Grants Officers*

D Burgess, BA (SocSc) (Massey)

T Kalkan

H Thomson, BA(Hons) (English) (Macq)

### **Policy Team**

*Executive Manager, Policy*

J Francis, BA, GradDipUrbanStd, GradDipEnvStd (Macq)

*Research Ethics Manager*

S Davis, BA (CommStud) (SACAE), MA (UNSW)

*Research Data Manager*

S McWhirter, BTech(Hons) (Optom) (Macq)

*Research Data Coordinator*

F Wong, MBA (NTU)



*Research Ethics Officer*

H Yunusa

*Finance Manager*

A Maurice

*Accounts Assistant*

K Senthilvasan

## **UNIVERSITY GRADUATE SCHOOL**

*Dean and Professor of Adult Education*

M C Tennant, BA(Hons), DipEd (Syd), PhD (Macq)

*Executive Assistant to the Dean*

M Jouliau, DipBookEd&Publ (Macleay)

*School Manager*

N Muckle, BA (UNE), DipIM (UNSW)

*Postgraduate Scholarships/Promotions Manager*

M Hozijan, BASocSc(Hons) (UTS)

*Admissions and Progressions Coordinator*

A Chehab, BA, GradDipArts (Monash)

*Admissions and Progressions Assistant*

Vacant

*Postgraduate Studies Assistant*

L Wherby, BA (Visual Arts) (UNSW)

*Student Administration Assistant*

S Prasad, AssDipIT

## **UNIVERSITY RESEARCH INSTITUTES**

### **Institute for the Biotechnology of Infectious Diseases**

(see Faculty of Science)

### **Institute for Information and Communication Technologies**

*Director*

Professor J M Hughes, BSc (Syd)

### **Institute for Nanoscale Technology**

(see Faculty of Science)

### **Institute for Sustainable Futures**

*Director*

S White, BSc(Hons) (WAust), PhD (Syd)

*Research Directors*

C Mitchell, BE (Qld), PhD (UNSW)

T Berry, BA(Hons) (Camb)

T Stapledon, BArch(Hons) (Adel), GradCertIR&HRM, Phd (Syd)

*Institute Manager*

D Lewis, BA(Comm) (UWS)

*Adjunct Professor*

P Bryce, BSc, PhD, FIEA, CPEng

*Honorary Research Fellows*

C Mason, BA(Hons) (Macq), MEnvStudies, PhD (UNSW)

J Robinson, BSc(Hons) (Waterloo), MES (York), PhD (Michigan)

S Cummings, DipIndustDesign (Syd), PhD(EnvDesign) (Canberra)

*Research Principals*

S Fane, BSc(Hons) (UNSW), PhD (UTS)

E Partridge, BA(Hons) (ANU), MA (W'gong)

R Plant, MSc(PhysGeog) (Utrecht), PhD(EnvSci) (Wageningen)

C Riedy, BE(Environmental) (UNSW), PhD (UTS)

A Turner, BEng(Hons) (Sur), MSc & DIC (Imperial College, Lond), CEng, MICE

J Willetts, BScBD(Hons)(Chem), PhD

*Senior Research Consultants*

N Edgerton, BEc (Macq), MSc(EcolEcon) (Edinburgh)

D Giurco, BSc (Melb), BEng(Hons) (Melb)

C McGee, BArch (Syd)

D Cordell, BE(Environmental) (UNSW)

C Snelling, BMaths&CompSc, MSc (Adel)

*Research Consultants*

I Phadtare, BAppSc (EAM)

A Rask, BSocSci (Lulea), MSD (UNSW)

S Simard, BSc (Lavel), MSc (Quebec)

### **Administrative staff**

*Management and Information Systems Coordinator*

J Ellis, BSc(BioSci&EnvStudies) (Macq)

*Information Technology Coordinator*

J McDougall, AssDipBusiness (SCU), GradCertAppSc(IT) (CSU)

*Research and Publications Coordinator*

A Hobson, BA (Murdoch), GradCertBioethics (UTS)

*Communications and Management Coordinator*

L Hall, BA (UNE)

*Institute Assistant*

S Cronan, BAppSc(EnvMgt&Tourism) (UWS)

### **Institute for Water and Environmental Resource Management**

(see Faculty of Science)

## **CENTRE FOR LOCAL GOVERNMENT**

*Director*

Associate Professor G Sansom, MA (Oxon), MTCP (Syd), FPIA

*Program Manager*

R Mellor, MPS (UNSW)

*Senior Associate/Research Coordinator*

Associate Professor M Paddon, MA (Cantab), MA (Essex)

*Research Officer*

D Grafton, BA (Comms) (UTS), MBEEnv (UNSW)

*Administrative Officers*

N Saad, MVArts, Dip Ed (Syd)

Vacant

## **DIVISION OF THE PRO-VICE-CHANCELLOR AND VICE-PRESIDENT (TEACHING AND LEARNING)**

### **OFFICE OF THE PRO-VICE-CHANCELLOR AND VICE-PRESIDENT (TEACHING AND LEARNING)**

*Pro-Vice-Chancellor and Vice-President (Teaching and Learning)*

A Byrne, BE (Elec) (Syd), GDipLib, GDipAdvLib (CCA), MA (Canberra), PhD (Syd), FALIA, FAIM

*Executive Assistant*

L Booth

### **ELSSA CENTRE**

*Director and Senior Lecturer*

A Barthel, BEd, MA (Caen), DipTEFL (Paris)

*Senior Lecturers*

R Forman, BA(Hons) (Exe), MA (AppLing) (Syd), GradDipABE (UTS), GradDipEd (SCAE), PhD (Education) UTS

C Nelson, BA, MA (TES)L (Washington), PhD (AppLing) (Macq)

C San Miguel, BA(Hons) (Lanc), MA (Macq), PGCertEd (Exe), DipAdultTESOL (ACL)

*Lecturers*

R Appleby, BSc (Syd), MA (LangLit) (UTS), GradDipEd (STC), CertTEFLA (UCLES)

T Dovey, MA (Oregon), BA (Uni South Africa), PhD (Melb), CertTESOL, Dip Physiotherapy

N Griffiths, BA(Hons) (S'ton), MA (Lond), DipTEFLA

K Hunter, MA (AppLing) (Macq), PGDip Multicultural Education (Lond), Teaching Diploma (W'gong)

B Lasserre, BA, DipEd (Syd), MA (AppLing / TESOL), Maîtrise (Poitiers)

D Nixon, MA (TESOL) (Syd), GradDipTESOL (SCAE), BA (Adel)

*Office Manager*

S Oh

*Student Administrator*

S Felix

*Administrative Assistant*

R Wills

### **INSTITUTE FOR INTERACTIVE MEDIA AND LEARNING**

*Director and Professor of Learning Technologies*

S Alexander, BSc, MAppStats (Macq), GradDipEd (SCAE)

*Web Manager*

K Gilroy, BA(Hons) (UNSW), GradDipComm (UTS)

*Administrative Officer (Acting)*

E Mirabella

*Senior Lecturers*

L Leung, BA (UWS), MA (IoE Lond), PhD (UEL)

J McKenzie, BSc(Hons) (Syd), GradDipEd (KCAE), BA(Hons) (Macq), PhD (UTS)

*Lecturers*

T Golja, BEd, MEd (Syd)

S Housego, BSc (UTS), MEd(Hons)

P Kandlbinder, BEd (SCAE), MEd (UTS), PhD (Syd)

G Matthews, BBus, MIM (UTS)

*IT Support*

L Wong

*New Media Designer*

A François, BAVA (UNSW), GradDipFilm&Television (SIT)

*Project Manager*

E Howson, BA(Hons) (UWS)

G Matthews, BBus, MIM (UTS)

*Educational Program Manager*

A Traucki, BSc (Macq), GradDipFilm&TV (UNSW)

*Website Designers*

D Boud, BA (Media and Communications) (UNSW)

A Soendjaja, BA (Communication) (Canberra), GradDipDesign, MDesign (UTS)

*Information Architect*

S Bryant, BFA (Monash), MArt (UNSW), GradDipEIM (UTS)

*Faculty Web Coordinator*

M Schreck, MIM (UTS)

*Senior Web Programmer*

R Trowsdale

*Web Programmer*

Y Ryan

*Trainee Programmers*

M Mei

J Preston

C Tran

*Research Assistant*

A Morgan, BSocSc(Hons) (UNSW)

### **STUDENT OMBUD**

*Student Ombud*

B Olliffe, BA(Hons), LLB (Syd), LLM (UTS), Solicitor of the Supreme Court of NSW

*Assistant Student Ombuds*

K Gordon, BA, DipTeach (Auck), GDipTESOL (SCAE), MA (Syd)

L Groen, BSc, DipEd (Syd), MAppSc, PhD (UTS), MCom(Hons) (UNSW), GradDipOR (NSWIT)

R Reynolds, BA, LLB, LLM, PhD (Syd)

*Administration Manager*

J Murphy, BA (UTS)

### **UNIVERSITY LIBRARY**

*University Librarian (Acting)*

F Datu Lawton, BLS (UP), MLib (UNSW), PostGradDipManagement (Macq)

*Policy and Research Officer*

G Gardiner, BA (Macq), GradDipInfM (UTS)

## Corporate Services Team

*Corporate Services Coordinator*

L Knight

*Executive Assistants*

E Alba, BA (Communication) (UP)

D Garven, BSc (Arch) (UNSW)

M Tsang

D Watson, BAppSc (Information Studies) (UTS)

## Client Services Unit

*Director (Library Client Services Unit)*

P Leuzinger, BA(Hons) (Monash), DipLib (UNSW),

DipJuris (Syd), GradCertM (UTS), AALIA

## Communication team

*Communication Manager (Acting)*

L Prichard, BA(Hons) (Syd)

*Communication Officer*

Vacant

*Web Editor*

M Redden

## Information Services Department

*Information Services Manager and BELL Program Officer*

S Scholfield, BA (Macq), DipLib (UNSW), AALIA

## Information Services Librarians

*Business Librarian*

D Freeder, BA (LibSc) (KCAE), MBus (Marketing) (UTS)

*Design, Architecture and Building Librarian*

K Hodgman, BA (Tas), GradDipIM-Lib (UNSW)

*Engineering Librarian and Collection Development and Access Team Leader*

J Chelliah, BA, MA (Auck), Cert in Adult Teaching (Auckland Inst of Tech), DipLibrarianship (Wellington), AALIA

*Education Librarian*

C Langeveldt, BA, GradDipSocSc (UNE)

*Humanities and Social Sciences Librarian and Information Literacy and Reference Team Leader*

A Slocombe, BSc(Hons) (JCUNQ), GradDipLibInfSc (KCAE), BA (N'cle)

*Information Technology Librarian*

P Tooth, BSc(Hons) (Syd), PhD (Cantab), GradDipAppSc (Lib&InfMgt) (CSturt)

*International Librarian*

W Cai, BA (NJU), MIM (UNSW), DipAmerStud (Leuven)

*Law Librarian*

Vacant

*Science Librarian*

S Byrnes, BSc, GradDipIM-Lib (UNSW)

*Information Services Librarians*

B Goldsmith, BA(Hons) (Macq), GradDipInfoMgmt (UNSW)

G Luchetti, BA, DipLib (UNSW)

J Mueller, BA, DipIM (UNSW)

P Newton, BA (Macq), GradDipInfM (UTS)

J Witt, BAppSc (UTS)

*Information Services Staff*

K Bowker, BA (SCAE), GradDip (Visual Arts) (UNSW), AssocDipArts (Library Practice) (TAFE)

## Lending Services Department

*Lending Services Manager*

E Marnane, BA, DipEd (Qld), GradDipEd (TLib) (QUT), AALIA

*Loans Desk Coordinator (City campus)*

Vacant

*Shelving Coordinator*

M Christopher, AssocDipArts (LibraryPractice) (TAFE)

*Digital Resources Register and Reserve Coordinator*

S Fardouly, BSc (Syd), GradDipAppSc (Information) (KCAE), MAppSc (UTS)

*Digital Resources Register Supervisor*

M Mann, AssocDipArts (Library Practice) (TAFE)

*Closed Reserve Supervisor*

D Chandrasena, BSc (Colombo), AssocDipArts (Library Practice) (TAFE)

*Lending Services Staff*

W Adi

J Austen, AssocDipArts (Library Practice) (TAFE)

L Boulet

S Brenton, BA (Library&InfoSt) (Canberra)

E Christopher

D Cunningham

K Di Rocco

J Eikemo

A Ensor, DipLibInfoSc (TAFE)

A Ferberg, BA (Communication) (UTS), AssocDipArts (Library Practice) (TAFE)

M Foroozesh, AssocDipArts (LibraryPractice) (TAFE)

J Healey, DipLibInfoSt (TAFE)

B Laing, BA (English & History) (Flinders), GradDipInfoSt (SAust)

D Litting, BA (Communications) (Macq), GradDipInfoSt (UTS)

C Miles, BA (Linguistics & English) (Syd)

M Nithiyaratnam

B Phung

V Pinuela

S Ponniahpillai, BAppSc (Information) (UTS)

E Proctor

P Singh

V Spain, AssDipArts (Library Practice) (TAFE)

A Stigliano BA (English Lit & Philosophy) (Macq)

I Stroe

K Swift

G Timings

R Wilson

R Wood, BAppSc (Information) (UTS)

### **Kuring-gai campus Library**

*Kuring-gai Library Manager, Information Services Librarian (Nursing, Midwifery and Health)*

L Evans, BAppSc (Agric) (UWS), GradDipInfM (UTS), MAppSc (Library & Information Management) (CSturt)

*Information Services Librarians*

J Van Balen, BA (LibSc) (KCAE), LMusA (AMEB)

J Edwards, BA(Hons) (Sussex), DipLib (UNSW)

J Todd, BA, DipEd (Macq), GradDipInfoSt (UTS)

F Bradley, BA (UWA), GradDipInfo&LibStud, MA (Media and Information) (Curtin), AALIA (CP)

*Information Services Staff*

G Karsai

*Lending Services Coordinator (Kuring-gai campus)*

E Safaei, AssDipArts (Library Practice) (TAFE)

*Lending Services Supervisor, (Kuring-gai campus)*

P Jones, DipLibInfoSvcs (TAFE)

*Lending Services Staff*

J Burke, Trained Nurse RN(RNSH) CertMid(HDH) DNE(RCN)

E Kwan, DipLibInfoSvcs (TAFE)

M Jefferson, BA (UNE), DipLibInfoSvcs (TAFE)

G Wong, DipLibInfoSvcs (TAFE)

J Farrell, BSc (UNSW)

F Moor

G Mo

B Potts, BA, BEd (UWA), DipTesol (RSA)

F Su, BA Law (Shanghai Teachers' University), AssDipArts (Library Practice) TAFE

J Williams, BA (Syd), GradDipPersMgmt&IndRelns (NSWIT)

### **Library Resources Unit**

*Director (Information Resources Unit) (Acting)*

A Flynn, BSc (Macq), MBA (UTS), AALIA

*Information Resources Manager (Acting)*

G Maclaine, BAppSc (Information) (UTS), AssDipArts (Library Practice) (TAFE)

### **Monographs Department**

*Team Leaders*

M Bazin, BA(Hons) (Syd), DipLib (UNSW)

S Gates, BA (UNSW), GradDipLib (RiverinaCAE)

*Librarians*

R Goodwin, BA (Syd.), DipLib (UNSW)

B Linn, BA(Hons) (Syd), MLibScience (McGill Uni, Montreal)

P Rubner, BA (Syd), GradDipComm (NSWIT), DipArts (Studies in Religion) (Syd)

*Monographs Department Staff*

T Dimitrova, BA (Moscow State Uni), MA (Inst of Art Studies, Sofia), DipLibInfoSt (TAFE)

H Humphries, BA (Syd), DipLib (UNSW), AALIA

A McKeown, AssDipArts (Library Practice) (TAFE)

R Natoli, AssDipArts (Library Practice) (TAFE)

J Peng, ME(Hons) (UW), DipInformation (TAFE)

C Smythe, DipLibInfoSt (TAFE)

H So, AssDipArts (Library Practice) (TAFE)

M Soo, BA (CSturt), AALIA

Y Wong, AssDipArts (Library Practice) (TAFE)

V Xu, AssDipArts (Library Practice) (TAFE)

S Yaghoobi, AssDipArts (Library Practice) (TAFE), BA (EnglishTranslation) (Azad Uni)

H Yuen, AssDipArts (Library Practice) (TAFE)

### **Serials and Interlending Department**

*Team Leader*

A Gadallah, BEc (Cairo Uni, Cairo), PostGradDip AppSc (Information) (UTS)

*Librarians*

J A Marshall, BA (Communication) (UTS)

N Thorpe, MA(Hons) (Aberdeen), PostGradDip (Info Studies) (Robert Gordons Uni, Aberdeen)

*Serials and Interlending Department Staff*

D Ambriano, BA (W'gong), DipLib&InfoSt (TAFE)

S Beaty, BA (Humanities) (Griff), GradDip LibSc (QUT)

G Hampshire, AssDipArts (Library Practice) (TAFE)

M Hean, AssDipArts (Library Practice) (TAFE)

B Jones, DipLibInfoSt (TAFE) BA (Tas), GradDipAppSc(Lib&InfMgt) (CSturt)

M Langdon, DipLibInfoSt (TAFE), BAppSc (Information) (UTS)

S Natour, BA(Hons) Visual Arts (UWS), GradDip Info Management, Librarianship (UNSW)

G Nguyen-Ngoc, AssDipArts (Library Practice) (TAFE)

L Thompson, BA (Macq), Grad Dip App Sci (LIM) (CSU)

C Tian, MCom (Info and Library Management) (UNSW)

T Tith, MA (Applied Linguistics) (Macq)

### **IT Services**

*IT Manager*

M Jevtic, BSc (Computing) (UTS), BSc (Elec Eng) (Belgrade)

*Web Developer*

R Buggy, BA (Computing) (Macq), MCSE, MACS

*Systems Architect*

S Elbourne

*Server Administrator*

H Acopian, Dip IT, MCP

*Library IT Officers*

Q Alkozai, DipIT (SIT)

J Zhang, MComp (UWS)

### **UTS SHOPFRONT**

*Director*

Associate Professor P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

*Alternate Director*

G H Searle, BA(Hons) (Adel), PhD (Macq), MRAPI, MIAG

*Program Manager*

P O'Loughlin, BA (SocSc) (UTS)

*Information Manager*

L Andersen, BA (Qld)

## **DIVISION OF THE REGISTRAR AND VICE-PRESIDENT (STUDENTS)**

### **OFFICE OF THE REGISTRAR AND VICE-PRESIDENT (STUDENTS)**

*Registrar and Vice-President (Students)*

J M FitzGerald, LLB(Hons) (Melb), LL.M, PhD (Northwestern)

*Executive Officer*

M Connolly, BEc (SocSc), GradDipJur, MIntS (Syd), GradDipInf (UTS)

*Executive Assistant*

J Tompkins

### **GOVERNANCE SUPPORT UNIT**

*Director*

D M S Pacey, BBus, GradCertMgt, GradDipBus (CSU)

*Deputy Director*

M Poepjes, BA(Pol&Gov), MBA (ECU), MA (UTS)

*Administrative Officer (Acting)*

M Coull

*Supervisor, Administrative Services*

C L Chiu

*Administrative Services Assistant*

R Kanhai

*Finance Officer*

R Piech, BBus (NSWIT/UTS), Grad Dip Ed (UTS), GradDip FinancialPlanning (Securities Institute of Australia)

*Manager, Governance Policy and Projects*

H M Juillerat, BEc, LLB (Qld)

### **Student Discipline and Appeals Services**

*Coordinator, Student Discipline and Appeals*

M Costelloe, BA (Syd)

*Senior Student Discipline and Appeals Adviser*

I Rex, BA(Hons) (Macq)

*Student Discipline and Appeals Administrative Officer*

C Farmer, BA (UC) (on leave)

*Student Discipline and Appeals Administrative Officer (Acting)*

A Christofides

### **Secretariat**

*Coordinator, Secretariat*

M A Noble, BA (Communication), MA (UTS)

*Senior Administrative Officer and Clerk to Council*

A Maratheftis, BEc (Syd)

*Senior Administrative Officer and Clerk to Academic Board*

D Petersen, BA(Hons), MA (JCU)

*Senior Administrative Officers*

P Ashworth, BAppSc (BioMed), MA (UTS)

A Mak, BA (HK)

*Administrative Officer*

P Luscombe, BBus, ALGA (MCAE), Acting Electoral Officer

### **Records Management Services**

*Coordinator, Records Management Services*

D Edwards, BA (W'gong), GradDipIM (Archives Admin) (UNSW)

*Senior Records Officers*

S Baker, BAppSc (Information), GradDipKM (UTS)

I Triffitt, BAppSc (Information) (UTS)

S Woolley, AssocDipBus (Records and Information Systems) (TAFE)

*Records Officers*

J Matts, BA (Syd), GradDipIM (Archives Admin) (UNSW)

D Tremaine, AssocDip of Library Practice (SydTechColl), Certificate in Managing Historical Documents, Certificate in Local History (UNSW)

### **Graduation and Ceremonial**

*Coordinator, Graduation and Ceremonial*

G E Peters, BSc (Central Connecticut State College), GradDipLibSc (KCAE)

*Ceremonial Officers*

L Mattoni, ExecCertEventMgt (UTS)

T Ward, BA (UWS), GradDipCommM (UTS)

*Project Officer*

A Moore

### **Publications**

*Coordinator, Publications*

M H Mackenzie

*Editor*

A Leddy, BA(Hons) (W'gong)

*Publications Officers*

L Jabbour, BA (WAust), BJour (Murdoch), DipBookEd&Publ (Macleay)

B Smith, BA, MA (Syd)

*Web Administrator*

J McGirr

### **Academic Programs Office**

*Academic Programs Manager (Acting)*

D Gray, BBus (CSU), GradDipInfoSys

*Senior Administrative Officers*

S Chopra, LLB(Hons) (UTS) (Acting)

A Daniel-LeLoch, Diplome Institut d'Etudes Politiques (France)

*Curriculum Analyst*

S Carew, BSc (UNSW)

*Project Officer*

J Storry, DipEd(Primary) (NC Teachers' College), BEd (UNC), MEdAdmin (UNSW)

## **INTERNAL AUDIT UNIT**

*Director*

F Theron CIA, CISA

*Lead Internal and IT Auditor*

Vacant

*Lead Internal Auditors*

C Gala, BA(Hons) (Macq), BEc (Syd), GradDipLegStud (UNSW), GradCertAppFin&Inv (SIA)

Vacant

*Internal Audit Project Officer*

J Pozzini, BBus (UTS), GradDipPsych (CSturt)

## **STUDENT ADMINISTRATION UNIT**

*Director*

A Reed, BSc (Monash), BEd, GradDipEd, MBA (Melb)

*Personal Assistant to the Director*

S Morrison

*Review and Policy Development Officer*

J Trethewey, BAppSc (CCA), DipEd (UNSW)

*Student Appeals and Investigations Officer*

Vacant

*General Manager (Operations and Process Improvement)*

L Maher, BEd, GradDip (Deakin)

*Manager, Admissions*

P Liu, BEc, LLB (Macq), MEd (UTS)

*Team Leaders, Admissions*

J Holt

P M McNamara, BA (UTS)

*Team Members, Admissions*

J Clover

C Fernandez

P Winton, BA (Macq), GradDipLibandInfoSc (CSturt)

R You, BA (China), MEd (Syd)

*Manager, Enrolments*

R Grauds, BInfTech(BusSys)((W'gong)

*Team Leader, Enrolments*

V Retsinas, BA (UWS)

*Communications Team Leader*

K Fizzell, BA(Hons) (UNSW), MLitt (Syd), GradCertInfTech (UTS)

*Team Member, Enrolments*

A Nataatmadja, BEc (Tarumanagara), MBus (UTS)

*Manager, Student Info & Admin Centre*

N Abraham

*Team Leader, Student Info & Admin Centre*

K Arkapaw, BSc(Hons) (UNSW)

*Team Members, Student Info & Admin Centres (Broadway and Kuring-gai campuses)*

G Cahill

M Davaa, BBus (Mongolia)

L Davies

B James

A Kang

L Kapoor

I Kwok, BMgt (USA)

S Michael, BBus (CSturt)

D O'Connor

*Deputy Director (Fees, Examinations Record Management)*

D Quin, BTP, MTP (UNSW), MBA (UTS)

*Manager, Records and Examinations*

K Warrington, BBus (HRM) (CSturt)

*Team Leader, Examinations*

S O'Connor

*Team Leader, Progressions*

M Katsifis, BA(Hons), GradDipEd(Secondary) (Syd)

*Team Leader, Records*

G Van Wingerden

*Team Members, Examinations and Progressions*

G Ardill

D Beech, BSc (UTS)

C Gordon

A Magick

M Ramal, BSc DipInfTechProfPrac (UTS)

S Saysana

*Manager, Fees*

J Arranz, MBA (UP), MCom (UNSW), GradDipFP (SIA), CPA, ASIA

*Operations Coordinator*

C Dumper, BSocSc (Waikato)

*Fees Officers*

S Dodds

J Gabriel, BA(Hons) (Syd)

S Lin, BA (Syd)

*Team Members, Fees*

V Alter

C Bagley

J Meadows-Walter

R Pita

T Yu

*Manager, CASS and Student Systems*

S Wilkinson, BA(Hons) (Bus) (Huddersfield), GradIPD (Manchester)

*Project Administrator*

G Irwin

*Project Managers*

J Dawlings

M Rothery, MA (UTS)

*Team Leader, Applications and Support*

M Brookes, BSc(Hons) (RHBNC-London)

*Team Members, Applications and Support*

M Hollbecq

N Leventhal

J Stojanovska, BE (Syd)

*Team Leader, Report and Data*

P Antony

*Team Members, Report and Data*

G Buchan

D Ho

*Training Consultant*

J Nisted

*Team Members, Applications and Systems Training*

L De Castro

B Watts, BA (Macq)

*Business Analysts*

L Aitkin, BSW (UNSW), BA (UNE)

D D'Cruz

P Flynn

J Hogan

P Rooney

*Operations Analyst*

P Reakes

*Web Developer*

A Sajwani

## STUDENT SERVICES UNIT

*Director, Student Services*

C Hepperlin, BSc(Hons) (UNSW), MCLinPsych (Macq), MBA (Syd), MAPsS

### Careers Service

*Manager*

M McKenzie, BA, MEd (UNSW)

*Careers Counsellors*

J Doherty, BA, DipEd (Syd), GradDipCareersGuidance (Lond), MA (Sur)

M Wright, BEd, GradDipEd (Careers) (Deakin)

*Resource Librarian*

K Cavanaugh, BA (UNSW), Grad Cert Career Counselling (RMIT)

*Administrative Assistant*

S Edmonds, BEcon (Macq)

E McCosker, BA (UTS)

### Counselling Service

*Head, Counselling Service*

B Smout, BA(Hons) (Macq), MAPsS

*Counsellors*

M Biasatti, BSW(Hons) (UNSW), MAASW

N Boycott, LCST, BA(Hons) (UWS), CPSP, AsMAPS

D Cobby-Finch, BA (UNSW)

S Doctor, MSc (Leic), DipClinPsych (BPS)

M Herdy, BSc(Hons) (Psych) (Qld)

J Mander-Jones, BA(Hons) (UNSW), MA (AppPsych) (Macq), MAPsS

P Lark

S Lok, BA(Hons) (Psych) (UQ), MA (ClinPsych) (Macq)

D O'Brien, BA, DipEd (UNE), MA(Psych), MEd (Macq), MAPsS

J Piechocki, BSc(Hons) (UNSW), MA (Macq), MAPsS

F Robertson, BA (Macq), MA (Psych) (Syd), MAPsS

S Schock, BA(Hons) (SAust), MA (ClinPsych) (Rhodes), DClinPsych (Lond), MAPsS

T Simons, BSW (Syd), GradDip (Couple&FamilyTherapy) (UNSW)

V Widjaja, BSc (UNSW), MPsych (UWS)

### Health Service

*Medical Practitioner Contractors*

Dr B Chaugule, MB BS (UNSW), FRACGP

Dr J Gottlieb, MB BS (UNSW), FRACGP

Dr A Ling, MB BS (UNSW), FRACGP

Dr R Thambyah, MB BS, BSc (Med) (UNSW), FRACGP

Dr N Woodhead, MB BS (Syd), DipPaed, FRACGP

*Practice Manager*

S McMillan

*Registered Nurse*

M Johnstone, RN

### Housing Service

*Manager*

A Mitra

*Business Coordinator*

E Rouchon

*Residential Life Coordinator*

M Middlebrook

*Housing Officer*

M Klein

*Reception/Administrative Assistant*

P Salmon

### Special Needs and Financial Assistance Service

*Manager and Special Needs Coordinator*

M Flood, BA(Communication) (NSWIT)

*Special Needs Administrator*

D Toman, BSW (Ill)

*Financial Assistance Officer*

K Neville, BA (SocSci) (LaTrobe), Cert IV (Workplace Assessment & Training)

*Disability Services Officer*

L Penny, BA (UTS)

*Student Services Administrative staff – City campus*

P Clinton

J Crook

C Young, BA (ANU)

N Young

*Student Services Administrative staff – Kuring-gai campus*

R Marin-Guzman

## **UTS LEGAL SERVICES**

*Director and Solicitor*

J Hartigan, BA, LLB (Syd)

*Senior Solicitor*

L Moore, BEcon(Hons), LLB(Hons), LLM (Cambridge)

*Assistant Solicitor*

Vacant

*Legal Coordinator*

G Pereira

## **DIVISION OF THE VICE-PRESIDENT (ORGANISATIONAL SUPPORT)**

### **OFFICE OF THE VICE-PRESIDENT (ORGANISATIONAL SUPPORT)**

*Vice-President (Organisational Support)*

A Dwyer, BBus (CSturt)

*Executive Assistant*

M Ho

### **HUMAN RESOURCES UNIT**

*Director*

J Gilmore, BA(Hons) (Syd), MComm(EmpRel) (UWS)

#### **Unit Services**

*Unit Services Manager*

P Spencer, BCom (IndRel) (UNSW)

*Unit Services Officer*

B Courtille, BA (ECU)

*Unit Services Assistant*

J Miles-Brown

#### **Staff Services**

*Manager, Staff Services*

A Leadbitter, BSc(Ag) (Syd)

*Staff Services Officers*

K Cuevas

G Elrick

R Gilzean, BA(Hons) (Comm) (UTS)

D Hua

B Thomson, BBus (HRM) (QUT)

#### **Human Resources Management Services**

*Manager, Human Resources Management Services*

B Bosman, BA(Hons) (Monash), MBA (NSWIT)

*Human Resources Partnership Managers*

K Mackey, BA(Hons) (Syd)

V Thomas, CertPersonnelAdmin (TAFE)

T Whitters, GradDipPMIR (NSWIT), GradCertMgtPsych (CSU)

*Human Resources Partners*

C Barcham, BA(Hons) (Luton), GradDip(HRM) (Croydon)

C Bellach, BA(Hons) (Syd)

A Hart

S Heiner, BEd (UTS)

A Maarhuis, BCA (VUW)

F Thomas

R Turner

*Human Resources Information Coordinator*

L Wines, BA (VisArts) (SCA), GradDipAdmin (UTS)

*Management Information Officer*

M Grinter

*Neo Deployment Specialist*

S Halliday, GradDip(EmpRels) (UTS)

*Human Resources System Support Officer*

K Scotton, Diploma(HRM) (TAFE)

#### **Workplace Relations and Policy**

*Manager, Workplace Relations and Policy*

P Fox, BEc (Syd), GradDipEmpRels, MBA (UTS)

*Senior Workplace Relations Specialist*

F Young, BA (Macq), GradDip(HRM) (CSU), MMgt (ACU)

*Senior Workplace Relations and Policy Specialist*

L Carroli, BBus (QUT)

*Manager, Remuneration and Benefits*

G Charnley, BBus (USQ)

*Workplace Relations and Policy Specialists*

V Alexander, BA (Syd), GradDipE-Learning (UTS)

M Roberts, BBus(Mgmt) (QUT), MBus (HRM) (CSU)

*Workplace Relations and Policy Officer*

V Stark, BA (UNE), Dip(HRM) (SIT)

*HEWRRs Specialist*

B Myers, BComms (Macq)

#### **Organisation and People Development**

*Manager, Organisation and People Development*

G Blondé, BA(Macq), GDip(CommMgt), MApSc(CommMgt) (UTS), DBA (Macq)

*Organisation and People Development Consultants*

T Anderson, BA (UNSW), MEd (Training&Dev) (UNE), GradCertE-Learning (UTS), DipProjMgt (UNE), MAITD

A Reader, BSc(Hons) (Leeds), MHRM(Coaching) (Syd)

H Sim, BA (Macq), MEd(Adult Ed) (UTS)

*Change and Restructuring Specialist*

H Potapof, GDip(HR), MMgt(HRM) (Macq)

#### **Environment, Health and Safety**

*Manager, Environment, Health and Safety*

S Kirk, BSc (UNSW), GradDipOT (Syd)

*Environment, Health and Safety Technical Coordinator*

D Lloyd-Jones, BSc(Hons) (UTS), AssDip(Chem) (TAFE), GradCert(InfTech) (UTS)

*Environment, Health and Safety Coordinator*

D Branche, BA(Hons), PGDip Personnel Management, MCIPD (UK)

*Environment, Health and Safety Management Systems Coordinator*

C Lee, BComm (UWS)



*Workers' Compensation and Return to Work Coordinator*

A Robinson, DipOT(COT), AccOT, GradDipAdmin (KCAE), MBus(EmpRels) (UTS)

*Workers' Compensation Officer*

D Grady, AdvCert (Personnel Mgmt), AdvCert (Secretarial) (TAFE)

## **INFORMATION TECHNOLOGY DIVISION**

*Director, IT Services*

C Cahill, GradDipInformationSystems (CSturt)

*Director, IT Infrastructure and Operations*

P James

*Knowledge Administrator*

J Greenfield, BA (Flin), GradCertHRM, GradCertComm (SIT)

*Executive Assistant*

P Leder

## **ITD Finance and Administration**

*Manager*

M Green, BA(Hons) (Business Studies) (Greenwich), MBA (Wales)

*Financial Coordinator*

H Reed

*IT Purchasing Finance and Administration Coordinator*

M Bui, BComm (Accounting) (UWS)

*Network Financial Coordinator*

E Espinola, BSc (Management) (Mnl-Phils), GradDipBus (Marketing) (Auck)

*Administrative Coordinator*

V Tibbertsma, BA(Hons) (UTS)

*Administrative Officer*

J Timmins

*Switchboard Coordinator*

A O'Harae

*Switchboard Operators*

G Drysdale

P Ekerick

J Maskiewicz

L Wales

## **Enterprise Systems Strategy**

*Manager, Enterprise Applications Strategy*

K Newcombe, BSc, DipEd (UNSW)

*Senior Business Analysts*

K Manley

C Markovic, BInfTech, MBus (UTS)

G Wall

*Neo Support Team Leader*

A Fazeel

*Neo Support Analysts*

N Bell

G Phillips

M Shahzad

*Business Analyst*

K Eadie

*Neo Application Administrator*

W Winter

## **IT Plans and Programs**

*Manager*

P Demou, BS (Dela), MS (George Washington)

*Data Network Implementation and Design Coordinator*

T Bayfield

*IT Security Office Manager*

I Waters, BSc, DipNAAC (Syd), DipBAdmin (Macq), MSc (NSWIT), AssDipTravel&Tourism (SIT)

*IT Security Manager*

D Morrison

*Network Manager*

C Laughton

*Senior Data Network Administrators*

P Bahas, AdvDipTelecommsEng (Syd)

J Short

*Network Administrators*

P Das, NationalDipTechnology (SLanka)

T Ralph, AssDipElecEng (QUT)

E Sathithanandha, NationalDipTechnology (SLanka)

T Scargill

M Thakur

*Communications Facilities Planner*

G Alford, RCDD

*Communications Systems Planner*

C Wilkins, MPM (Syd), DipCommsEng (SA), PMI

*IT Project Managers*

D Amanaki, Higher National Dip (Eng) (Cables & Wireless Telecommunications College UK)

D Rosenthal

## **IT Purchasing**

*Manager*

P M Regattieri, BBus (NSWIT)

*Senior IT Purchasing Consultant*

P Botros

*IT Purchasing Consultant*

E Pattalis, BSci(InfTech), DipInfTechProfPrac (UTS)

*IT Logistics and Asset Controller*

R Jolliffe

*IT Purchasing Assistant*

B McGregor

## **Technical Services**

*Manager*

P James

*Technical Implementation Manager*

S Donovan, BE (UNSW), MEM (UTS), MIEEEE

*Server Management Coordinator*

J Mitchell, BAppSc (NSWIT), DipEd (STC)

*Server Administrators*

R Burrige, BSc(Hons) (CompSci) (Covent University UK)

S Chung, BE (CompSys) (UTS)

D Crellin, BSc (Computing) (UTS)

T de Hesselle

P A Dorrian, DipProgTech

N Mohanan, ElecEng (City University, London UK)

W Shek, BMath, BCommerce(Hons) (Canada), CNE

D Symonds, BE DipEngPrac (UTS)

M Trivedi, BE (Electronics) (Baroda)

*Information Systems Manager*

E Latif, BSc (CompSc) (Alexandria), MACS

*Senior Business Analyst*

J Smith, BAppSc (CompSc) (UTS)

*Business Analyst*

J Chan

*Flexible Learning Consultant*

C Frankland, BA (UC)

*Flexible Learning Coordinator*

S Harrison

*Flexible Learning Administrator*

H Jones, BFA (UC)

*Senior Database Administrators*

G Barthelot

P Clarke

G Ishenko, DipAppliedMaths (Moscow)

K Lam, BSc (CompSc) (Syd)

*Database Administrator*

S Dean, BSc (CompSc) (VUW)

*Applications Project Manager*

P Player

*Analyst Programmers*

V Bansal

T Bui

G Cupic

T-L Yuen, BSc (CompSc) (UTS)

*Web Developer*

J Pickering

*Education Consultant*

M Rodoreda, BEd (Adult Ed) (UTS)

*Education Coordinator*

B Yerushalmy, BA (BehavSc) (Macq), DipBAdmin (Technicon)

**User Services**

*Manager*

C Cahill, GradDipInformationSystems (CSturt)

*IT Support Centre Managers*

K Jacinto, BA (Communication) (UTS)

T Jones, BInfTech (CQU)

*Customer Support Engineers*

G Lamb, MCSE, CNE

D McNally, MCSE, CNE, CCNA

M Rangaswami, BSc, BEd

P Yu, MInfSc (UNSW), MCSE, CNE

*Senior Customer Support Officers*

S Bacchal

S Bowditch, Dip IT (Business Systems) (TAFE)

T Bui

R Cavanna

L Flores

B Hammond, BAppSc (NSWIT), MACS

B Mak

M Perez, Dip IT (TAFE)

P Pham

H Rogers

*Customer Support Officers*

S Drysdale

W Espinoza

A Fakorede

M Genge

D Ho

J Ho

Z Illingworth

K Kunal

P Leder

W Masigan

R Morales

J Neil

M Pattie

K Raval

S Ryan

A Strange

R Walbank

B Wilson

J Yasmineh

*Internal Partnerships Manager*

K Ellenor, ITIL

*Faculty of Design, Architecture and Building Client Computing Manager*

T Esamie, BSc (Syd)

*Senior Microcomputer Support Officers, Faculty of Design, Architecture and Building*

P Grosvenor

H Tan

*Faculty Computing Manager, Faculty of Education*

K Fung

*Senior Microcomputer Support Officers, Faculty of Education*

R Ma

F Xu

*Faculty Computing Manager, Faculty of Humanities and Social Sciences*

A Martin

*Senior Microcomputer Support Consultants, Faculty of Humanities and Social Sciences*

O Davidson

S Prowse

*Faculty Support, Faculty of Nursing, Midwifery and Health*

P Dunlop

*Faculty Support, Faculty of Science*

P Hayes

*Computer Support Officer*

M Grinter

*Technical and Computing Officer*

M Smith

*Facilities Management Unit IT Support Officer*

T Lanyon

*SAU, R&I Office, MCU, Jumbunna, ELSSA Support Manager*

C Meintjes

*Senior Microcomputing Support Officers*

G Harvey

S Tann

*Division of the Registrar and Vice-President (Students) Support Manager*

D Espina

*Senior Microcomputing Support Consultant, Division of the Registrar and Vice-President (Students)*

O Samson

### **Printing Services**

*Manager Printing Services and ITSC*

R P E Mascarenhas, GradDipOpsMgt, MBA (UTS)

*Manager, Production Services*

C Sorrenti

*Manager, Digital Imaging Services*

D Sandford, DipManagement&Leadership (SIT)

*Production Coordinators*

R Cherian

M O'Halloran

K Slater

*Customer Services Officers*

P Gibson-Lane

S Kumar

*Digital Print Operators*

I Ford

H Kwok

M Magro

R Norgate

E Reynolds

R Wind

*Bindery Assistant*

P Singh

### **Audiovisual Services Unit**

*Manager*

R Collins

*Program Manager, Services*

K Grattan, BA (La Trobe), GradDipComm, MA (Journalism), MEd (UTS)

*Campus Manager, Broadway*

A Meszaros

*Campus Manager, Haymarket*

R Bell

*Campus Manager, Kuring-gai/St Leonards*

D Moore

*AVS Coordinators*

A Dalman

R Forster

P Harding

R Ostradicky

B Sawdy

M Taylor

S Wade, MCA, GradDipCom (UTS), BA (Mus), AdvCertFilm&TVProd

C Wilson

*AVS Service Officers*

D Aymeric

R Beaux

J Boughton-Dent

D Connolly

D Janderko

R Fraser

M Grenenger

L Little

J Meuke

J Ratcliffe

C Wilson

S Yuen

*Producer*

M Gale

*Photographer*

S Borsellino, CertPhoto (QCA), BACine (AFTRS)

*Program Manager, Resources*

R Piper

*Project Managers*

K Barnes

J Holmes

*Computer Systems Coordinator*

Vacant

*Design and Development Engineer*

A Ebonia, Ass-IEAust BSECE (MITPhil)

*Technical Officers*

J Neirotti

K Ng

R Oliveira (Projects)

A Tadros, BE (Elec) (NSWIT)

## **MARKETING AND COMMUNICATION UNIT**

*Director*

J Willoughby, LLB(Hons) (Cantab)

*Office Manager*

H Morrissey

*Administrative Assistant*

P Butler

### **Marketing**

*Manager, Marketing Services*

B Kynaston, MA(Hons) (Auck)

*Marketing Officer (Event Management)*

A Cadick, BSc (Syd), BSc(Hons) (UTS)

*Development Officer*

W Benze, Dip-Kaufmann (Hamburg)

*Advertising Executive*

J Lees, BA (California)

*Marketing Projects Manager (Engineering)*

Vacant

### **Media Communication**

*Manager, Media Communication*

R Button, BA (Qld), BBusComm (QUT)

*Media Officer*

T Clinton, BA (USQ), BMus (N'cle), MMus (Syd)

### **Internal Communication**

*Manager, Internal Communication*

M Amin, BBus (Marketing), MA (Professional Writing) (UTS)

*Internal Communication Producer*

F Morgan, BA(Th) (UNSW), MA (Journalism) (UTS)

*Internal Communication Coordinator*

J Wang, MDesign (National Taiwan Normal University)

*Communication Officer*

S McNerney, JP, BA (Communication) (NSWIT)

*Photographer*

S Evans

*Video Producer*

M Gale, BA (Communication) (UTS)

### **Corporate Identity**

*Design Manager, Corporate Identity*

R Clouten, BA(Graphic Design) (Griff)

*Senior Graphic Designer*

S Roshan, DipSIAD (UK)

*Graphic Designer*

H Ngo, BDesign (UTS)

*Production Coordinator*

F Bruce, BGraphicDesign (UC)

*Publishing Officer*

M Tang, BDes (UNSW, COFA)

## **Research Communication**

*Manager, Research Communication*

M Mulcahy, BSc(Hons) (UTas), GradDipSciComm (ANU)

## **DIVISION OF THE VICE-PRESIDENT (RESOURCES)**

### **OFFICE OF THE VICE-PRESIDENT (RESOURCES)**

*Vice-President (Resources)*

to be appointed

*Commercial Director*

B McRae, CA, FCPA

*Executive Assistant*

C Satet, BA (UNE)

### **FACILITIES MANAGEMENT UNIT**

*Director*

B Gregg, BE, MEngSc, PhD, MBA (Melb), MIEAust, MAIPM, FAIM

*Personal Assistant to Director*

T Turner

*Quality Manager*

I Martinus

*Manager, Major Projects Branch*

W Blunt, BSc (Arch), BArch, MBEnv (UNSW), Chartered Architect, MAIPM

*Project Directors*

R Chandrasena, DipArch (RMIT), Chartered Architect

B Fisher, BArch, BConstMgt (N'cle), AssocDipAppSc (TAFE)

*Acting Manager, Planning and Design Review Branch*

C Gunton, DipArch, MA (Urban Design), RAIA

*Senior Architect*

G Moore, BArch (UNSW), Chartered Architect

*Timetabling Coordinators*

V Gopinath

M Sharp

*Timetabling Officer*

W Holtby

*Manager, Accommodation and Refurbishment Branch*

G Rabbitt, BArch (UTS), MUDD (UNSW), Non-chartered Architect, MAIPM

*Senior Architect*

H Chandra, BSc (BE), MSc (Arch) (USL), Chartered Architect

*Architects*

A G Farrugia, BSc(Arch), BArch (UNSW)

J Sim, BArch (N'cle) MPhil (Syd), AdvCertRealEstate (TAFE), AAIPM, Chartered Architect

*Professional Officer*

M M Podolec, BSc (Arch) (UNSW), BSc (Urban Horticulture) (UTS)

*Senior Mechanical Engineers*

N Faysal, BE (Mech) (AUB), MIEAust, CPEng

*CADD Manager*

B Hutchinson

*Facilities Information Manager*

M Narang

*Analyst Programmer/Database Administrator*

S Ivanovski

*Manager, Property Branch*

D L White, JP

*Property Officer*

C McHugh

*Manager, Building Services Branch*

J Kraefft, BE (Mech) (Syd), GradDipPM (UTS), MIE (Aust), MAIRAH

*Energy Management Engineer*

E Liyanage, CPEng (Aust), GradDipEng (Monash), DOT Class 1 (UK), GradCertEd (Tas)

*Administration*

M A Claridge

*Administrative Assistant*

A Mediavilla

*Building Services Supervisors*

R Bracken

R Hahn

R Natkunarajah, BSc(Hons), EngDip E&E

S Sandrabose, MIE Aust, CPEng

S Wood

*Cleaning Services Supervisor*

P Callaghan

*Building Services Officers*

G Binggeli

W Briggs

R Chatterton

M A Crocker

M Kenning

F W Logan

D Porter

P Shaw

S Tyrrell

*Horticulturalist*

N Aparra

*Gardeners*

M Callaghan

R Preston

A Mahon

*Tradespersons*

J Carlin

J B Bushnell

M Sprajcer

J F Stahl

W White

*Manager, Administration and Financial Services Branch*

J Anderson, JP

*Receptionist/Word Processor Operator*

M Ahamfule

*Administration Officers*

S D Narayan

M Walkowsky

*Accounts Officers*

S Ng, BA (Econ) (York, Can)

A Kristani, BA (UCSW), MBA (UTS), PGDip(Actg) (Macq)

*Facilities Hire Coordinator*

Y Lai, MCom (UNSW)

*Marketing and Events Coordinator*

M Schafer

*Manager Central Services Branch*

B Davies, AssocDipAdultEd (UTS)

*Asset Control Officer*

B Crocker

*Transport Supervisor*

W Evans

*Mail Supervisor*

S Logue

*Administration*

B Bachoe

*Central Services Officers – City campus*

A Browne

M Caicedo

G Moore

A Malone

R Jarden

N Moore

*Central Services Officers – Kuring-gai campus*

H Bayley

J Lyons

*Manager, Security Services Branch*

S Wallace

*Security Systems Manager*

G A Grant

*Operations Manager*

G Karanastasis

*Administration Coordinator, Security Services*

G Linn

*Supervisors*

J Parkhill

E Petrov

*Security Officers – City campus*

J Caraig

J Hoadley

*Security Officers – Kuring-gai campus*

S Horne

A McDermott

*Security Officer – St Leonards campus*

R Benson

## **FINANCIAL SERVICES UNIT**

*Director*

D Bock, BBus (UTS), CPA

*Executive Assistant to Director*

Vacant

*Receptionist*

J E Roach

### **Financial Accounting**

*Finance Manager*

S Vella, BBus (UTS), CPA

*Senior Financial Accountant*

P O'Regan, BBS, ACCA (Limerick)

*Financial Accountants*

L Baynes, ACCA

N Bell, BBus (SC)

M Gibbons, BEc (Macq)

*Student Fees Manager*

J Fell

*Student Fees Administrator*

S Lavin

### **Accounting Operations**

*Accounting Operations Manager*

D Mamo, BCom (W'gong), CPA

*Purchasing Officer*

R Mackenzie

### **Accounts Receivable**

*Accountant Bank Reconciliations*

R Yanto, BAcc (University of Tarumanagara, Indonesia)

*Accounts Receivable Supervisor*

A Tan, DipAcctg, BusCert IV (TAFE)

*Accounts Receivable Officers*

A Karan, BBus (UTS), AdvDipAcctg (TAFE)

S Xian, BEcon (Guandong University), MEcon (Macq)

### **Accounts Payable**

*Accounts Payable Supervisor*

S Roberts

*Accounts Payable Co-ordinator*

B Yao

*Accounts Payable Officers*

P Daraphet

T Edmunds

M Fanous, BCom(Acctg) (Cairo)

A Paine, DipBusComputer, AdvDipAcctg (NSW Business College)

*iExpenses Officers*

A Monaghan

R Wee

## **Management Accounting**

*Senior Management Accountant*

S Allen, BBus (UTS), CA

*Management Accountants*

K Chapman, BIB, BCom (GU), CPA

T Fung, BCom (UNSW), CPA

J Galvin, BComm (NUIG, Ireland), CA

D Latimer, BAcb, PrepaHEC (ISG Paris)

P Meredith, BCom (N'cle), CPA

H Singh, BBus (UTS)

J Taufiq, MCom (UNSW)

*Management Accounting Assistant*

K Satchithanandha

*Systems Accountant*

M Ramos, BEcon (UP)

*Finance System Administrator*

P Ward

*Research and Special Funds Assistant*

E Sebastian, BSBA (University of the East, Phillipines)

## **Payroll**

*Payroll Manager*

R Holmes

*Superannuation Officer*

P Champion

*Payroll and Superannuation Assistant*

R Brewer

*HR/Payroll Senior Business Administrator*

T Watkins

*HR/Payroll Business Administrator*

M Edouard-Betsy

*Payroll Officers*

E Chan

K Cochran

M Holt

G Lobb

L Oliver

M Ryan

G Wales

## **Taxation and Insurance**

*Tax and Insurance Manager*

G Laker, BLegS (Macq), MTax (UWS), MBA (UNE), FCPA, FTIA

*Taxation and Insurance Officer*

S Sharma, BArch, GradDipIT

## RELATED ENTITIES

### **accessUTS Pty Ltd**

#### *Chair*

K McCarthy, BCom (UNSW), ICAA

#### *Board of Directors*

B McRae, CA, FCPA

Dr J Morrison, BA (Chatham), MA, MPhil, PhD (Yale)

Professor J Rice, BSc, PhD (UNSW)

Professor S E Rowley, BA, DipEd (Monash), BCA, PhD (W'gong), FAICD

#### *Company Secretary*

R Allsep

### **INSEARCH Ltd**

#### *Managing Director*

M Laurence, BA, DipEd (Syd)

#### *Financial Controller*

J Hall, BCom (Auck)

#### *Academic Director*

R Reilly, BEc (Syd), MA (Sussex)

#### *Group General Manager, Education*

J Hannan, BA(Hons) (ANU), DipEd, DipTESOL (Canberra), Cert Teacher RSA Training (IH)

#### *General Manager, Marketing*

A Murphy, BA(Hons) (Syd)

#### *General Manager, Corporate Strategy*

D Samuels BA (UNSW), GradDipProjMgt, GradDipArtsAdmin (UNSW)

#### *General Manager, IT*

D White

#### *General Manager, Human Resources*

S Purandare, BCS, GDipMgt, MLL (UPune)

#### *General Manager, Academic Programs*

M Salmona, MBIT, GradCertULT (UNSW), GradCertProjMgt (UTS)

#### *General Manager, English Programs*

D Larbalestier, BA(Hons), DipEd, MAAppLingTESOL (Syd)

### **UTS Union Ltd**

#### *Chief Executive Officer*

T O'Sullivan, BA (Syd), LLB (ANU)

#### *Executive Assistant*

N Smith

#### *Director of Finance*

A Riley

#### *Human Resources Manager*

S Norman, BA (UWS), CMAHRI

#### *Sport and Recreation Manager*

A Fielding

#### *Programs Manager*

D Redden

#### *Catering Manager*

R Singe

#### *Bar Operations Manager*

R Doran

#### *Retail Manager*

D Johnson

#### *Functions Manager*

P Mackay-Smith

#### *Fitness Centre Manager*

J Ferreira, BSc (W'gong)

#### *Communications and Marketing Manager*

L Iacopetta





# 9 > UNIVERSITY OF TECHNOLOGY, SYDNEY, ACT 1989 NO 69

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An Act with respect to the constitution and functions of the University of Technology, Sydney; to repeal the *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987*; and for other purposes.

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## PART 1 PRELIMINARY

### 1 Name of Act

This Act may be cited as the *University of Technology, Sydney, Act 1989*.

### 2 Commencement

This Act commences on a day or days to be appointed by proclamation.

### 3 Definitions

(1) In this Act:

**commercial functions** of the University means the commercial functions described in section 6 (3) (a),

**Council** means the Council of the University,

**University** means the University of Technology, Sydney, established by this Act.

(2) In this Act, a reference to a graduate of the University is a reference to a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded:

(a) by the University,

(b) by or on behalf of any former institution that has, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, or

(c) by any predecessor of any such institution.

(3) In this Act:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

(4) Notes included in this Act do not form part of this Act.

## PART 2 CONSTITUTION AND FUNCTIONS OF THE UNIVERSITY

### 4 Establishment of University

A University, consisting of:

(a) a Council,

(b) Convocation,

(c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and

(d) the graduates and students of the University, is established by this Act.

### 5 Incorporation of University

The University is a body corporate under the name of the University of Technology, Sydney.

### 6 Object and functions of University

(1) The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

(2) The University has the following principal functions for the promotion of its object:

(a) the provision of facilities for education and research of university standard,

(b) the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry,

(c) the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community,

(d) the participation in public discourse,

(e) the conferring of degrees, including those of Bachelor, Master and Doctor, and the awarding of diplomas, certificates and other awards,

(f) the provision of teaching and learning that engage with advanced knowledge and inquiry,

(g) the development of governance, procedural rules, admission policies, financial arrangements and quality assurance processes that are underpinned by the values and goals referred to in the functions set out in this subsection, and that are sufficient to ensure the integrity of the University's academic programs.

(3) The University has other functions as follows:

(a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University's benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others,

(b) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community,

- (c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University,
  - (d) the University has such other functions as are conferred or imposed on it by or under this or any other Act.
- (4) The functions of the University may be exercised within or outside the State, including outside Australia.

#### **7 Facilities for students, staff and others**

The University may, for the purposes of or in connection with the exercise of its functions, provide such facilities for its students and staff and other members of the university community as the University considers desirable.

## **PART 3 THE COUNCIL, AUTHORITIES AND OFFICERS OF THE UNIVERSITY**

### **8 The Council**

- (1) There shall be a Council of the University.
- (2) The Council is the governing authority of the University and has the functions conferred or imposed on it by or under this or any other Act.

### **9 Constitution of Council**

- (1) The Council is to consist of:
  - (a) 3 official members, being:
    - (i) the Chancellor (if the Chancellor is not otherwise a member of the Council), and
    - (ii) the Vice-Chancellor, and
    - (iii) the person for the time being holding the office of presiding member of the Academic Board (if that person is not the Vice-Chancellor) or of deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor), and
  - (b) 6 external persons appointed by the Minister from, as far as practicable, the following categories:
    - (i) persons experienced in the field of education,
    - (ii) persons experienced in technology, industry, business, human services or industrial relations,
    - (iii) persons who are practising, or have practised, a profession,
    - (iv) persons who, in the opinion of the Minister, are likely to contribute to the cultural diversity of the University,
    - (v) persons having such other qualifications and experience as the Minister thinks appropriate, and
  - (c) one or more external persons (being such number as is prescribed by the by-laws) appointed by the Council, and
  - (d) 2 persons:
    - (i) who are members of the academic staff of the University, and
    - (ii) who have such qualifications as may be prescribed by the by-laws, and
    - (iii) who are elected by members of the academic staff of the University in the manner prescribed by the by-laws, and
  - (e) one person:
    - (i) who is a member of the non-academic staff of the University, and
    - (ii) who has such qualifications as may be prescribed by the by-laws, and
    - (iii) who is elected by members of the non-academic staff of the University in the manner prescribed by the by-laws, and

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#### **UTS footnote:**

- 1 The prescribed number is four; see clause 31 of the *University of Technology, Sydney, By-law 2005*, in Chapter 10 of this Calendar.

- (f) one person:
    - (i) who is an undergraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
    - (ii) who has such qualifications as may be prescribed by the by-laws, and
    - (iii) who is elected by undergraduate students of the University in the manner prescribed by the by-laws, and
  - (g) one person:
    - (i) who is a postgraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
    - (ii) who has such qualifications as may be prescribed by the by-laws, and
    - (iii) who is elected by postgraduate students of the University in the manner prescribed by the by-laws, and
  - (h) one or more external persons (being such number as is prescribed by the by-laws):
    - (i) who are members of Convocation, and
    - (ii) who have such qualifications as may be prescribed by the by-laws, and
    - (iii) who are (as prescribed by the by-laws) elected by members of Convocation in the manner prescribed by the by-laws or appointed by the Council.
- (2) The by-laws may not prescribe a number of members for the purposes of subsection (1) (c) or (h) that when added to the number of other members to be appointed or elected to the Council would exceed 22.
  - (3) A person appointed under subsection (1) (h) is appointed in addition to any member appointed under subsection (1) (c).
  - (4) The Minister may appoint a person who is a member of the Parliament of New South Wales under subsection (1) (b) but only if the person is nominated by the Council for appointment.  
No more than 2 such persons may hold office at any one time as appointed members under subsection (1) (b).
  - (5) Of the members of the Council:
    - (a) at least 2 must have financial expertise (as demonstrated by relevant qualifications and by experience in financial management at a senior level in the public or private sector), and
    - (b) at least one must have commercial expertise (as demonstrated by relevant experience at a senior level in the public or private sector).
  - (6) All appointed members of the Council must have expertise and experience relevant to the functions exercisable by the Council and an appreciation of the object, values, functions and activities of the University.
  - (7) The majority of members of the Council must be external persons.

- (8) The by-laws are to prescribe the procedures for the nomination of persons for appointment as members of the Council.
- (9) Schedule 1 has effect in relation to the members and procedure of the Council.
- (10) A reference in this section to external persons is a reference to persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University.

#### 10 Chancellor

- (1) The Council shall:
  - (a) at its first meeting or as soon as practicable thereafter, and
  - (b) whenever a vacancy in the office of Chancellor occurs,
 elect a person (whether or not a member of the Council) to be Chancellor of the University.
- (2) The Chancellor, unless he or she sooner resigns as Chancellor or ceases to be a member of the Council, holds office for such period (not exceeding 4 years), and on such conditions, as may be prescribed by the by-laws.
- (3) The Chancellor has the functions conferred or imposed on the Chancellor by or under this or any other Act.

#### 11 Deputy Chancellor

- (1) The Council shall:
  - (a) at its first meeting or as soon as practicable thereafter, and
  - (b) whenever a vacancy in the office of Deputy Chancellor occurs,
 elect one of its members to be Deputy Chancellor of the University.
- (2) The Deputy Chancellor, unless he or she sooner resigns as Deputy Chancellor or ceases to be a member of the Council, holds office for 2 years from the date of his or her election and on such conditions as may be prescribed by the by-laws.
- (3) In the absence of the Chancellor, or during a vacancy in the office of Chancellor or during the inability of the Chancellor to act, the Deputy Chancellor has all the functions of the Chancellor.

#### 12 Vice-Chancellor

- (1) The Council shall, whenever a vacancy in the office of Vice-Chancellor occurs, appoint a person, whether a member of the Council or not, to be Vice-Chancellor of the University.
- (2) The Vice-Chancellor holds office for such period, and on such conditions, as the Council determines.
- (3) The Vice-Chancellor is the chief executive officer of the University and has such functions as are conferred or imposed on the Vice-Chancellor by or under this or any other Act.

#### 13 Visitor

- (1) The Governor is the Visitor of the University but has ceremonial functions only.
- (2) Accordingly, the Visitor has no functions or jurisdiction with respect to the resolution of disputes or any other matter concerning the affairs of the University (other than a matter involving the exercise of ceremonial functions only).

#### UTS footnote:

<sup>1</sup> The prescribed number is two; see clause 32 of the *University of Technology, Sydney, By-law 2005*, in Chapter 10 of this Calendar.

#### **14 Convocation**

- (1) Convocation shall consist of:
  - (a) the members and past members of the Council,
  - (b) the graduates of the University,
  - (c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and
  - (d) such graduates of other universities, or other persons, as are, in accordance with the by-laws, admitted as members of Convocation.
- (2) The first meeting of Convocation shall be convened by the Vice-Chancellor.
- (3) Subject to the by-laws, meetings of Convocation shall be convened and the business at the meetings shall be as determined by Convocation.
- (4) A quorum at any meeting of Convocation shall be such number of members as may be prescribed by the by-laws.
- (5) Convocation has such functions as may be prescribed by the by-laws.
- (6) The Council may establish a Standing Committee and such other committees of Convocation as it considers necessary.

#### **15 Academic Board**

- (1) There shall be an Academic Board of the University consisting of:
  - (a) the Vice-Chancellor, and
  - (b) such other persons as the Council may, in accordance with the by-laws, determine.
- (2) Subject to subsection (1), the constitution and functions of the Academic Board shall be as prescribed by the by-laws.

## **PART 4 FUNCTIONS OF COUNCIL**

### **Division 1 General**

#### **16 Functions of Council**

- (1A) The Council:
  - (a) acts for and on behalf of the University in the exercise of the University's functions, and
  - (b) has the control and management of the affairs and concerns of the University, and
  - (c) may act in all matters concerning the University in such manner as appears to the Council to be best calculated to promote the object and interests of the University.
- (1B) Without limiting the functions of the Council under subsection (1A), the Council is, in controlling and managing the affairs and concerns of the University:
  - (a) to monitor the performance of the Vice-Chancellor, and
  - (b) to oversee the University's performance, and
  - (c) to oversee the academic activities of the University, and
  - (d) to approve the University's mission, strategic direction, annual budget and business plan, and
  - (e) to oversee risk management and risk assessment across the University (including, if necessary, taking reasonable steps to obtain independent audit reports of entities in which the University has an interest but which it does not control or with which it has entered into a joint venture), and
  - (f) to approve and monitor systems of control and accountability for the University (including in relation to controlled entities within the meaning of section 16A), and
  - (g) to approve significant University commercial activities (within the meaning of section 21A), and
  - (h) to establish policies and procedural principles for the University consistent with legal requirements and community expectations, and
  - (i) to ensure that the University's grievance procedures, and information concerning any rights of appeal or review conferred by or under any Act, are published in a form that is readily accessible to the public, and
  - (j) to regularly review its own performance (in light of its functions and obligations imposed by or under this or any other Act), and
  - (k) to adopt a statement of its primary responsibilities, and
  - (l) to make available for members of the Council a program of induction and of development relevant to their role as such a member.
- (1) Without limiting the functions of the Council under subsection (1A), the Council may, for and on behalf of the University in the exercise of the University's functions:
  - (a) provide such courses, and confer such degrees and award such diplomas and other certificates, as it thinks fit,

- (b) appoint and terminate the appointment of academic and other staff of the University,
  - (c) (repealed)
  - (d) borrow money within such limits, to such extent and on such conditions as to security or otherwise as the Governor on the recommendation of the Treasurer may approve,
  - (e) invest any funds belonging to or vested in the University,
  - (f) promote, establish or participate in (whether by means of debt, equity, contribution of assets or by other means) partnerships, trusts, companies and other incorporated bodies, or joint ventures (whether or not incorporated),
  - (g) (repealed)
  - (h) establish and maintain branches and colleges of the University, within the University and elsewhere,
  - (i) make loans and grants to students, and
  - (j) impose fees, charges and fines.
- (2) The functions of the Council under this section shall be exercised subject to the by-laws.
- (3) Schedule 2 has effect in relation to the investment of funds by the Council.

**Note:**

The *Annual Reports (Statutory Bodies) Act 1984* regulates the making of annual reports to Parliament by the Council and requires the Council to report on the University's operations (including in relation to risk management and insurance arrangements) and a range of financial and other matters.

**16A Controlled entities**

- (1) The Council must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under this Act to exercise or engage in, except to the extent that the Council is permitted to do so by the Minister under this section.
- (2) The Minister may, by order in writing, permit the Council to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in subsection (1). Permission may be given in respect of a specified function or activity or functions or activities of a specified class.
- (3) The Governor may make regulations providing that subsection (1) does not apply to functions or activities of a specified class.
- (4) Nothing in the preceding subsections confers power on a controlled entity to engage in any activity.
- (5) Nothing in the preceding subsections affects any obligations imposed on a controlled entity by or under any Act or law, other than an obligation imposed on the controlled entity by the Council at its discretion.
- (5A) The Council is, as far as is reasonably practicable, to ensure:
- (a) that the governing bodies of controlled entities:
    - (i) possess the expertise and experience necessary to provide proper stewardship and control, and
    - (ii) comprise, where possible, at least some members who are not members of the Council or members of staff, or students, of the University, and

- (iii) adopt and evaluate their own governance principles, and
  - (iv) document, and keep updated, a corporate or business strategy containing achievable and measurable performance targets, and
- (b) that a protocol is established regarding reporting by governing bodies of controlled entities to the Council.

- (6) In this section:

**controlled entity** means a person, group of persons or body of which the University or Council has control within the meaning of a standard referred to in section 39 (1A) or 45A (1A) of the *Public Finance and Audit Act 1983*.

**17 Delegation by Council**

The Council may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to any member or committee of the Council or to any authority or officer of the University or to any other person or body prescribed by the by-laws.

**17A Operation of certain Acts**

Nothing in this Act limits or otherwise affects the operation of the *Ombudsman Act 1974*, the *Public Finance and Audit Act 1983* or the *Annual Reports (Statutory Bodies) Act 1984* to or in respect of the University or the Council.

**17B Recommendations of Ombudsman or Auditor-General**

The Council must include in each annual report of the Council as part of the report of its operations a report as to any action taken by the Council during the period to which the report relates to implement any recommendation made in a report of the Ombudsman or the Auditor-General concerning the Council or the University:

- (a) whether or not the recommendation relates to a referral by the Minister under section 21E, and
- (b) whether or not the recommendation relates to a University commercial activity (as defined in section 21A).

**Division 2 Property****18 Powers of Council relating to property**

- (1) The Council:
- (a) may acquire by gift, bequest or devise any property for the purposes of this Act and may agree to carry out the conditions of any such gift, bequest or devise, and
  - (b) has the control and management of all property at any time vested in or acquired by the University and may, subject to this section, dispose of property in the name and on behalf of the University.
- (2) The Council shall not, except with the approval of the Minister, alienate, mortgage, charge or demise any lands of the University.
- (3) Notwithstanding subsection (2), the Council may, without the approval of the Minister, lease any lands of the University if:
- (a) the term of the lease does not exceed 21 years, and

- (b) the Council is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.
- (4) In the case of a lease of any lands of the University, or any renewal of the lease, to a residential college affiliated with the University, the lease:
  - (a) shall be for a term not exceeding 99 years, and
  - (b) shall be at a nominal rent, and
  - (c) shall contain a condition that the lease shall not be assigned and such other conditions as the Council thinks fit.
- (5) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, bequest or devise to which the University has agreed.

#### **19 Powers of Council over certain property vested in Crown**

- (1) Where any property used for the conduct of the University is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the Council has the control and management of that property and is responsible for its maintenance.
- (2) Nothing in subsection (1) enables the Council to alienate, mortgage, charge or demise any land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).
- (3) Notwithstanding subsection (2), the Council may (on behalf of the Crown or a Minister of the Crown) lease land of which it has, pursuant to this section, the control and management.
- (4) Such a lease:
  - (a) shall be for a term not exceeding 21 years, and
  - (b) shall contain a condition that the lease shall not be assigned and such other conditions as the Council thinks fit.
- (5) The Council is, in the exercise of its functions under this section, subject to the control and direction of the Minister.

#### **20 Acquisition of land**

- (1) The Minister may, for the purposes of this Act, acquire land (including an interest in land) by agreement or by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.
- (2) The Minister may do so only if the University:
  - (a) applies to the Minister for acquisition of the land, and
  - (b) makes provision to the satisfaction of the Minister for the payment of the purchase price or of compensation for compulsory acquisition (together with all necessary charges and expenses incidental to the acquisition).
- (3) For the purposes of the *Public Works Act 1912*, any acquisition of land under this section is taken to be for an authorised work and the Minister is, in relation to that authorised work, taken to be the Constructing Authority.
- (4) Sections 34, 35, 36 and 37 of the *Public Works Act 1912* do not apply in respect of works constructed under this section.

#### **21 Grant or transfer of certain land to University**

- (1) If land on which the University is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the land may:
  - (a) if it is vested in the Crown – be transferred to the University subject to such trusts, conditions, covenants, provisions, exceptions and reservations as the Minister for Natural Resources thinks fit, or
  - (b) if it is vested in a Minister of the Crown – be conveyed or transferred to the University for such estate, and subject to such trusts and rights of way or other easements, as the Minister in whom the land is vested thinks fit.
- (2) A conveyance, transfer or other instrument executed for the purposes of this section:
  - (a) is not liable to stamp duty under the *Stamp Duties Act 1920*, and
  - (b) may be registered under any Act without fee.

### **Division 3 Commercial activities**

#### **21A Definitions**

In this Division:

**the Guidelines** means the guidelines approved for the time being under section 21B.

**University commercial activity** means:

- (a) any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University, and
- (b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the Guidelines to be a University commercial activity.

#### **21B Guidelines for commercial activities**

- (1) The Minister on the advice of the Treasurer may approve Guidelines requiring specified processes and procedures to be followed in connection with University commercial activities.
- (2) The Council may submit proposals for the Guidelines to the Minister for approval.
- (3) Without limitation, the Guidelines may contain provision for or with respect to the following in connection with University commercial activities:
  - (a) requiring feasibility and due diligence assessment,
  - (b) requiring the identification of appropriate governance and administrative arrangements (including as to legal structures and audit requirements),
  - (c) requiring the undertaking of risk assessment and risk management measures,
  - (d) regulating and imposing requirements concerning the delegation by the Council of any of its functions under this Act in connection with University commercial activities,
  - (e) declaring a specified activity to be a University commercial activity for the purposes of paragraph (b) of the definition of that expression in section 21A,



- (f) establishing a protocol regarding the rights and responsibilities of members of the Council in relation to commercialisation, with a view to avoiding real or apparent conflicts of interest.
- (4) The Council must ensure that the Guidelines are complied with.
- (5) The Minister's power to approve Guidelines is not limited by any proposals for Guidelines submitted by the Council or any failure by the Council to submit proposals for the Guidelines.
- (6) Guidelines are approved by the Minister by giving notice in writing to the Council of the approved Guidelines. The power of the Minister on the advice of the Treasurer to approve Guidelines under this section includes the power to amend or rescind and replace the Guidelines from time to time.

#### **21C Register of commercial activities**

- (1) The Council is to maintain a Register of University commercial activities and is to enter and keep in the Register the following details of each of those activities:
  - (a) a description of the activity,
  - (b) details of all parties who participate in the activity,
  - (c) details of any appointment by or on behalf of the University to relevant boards or other governing bodies,
  - (d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with the Guidelines,
  - (e) such other details as the Guidelines may require.
- (2) The Guidelines may make provision for the following:
  - (a) exempting specified activities or activities of a specified class from all or specified requirements of this section,
  - (b) altering the details to be included in the Register in respect of specified activities or activities of a specified class,
  - (c) enabling related activities to be treated as a single activity for the purposes of the Register.
- (3) The Council must comply with any request by the Minister to provide the Minister with a copy of the Register or any extract from the Register.

#### **21D Reports to Minister on commercial activities**

- (1) The Minister may request a report from the Council as to University commercial activities or as to any particular University commercial activity or aspect of a University commercial activity.
- (2) The Council must provide a report to the Minister in accordance with the Minister's request.

#### **21E Referral of matters to Ombudsman or Auditor-General**

The Minister may refer a University commercial activity or any aspect of a University commercial activity (whether or not the subject of a report by the Council to the Minister):

- (a) to the Auditor-General for investigation and report to the Minister, or
- (b) as a complaint to the Ombudsman that may be investigated by the Ombudsman as a complaint under the *Ombudsman Act 1974*.

## **PART 4A DUTIES OF COUNCIL MEMBERS**

### **21F Duties of Council members**

The members of the Council have the duties set out in Schedule 2A.

### **21G Removal from office for breach of duty**

- (1) The Council may remove a member of the Council from office for breach of a duty set out in Schedule 2A.
- (2) The removal from office may be effected only at a meeting of the Council of which notice (including notice of the motion that the member concerned be removed from office for breach of duty) was duly given.
- (3) The removal from office may be effected only if the motion for removal is supported by at least a two-thirds majority of the total number of members for the time being of the Council.
- (4) The motion for removal must not be put to the vote of the meeting unless the member concerned has been given a reasonable opportunity to reply to the motion at the meeting, either orally or in writing.
- (5) If the member to whom the motion for removal refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given.
- (6) A member of the Council may not be removed from office by the Council for breach of duty except pursuant to this section.

## PART 5 GENERAL

### 22 Advance by Treasurer

The Treasurer may, with the approval of the Governor, advance to the Council money for the temporary accommodation of the University on such terms and conditions in relation to repayment and interest as may be agreed upon.

### 22A Stamp duty exemption

- (1) Unless the Treasurer otherwise directs in a particular case, neither the University nor the Council is liable to duty under the *Duties Act 1997*, in respect of anything done by the University or Council for the purposes of the borrowing of money or the investment of funds of the University under this Act.
- (2) The Treasurer may direct in writing that any other specified person is not liable to duty under the *Duties Act 1997* in respect of anything done for the purposes of the borrowing of money or the investment of funds of the University under this Act, and the direction has effect accordingly.

### 23 Financial year

The financial year of the University is:

- (a) if no period is prescribed as referred to in paragraph (b) – the year commencing on 1 January, or
- (b) the period prescribed by the by-laws for the purposes of this section.

### 24 No religious test or political discrimination

A person shall not, because of his or her religious or political affiliations, views or beliefs, be denied admission as a student of the University or be ineligible to hold office in, to graduate from or to enjoy any benefit, advantage or privilege of the University.

### 25 Exemption from membership of body corporate or Convocation

A student or graduate of the University or a member of staff of the University is entitled to be exempted by the Council, on grounds of conscience, from membership of the body corporate of the University or of Convocation, or both.

### 26 Re-appointment or re-election

Nothing in this Act prevents any person from being re-appointed or re-elected to any office under this Act if the person is eligible and otherwise qualified to hold that office.

### 27 Seal of University

The seal of the University shall be kept in such custody as the Council may direct and shall only be affixed to a document pursuant to a resolution of the Council.

### 28 By-laws

- (1) The Council may make by-laws, not inconsistent with this Act, for or with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to:
  - (a) the management, good government and discipline of the University,
  - (b) the method of election of members of the Council who are to be elected,
  - (c) the manner and time of convening, holding

and adjourning the meetings of the Council or Academic Board,

- (d) the manner of voting (including postal voting or voting by proxy) at meetings of the Council or Academic Board,
- (e) the functions of the presiding member of the Council or Academic Board,
- (f) the conduct and record of business of the Council or Academic Board,
- (g) the appointment of committees of the Council or Academic Board,
- (h) the quorum and functions of committees of the Council or Academic Board,
- (i) the resignation of members of the Council, the Chancellor, the Deputy Chancellor or the Vice-Chancellor,
- (j) the tenure of office, stipend and functions of the Vice-Chancellor,
- (k) the designation of members of staff of the University as academic staff, non-academic staff, full-time staff, part-time staff or otherwise,
- (l) the number, stipend, manner of appointment and dismissal of officers and employees of the University,
- (m) admission to, enrolment in and exclusion from courses of studies,
- (n) the payment of such fees and charges, including fines, as the Council considers necessary, including fees and charges to be paid in respect of:
  - (i) entrance to the University,
  - (ii) tuition,
  - (iii) lectures and classes,
  - (iv) examinations,
  - (v) residence,
  - (vi) the conferring of degrees and the awarding of diplomas and other certificates,
  - (vii) the provision of amenities and services, whether or not of an academic nature, and
  - (viii) an organisation of students or of students and other persons,
- (o) the exemption from, or deferment of, payment of fees and charges, including fines,
- (p) without limiting the operation of paragraphs (n) and (o), the imposition and payment of penalties for parking and traffic infringements,
- (q) the courses of lectures or studies for, the assessments for and the granting of degrees, diplomas, certificates and honours and the attendance of candidates for degrees, diplomas, certificates and honours,
- (r) the assessments for, and the granting of, fellowships, scholarships, exhibitions, bursaries and prizes,
- (s) the admission of students and former students of other universities and institutions of higher education to any status within the University or the granting to graduates of such universities or institutions, or to other persons, of degrees or diplomas without examination,
- (t) the establishment and conduct of places of accommodation for students (including residential colleges and halls of residence within the University) and the affiliation of residential colleges,

- (u) the affiliation with the University of any educational or research establishment,
  - (v) the creation of faculties, schools, departments, centres or other entities within the University,
  - (w) the provision of schemes of superannuation for the officers and employees of the University,
  - (x) the form and use of academic costume,
  - (y) the form and use of an emblem of the University or of any body within or associated with the University,
  - (z) the use of the seal of the University, and
  - (aa) the making, publication and inspection of rules.
- (2) A by-law has no effect unless it has been approved by the Governor.

### 29 Rules

- (1) The by-laws may empower any authority (including the Council) or officer of the University to make rules (not inconsistent with this Act or the by-laws) for or with respect to any or all of the matters for or with respect to which by-laws may be made, except the matters referred to in sections 3 (2), 9 (1) (c)–(h) and (8), 10 (2), 14 (1), 16 (1) (d) and (e), 23 and 28 (1) (b) and (k) and clauses 1 (1) (c) and (d) and 3 of Schedule 1.
- (2) A rule:
- (a) has the same force and effect as a by-law, and
  - (b) may, from time to time, be amended or repealed by the Council (whether or not the Council is empowered to make such a rule), or by the authority or officer of the University for the time being empowered to make such a rule, and
  - (c) takes effect on the day on which it is published or on such later day as may be specified in the rule, and
  - (d) must indicate the authority or officer who made the rule and that it is made under this section.
- (3) In the event of an inconsistency between a by-law and a rule, the by-law prevails to the extent of the inconsistency.
- (4) The fact that a provision of this Act specifically provides for a matter to be the subject of by-laws (without mention of rules) does not prevent the matter from being the subject of rules made in accordance with this section.

### 30 Recovery of charges, fees and other money

Any charge, fee or money due to the University under this Act may be recovered as a debt in any court of competent jurisdiction.

### 31 Repeal etc.

- (1) The *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987* are repealed.
- (2) The Council of the University of Technology, Sydney, as constituted immediately before the repeal of the *University of Technology, Sydney Act 1987*, is dissolved.
- (3) The persons holding office as members of the Council, Chancellor and Deputy Chancellor immediately before the repeal of the *University of Technology, Sydney Act 1987* cease to hold office as such on that repeal.

### 32 Savings and transitional provisions

Schedule 3 has effect.

## SCHEDULE 1 PROVISIONS RELATING TO MEMBERS AND PROCEDURE OF THE COUNCIL

(Section 9)

### 1 Term of office

- (1) Subject to this Act, a member of the Council holds office as follows:
- (a) in the case of an official member, while the member holds the office by virtue of which he or she is a member,
  - (b) in the case of a member appointed under section 9 (1) (b) or (c), for such term (not exceeding 4 years) as may be specified by the member's instrument of appointment,
  - (c) in the case of an elected member referred to in section 9 (1) (d), (e), (f) or (g), for such term (not exceeding 2 years) as may be prescribed by the by-laws,
  - (d) in the case of a member referred to in section 9 (1) (h), for such term (not exceeding 4 years) as may be prescribed by the by-laws (in the case of an elected member) or specified in the member's instrument of appointment (in the case of an appointed member).
- (2) The need to maintain an appropriate balance of experienced and new members on the Council must be taken into account:
- (a) by the Council, when making the by-laws required under this clause, and
  - (b) by the Minister and the Council, when appointing members to the Council.
- (3) A person must not be appointed or elected to serve more than 12 consecutive years of office (unless the Council otherwise resolves in relation to the person).

### 2 Vacation of office

The office of a member of the Council becomes vacant if the member:

- (a) dies, or
- (b) declines to act, or
- (c) resigns the office by writing under his or her hand addressed:
  - (i) in the case of a member appointed by the Minister, to the Minister, or
  - (ii) in the case of a member appointed by the Council, to the Chancellor, or
  - (iii) in the case of an elected member, to the Vice-Chancellor, or
- (d) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes any assignment of his or her estate for their benefit, or
- (e) becomes a mentally incapacitated person, or
- (f) is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable, or
- (g) is, or becomes, disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001* of the Commonwealth, or

- (h) is removed from office by the Council pursuant to section 21G, or
- (i) is absent from 3 consecutive meetings of the Council of which reasonable notice has been given to the member personally or in the ordinary course of post and is not, within 6 weeks after the last of those meetings, excused by the Council for his or her absence, or
- (j) in the case of an elected member, or a member appointed under section 9 (1) (h), ceases to be qualified for election or appointment, or
- (k) in the case of a member appointed by the Minister, is removed from office by the Minister, or
- (l) in the case of a member appointed by the Council, is removed from office by the Council.

### **3 Filling of vacancy in office of member**

- (1) If the office of an appointed or elected member of the Council becomes vacant, a person shall, subject to this Act and the by-laws, be appointed or elected to fill the vacancy.
- (2) The by-laws may provide that, in such circumstances (other than expiration of term of office) as may be prescribed, a person shall be appointed or elected in such manner as may be prescribed instead of in the manner provided for by this Act.

### **4 Committees of the Council**

- (1) The Council may establish committees to assist it in connection with the exercise of any of its functions.
- (2) It does not matter that any or all of the members of a committee are not members of the Council.
- (3) The procedure for the calling of meetings of a committee and for the conduct of business at those meetings shall be as determined by the Council or (subject to any determination of the Council) by the committee.

### **5 Liability of Council members and others**

No matter or thing done or omitted to be done by:

- (a) the University, the Council or a member of the Council, or
- (b) any person acting under the direction of the University or the Council,

shall, if the matter or thing was done or omitted to be done in good faith for the purpose of executing this or any other Act, subject a member of the Council or a person so acting person-ally to any action, liability, claim or demand.

### **6 General procedure**

The procedure for the calling of meetings of the Council and for the conduct of business at those meetings shall, subject to this Act and the by-laws, be as determined by the Council.

### **7 Presiding member**

- (1) The Chancellor shall preside at all meetings of the Council at which the Chancellor is present.
- (2) At any meeting of the Council at which the Chancellor is not present, the Deputy Chancellor shall preside and, in the absence of both the Chancellor and the Deputy Chancellor, a member elected by and from the members present shall preside.
- (3) Except as provided by subclause (4), at the meetings of a committee constituted by the Council a member appointed by the Council (or, if no member is so appointed, elected by and from the members present) shall preside.

- (4) At any meeting of a committee constituted by the Council at which the Chancellor is present, the Chancellor is entitled, if he or she so desires, to preside at that meeting.

### **8 Quorum**

At any meeting of the Council, a majority of the total number of members for the time being of the Council constitutes a quorum.

### **9 Voting**

A decision supported by a majority of the votes cast at a meeting of the Council at which a quorum is present is the decision of the Council.

## SCHEDULE 2 INVESTMENT

(Section 16)

### 1 Definition of 'funds'

For the purposes of this Schedule, the funds of the University include funds under the control of the University and real property, securities or other property comprising an investment.

### 2 Investment powers

- (1) The Council may invest the funds of the University in any manner approved by the Minister from time to time by order in writing with the concurrence of the Treasurer.
- (2) The Minister is to maintain a Register of approvals in force under this clause. The Register is to be open to inspection by any person on payment of such fee as the Minister may require.
- (3) A certificate issued by the Minister certifying as to an approval in force under this clause is evidence of the matter certified.

### 2A Funds managers

- (1) The Council may, with the written approval of the Treasurer and in accordance with that approval, engage an approved funds manager to act in relation to the management of the funds of the University.
- (2) An approved funds manager is a person designated as an approved funds manager for the University in the Treasurer's approval.
- (3) The Treasurer's approval may be given only on the recommendation of the Minister and may be given subject to terms and conditions.
- (4) An approved funds manager may on behalf of the Council, subject to any terms and conditions of the Treasurer's approval, invest funds of the University in any investment in which the funds manager is authorised to invest its own funds or other funds.
- (5) The terms and conditions of an approval under subclause (4) are to restrict the investment powers of an approved funds manager in connection with the University to the investments in which the funds of the University may be invested under clause 2.

### 3 Investment common funds

- (1) The Council may establish one or more investment common funds.
- (2) The Council may from time to time, without liability for breach of trust, bring into or withdraw from any such investment common fund the whole or any part of trust funds or other funds of the University.
- (3) Subject to subclause (4), the Council must periodically distribute the income of each investment common fund among the funds participating in the common fund, having regard to the extent of the participation of each fund in the common fund during the relevant accounting period.
- (4) The Council may, if it considers it expedient to do so, from time to time add some portion of the income of an investment common fund to the capital of the common fund or use some portion of the income to establish or augment a fund or funds as a provision against capital depreciation or reduction of income.

- (5) If an investment is brought into an investment common fund:
  - (a) the University is to be taken to hold that investment on behalf of and for the benefit of the common fund instead of the participating trust fund or other fund, and
  - (b) that participating fund is to be taken to have contributed to the common fund an amount of money equivalent to the value attributed to the investment by the Council at the time it is brought into the common fund, and
  - (c) on the withdrawal of that participating fund from the common fund, the amount of money to be withdrawn is to be the amount equivalent to the value attributed by the Council to the equity in the common fund of that participating fund at the time of withdrawal.
- (6) The inclusion of an investment common fund of trust funds does not affect any trust to which those trust funds (or money attributed to them) are subject.
- (7) On the withdrawal of trust funds from an investment common fund, the funds (or money attributed to them) continue to be subject to the trust.

### 4 Terms of trust to prevail

In respect of the trust funds of the University:

- (a) the investment powers of the Council, and
  - (b) the power of the Council to bring the trust funds into an investment common fund,
- are subject to any express direction in or express condition of the trust.

## SCHEDULE 2A

### DUTIES OF COUNCIL MEMBERS

#### 1 Duty to act in best interests of University

A member of the Council must carry out his or her functions:

- (a) in good faith in the best interests of the University as a whole, and
- (b) for a proper purpose.

#### 2 Duty to exercise care and diligence

A member of the Council must act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions.

#### 3 Duty not to improperly use position

A member of the Council must not make improper use of his or her position:

- (a) to gain, directly or indirectly, an advantage for the member or another person, or
- (b) to cause detriment to the University.

#### 4 Duty not to improperly use information

A member of the Council must not make improper use of information acquired because of his or her position:

- (a) to gain, directly or indirectly, an advantage for the member or another person, or
- (b) to cause detriment to the University.

#### 5 Disclosure of material interests by Council members

(1) If:

- (a) a member of the Council has a material interest in a matter being considered or about to be considered at a meeting of the Council, and
- (b) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter,

the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Council.

(2) A disclosure by a member of the Council at a meeting of the Council that the member:

- (a) is a member, or is in the employment, of a specified company or other body, or
- (b) is a partner, or is in the employment, of a specified person, or
- (c) has some other specified interest relating to a specified company or other body or to a specified person,

is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed under subclause (1).

(3) Particulars of any disclosure made under this clause must be recorded by the Council in a book kept for the purpose and that book must be open at all reasonable hours for inspection by any person on payment of a reasonable fee determined by the Council.

(4) After a member of the Council has disclosed the nature of an interest in any matter, the member must not, unless the Council otherwise determines:

- (a) be present during any deliberation of the Council with respect to the matter, or

(b) take part in any decision of the Council with respect to the matter.

(5) For the purpose of the making of a determination by the Council under subclause (4), a member of the Council who has a material interest in a matter to which the disclosure relates must not:

(a) be present during any deliberation of the Council for the purpose of making the determination, or

(b) take part in the making by the Council of the determination.

(6) A contravention of this clause does not invalidate any decision of the Council.

(7) This clause does not prevent a person from taking part in the consideration or discussion of, or from voting on any question relating to, the person's removal from office by the Council pursuant to section 21G.

(8) This clause applies to a member of a committee of the Council and the committee in the same way as it applies to a member of the Council and the Council.

(9) For the purposes of this clause, a member has a material interest in a matter if a determination of the Council in the matter may result in a detriment being suffered by or a benefit accruing to the member or an associate of the member.

(10) In this clause:

**associate** of a member means any of the following:

(a) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of the member,

(b) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of a person referred to in paragraph (a) if that relationship is known to the member,

(c) any other person who is known to the member for reasons other than that person's connection with the University or that person's public reputation.

## SCHEDULE 3 SAVINGS AND TRANSITIONAL PROVISIONS

(Section 32)

### Part 1A – General

#### 1A Savings or transitional regulations

- (1) The Governor may make regulations containing provisions of a savings or transitional nature consequent on the enactment of the following Acts:  
*University Legislation Amendment Act 2004*
- (2) Any such provision may, if the regulations so provide, take effect from the date of assent to the Act concerned or a later date.
- (3) To the extent to which any such provision takes effect from a date that is earlier than the date of its publication in the Gazette, the provision does not operate so as:
  - (a) to affect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication, or
  - (b) to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication.

### Part 1 – Interim Council

#### 1 Interim Council of the University<sup>1</sup>

- (1) Pending the commencement of section 9, the Council shall consist of:
  - (a) the Chancellor (if the Chancellor is not otherwise a member of the Council),
  - (b) the Vice-Chancellor,
  - (c) the person for the time being holding the office of:
    - (i) presiding member of the Academic Board (if that person is not the Vice-Chancellor), or
    - (ii) deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor),
  - (d) the person who held office immediately before the commencement of this clause as the Principal of the Kuring-gai College of Advanced Education, and
  - (e) not more than 16 persons appointed by the Minister.
- (2) The members of the Council shall, subject to this Act, hold office until the Council is duly constituted under section 9.
- (3) If a Council is duly constituted under section 9 before the expiration of 2 years from the commencement of this clause, the person referred to in subclause (1) (d) shall, until the expiration of that period, be taken to be an official member of the Council so constituted.
- (4) The first meeting of the Council shall be convened by the first Vice-Chancellor who shall preside at all meetings of the Council until a Chancellor is elected.

#### UTS footnote:

- 1 The period within which Council, as constituted under this clause, may exercise its functions was extended until 30.11.1990; see Gazette No. 109 of 31.8.1990, p 7846.

- (5) The Council shall make all necessary by-laws and take all necessary steps to ensure, as far as possible, that a Council is duly constituted under section 9 so as to take office within 12 months after the commencement of this clause or within such extended time as is specified in a proclamation at any time during that period of 12 months.
- (6) The provisions of this Act (except clause 1 of Schedule 1) applicable to the Council or the members of the Council apply to the Council as constituted in accordance with this clause or the members holding office under this clause.
- (7) Nothing in this Act prevents the Council from being constituted in accordance with this clause before the commencement of section 4 and, if the Council is so constituted, it may exercise its functions (as far as is practicable) even though the University has not yet been established under this Act.

#### 2 Chancellor

- (1) The Council constituted under this Part shall:
  - (a) at its first meeting or as soon as practicable thereafter, and
  - (b) whenever a vacancy in the office of Chancellor occurs,  
elect a person (whether or not a member of the Council) to be Chancellor of the University.
- (1A) The Chancellor elected under this clause does not assume office before the commencement of section 4 otherwise than for the purpose of exercising his or her functions as a member of the Council.
- (2) The Chancellor elected under this clause shall, subject to this Act, hold office until a Chancellor is duly elected under section 10.
- (3) Section 10 (1) and (2) do not apply to or in respect of the Chancellor elected under this clause.

#### 3 Deputy Chancellor

- (1) The Council constituted under this Act shall:
  - (a) at its first meeting or as soon as practicable thereafter, and
  - (b) whenever a vacancy in the office of Deputy Chancellor occurs,  
elect one of its members to be Deputy Chancellor of the University.
- (1A) The Deputy Chancellor elected under this clause does not assume office before the commencement of section 4.
- (2) The Deputy Chancellor elected under this clause shall, subject to this Act, hold office until a Deputy Chancellor is duly elected under section 11.
- (3) Section 11 (1) and (2) do not apply to or in respect of the Deputy Chancellor elected under this clause.

#### 4 First Vice-Chancellor

- (1) The first Vice-Chancellor shall be the person who, immediately before the commencement of this clause, held office as the Vice-Chancellor of the University of Technology, Sydney.
- (2) The first Vice-Chancellor shall be taken to have been appointed for the residue of his or her term of office as Vice-Chancellor immediately before that commencement.
- (3) Section 12 (2) does not apply to or in respect of the first Vice-Chancellor.

## Part 2 – Savings

### 5 University a continuation of the old University

The University is a continuation of, and the same legal entity as, the University of Technology, Sydney, established by the *University of Technology, Sydney, Act 1987*.

### 6 Convocation

- (1) Convocation includes:
  - (a) past members of the governing body of any of the former institutions that have, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, and
  - (b) graduates of any of those institutions.
- (2) In this clause, a reference to a former institution includes a reference to any predecessor of the institution.

### 7 Saving of delegations

Any delegation made or taken to have been made by the Council of the University of Technology, Sydney under the *University of Technology, Sydney, Act 1987* shall be taken to be a delegation under this Act by the Council.

### 8 Existing investments

Nothing in this Act affects the validity of any investment made on behalf of the University before the commencement of Schedule 2.

### 8A Conduct of elections etc.

- (1) For the purpose only of enabling the Council to be duly constituted on or after the commencement of section 9, elections may be conducted and appointments made before that commencement as if:
  - (a) the whole of this Act, and
  - (b) sections 16 and 24 of the *Higher Education (Amalgamation) Act 1989*, were in force.
- (2) A member who is elected or appointed to the Council under this clause does not assume office before the commencement of section 9.

### 8B Control and direction

The governing bodies of:

- (a) the University of Technology, Sydney, established under the *University of Technology, Sydney, Act 1987*,
- (b) the Kuring-gai College of Advanced Education, and
- (c) the Institute of Technical and Adult Teacher Education,

are subject to the control and direction of the Council pending the dissolution of those bodies.

### 9 By-laws

Any by-laws in force immediately before the commencement of this clause under the *University of Technology, Sydney, Act 1987*:

- (a) continue in force as if they had been made by the Council, and
- (b) may be amended and revoked accordingly.

### 10 Validation relating to elections

Any act, matter or thing done in relation to the conduct of elections referred to in Chapter 3 of the *University of Technology, Sydney, By-law 1990* before the commencement of that By-law that would have been validly done if that By-law were then in force, is validated.

### 11 Visitor

- (1) Section 13 (2) extends to disputes and other matters arising before the commencement of this clause.
- (2) However, if an inquiry by or at the direction of the Visitor into a dispute or other matter has commenced or been completed before the commencement of this clause, the dispute or other matter is to be dealt with and determined as if the *University Legislation (Amendment) Act 1994* had not been enacted.

### 12 Effect of the University Legislation (Amendment) Act 1994 on existing by-laws and rules

- (1) Any by-law made or taken to have been made under this Act and in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the by-law was made.
- (2) Any rule in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the rule was made.

## Part 3 – Provisions consequent on enactment of Universities Legislation Amendment (Financial and Other Powers) Act 2001

### 13 Investment powers

Until an order is made under clause 2 of Schedule 2 (as substituted by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001*), approval is taken to have been given by order under that clause to the investment by the Council of any funds of the University in any manner that the Council was authorised to invest those funds immediately before the Council ceased to be an authority for the purposes of Part 3 (Investment) of the *Public Authorities (Financial Arrangements) Act 1987*.

### 14 Validation

Any act or omission occurring before the substitution of section 6 by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001* that would have been valid had that section as so substituted been in force from the commencement of that section as originally enacted is (to the extent of any invalidity) taken to be, and always to have been, valid.

## Part 4 – Provisions consequent on enactment of University Legislation Amendment Act 2004

### 15 Definitions

In this Part:

**amending Act** means the *University Legislation Amendment Act 2004*.

**former section 9** means section 9 as in force immediately before its substitution by the amending Act.

**new section 9** means section 9 as substituted by the amending Act.

**relevant day** means the date of assent to the amending Act.



## 16 General

The provisions of this Part are subject to any regulations made under clause 1A.

## 17 Constitution of Council

- (1) Subject to this Act, on the relevant day:
  - (a) a person holding office under former section 9 (2) ceases to hold that office, and
  - (b) a person holding office under former section 9 (4) or (6) is taken to be appointed as a member under new section 9 (1) (b) or (c), respectively, for the balance of the person's term of office, and
  - (c) a person holding office under former section 9 (5) (a), (b), (c), (c1) or (d) is taken to be elected as a member under new section 9 (1) (d), (e), (f), (g) or (h), respectively, for the balance of the person's term of office.
- (2) The Council is to make all necessary by-laws and take all necessary steps to ensure, as far as possible, that the Council is duly constituted under new section 9 as soon as is reasonably practicable after the relevant day.
- (3) For the purposes of making the by-laws referred to in subclause (2), the Council must be constituted so as to include all of the members required to be appointed under new section 9 (1) (b).
- (4) The Council is taken to be properly constituted until such time as it is constituted in accordance with new section 9.
- (5) A casual vacancy occurring in the office of a member before the Council is duly constituted under new section 9 is to be filled as follows:
  - (a) if the vacancy occurs in the office of a member appointed under new section 9 (1) (b), the Minister is to appoint a person whom the Minister considers appropriate,
  - (b) if the vacancy occurs in the office of a member appointed under new section 9 (1) (c), the Council is to appoint a person whom the Council considers appropriate,
  - (c) if the vacancy occurs in the office of a member elected under new section 9 (1) (d) or (e), the Council is to appoint a person qualified to hold that office,
  - (d) if the vacancy occurs in the office of a member elected under new section 9 (1) (f) or (g), the Council is to appoint a person qualified to hold that office following consultation with the relevant student body or bodies recognised by the Council,
  - (e) if the vacancy occurs in the office of a member elected under new section 9 (1) (h), the Council is to appoint a person qualified to hold that office following consultation with members of Convocation whose names are entered in the Roll of Convocation.
- (6) Subject to this Act, a member appointed under subclause (5) holds office from the time that person is appointed under that subclause until the expiry of the term of that member's predecessor.

- (7) Subject to this Act, if, on the expiry:
  - (a) of a member's term of office that is continued under subclause (1) (b) or (c), or
  - (b) in the case of a member appointed under subclause (5), of the term of office of the member's predecessor,  
the by-laws necessary to enable a person to be duly appointed or elected (as the case may be) to that office under new section 9 are not yet in force, the member may continue to hold that office until such time as a person is so duly appointed or elected.
- (8) For the purposes of subclause (1), a member filling a casual vacancy and holding office immediately before the relevant day is taken to hold that office immediately before the relevant day under the provision under which the member's predecessor was elected or appointed.
- (9) A person who ceases to hold office under subclause (1) (a):
  - (a) is not entitled to any remuneration or compensation because of loss of that office, and
  - (b) is eligible (subject to this Act and if otherwise qualified) to be appointed as a member.

## 18 Maximum incumbency for Council members

- (1) Consecutive years of office served by a member of the Council immediately before the relevant day are to be taken into account in applying clause 1 (3) of Schedule 1 in respect of the member.
- (2) However, clause 1 (3) of Schedule 1 does not affect the operation of clause 17 (1) (b) or (c) or (7) of this Schedule.

## 19 Application of section 21G

Section 21G, as inserted by the amending Act, applies only in relation to breaches of duty constituted by acts or omissions occurring after the relevant day.

## 20 Continuation of Council

No amendment made by the amending Act affects the continuity of the Council.

## NOTES

The following abbreviations are used in the tables of Acts and amendments:

Am	amended
cl	clause
cll	clauses
Div	Division
Divs	Divisions
GG	Government Gazette
Ins	inserted
No	number
p	page
pp	pages
Reg	Regulation
Regs	Regulations
Rep	repealed
Sch	Schedule
Schs	Schedules
Sec	section
Secs	sections
Subdiv	Subdivision
Subdivs	Subdivisions
Subst	substituted

## TABLE OF ACTS

*University of Technology, Sydney, Act 1989* No 69. Assented to 23.5.1989. Date of commencement, Part 2, secs 9–13, 23–25 and 31 and cll 5–7 and 9 of Sch 3 excepted, 1.9.1989, sec 2 and GG No 92 of 1.9.1989, p6368; date of commencement of Part 2, secs 10–13, 23–25 and 31 and cll 5–7, 8A, 8B and 9 of Sch 3, 1.1.1990, sec 2 and GG No 124 of 22.12.1989, p11036, date of commencement of sec 9, 1.11.1990, sec 2 and GG No 133 of 26.10.1990, p9427. This Act has been amended as follows:

- 1989 No 130 *Miscellaneous Acts (Higher Education) Repeal and Amendment Act 1989*. Assented to 30.8.1989. Date of commencement of the provisions of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, assent, sec 2 (1).
- No 179 *Universities Legislation (Investment) Amendment Act 1989*. Assented to 14.12.1989. Date of commencement, assent, sec 2.
- No 226 *Statute Law (Miscellaneous Provisions) Act (No 3) 1989*. Assented to 21.12.1989. Date of commencement of the provision of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, assent, sec 2.
- 1990 No 108 *Statute Law (Miscellaneous Provisions) Act (No 2) 1990*. Assented to 13.12.1990. Date of commencement of the provision of Sch 1 relating to the *University of Technology, Sydney, Act 1989*, assent, sec 2.
- 1992 No 57 *Statute Law (Miscellaneous Provisions) Act (No 2) 1992*. Assented to 8.10.1992. Date of commencement of the provision of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, assent, Sch 2.
- 1994 No 16 *University Legislation (Amendment) Act 1994*. Assented to 10.5.1994. Date of commencement of item (1) of the provisions of Sch 1 relating to the *University of Technology, Sydney, Act 1989* and so much of item (5) of those provisions as inserts cl 11 of Sch 3 to that Act, 10.6.1994, sec 2 and GG No 78 of 10.6.1994, p2761; date of commencement of item (2) of those provisions, 9.9.1994, sec 2 and GG No 115 of 9.9.1994, p5635; date of commencement of items (3) and (4) of those provisions and so much of item (5) as inserts cl 12 of Sch 3 to that Act, 1.11.1994, sec 2 and GG No 139 of 14.10.1994, p6252.
- No 95 *Statute Law (Miscellaneous Provisions) Act (No 2) 1994*. Assented to 12.12.1994. Date of commencement of the provisions of Sch 1 relating to the *University of Technology, Sydney, Act 1989*, 10.2.1995, Sch 1 and GG No 14 of 10.2.1995, p734.
- 1995 No 16 *Statute Law (Miscellaneous Provisions) Act 1995*. Assented to 15.6.1995. Date of commencement of the provisions of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, 12.12.1994, Sch 2.
- 1996 No 24 *Financial Institutions (Miscellaneous Amendments) Act 1996*. Assented to 21.6.1996. Date of commencement, 12.7.1996, sec 2 and GG No 84 of 12.7.1996, p3984.
- 1999 No 94 *Crimes Legislation Amendment (Sentencing) Act 1999*. Assented to 8.12.1999. Date of commencement of sec 7 and Sch 5, 1.1.2000, sec 2 (1) and GG No 144 of 24.12.1999, p12184.
- 2001 No 101 *Universities Legislation Amendment (Financial and Other Powers) Act 2001*. Assented to 11.12.2001. Date of commencement, 1.3.2002, sec 2 and GG No 56 of 1.3.2002, p1470.
- 2004 No 115 *University Legislation Amendment Act 2004*. Assented to 21.12.2004. Date of commencement, assent, sec 2.
- 2005 No 98 *Statute Law (Miscellaneous Provisions) Act (No 2) 2005*. Assented to 24.11.2005. Date of commencement of Sch 2.70, assent, sec 2 (2).

## TABLE OF AMENDMENTS

Sec 3	Am 1989 No 130, Sch 2; 2001 No 101, Sch 8 [1]; 2004 No 115, Sch 8 [1].
Sec 6	Subst 2001 No 101, Sch 8 [2].
Sec 7	Subst 2001 No 101, Sch 8 [3].
Sec 9	Am 1989 No 130, Sch 2; 1994 No 95, Sch 1; 1995 No 16, Sch 2. Subst 2004 No 115, Sch 8 [2]; Am 2005 No 98, Sch 2.70.
Sec 13	Subst 1994 No 16, Sch 1.
Sec 16	Am 1996 No 24, Sch 1; 2001 No 101, Sch 8 [4]–[11]; 2004 No 115, Sch 8 [3].
Sec 16, note	Ins 2004 No 115, Sch 8 [4].
Sec 16A	Ins 2001 No 101, Sch 8 [12]. Am 2004 No 115, Sch 8 [5] – [7].
Sec 17	Am 1989 No 130, Sch 2.
Secs 17A, 17B	Ins 2001 No 101, Sch 8 [13].
Sec 18	Am 1994 No 16, Sch 1.
Sec 20	Subst 1992 No 57, Sch 2.
Part 4, Div 3 (secs 21A–21E)	Ins 2001 No 101, Sch 8 [14].
Part 4A (secs 21F, 21G)	Ins 2004 No 115, Sch 8 [8].
Sec 22A	Ins 2001 No 101, Sch 8 [15].
Sec 28	Am 1994 No 16, Sch 1; 2004 No 115, Sch 8 [9].
Sec 29	Subst 1994 No 16, Sch 1. Am 2004 No 115, Sch 8 [10].
Sch 1	Am 1995 No 16, Sch 2; 1999 No 94, sec 7 (2) and Sch 5, Part 2; 2001 No 101, Sch 8 [16]; 2004 No 115, Sch 8 [11].
Sch 2	Subst 1989 No 179, Sch 1. Am 2001 No 101, Sch 8 [17].
Sch 2A	Ins 2004 No 115, Sch 8 [12].
Sch 3	Am 1989 No 130, Sch 2; 1989 No 226, Sch 2; 1990 No 108, Sch 1; 1994 No 16, Sch 1; 2001 No 101, Sch 8 [18]; 2004 No 115, Sch 8 [13] [14].

# 10 > UNIVERSITY OF TECHNOLOGY, SYDNEY, BY-LAW 2005

under the University of Technology, Sydney, Act 1989

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*"His Excellency the Lieutenant-Governor, with the advice of the Executive Council, has approved the following By-law made by the Council of the University of Technology, Sydney under the University of Technology, Sydney, Act 1989."*

Carmel Tebbut, MLC  
Minister for Education and Training

## Explanatory notes:

The object of this By-law is to provide for certain matters under the *University of Technology, Sydney, Act 1989*, including the following:

- (a) the term of office of the Chancellor,
- (b) the qualification and method of election of the members of the Council who are elected,
- (c) the procedures for nomination of appointed members of the Council,
- (d) membership of Convocation,
- (e) rules that may be made.

This By-law repeals the *University of Technology, Sydney, By-law 1995*.

This By-law is made under the *University of Technology, Sydney, Act 1989*, including section 28 (the general power to make by-laws).

## PART 1 PRELIMINARY

### 1 Name of By-law

This By-law is the *University of Technology, Sydney, By-law 2005*.

### 2 Application

This By-law applies to and in respect of the University of Technology, Sydney, as established by the *University of Technology, Sydney, Act 1989*.

### 3 Definitions

(1) In this By-law and in a rule:

**Academic Board** means the Academic Board established under section 15 of the Act.

**academic staff member** of the Council means a member of the Council referred to in section 9 (1) (d) of the Act.

**Chancellor** means the Chancellor of the University.

**close of nominations**, in relation to an election, means the date and time by which nominations must be received by the Returning Officer for the election (as specified in a notice under clause 11 (2) (d)).

**close of the ballot**, in relation to an election, means the date and time by which ballot papers must be received by the Returning Officer for the election (as specified in a notice under clause 11 (2) (f)).

**Deputy Chancellor** means the Deputy Chancellor of the University.

**Deputy Vice-Chancellor** means a Deputy Vice-Chancellor of the University.

**external persons** has the same meaning as it has in section 9 (10) of the Act.

**Nominations Committee** means the Committee established under clause 33.

**non-academic staff member** of the Council means the member of the Council referred to in section 9 (1) (e) of the Act.

**postgraduate student member** of the Council means the member of the Council referred to in section 9 (1) (g) of the Act.

**Pro-Vice-Chancellor** means a Pro-Vice-Chancellor of the University.

**Registrar** means the Registrar of the University.

**rule** means a rule made under section 29 (1) of the Act.

**student** means a person enrolled as a candidate proceeding to a degree, diploma or other award course of the University, and includes both an undergraduate student and a postgraduate student.

**the Act** means the *University of Technology, Sydney, Act 1989*.

**undergraduate student member** of the Council means the member of the Council referred to in section 9 (1) (f) of the Act.

**Vice-Chancellor** means the Vice-Chancellor of the University.

(2) For the purposes of this By-law, a person is a member of the fractional-time academic or non-academic staff if the person is employed, otherwise than on a casual or temporary basis, to perform a proportion of the duties that a full-time person employed in the same classification would normally be required to perform in a 12-month period.

- (3) For the purposes of this By-law and the rules, a person is a senior officer of the University if the person is any of the following:
- (a) the Vice-Chancellor,
  - (b) a Deputy Vice-Chancellor,
  - (c) a Pro-Vice-Chancellor,
  - (d) the Registrar,
  - (e) the holder of such other office in the University as the Council, by resolution, designates for the purposes of this subclause.
- (4) In the absence of a person who has been appointed to an office in the University by virtue of some other office held by him or her, whether in the University or elsewhere, any person acting in that other office holds that appointment ex officio, unless the Council resolves otherwise.
- (5) Notes included in this By-law are not part of this By-law.

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#### UTS note:

The Vice-President (Resources) and Vice-President (Operational Support) are currently designated as senior officers for the purposes of this sub-clause.

## PART 2 THE COUNCIL

### Division 1 The Chancellor

#### 4 Term of office of Chancellor

For the purposes of section 10 (2) of the Act, the term of office of the Chancellor is 4 years from the date of his or her election.

### Division 2 Elected members of Council

#### 5 Returning Officer

- (1) An election referred to in this Division is to be conducted by the Registrar who is to be the Returning Officer for the election.
- (2) The Returning Officer may appoint a Deputy Returning Officer (with such powers as the Returning Officer may determine) and other persons to assist the Returning Officer in the conduct of all or any part of an election referred to in this Division.
- (3) The Returning Officer's decision is, subject to the Act and this By-law, final on all matters affecting the eligibility of candidates, the conduct and results of an election and such other matters as may from time to time affect the conduct of elections.

#### 6 Rolls

The Returning Officer is to keep the following:

- (a) for the purposes of section 9 (1) (d) of the Act — a Roll of Academic Staff containing the names and last known addresses of those persons who are classified as full-time or fractional-time members of the academic staff of the University,
- (b) for the purposes of section 9 (1) (e) of the Act — a Roll of Non-Academic Staff containing the names and last known addresses of those persons who are classified as full-time or fractional-time members of the non-academic staff of the University,
- (c) for the purposes of section 9 (1) (f) of the Act — a Roll of Undergraduate Students containing the names and last known addresses of those persons enrolled in courses that are listed in the register of undergraduate courses of the University with a minimum duration of one year full-time or equivalent,
- (d) for the purposes of section 9 (1) (g) of the Act — a Roll of Postgraduate Students containing the names and last known addresses of those persons enrolled in courses that are listed in the register of postgraduate courses of the University with a minimum duration of one year full-time or equivalent.

#### 7 Qualification for election as member of academic staff

For the purposes of section 9 (1) (d) of the Act, in respect of a person seeking election as a member of the academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Academic Staff at the close of nominations for the election.

#### UTS notes:

1. Section 11 (2) of the University of Technology, Sydney, Act 1989 provides that the term of office of the Deputy Chancellor is 2 years from the date of his or her election.
2. The Chancellor and Deputy Chancellor are to be elected according to procedures determined by the Council (sections 10 [Chancellor] and 11 [Deputy Chancellor] of, and clause 6 [General procedure] of Schedule 1 to, the Act). The relevant procedures are set out in the rules.

#### 8 Qualification for election as member of non-academic staff

For the purposes of section 9 (1) (e) of the Act, in respect of a person seeking election as a member of the non-academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Non-Academic Staff at the close of nominations for the election.

#### 9 Qualification for election as undergraduate student

For the purposes of section 9 (1) (f) of the Act, in respect of a person seeking election as an undergraduate student of the University, the prescribed qualifications are that the person's name:

- (a) is entered in the Roll of Undergraduate Students, and
- (b) is not entered in the Roll of Academic Staff or the Roll of Non-Academic Staff,

at the close of nominations for the election.

#### 10 Qualification for election as postgraduate student

For the purposes of section 9 (1) (g) of the Act, in respect of a person seeking election as a postgraduate student of the University, the prescribed qualifications are that the person's name:

- (a) is entered in the Roll of Postgraduate Students, and
- (b) is not entered in the Roll of Academic Staff or the Roll of Non-Academic Staff, at the close of nominations for the election.

#### 11 Call for nominations and notice of election

- (1) If an election of members of the Council is necessary, the Returning Officer must publish a notice referred to in this clause on the official noticeboards on the premises of the University and:
  - (a) in the case of an election of an academic or a non-academic staff member of the Council, must send or deliver a copy of the notice to each person whose name is in the relevant roll of staff of the University, and
  - (b) in the case of an election of a postgraduate or an undergraduate student member of the Council, must publish or cause to be published such copies of the notice in such manner as the Returning Officer considers necessary to inform the persons whose names are in the relevant roll of students of the University of its contents.
- (2) A notice referred to in this clause must:
  - (a) state that an election is necessary to fill the office or offices concerned, and
  - (b) invite nominations of persons for election, and
  - (c) specify the form in which nominations must be made, and
  - (d) specify a date and time by which nomination papers must reach the Returning Officer, and
  - (e) specify how ballot papers may be obtained, and
  - (f) specify a date and time by which ballot papers must reach the Returning Officer, and
  - (g) contain such other information relating to the election as the Returning Officer thinks fit (which might include, for example, details of the number of vacancies to be filled and of the terms of office of the members of the Council to be elected).

- (3) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University did not see a notice or a copy of a notice, or did not receive a copy of a notice, referred to in this clause.

## **12 Schedule of dates for Council elections**

In the conduct of an election of members of the Council, the Returning Officer must allow:

- (a) between the publication of the notice under clause 11 (1) stating that an election is necessary and the close of nominations for the election — not less than 14 and not more than 28 days, and
- (b) between the close of nominations for the election and the issue of ballot papers under clause 16 — not more than 28 days, and
- (c) between the issue of ballot papers under clause 16 and the close of the ballot — not less than 14 and not more than 28 days.

## **13 Making of nominations**

- (1) Nominations of candidates for an election of members of the Council must be made by sending or delivering nomination papers to the Returning Officer.
- (2) A nomination paper must be signed by 2 persons whose names are entered in the relevant Roll for the election for which the candidate is nominated and must be endorsed with or accompanied by the written consent of the person nominated.
- (3) There must be a separate nomination paper for each candidate.
- (4) A candidate may provide with the nomination paper a statement of not more than 150 words containing information relating to the candidate that he or she wishes to supply. That information may include, for example, the following:
  - (a) full name,
  - (b) faculty, school or department,
  - (c) academic qualifications and experience,
  - (d) positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure.
- (5) Statements containing more than 150 words will not be accepted. The Returning Officer (or a person appointed by the Returning Officer) is to edit all statements supplied to ensure that they contain no defamatory or offensive material. The edited statements are to be printed and distributed with the ballot papers.
- (6) The Returning Officer must reject a nomination paper if satisfied that:
  - (a) the nomination is not duly made, or
  - (b) the person nominated is not eligible to be elected.
- (7) The Returning Officer must, within 4 days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the nomination paper, notifying the person of the acceptance or rejection of the nomination.

## **14 Dealing with nominations**

- (1) If no more than 2 nominations of persons for election as academic staff members of the Council are accepted, the Returning Officer must declare the person or persons nominated to be elected. If more than 2 nominations are accepted, there must be a ballot.
- (2) If no more than one nomination of persons for election to the Council as:
  - (a) the non-academic staff member, or
  - (b) the undergraduate student member, or
  - (c) the postgraduate student member,is accepted in any of those categories, the Returning Officer must declare the person nominated to be elected. If more than one nomination is accepted in any category, there must be a ballot in the category concerned.

## **15 Form of ballot**

A ballot for a Council election must be a secret ballot using the optional preferential system.

## **16 Conduct of ballot**

- (1) The Returning Officer must, if there is to be an election for an academic or non-academic staff member of the Council, send or deliver a ballot paper to each person whose name is in the relevant roll of staff of the University.
- (2) The Returning Officer must, if there is to be an election for an undergraduate or postgraduate student member of the Council:
  - (a) publish in such manner as the Returning Officer considers necessary a notice specifying the dates and times of polling, the location of polling booths and any other relevant information, and
  - (b) establish on the University premises polling booths attended, during the dates and times for polling, by persons appointed by the Returning Officer for the purpose of issuing a ballot paper to each person who requests one and is recognised by one of the appointed attendants as being a person whose name is in the relevant roll of students of the University, and
  - (c) forward a ballot paper to each person whose name is in the relevant roll of students of the University if the person has applied for the issue of a ballot paper by post and the application has been received not later than 10 days before the date of the election.
- (3) Following receipt of a written application, the Returning Officer may, on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.
- (4) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University did not receive a ballot paper.
- (5) In this clause, a reference to a person's name being in a relevant roll of staff or students of the University is a reference to the person's name being in the roll concerned at the close of nominations for the relevant election.



**17 Notice to accompany ballot paper**

With each ballot paper issued in respect of a Council election, there must also be issued:

- (a) a notice setting out how the ballot paper is to be completed and specifying the date and time by which ballot papers for that election must reach the Returning Officer, and
- (b) 2 envelopes, one marked "Ballot Paper" and the other addressed to the Returning Officer on the inside of which must be printed a form of declaration of identity and of entitlement to vote to be signed by the voter.

**18 Contents of ballot paper**

Each ballot paper must contain the names of the candidates in the order drawn at random by the Returning Officer or by a person appointed by the Returning Officer for the purposes of the election and must be initialled by the Returning Officer or by a person appointed by the Returning Officer.

**19 Method of voting**

Each voter must mark a vote on the ballot paper by placing the figure "1" in the square opposite the name of the candidate to whom the voter desires to give his or her first preference vote, and may place consecutive figures (commencing with the figure "2") in the squares opposite the names of any of the remaining candidates, so as to indicate by numerical sequence the order of the voter's preference for them.

**20 Voting at staff elections**

- (1) In the case of an election of an academic or non-academic staff member of the Council, each voter must send or deliver to the Returning Officer the ballot paper enclosed and sealed in the envelope marked "Ballot Paper" which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a signed form of declaration of identity and entitlement to vote on the inside.
- (2) All envelopes received by the Returning Officer under this clause must be deposited in the relevant ballot box.

**21 Voting at student elections**

- (1) Subject to subclause (3), in the case of an election of an undergraduate or postgraduate student member of the Council, any student who has been recognised, by a person appointed by the Returning Officer to attend a polling booth, as being a person whose name is in the relevant roll of students of the University and whose name is then marked on a copy of that roll to signify the issue of a ballot paper, must be provided with a ballot paper.
- (2) A student provided with a ballot paper who desires to vote at a polling booth must, in the presence of a person appointed by the Returning Officer, deposit the vote in the relevant ballot box provided for the purpose at the polling booth.
- (3) A student who has been forwarded a ballot paper under clause 16 (2) (c) and who wishes to vote must send or deliver to the Returning Officer the ballot paper enclosed and sealed in an envelope marked "Ballot Paper" which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a signed form of declaration of identity and entitlement to vote on the inside.

- (4) Despite subclause (3), a student referred to in that subclause may vote by depositing the ballot paper forwarded to the student in the relevant ballot box at a polling booth.

**22 Envelopes and ballot papers not to be opened**

- (1) All envelopes received by the Returning Officer under clause 20 or 21 must remain unopened until the close of the ballot.
- (2) A ballot box referred to in clause 20 or 21 must remain unopened until the close of the ballot.

**23 Procedure on close of ballot**

As soon as practicable after the close of the ballot, the Returning Officer or a person appointed by the Returning Officer must:

- (a) open the ballot boxes, and
- (b) open any envelopes addressed to the Returning Officer and received before the close of the ballot, and
- (c) if any declaration of identity is duly signed by a qualified voter, place the unopened envelope containing the ballot paper with other similar envelopes, and
- (d) open the envelopes referred to in paragraph (c) and take out the ballot papers, and
- (e) count the votes, and ascertain the result of the ballot, in the manner set out in clauses 24–27.

**24 Informal ballot papers**

- (1) A ballot paper is informal if it has on it any mark or writing that, in the opinion of the Returning Officer, will enable any person to identify the voter.
- (2) A ballot paper is informal if not initialled under clause 18.
- (3) A ballot paper is informal if the voter has not indicated a clear preference for at least one candidate.
- (4) Despite any other provision of this clause, a ballot paper is not informal only because any figures placed on the ballot paper are not placed in or entirely in the squares opposite the candidates' names, if the figures are placed on the ballot paper in such positions as, in the opinion of the Returning Officer, clearly indicate the order of the voter's preference for the candidates.

**25 Nomination of scrutineers**

- (1) Each candidate is entitled to nominate one scrutineer to be present at the count.
- (2) A person is not to be a scrutineer in an election in which he or she is a candidate.

**26 Determination of result of ballot**

- (1) In this clause:
  - an absolute majority of votes** means a greater number than one-half of the whole number of formal ballot papers counted.
  - continuing candidate** means a candidate not already excluded from the count.
  - determine by lot** means determine in accordance with the following directions:
    - (a) the names of the candidates concerned must be written on separate and similar slips of paper,
    - (b) the slips must be folded so as to prevent identification and mixed and drawn at random,
    - (c) the candidate whose name is first drawn must be excluded.

- (2) If a ballot has been held for the purpose of an election the result of the ballot must be determined as provided in this clause.
  - (3) The Returning Officer must count the total number of ballot papers and exclude any informal papers.
  - (4) The Returning Officer must count the number of first preference votes given for each candidate.
  - (5) The candidate who has received the largest number of first preference votes must, if that number constitutes an absolute majority of votes, be declared by the Returning Officer to be elected.
  - (6) If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes must be excluded and each of the ballot papers counted to that candidate must be counted to the continuing candidate next in order of the voter's preference.
  - (7) If on any count 2 or more candidates have an equal number of votes and one of them has to be excluded, the candidate to be excluded must be determined as follows:
    - (a) if the count is the first made in connection with the ballot, the Returning Officer must determine by lot which of those candidates is to be excluded,
    - (b) if the count is the second or subsequent count made in connection with the ballot:
      - (i) that candidate must be excluded who had the least number of votes at the last count at which one of those candidates received fewer votes than each of the others, or
      - (ii) the Returning Officer must determine by lot which of those candidates is to be excluded, if at all preceding counts no one of those candidates received fewer votes than each of the others.
  - (8) The process of excluding the candidate who has the fewest votes and counting each of the ballot papers counted to that candidate to the continuing candidate next in order of the voter's preference must (subject to subclause (9)) be continued:
    - (a) until one continuing candidate has an absolute majority of votes in which event that candidate must be declared by the Returning Officer to be elected, or
    - (b) until all candidates but one have been excluded in which event the remaining candidate must be declared elected.
  - (9) If at any point during any particular count after the first preference votes have been counted, the candidate next in order of a voter's preference is not indicated or cannot be ascertained, that ballot paper must, from that point onwards, be excluded from that particular count and the total of the ballot papers counted must be amended accordingly. The ballot paper must, however, be reinstated in any later counts carried out in accordance with subclause (10).
  - (10) If any further position remains to be filled, all excluded candidates must be reinstated with their first preference votes credited and each of the ballot papers counted to the elected candidate or candidates must be counted to the reinstated candidate next in order of the voter's preference as if it were a first preference vote.
  - (11) The procedures described in subclauses (5)–(10) apply until all vacancies are filled.
- 27 Secrecy of ballot to be maintained**
- (1) The result of the count must remain confidential until the declaration of poll by the Returning Officer.
  - (2) The Returning Officer, any person appointed by the Returning Officer or any scrutineer must not in any way disclose or aid in disclosing the manner in which any voter has voted.
- 28 Term of office of elected members of Council**
- For the purposes of clause 1 (1) (c) of Schedule 1 to the Act, a member of Council elected under section 9 (1) (d), (e), (f) or (g) of the Act holds office for 2 years.
- 29 Casual vacancy in office of elected member of Council**
- (1) In the event that a casual vacancy in the office of a member of the Council elected under section 9 (1) (d), (e), (f) or (g) of the Act occurs:
    - (a) if less than a quarter of that member's term of office remains, the Council is, as soon as practicable after the vacancy occurs, to appoint a person qualified to hold that office under section 9 (1)(d), (e), (f) or (g) of the Act for the remainder of the term of office, or
    - (b) if the remainder of that member's term of office is or exceeds a quarter of the term of office, the Returning Officer is to conduct an election among those persons qualified to vote at such an election in accordance with the Act and this By-law to fill the vacancy for the balance of the term of office.
  - (2) An election referred to in subclause (1) (b) is to be conducted as soon as practicable after the vacancy occurs (or, in a case to which clause 30 applies, from some earlier time in accordance with that clause).
- 30 Election in anticipation of resignation**
- (1) Any member of the Council who intends to resign in circumstances that would create a vacancy to which clause 29 (1) (b) would apply if the resignation took effect as intended is under a duty to notify the Returning Officer as soon as practicable of:
    - (a) his or her intention to resign, and
    - (b) the date from which the resignation is intended to take effect.
  - (2) On receipt of any such notification the Returning Officer, even though the resignation has not taken effect, may in accordance with the rules for the conduct of elections proceed to conduct an election to fill the anticipated vacancy.
  - (3) The election of a new member of the Council in accordance with subclause (2) does not take effect until after the incumbent member's resignation takes effect.

### Division 3 Appointed members of Council

#### 31 Number of members appointed under section 9 (1) (c)

For the purposes of section 9 (1) (c) of the Act, the Council is to appoint 4 external persons as members of the Council.

#### 32 Number of members appointed under section 9 (1) (h)

For the purposes of section 9 (1) (h) of the Act, the Council is to appoint 2 external persons as members of the Council.

#### 33 Nominations Committee

- (1) The Council is to establish a Nominations Committee consisting of the following persons:
  - (a) the Chancellor,
  - (b) the Vice-Chancellor,
  - (c) 3 persons appointed to the Committee by the Council of whom:
    - (i) one must be a member of the Council appointed under section 9 (1) (b) of the Act, and
    - (ii) one must be a member of the Council appointed under section 9 (1) (c) or (h) of the Act.
- (2) A person referred to in subclause (1) (c) must not be the holder of an office in respect of which the Committee is convening (unless the person is not seeking reappointment).

#### 34 Nominations procedure relating to appointments under section 9 (1) (b) or (c)

- (1) At least 3 months before the term of office of a member of the Council appointed under section 9 (1) (b) or (c) of the Act is due to expire, the Nominations Committee is to identify persons who may be suitable for appointment as such a member.
- (2) The Committee is:
  - (a) to determine which of those persons are to be recommended to the Council:
    - (i) for nomination for consideration for appointment by the Minister, or
    - (ii) for appointment by the Council, as the case may be, and
  - (b) to recommend the length of appointment for each such person, and
  - (c) to forward those recommendations to the Council at least 2 months before the relevant term of office is due to expire.
- (3) In determining the persons to be recommended under subclause (2) (a), the Committee is to have regard to:
  - (a) the skills and experience of the continuing members of the Council, and
  - (b) the skills and experience that will be needed for the Council as a whole (taking into account the matters referred to in section 9 (5) and (6) of the Act), and
  - (c) such other matters as the Committee considers relevant.
- (4) The Council is:
  - (a) to consider the recommendations forwarded by the Committee, and

- (b) to determine which of the recommended persons are to be:
  - (i) nominated for consideration for appointment by the Minister, or
  - (ii) appointed by the Council, as the case may be, and
- (c) to determine:
  - (i) in the case of the persons referred to in paragraph (b) (i), the recommended length of appointment for each such person, or
  - (ii) in the case of the persons referred to in paragraph (b) (ii), the length of appointment for each such person.
- (5) The Chancellor is to forward the determinations referred to in subclause (4) (b) (i) and (c) (i) to the Minister.
- (6) The Council is to make the determinations referred to in subclause (4) at least 1 month before the relevant term of office is due to expire.
- (7) The Council may make the determinations referred to in subclause (4) only at a meeting of the Council:
  - (a) convened by the Registrar, and
  - (b) of which the Registrar has given each member of the Council at least 7 days' notice.
- (8) The notice referred to in subclause (7) (b) must:
  - (a) be posted or delivered to each member of the Council, and
  - (b) state the date, time and place of the meeting, and
  - (c) state the purpose of the meeting.
- (9) A failure to comply with a time limit specified in this clause does not affect the validity of a nomination or an appointment.

#### 35 Nominations procedure relating to appointments under section 9 (1) (h)

- (1) At least 3 months before the term of office of a member of the Council appointed under section 9 (1) (h) is due to expire, the Returning Officer is to invite the members of Convocation to propose persons who may be suitable for appointment as such a member within the time and in the manner specified in the invitation.
- (2) The Returning Officer is to make such an invitation:
  - (a) by publishing a notice to that effect at least once in a newspaper circulating throughout Australia, and
  - (b) by any other means that he or she considers appropriate.
- (3) The Returning Officer is to forward all valid proposals to the Nominations Committee.
- (4) The Committee is:
  - (a) to consider the proposals forwarded by the Returning Officer under subclause (3), and
  - (b) to provide comments to the Council on the suitability of all persons the subject of those proposals at least 2 months before the relevant term of office is due to expire.
- (5) In providing comments to the Council pursuant to subclause (4) (b), the Committee is to have regard to:
  - (a) the skills and experience of the continuing members of the Council, and

- (b) the skills and experience that will be needed for the Council as a whole (taking into account the matters referred to in section 9 (5) and (6) of the Act), and
  - (c) such other matters as the Committee considers relevant.
- (6) The Council is:
- (a) to determine which of the proposed persons are to be appointed by the Council, and
  - (b) to determine the length of appointment for each such person.
- (7) The Council is to make the determinations referred to in subclause (6) at least 1 month before the relevant term of office is due to expire.
- (8) The Council may make the determinations referred to in subclause (6) only at a meeting of the Council:
- (a) convened by the Registrar, and
  - (b) of which the Registrar has given each member of the Council at least 7 days' notice.
- (9) The notice referred to in subclause (8) (b) must:
- (a) be posted or delivered to each member of the Council, and
  - (b) state the date, time and place of the meeting, and
  - (c) state the purpose of the meeting.
- (10) A failure to comply with a time limit specified in this clause does not affect the validity of an appointment.
- (11) For the purposes of this clause, the Returning Officer is to be the Registrar.

**36 Casual vacancy in office of appointed member of Council**

- (1) If a casual vacancy occurs in the office of a member of Council appointed under section 9 (1) (b) of the Act, the Chancellor is to forward to the Minister for consideration for appointment the name of a person nominated in accordance with the procedures set out in clause 34 in respect of such an office.
- (2) If a casual vacancy occurs in the office of a member of the Council appointed under section 9 (1) (c) or (h) of the Act, the vacancy is to be filled in accordance with the procedures set out in clause 34 or 35 (as the case may be) that apply in respect of such an office.
- (3) The time limits specified in clauses 34 and 35 may be disregarded for the purposes of this clause.

## PART 3 MEMBERSHIP OF CONVOCATION

**37 Graduates of University**

For the purposes of section 3 (2) of the Act, the following are prescribed:

- (a) an associate diploma or certificate received on completion of a course with a minimum duration of one year full-time or its equivalent,
- (b) an honorary degree.

**38 Prescribed staff members of Convocation**

For the purposes of section 14 (1) (c) of the Act, Convocation includes persons who are:

- (a) members of the academic staff of the University appointed on a fractional-time basis, or
- (b) members of the non-academic staff of the University appointed on a full-time or fractional-time basis.

**39 Prescribed additional members of Convocation**

In addition to the persons on whom membership is conferred by the Act or this Part, Convocation includes the following:

- (a) past members of the Councils of any of the predecessors of the University and of the Councils of the Kuring-gai College of Advanced Education and the Sydney College of Advanced Education, including past members of the governing bodies of the predecessors of each of those institutions,
- (b) those persons who have been admitted to membership of Convocation by virtue of section 14 (1) (c) of the Act and who have ceased employment after serving for not less than 5 years as members of the staff of the University,
- (c) Professors Emeriti and recipients of honorary awards of the University, if not otherwise members of Convocation,
- (d) such other persons as are considered by the Council to have given conspicuous service to the University or to be specially qualified to advance the interests of the University and who are admitted, by resolution of Council, as members of Convocation.

**40 Exemption from membership**

The Council may exempt any person, on grounds of conscience, from membership of Convocation.

**UTS note:**

Section 3 (2) of the *University of Technology, Sydney, Act 1989* is to the effect that a graduate of the University is a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded by the University, by or on behalf of any former institution that has become part of the University or by any predecessor of any such institution.

This clause prescribes certain awards and certificates for the purposes of that section.

The 'former institutions' of the University are the following:

- (a) the New South Wales Institute of Technology;
- (b) the Design School of the Sydney College of the Arts;
- (c) the Kuring-gai College of Advanced Education;
- (d) the Sydney College of Advanced Education Institute of Technical and Adult Teacher Education, and any predecessors of such institutions.

## PART 4 RULES

### Division 1 Rules relating to Academic Board

#### 41 Rules with respect to Academic Board

The Council may make rules for or with respect to the constitution and functions of the Academic Board.

#### 42 Academic Board may make rules

The Academic Board may make rules for or with respect to:

- (a) the manner and time of convening, holding and adjourning its meetings, and
- (b) the conduct of business and the manner of voting at its meetings, and
- (c) the establishment of committees of the Board and the quorum, powers and duties of such committees.

### Division 2 Rules relating to Convocation

#### 43 Council may make rules

The Council may make rules for or with respect to the functions of Convocation and of any committees of Convocation.

### Division 3 Rules generally

#### 44 Rules made by Council

The Council may make rules for or with respect to any or all of the matters for or with respect to which rules may be made under the Act.

**Note:** Section 29 (1) of the Act provides that the by-laws may empower any authority (including the Council) or officer of the University to make rules (not inconsistent with the Act or the by-laws) for or with respect to matters for which by-laws may be made, except the matters referred to in sections 3 (2), 9 (1) (c)–(h) and (8), 10 (2), 14 (1), 16 (1) (d) and (e), 23 and 28 (1) (b) and (k) of the Act and clauses 1 (1) (c) and (d) and 3 of Schedule 1 to the Act.

#### 45 Rules made by Vice-Chancellor

The Vice-Chancellor may make rules, not inconsistent with the rules made by the Council, for or with respect to the good conduct of the University.

#### 46 Promulgation of rules

- (1) A rule made by the Council or by the Vice-Chancellor must be promulgated by means of a notice displayed on each of the official noticeboards of the University.
- (2) The Registrar must ensure that the rules are published in an official publication of the University.
- (3) Failure to comply with subclause (2) does not invalidate any rule.
- (4) In the event of an inconsistency between the rules made by the Council and the rules made by the Vice-Chancellor, the rules made by the Council prevail.

## PART 5 MISCELLANEOUS

### 47 Construction of references

A reference in any document of any kind to the University Secretary of the University is taken to be a reference to the Registrar.

### 48 Repeal

- (1) The University of Technology, Sydney, By-law 1995 is repealed.
- (2) Any act, matter or thing that, immediately before the repeal of the *University of Technology, Sydney, By-law 1995*, had effect under that By-law is taken to have effect under this By-law (but only to the extent that it relates to an act, matter or thing affected by this By-law and is not inconsistent with this By-law and the acts, matters or things done under this By-law).
- (3) In particular, any rule made pursuant to a provision of the repealed By-laws is taken to have been made pursuant to the corresponding provision of this By-law.
- (4) The Returning Officer is to continue to keep a Roll of Convocation in accordance with clause 8 (1) (e) of the *University of Technology, Sydney, By-law 1995* (as in force immediately before its repeal by this By-law) for so long as may be required for the purposes of clause 17 (5) (e) of Schedule 3 to the Act.



# 11 > RULES OF THE UNIVERSITY

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# STUDENT AND RELATED RULES

## SECTION 1 – GENERAL

### 1.1 General

1.1.1 These Rules shall be known collectively as the 'Student and Related Rules' and are made pursuant to Section 29 of the *University of Technology, Sydney, Act 1989* and clause 44 of the *University of Technology, Sydney, By-law 2005*.

1.1.2 The date of commencement of these Rules shall be the 25th of February 2005.

1.1.3 These Rules shall apply to all students of the University, including persons who were students prior to the specified date of commencement of the Rules and anyone who becomes a student after the date of commencement of the Rules.

1.1.4 For the purposes of these Rules, unless the contrary intention is apparent, the definitions as provided for in Schedule 1 apply. Where appropriate, specific definitions may also be contained within the relevant Section of the Rules.

### 1.2 Relevant legislation

1.2.1 These Rules cannot override the state or Commonwealth legislation, and to the extent that there is any inconsistency between the Rules and legislation, the latter prevails.

1.2.2 For the purposes of these Rules and for the academic administration of the University, the major known relevant legislation is set out in Schedule 2 of these Rules. Other legislation may also apply and the legislation specified may be amended from time to time or be revoked.

### 1.3 Application of these Rules

#### 1.3.1 General

Subject to the provisions of Rules 1.3.2 and 1.3.3 below, these Rules apply to all students who have been admitted to a course of study by the University, and who are enrolled in a UTS course including a UTS course conducted by, or in partnership with, another institution.

#### 1.3.2 Conduct of students

The Rules of the University that relate to the conduct of a student in various circumstances apply to the conduct of an individual that occurs while he or she is a student of the University.

#### 1.3.3 Course conducted in conjunction with another university or educational institution

(1) The application of some or all of these Rules may be excluded in the case of students who are enrolled in a UTS course which is conducted in conjunction with another university or educational institution of an appropriate standing whether in Australia or offshore in the following circumstances:

(a) this is provided for in a formal agreement between UTS and the university or institution and that agreement also provides that the rules, documented requirements or regulations, or specified components

of them, of the other university or institution are expressly made to apply to the students undertaking the UTS course;

(b) the Vice-Chancellor certifies that the rules, documented requirements or regulations of the other university or institution to be so applied are appropriate and will adequately protect the interests of UTS and the students undertaking the course;

(c) the formal agreement specified in (a) above provides for the Registrar of UTS to be supplied with a copy of the specified rules, documented requirements or regulations of the other university or institution as certified by the Vice-Chancellor. The Registrar shall maintain an up-to-date Register of such rules, documented requirements or regulations of the relevant provisions of all agreements relating to this Rule, and of the Vice-Chancellor's certification under (b) above.

(2) Students will be subject to the rules, documented requirements or regulations of the approved institution for the duration of their studies at that institution only and in the specified UTS course(s). Students who transfer to UTS to continue study in the specified course(s) will then be subject to the Rules of UTS from the time of transfer.

(3) In cases where the provision of 1.3.3(1) apply, the rules, documented requirements or regulations of the other university or other institution which have been specified to apply will have the full force and effect as Rules of UTS for the purposes of the students in the relevant courses. Responsibility for the administration of such rules, documented requirements or regulations shall be specified in the respective agreement between UTS and the other university or institution, including responsibility for each university or institution to notify the other of the application of particular rules, documented requirements or regulations to particular students, and of all changes to such rules, documented requirements or regulations.

(4) Notwithstanding anything to the contrary, the Council of UTS, on the advice of the Academic Board, may where the circumstances are sufficiently serious to warrant it, revoke or modify any specification of Rules made under Rule 1.3.3(1), above. Details of any such revocation must be kept on the Register specified in 1.3.3(1)(c) above. All agreements between UTS and another university or institution which provide for the application of rules, documented requirements or regulations under 1.3.3(1) above must also provide for their possible revocation under this clause.

## 1.4 Designation

- 1.4.1 The Vice-Chancellor may make a written designation that an organisational unit, position or body is equivalent to a 'Faculty', 'Dean' or 'Faculty Board', respectively, for the purposes of these Rules. The designation may be for the purpose of specific Rules, groups of Rules, or these Rules generally. Any such designation will be recorded in a register maintained by the Registrar.

## SECTION 2 – STUDENT REQUIREMENTS

### 2.1 General conduct

- 2.1.1 Each student has individual responsibility to comply with the Act, By-law, Rules, Codes of Conduct, Policies and Procedures of the University and is required to acknowledge, by means of a signed statement or electronic confirmation, agreement to abide by the Act, By-law, Rules, Codes of Conduct, Policies and Procedures of the University.
- 2.1.2 Each student is required to maintain an acceptable standard of conduct at all times while on University premises, while undertaking any work in relation to his or her University course, while engaged in any activity related to his or her study at or through the University, and in relation to both academic and non-academic matters.
- 2.1.3 Each student is required to maintain an acceptable standard of conduct that does not prejudice the good name or academic standing of the University.
- 2.1.4 Whilst on the premises of the University, undertaking any work in relation to his or her University course, or engaged in any activity related to study at or through the University, a student shall comply with any reasonable directive from an officer of the University.
- 2.1.5 A student undertaking an offshore course or participating in a period of offshore study as part of an international studies program or overseas exchange program must comply with the conditions of participation as determined by the University and with all rules or regulations of the host institution or place of business.
- 2.1.6 A student participating in clinical practice, fieldwork, professional, industry or other practical experience must comply with any rules, requirements, guidelines or code of conduct relating to such participation as determined by the University.
- 2.1.7 A student participating in learning experiences that are part of the course and that involve laboratories or similar University facilities or situations must comply with any code of conduct relating to such facilities or situations as determined by the University.
- 2.1.8 A student, potential student or such person who is acting on behalf of or in relation to a student or potential student, must not knowingly submit to the University a document or any item that:
- (1) is falsely signed; or
  - (2) contains any forged signature; or
  - (3) contains a false, untrue or misleading statement.
- 2.1.9 If the Vice-Chancellor or the Vice-Chancellor's delegate considers on the basis of past conduct, threatened conduct or other reasonable basis that the conduct of a student may prejudice the good order and government of the University or may interfere with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University, the Vice-Chancellor or delegate may (irrespective of whether misconduct proceedings have been instituted) require the student to comply from

a date specified by the Vice-Chancellor or the Vice-Chancellor's delegate with such conditions as are notified in writing by the Vice-Chancellor or delegate.

#### 2.1.10 Failure to:

- (1) comply with the University Act, By-law, Rules, Codes of Conduct, Policies and Procedures of the University; or
- (2) maintain an acceptable standard of conduct; or
- (3) comply with conditions set by the Vice-Chancellor or Vice-Chancellor's delegate under Rule 2.1.9 above; or
- (4) comply with reasonable directives of an officer of the University; or
- (5) comply with any of the other requirements specified in Rule 2.1.1 to 2.1.8 above may be considered to be an act of misconduct and may be dealt with under the provisions of Section 16 (Student Misconduct and Appeals).

## 2.2 Identification

### 2.2.1 Student Identity Card

- (1) Enrolled students shall each be issued with an Identity Card showing their University student identification numbers and photographs.
- (2) A student will retain the same UTS student identification number during all periods of study at the University.
- (3) Student Identity Cards remain the property of the University and are not transferable.
- (4) Students are under an obligation to take reasonable steps to ensure that the Student Identity Card issued to them is held in a secure way and is not made available whether deliberately or inadvertently for any other person to use.
- (5) A student who takes leave of absence, ceases to attend or withdraws from all study is obliged to return his or her Student Identity Card to the University.
- (6) A student is required to carry his or her Student Identity Card at all times while on University premises and at such other locations as may be prescribed in the requirements of his or her course.
- (7) A student is required to produce his or her Student Identity Card on demand of an officer of the University, including but not limited to when:
  - (a) gaining entry to an examination room;
  - (b) gaining entry to and borrowing books from the University Library;
  - (c) borrowing University equipment;
  - (d) proving his or her identity as a student of the University with current entitlement to, access to, and use of, the University's facilities, equipment and amenities.
- (8) A student who has lost or otherwise misplaced his or her Student Identity Card must arrange for a replacement card at the

earliest practicable opportunity. A fee will apply for replacement of a lost Student Identity Card.

- (9) Misuse of a Student Identity Card may constitute misconduct under Section 16 (Student Misconduct and Appeals).

### 2.2.2 Student PIN access

- (1) A student may be issued with a Student Personal Identification Number (PIN) that is used to control access to specific areas of the University and facilities directly related to the student's current subject enrolment.
- (2) Each Student PIN is for the personal use of that student only and is not transferable.
- (3) Each student is responsible for maintaining the confidentiality of his or her own Student PIN, and must take reasonable steps to ensure that it is not made known to any other person whether deliberately or inadvertently.
- (4) If a student becomes aware that his or her Student PIN has been compromised he or she must take steps immediately to have the compromised PIN deactivated and a replacement issued.
- (5) The Student PIN is to be used in accordance with the approved 'Student Personal Identification (PIN) Use and Conditions'.
- (6) Misuse of a Student PIN or of the University Access Control System may constitute misconduct under Section 16 (Student Misconduct and Appeals).

### 2.2.3 Commonwealth Higher Education Student Support Number (CHESSN)

- (1) Under the provisions of relevant legislation (refer Schedule 2), specified students will be allocated a Commonwealth Higher Education Student Support Number (CHESSN).
- (2) This number will:
  - (a) only be activated if the student accesses Commonwealth higher education assistance;
  - (b) be limited in its use as provided for in relevant legislation (refer Schedule 2);
  - (c) have its use protected under relevant legislation (refer Schedule 2).
- (3) A student who is required to provide a CHESSN and fails to do so, or who provides a number that is invalid or false, may have his or her admission to the course and enrolment in subjects cancelled or changed to another status in appropriate circumstances.

### 2.2.4 Tax File Number (TFN)

- (1) Under the provisions of relevant legislation (refer Schedule 2), students who are eligible to make payments for fees, loans or other contributions through the Australian taxation system, may be required to provide the University with a Tax File Number (TFN).

- (2) This number will:
  - (a) be limited in its use to the reporting of financial liability to the relevant Commonwealth offices
  - (b) have its use protected under relevant legislation (refer Schedule 2).
- (3) A student who is required to provide a valid Tax File Number and fails to do so, or who provides a number that is invalid or false, may have his or her registration in the course and enrolment in subjects cancelled or changed to another status in appropriate circumstances.

## 2.3 Communication

- 2.3.1 Official University notices shall be displayed by the Registrar on official noticeboards on each campus and on the official student noticeboard on the UTS website.
- 2.3.2 The UTS email address allocated to students at the time of first enrolment is an authoritative channel for specific official University communications with students, as specified by the Registrar from time to time. If a student uses a different email address as his or her primary address it is the student's responsibility to arrange automatic forwarding of mail from the official UTS email address to the alternate email address.
- 2.3.3 The use of Short Message Services (SMS) by voice or text to a telephone number provided by a student for such purposes is an acceptable channel for official University communications with students for specific purposes approved by the Registrar.
- 2.3.4 Notices sent by mail to the mail address provided by a student, whether standard or registered mail or by email to a student's UTS email address for matters specified by the Registrar, will be presumed by the University to have been received by the student.
- 2.3.5 Students have a responsibility to acquaint themselves with official University notices communicated generally via noticeboards and correspondence communicated in print or electronically to specific individual students. Failing to read, misreading or misunderstanding official information or correspondence will not be accepted as a reason for students being unaware of matters so notified.
- 2.3.6 Students have a responsibility to respond to official communication from the University in a timely manner.
- 2.3.7 Unless otherwise instructed, all correspondence to the University from a student shall be addressed to the Registrar. Students should quote their student identification number in all correspondence.
- 2.3.8 Students have a responsibility to make and retain a copy of all documents, forms and correspondence lodged with the University, including copies of electronic transactions submitted to designated modes of electronic student administrative services or support as prescribed by the Registrar from time to time.

- 2.3.9 Students shall notify the Registrar of any change in their contact details as soon as possible, either in writing or by online access to a designated mode of electronic student administrative services or support as prescribed by the Registrar from time to time. The University will not accept responsibility if official communications fail to reach a student who has not notified the Registrar directly in writing or via online access of a change of contact details.

## 2.4 Relevant documentary evidence

- 2.4.1 In particular circumstances students are required to provide relevant documentary evidence in support of requests, including but not limited to requests for special consideration of disruption to assessment made under Rules 8.3.1, 8.3.2 and 8.3.3.
- 2.4.2 Medical or other professional certificates alone do not constitute adequate supporting evidence for such requests. Medical or other professional evidence must be provided by the relevant authority on the relevant official University request form as prescribed by the Registrar.
- 2.4.3 The submission of falsified medical or other certificates or of false statements on relevant official University request forms will be treated as a matter of student misconduct and handled in accordance with Section 16 (Student Misconduct and Appeals).

## 2.5 Study management

- 2.5.1 Each student has responsibility for completion of all requirements associated with admission, enrolment, assessment and academic progression in compliance with the relevant specific Rules, including, but not limited to:
  - (1) provision of all relevant personal information to the University or its agents, including statistical information, contact information and a current mailing address; and
  - (2) disclosure of all previous academic information; and
  - (3) payment of fees and charges by the due date; and
  - (4) re-enrolment at the University each year or at other times as required; and
  - (5) submission of an appropriate enrolment program and rectification of any known discrepancies with the enrolment program in the required timeframes.
- 2.5.2 All students must comply with any requirements for enrolment or study at the University specified in relevant legislation (refer Schedule 2) and, in particular, international students must comply with legislative requirements relating but not limited to:
  - (1) any requirements relating to attendance or study mode; and
  - (2) any conditions for enrolment and progress through an award course; and
  - (3) any conditions relating to student load; and
  - (4) any conditions relating to leave of absence.

## **SECTION 3 – COURSE AND SUBJECT REQUIREMENTS**

### **3.1 Availability of courses and places**

- 3.1.1 Courses of study are made available by the University under the authority of the University Council and Academic Board, pursuant to the UTS Act and By-law.
- 3.1.2 The University shall publish details of approved courses of study in the UTS Calendar and other official publications of the University and otherwise from time to time. Such publication does not constitute an offer or undertaking of the availability of any course at any particular time.
- 3.1.3 The University reserves the right not to make offers of admission to any course for either a specific or indeterminate period of time.
- 3.1.4 The University reserves the right to discontinue or vary courses, arrangements for courses or staff allocations at any time without notice.
- 3.1.5 Available places in courses are limited and also subject to the availability of resources, facilities, staff and supervisors. It may not be possible to make offers of admission to all applicants who satisfy the requirements for admission. Where this is the case, the University will take reasonable measures to ensure that admission is made on the basis of academic merit, comparative aptitude and such other criteria as are approved and published from time to time.

### **3.2 General course requirements**

- 3.2.1 Academic Board shall approve in principle the languages other than English in which coursework programs of the University may be offered. Such languages will be listed in the schedule of approved course delivery languages. Where a course has been approved for delivery in a language other than English, course and subject information, Rules and other relevant information as prescribed by the Registrar must be provided in the language approved for delivery of the course.
- 3.2.2 Course requirements, including course structures, and arrangements for courses, are published in the official publications of the University and are authoritative as at the time of publication. The University reserves the right to discontinue or vary course requirements and arrangements for courses at any time.
- 3.2.3 Course and subject information provided to students and prospective students by faculties and other academic units of the University must be consistent with and, wherever possible, cross referenced to and linked online to the course and subject information published in the official publications of the University.
- 3.2.4 Each subject, and the associated details about it to be included in the official publications of the University, must be approved by the relevant Faculty Board before publication of those details takes place.

### **3.3 Legislative requirements**

- 3.3.1 Special conditions may need to be specified in respect of certain courses offered by the University because of requirements of State or Commonwealth legislation (refer Schedule 2).
- 3.3.2 Where a course offered by the University requires students to undertake professional experience and practical training components that may involve direct contact with children under the age of eighteen, the following conditions will apply:
  - (1) all students admitted to these courses will be required to complete certain declarations and have certain personal information checked by Government authorities
  - (2) eligibility for commencement and continuing participation in these courses is determined on the basis of information obtained through these checks
  - (3) the provision of inaccurate or unsatisfactory information or refusal to undergo these checks can result in withdrawal of an offer of admission to that course and/or cancellation of enrolment in that course.

### **3.4 Professional experience requirements**

- 3.4.1 A number of courses offered by the University require students to undertake practical professional experience.
- 3.4.2 The University and the provider of the professional experience opportunity may appoint a suitably qualified supervisor who is external to the University to supervise a student's practical professional experience.
- 3.4.3 While undertaking practical professional experience, a student may be summarily excluded from participating in such activities for a specified period of time as provided for in Rule 16.10 (Exclusion from facilities and/or participation in activities).
- 3.4.4 If a student is assessed as not ready to proceed with, or unsuitable to continue, the required professional experience, it may be determined that the student is unable to complete the course requirements. Prior to such a determination being made, the following process will apply:
  - (1) where the Dean has reason to believe it is necessary in relation to a student who is enrolled in a course which includes required professional experience, the Dean shall have the student's preparedness to participate in, or his or her suitability to continue to participate in, such professional experience assessed by the relevant Responsible Academic Officer, in consultation with the appropriate external supervisor (if any) as provided for in Rule 3.4.2;
  - (2) where the Responsible Academic Officer, in consultation with the appropriate external supervisor (if any), considers that a student so assessed is not ready to proceed with or is unsuitable to continue any part of the required professional experience on its scheduled commencement, the Responsible Academic Officer may defer or re-schedule the student's participation;

- (3) The Responsible Academic Officer must advise the student in writing of the decision within three (3) business days of making it.

3.4.5 Where the deferral of a student's participation in any part of the required professional experience would have the effect of preventing the student from continuing his or her course the Responsible Academic Officer, with the agreement of the Dean, may refer the matter, with an appropriate recommendation, to the Vice-Chancellor, who shall take such action as he or she deems appropriate.

3.4.6 The Vice-Chancellor must advise the student in writing of any decision he or she makes within three (3) business days of making it.

3.4.7 A student may appeal to the Professional Experience Appeals Committee against any decision taken by the Vice-Chancellor pursuant to Rule 3.4.6 (refer Rule 3.10 Appeals Procedure).

### 3.5 Occupational requirements

3.5.1 A number of courses offered by the University require students to obtain suitable concurrent occupational experience. In these courses progression beyond the first year is normally dependent on the student being in suitable employment. In special cases, consideration will be given to experience obtained prior to admission to a course.

3.5.2 Where students have not satisfied the required occupational requirements prescribed for the particular course within the time limits for completion of the particular course, or as otherwise specified for that course, the matter will be considered in the first instance by the relevant Responsible Academic Officer for an appropriate recommendation to the Dean.

### 3.6 Changes to courses

3.6.1 When the Academic Board approves the phasing out and discontinuation of a course or approves a revision of an existing course structure, it must ensure that the approved course documentation:

- (1) states the reasons necessitating such a change;
- (2) in the case of a revision of a course structure:
  - (a) specifies the revised course structure; and
  - (b) states whether students shall be given the option to complete the existing version of the course or shall be obliged to transfer to the revised version of the course; and
  - (c) in the case where students are given the option to complete the existing version of the course specifies the time period in which students must complete the course in accordance with the existing course structure

- (3) in the case of the phasing out and discontinuation of a course specifies the period for which students enrolled in the course will be able to continue their studies in accordance with the existing course structure.

3.6.2 If a student is required to undertake a revised version of a course, the relevant Responsible Academic Officer, in consultation with the student, must provide a transitional or revised program to be completed by the student which will satisfy the requirements of the revised version of the course. Details of this program must be provided to the Registrar who shall ensure that it is recorded and used as the basis for determining the student's academic progress and completion of course requirements.

3.6.3 If a student who is enrolled in a course that has been approved for discontinuation does not complete the course within the approved phasing out period, the relevant Responsible Academic Officer will provide advice to the student on alternative arrangements that the student may wish to pursue at the University or elsewhere.

### 3.7 Subject requirements

3.7.1 Deans, Responsible Academic Officers or Subject Coordinators as appropriate, shall ensure that by the end of the first teaching week in the subject, students are provided with a published subject outline for each subject in which they are enrolled.

3.7.2 If it becomes necessary after teaching has commenced for the University to change subject requirements and/or assessment procedures, the change shall:

- (1) be reasonable in all the circumstances;
- (2) occur after the Subject Coordinator has made a serious attempt to consult with all students enrolled in that subject;
- (3) be confirmed in writing by the Subject Coordinator to all students enrolled in that subject.

3.7.3 If a student is unable to undertake particular prescribed subject requirements as a result of illness or other circumstances beyond the student's reasonable control, the student may apply to the relevant Faculty Board to vary particular subject requirements. The application must include details of the individual circumstances necessitating such a request and details of the proposed study which must be equivalent in standard and scope to the particular prescribed subject requirements. The application may include other supporting documentation.

3.7.4 Approval by the relevant Faculty Board of a variation to subject requirements for an individual student does not imply exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessment or examinations. Study thus approved will be subject to normal assessment grading.

### 3.8 Attendance and/or participation requirements

3.8.1 If there are any attendance and/or participation requirements for a subject, they must be prescribed in the relevant subject outline.

- 3.8.2 If a student does not satisfy the prescribed attendance and/or participation requirements for a subject, the Responsible Academic Officer may:
- (1) refuse permission for the student to be considered for assessment;
  - (2) refuse permission for the student to attempt an assessment task;
  - (3) refuse permission for the student to undertake an examination in that subject;
  - (4) record a final result of 'Fail' for the student's enrolment in that subject.
- 3.8.3 If a student is prevented from meeting prescribed attendance or participation requirements as a result of illness or other circumstances beyond the student's reasonable control, the student may apply to the Responsible Academic Officer for consideration of alternative arrangements.
- 3.8.4 Where appropriate, the Responsible Academic Officer in consultation with the Subject Coordinator may approve suitable alternative arrangements.
- 3.8.5 Approval of alternative arrangements for attendance and/or participation does not imply exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessment or examinations. Study thus approved will be subject to normal assessment grading.
- 3.9 Retention of students' work**
- 3.9.1 The University reserves the right to retain the original or one copy of any work executed and/or submitted by a student as part of the course including, but not limited to, drawings, models, designs, plans and specifications, essays, programs, reports and theses, for any of the purposes designated in Rule 3.9.2. Such retention is not to affect any copyright or other intellectual property right that may exist in such student work.
- 3.9.2 An item of a student's work may be retained by the University for any internal or external purpose including, but not limited to, the following:
- (1) evaluation, assessment and/or marking;
  - (2) teaching case study material;
  - (3) review of final assessment results (pursuant to Rules 8.6 and 8.7);
  - (4) checking for plagiarism or other forms of academic misconduct, either by the student submitting the work or by any other student;
  - (5) student misconduct proceedings (pursuant to the Section 16 Student Misconduct and Appeals);
  - (6) where otherwise necessary to satisfy the University's quality assurance requirements
  - (7) accreditation, quality assurance and external examination;
  - (8) exhibition, publication, promotions (subject to the University's Intellectual Property Policy);
  - (9) where otherwise necessary to protect the legal interests and obligations of the University.
- 3.9.3 In cases where the University exercises, or wishes to exercise, its right under Rule 3.9.2(2) or Rule 3.9.2(8) above, the student shall be given notice of the intended period of retention of the student's work and the purpose, or purposes, for which the work may be retained, and the opportunity to consent or object to the use of the student's work. Notice is deemed to be sufficient if reference to Rule 3.9 and the notice under it is contained in the subject outline.
- 3.9.4 In cases where a student objects to the retention of an item of work for any purpose, and the University still wishes to exercise its right to retain the work, the student's objection shall be referred to the Responsible Academic Officer or Dean of the relevant Faculty for resolution.
- 3.9.5 Except in the case of examination scripts or other designated work, the University will make available the student's work for return to the student when it is no longer required pursuant to Rule 3.9.3, and will provide a reasonable opportunity to the student to collect the work.
- 3.10 Appeals procedure**
- 3.10.1 A student may appeal to the Professional Experience Appeals Committee against any decision taken by the Vice-Chancellor pursuant to Rule 3.4.6.
- 3.10.2 An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within three (3) weeks of the date of notification.
- 3.10.3 In normal circumstances the grounds for appeal are:
- (1) procedural irregularities which are of such a nature and extent that they are likely to have had a significant negative impact on a decision in relation to the student's ability to continue or participate in the required professional experience;
  - (2) the existence of mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance which were not known at the time of making the decision, which are of such a nature and extent to make it likely that the student could complete the professional experience in the future;
  - (3) the decision was based on factual errors of such magnitude as to invalidate the decision;
  - (4) the conclusion as to the student's suitability for further professional experience was manifestly unreasonable, taking account of all the circumstances of the matter and the relevant professional standards and practices.
- 3.10.4 The Registrar shall refer the appeal to the Vice-Chancellor for any written comment that the Vice-Chancellor wishes to make. The Vice-Chancellor may seek advice from the relevant Dean and other relevant members of staff. The Vice-Chancellor shall then forward his or her comments, and the advice received, to the Registrar.



- 3.10.5 The Registrar shall then refer the Vice-Chancellor's comments to the student for the student to provide a written response. The student's response must reach the Registrar within ten (10) days of the date of notification. The Registrar shall then refer the student's appeal, the Vice-Chancellor's comments and the student's response to the Professional Experience Appeals Committee, constituted under Rule 17.4, for consideration and decision.

## **SECTION 4 – FEES, CHARGES AND OTHER FINANCIAL OBLIGATIONS**

### **4.1 Liability for payment**

- 4.1.1 A student is liable for and required to pay all due fees, charges, debts and any other specified amounts properly incurred, including but not limited to:

- (1) for Commonwealth supported students and within the provisions of relevant Commonwealth legislation, any part of the student contribution amount that the student has elected to pay directly to the University;
- (2) course tuition fees;
- (3) non-award course single subject tuition fees;
- (4) student service fees and charges as determined by Council or the Vice-Chancellor, including any components for membership of student organisations;
- (5) any charge for administrative services as determined by the University;
- (6) repayment of any loan made by the University;
- (7) any specified amount determined under Section 18 (Use of the University Library);
- (8) any specified amount determined under Section 16 (Student Misconduct and Appeals);
- (9) any specified amount determined under Section 15 (UTS Equipment Loans).

- 4.1.2 An applicant for admission, user of the Library, former student or other person is liable for and required to pay all due fees, charges, debts and any other specified amounts properly incurred, including but not limited to:

- (1) any charge for administrative services as determined by the University;
- (2) any specified amount determined under Section 18 (Use of the University Library);
- (3) any specified amount determined under Section 16 (Student Misconduct and Appeals).

- 4.1.3 In exceptional circumstances and subject to the provisions of legal and regulatory requirements the Registrar, or a member of staff designated by the Registrar, may waive liability for payment by a student of a particular fee or charge.

### **4.2 Payment due date**

- 4.2.1 A Commonwealth supported student is required to discharge his or her responsibility for payment of the student contribution in accordance with relevant Commonwealth legislation.
- 4.2.2 All other fees, charges and financial obligations must be paid on or before the due date specified by the University.
- 4.2.3 Delay in notification or payment to the student of any scholarship or other form of financial support does not alter the student's responsibility for payment of all due fees, charges, financial obligations, debts and any other specified amount by the due date.

4.2.4 In exceptional circumstances and for good reason the Registrar (or nominee) may grant an extension of the payment due date. Applications for such an extension must be directed to the Registrar, or the officer designated by the Registrar for the receipt of such applications, must normally be received prior to the payment due date, state the reasons why payment cannot be made by the due date and be accompanied by such relevant documentary evidence of the exceptional circumstances as is required by the Registrar.

#### **4.3 Allocation of payment**

4.3.1 The University will allocate payments received in accordance with the payment allocation schedule determined by the Chief Financial Officer and advised to Council. The payment allocation schedule will be published in the appropriate official publications of the University.

#### **4.4 Failure to pay**

4.4.1 Failure to pay all fees, charges, financial obligations and any other specified amount imposed and/or required by the University to be paid by the due date for payment will be deemed to be a debt to the University.

4.4.2 If a student has not paid all due fees, charges, financial obligations, debts and any other specified amount by the due date for payment or has not been granted an extension of time to pay in accordance with Rule 4.2.4, the Registrar may, or when required by Commonwealth legislation must:

- (1) require the student to pay a penalty for late payment; or
- (2) take steps to initiate debt recovery action; or
- (3) exclude the student from any examination; or
- (4) exclude the student from any class; or
- (5) exclude the student from the University Library or any other facility of the University; or
- (6) withhold from the student the results of any examination or other assessment; or
- (7) withhold from the student the student's official academic transcript; or
- (8) withhold eligibility for the conferral of an academic award; or
- (9) cancel the student's enrolment in a course; or
- (10) do any combination of those things until the indebtedness has been discharged or the repayments or payments made or alternative arrangements have been made to the satisfaction of the Registrar.

4.4.3 A student may request re-consideration of a decision taken pursuant to Rule 4.4.2. Such requests must be in writing, state the grounds for the request and be lodged with the Registrar.

4.4.4 Where the University has provided that an application for service must be accompanied by payment of an administrative charge for the service requested and the person requesting the service fails to make such payment by the due date, officers of the University are under no obligation to provide the requested service.

#### **4.5 Refund of tuition fees and charges**

4.5.1 Where a student withdraws from enrolment in a course or subjects the University may retain all or a proportion of fees paid by the student as a charge for cancellation of enrolment, and may impose different cancellation charges for different categories of students.

4.5.2 A student who wishes to request a refund of fees must apply in writing by the date specified by the Registrar.

4.5.3 Decisions relating to eligibility for a refund, the quantum of any refund and other related matters should be made in accordance with relevant legislation and regulations and with the University's Statement of Protocol on Refund of Fees as approved from time to time.

#### **4.6 Refund of student contribution debt**

4.6.1 In circumstances prescribed by law or regulation a Commonwealth supported student may apply for a refund of a student contribution paid to the University or for removal of a debt to the Commonwealth Government. An application must be made on the prescribed form and in the required timeframes and a decision will be made in accordance with the provisions of the relevant Commonwealth legislation.

## SECTION 5 – ADMISSION

### 5.1 Application for admission

- 5.1.1 An application for admission to a course shall be made on the prescribed form, shall be lodged in accordance with directions on that form and by the specified closing date, as published by the University from time to time.
- 5.1.2 Applicants for admission to a course are required to provide accurate and complete information, including disclosure of all their previous academic information and study as required on the application form. Applicants who fail to do so may have their application cancelled, the offer withdrawn and their admission and enrolment cancelled (refer Rule 5.6).
- 5.1.3 An applicant who has a record of failure or exclusion at this University or at another tertiary institution may be required to provide additional documentation to demonstrate why he or she should be considered for admission to a course at the University, and in particular, provide documentation of any information that is relevant to the assessment of the applicant's chances of successfully completing the course.
- 5.1.4 Acceptance by the University, or its agents, of an application for admission to a course, is not to be taken as an offer of admission or an undertaking of availability of that course in any particular year.

### 5.2 Offer of admission

- 5.2.1 A valid offer of admission to a course can only be made in writing by the University. Except where otherwise provided for by the Rules, an offer of admission can only be made by the Registrar (or nominee). The Registrar must maintain a Register of the persons or bodies authorised to make an offer of admission.
- 5.2.2 The University may make an offer of admission to an applicant for a course that is different from the course for which the application was made.
- 5.2.3 Unless stated otherwise in the offer document, an offer of admission to a course will lapse within four (4) weeks of the date of the offer unless the University is notified in the prescribed way that the offer has been accepted.
- 5.2.4 Any offer of admission, admission to or enrolment in a course that is made conditional upon the provision of relevant academic or personal information may be withdrawn in accordance with Rule 5.6 if the required information is not provided to the University within the time specified by the University.

### 5.3 Provisional admission

- 5.3.1 An applicant who has been offered a place in an undergraduate course and
- (1) whose basis for admission is other than the NSW HSC or approved course of the NSW Department of Technical and Further Education; or
  - (2) who has been admitted under an Educational Access or Special Admission Scheme; or
  - (3) who has a record of failure at UTS or another tertiary institution; or

- (4) who has been admitted under the general authority accorded to Academic Board; may be admitted to the course on a provisional basis.

- 5.3.2 A student who has been admitted to a course on a provisional basis will have his or her academic progress reviewed at the end of one year of enrolment in accordance with specified requirements. If progress is considered unsatisfactory, the provisional admission will be withdrawn by Academic Board and no further enrolment by that student in that course will be permitted (refer Section 10 Academic Progression).

### 5.4 Acceptance of offer

- 5.4.1 Applicants who wish to accept an offer of admission to a course must do so by the means specified in the offer document. When the acceptance is received by the University, the student will be deemed to have been admitted to the course and will be provided with information on enrolment procedures.
- 5.4.2 If an applicant who has accepted an offer of admission does not enrol in the specified enrolment period, he or she will be deemed to have forfeited the place in the course for which the offer has been made, unless he or she has applied for and been granted an extension of the time to enrol or a deferral of commencement (refer Rule 5.5).

### 5.5 Deferral of commencement

- 5.5.1 Unless Academic Board has resolved otherwise in respect of a particular course, an applicant who has been offered a place in an undergraduate course will be eligible to apply for deferral of commencement of studies for a period normally no greater than twelve (12) months.
- 5.5.2 Unless Academic Board has resolved otherwise in respect of a particular course, deferral of commencement of study is not available for graduate courses or non-award courses.
- 5.5.3 An application for deferral must be made in writing to the Registrar by the specified closing date.
- 5.5.4 An applicant who has had a deferral of commencement approved must re-apply in accordance with procedures as specified from time to time and in accordance with the normal timeframes for admission and commencement of study at the end of the deferral period.
- 5.5.5 In exceptional circumstances, an application for extension of the deferral period may be approved by the relevant Dean or nominee. Approval of extension to the period of deferral is not automatic.

## **5.6 Withdrawal of offer of admission and cancellation of admission or enrolment**

5.6.1 The University reserves the right to withdraw an offer of admission and cancel the student's admission or enrolment in cases where:

- (1) an applicant for admission to a course has not provided true and complete information, including:
  - (a) failure to disclose full details of all previous academic information and study as required on the application form; or
  - (b) failure to disclose full details as proof of identity and citizenship status as required on the application form;and where the provision of untrue or incomplete information results in:
  - (c) contravention of any legislative provisions; or
  - (d) the advantage of the applicant and/or inequitable treatment of other applicants; or
  - (e) an incorrect assessment of the application in relation to meeting admission requirements or standards.
- (2) an applicant, who has been granted approval of deferral of commencement in a course, enrolls in any other undergraduate or graduate courses (including diplomas, advanced diplomas and associate degrees at post secondary level) at any tertiary institution during the period of approved deferral;
- (3) a student, who has been re-admitted to a course with conditions relating to his or her future conduct at the University set by the Vice-Chancellor (or delegate), fails to satisfy those conditions.

### **5.6.2 Appeal**

- (1) An appeal may be lodged by an applicant against decisions made in accordance with Rule 5.6.1(1) in relation to withdrawal of an offer of admission and cancellation of admission and/or enrolment.
- (2) An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within two (2) weeks of the date of notification.
- (3) In normal circumstances, the grounds for appeal are:
  - (a) procedural irregularities; and/or
  - (b) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the applicant's ability to provide complete and true information.
- (4) The Registrar shall refer the appeal to the Deputy Vice-Chancellor. The Deputy Vice-Chancellor may seek the recommendation of the Dean and other relevant members of staff. The Deputy Vice-Chancellor shall then forward his or her recommendation, and the advice received, to the Registrar.

- (5) If the recommendation of the Deputy Vice-Chancellor is that the appeal be upheld, the cancelled offer of admission and/or enrolment will be reinstated and the applicant will be advised of this by the Registrar. If the recommendation is to dismiss the appeal, the Registrar shall refer the appeal to an Appeals Committee (Non-disclosure), constituted under Rule 17.5, for consideration and decision.
- (6) Where an appeal is dismissed the withdrawal of offer and cancellation of admission and enrolment will be confirmed by the Registrar.

## **5.7 Requirements for admission**

5.7.1 To be eligible for admission to a course an applicant:

- (1) must satisfy the general requirements for admission to that course; and
- (2) must satisfy the language requirements if applicable for that course; and
- (3) may also be required to satisfy other specific requirements for the particular course.

5.7.2 Notwithstanding any of the provisions of Rules 5.8 to 5.10, Academic Board may approve admission for any applicant who, in the opinion of the Board, has reached an acceptable standard.

5.7.3 Notwithstanding any of the provisions of Rules 5.8 to 5.10, the Deputy Vice-Chancellor may recommend to Academic Board approval of provisional admission for specified applicants on a case-by-case basis.

## **5.8 General requirements for admission**

### **5.8.1 Undergraduate Bachelor degree**

#### **(1) Prerequisite knowledge**

There are no formal course or subject prerequisites for admission to undergraduate courses. However most courses are taught on the assumption that students have attained an appropriate level of knowledge in certain subjects. Relevant information can be obtained from the Faculty offering the course.

#### **(2) General requirements**

- (a) Applicants will be considered for admission on the basis of meeting the general requirements in one of the following categories:
  - (i) completion of the NSW Higher School Certificate (NSW HSC) course at the required level;
  - (ii) completion of an approved course of the NSW Department of Technical and Further Education (NSW TAFE) at the required level;
  - (iii) possession of equivalent qualifications to (i) and (ii) above at the required level;
  - (iv) mature age and attainment of a specified educational standard.
- (b) Applicants may also be eligible for consideration under UTS Educational Access or Special Admission Schemes.

- (3) Applications for admission to an undergraduate degree will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

#### 5.8.2 Bachelor Honours degree

- (1) The general requirement for admission to a Bachelor Honours degree is completion of a Bachelor degree in a relevant discipline at an appropriate level.
- (2) Applications will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

#### 5.8.3 Graduate Certificate, Graduate Diploma, Masters degree by coursework

- (1) The general requirement for admission to a Graduate Certificate, Graduate Diploma or Masters degree by coursework is:
  - (a) completion of a Bachelors degree of the University of Technology, Sydney in a related field of study; or
  - (b) completion of an equivalent qualification; or
  - (c) completion of a higher qualification; or
  - (d) submission of such other evidence of general and professional qualifications which satisfies the relevant Faculty Board that the applicant possesses the educational preparation and capacity to pursue graduate studies.
- (2) Applications for admission to graduate coursework study will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

#### 5.8.4 Graduate research degree

- (1) The minimum general requirement for admission to a Masters degree by research course is:
  - (a) completion of a Bachelors degree of this University; or
  - (b) completion of an equivalent qualification; or
  - (c) completion of a higher qualification; or
  - (d) submission of such other evidence of general and professional qualifications which satisfies the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.
- (2) The minimum general requirement for admission to a Doctoral degree course is:
  - (a) completion of a Bachelor Honours degree of this University with First Class or Second Class Division 1 Honours or a Masters by research degree of this University; or
  - (b) completion of an equivalent qualification; or

- (c) completion of a higher qualification; or
- (d) submission of such other evidence of general and professional qualifications as will satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.

- (3) Applications for admission to graduate research degrees will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

#### 5.8.5 Doctoral degree by publication

- (1) An applicant for admission to a Doctoral degree by publication must:
  - (a) satisfy the requirements of Rule 5.8.4(2); and
  - (b) provide prima facie evidence of appropriate publications which can form the body of a thesis to the satisfaction of the relevant Faculty.
- (2) Applications for admission to a Doctoral degree by publication will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

#### 5.8.6 Non-award course

- (1) Application can be made for non-award study which is study that does not lead to a formal award of the University. Such study may consist of single subjects that are normally taken as part of an award course and may also consist of a set of subjects that can result in recognition by a professional accreditation authority.
- (2) Applications will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.
- (3) An applicant who has been excluded from this University or any other tertiary institution will not be permitted to undertake non-award study during the specified period of exclusion.

#### 5.8.7 Cross-institutional study

- (1) A student from another tertiary education institution in Australia may apply to undertake a subject or subjects from this University as part of the requirements of the award course at his or her home institution.
- (2) Applications for cross-institutional study require approval of the student's home institution.
- (3) Applications for cross-institutional study will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

### 5.8.8 Study Abroad

- (1) A student from a higher education institution outside Australia may apply to undertake up to one year of study at the University that may be counted towards the requirements for an award at his or her home institution.
- (2) Applications for Study Abroad require approval by the student's home institution.
- (3) Applications for Study Abroad will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

### 5.8.9 Student exchange

- (1) From time to time, and as part of exchange agreements between the University and other overseas higher education institutions, applications for exchange study at the University will be received in accordance with the terms of an agreement between both universities.
- (2) Applications for student exchange will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

## 5.9 Language requirements for admission

5.9.1 An applicant for a course where the subjects are taught or where research is to be undertaken in English is expected to be proficient in English comprehension and expression. An applicant whose prior education was not undertaken in English, may be required to take a special test and attain a designated standard in that test as set out in the University's Admissions Policy as approved by Academic Board from time to time.

5.9.2 An applicant for a course where the subjects are taught or where research is to be undertaken in a language other than English (LOTE) is expected to be proficient in comprehension and expression in the other language. An applicant may be required to take a special test in that language as set out in the University's Admissions Policy as approved by Academic Board from time to time.

## 5.10 Specific course requirements for admission

5.10.1 Academic Board will determine policy in relation to specific course requirements for particular courses from time to time on the advice of the relevant Faculty Board or University Graduate School Board.

5.10.2 Applicants who satisfy both the general requirements for admission and language requirements for admission may also have their application assessed in accordance with specific course requirements as recommended by the relevant Faculty Board and approved by Academic Board.

5.10.3 Academic Board, on the advice of the relevant Faculty Board or University Graduate School Board, may require the applicants for admission to a particular course to submit a personal statement or other questionnaire, undertake an examination or interview, submit portfolios or other additional information. In such circumstances,

such information and material may be taken into account by the staff of the relevant Faculty according to criteria approved by the Board of the relevant Faculty for the purposes of determining whether or not to make an offer of admission.

## 5.11 Readmission

5.11.1 A former student who has:

- (1) discontinued enrolment in a course in accordance with Rule 7.8 or Rule 11.20.1; or
- (2) had enrolment in a course discontinued in accordance with Rule 7.8 or Rule 11.20.2(1); or
- (3) been withdrawn from a course by a Faculty Result Ratification Committee in accordance with Rule 7.8.3; or
- (4) been excluded from a course for a set period in accordance with Rule 10.4.1 or Rule 16.3.1(4); or
- (5) had enrolment in a course cancelled in accordance with Rule 4.4.2 (Failure to pay), Rule 2.2.4(3) failure to provide Tax File Number, or Rule 5.6 (Withdrawal of offer of admission and cancellation of admission or enrolment);

and who wishes subsequently to undertake further study at the University, whether in the same course or a different course, must meet the general requirements for admission as specified in Rule 5.7.1 above, and apply for admission in accordance with standard admissions procedures.

5.11.2 Readmission to a course is not automatic.

5.11.3 An application for readmission from a former student who has previously been excluded or had enrolment discontinued due to failure to maintain satisfactory academic progress, must be submitted in accordance with standard admission timeframes that apply for commencement of study after the specified period of exclusion or discontinuation has elapsed.

5.11.4 A former student who has been excluded from further study at the University for a set period of time as a penalty for misconduct and who subsequently wishes to undertake further study at the University, whether in the same or a different course, may:

- (1) be required to show cause why he or she should be readmitted; and
- (2) have conditions relating to his or her future conduct at the University set by the Vice-Chancellor and will be required to satisfy those conditions once readmitted to the course.

5.11.5 Where a student is readmitted to a course in which he or she has been enrolled previously the Responsible Academic Officer shall determine the maximum period of time for completion of the course by the student.

5.11.6 In cases where an application for readmission has been declined, the applicant may request review of that decision by the Deputy Vice-Chancellor.

## SECTION 6 – RECOGNITION OF PRIOR LEARNING

### 6.1 General

- 6.1.1 Subject to these Rules, the recognition of prior learning as credit towards a UTS undergraduate or graduate coursework program of study will be undertaken in accordance with the Policy on Recognition of Prior Learning approved by Academic Board from time to time.
- 6.1.2 Prior learning will be considered for credit towards a UTS undergraduate or graduate coursework program where the prior learning is related to assessable components of the course.
- 6.1.3 In recognising prior learning, faculties shall have due regard for the academic standards of the University, and the principles of equity and consistency in the application of the Rules and policy between faculties and across courses.
- 6.1.4 Determination of eligibility for recognition of prior learning towards a particular course does not imply or guarantee that a place is available in that course for the particular applicant.

### 6.2 Limit

- 6.2.1 The maximum amount of credit in recognition of prior learning which may be approved by a Faculty Board is two-thirds of the total course credit point requirements for a course where the total course credit point requirements are equal to or less than 144 credit points and three-quarters of the total course credit point requirements for a course where the total course credit point requirements are greater than 144 credit points.
- 6.2.2 In exceptional circumstances and on a case-by-case basis, the Faculty may recommend to Academic Board that credit in recognition of prior learning be approved in excess of the limits defined in 6.2.1 above.

### 6.3 Application

- 6.3.1 In normal circumstances an application for recognition of prior learning should be lodged with the University at the same time as an application for admission to a course, in which case the applicant may be admitted to the course with such credit in recognition of prior learning as the relevant Faculty Board determines.
- 6.3.2 In exceptional circumstances, the relevant Responsible Academic Officer may accept applications for recognition of prior learning at other times and only prior to the final re-enrolment in the course.
- 6.3.3 The Registrar shall notify in writing all applicants of all decisions made in relation to applications for recognition of prior learning.

### 6.4 Application to challenge

- 6.4.1 Students who believe that they have knowledge of a subject by reason of experience or previous informal studies may, with the written approval of the Subject Coordinator of the subject concerned, apply to the relevant Responsible Academic Officer to challenge the subject.

- 6.4.2 If the application is approved the student will be permitted to undertake approved assessment requirements for the subject, as determined in each case by the Subject Coordinator, and shall receive exemption on the basis of successful performance in such requirements.

### 6.5 Review of decision

- 6.5.1 An applicant may request a review of a decision made in relation to an application for recognition of prior learning. Such an application will be determined in accordance with the following criteria:

- (1) the decision was based on a serious misunderstanding of the substance or content of the applicant's prior learning; or
- (2) a failure of procedural fairness occurred which affected the decision; or
- (3) a mistake was made in the assessment of subject equivalence and calculation of the credit points granted in recognition of prior learning.

- 6.5.2 Such requests must be made in writing, be accompanied by relevant supporting documentation and be lodged with the Dean of the relevant Faculty within one (1) month of the original notification of decision.

- 6.5.3 The relevant Responsible Academic Officer will review the application and decisions in consultation with the relevant Subject Coordinator.

- 6.5.4 The Faculty will notify the student in writing and as soon as possible of all decisions and actions taken.

### 6.6 Course requirements

- 6.6.1 Where credit towards a course has been approved in recognition of a student's prior learning, the requirements necessary for the student to complete the course and the maximum time permitted to complete the course shall be determined in each case by the relevant Responsible Academic Officer. Details of any such approval must be provided to the Registrar (or the person designated by the Registrar) who shall ensure that it is recorded and used as the basis for determining the student's academic progress and completion of course requirements.

## SECTION 7 – ENROLMENT

### 7.1 Enrolment procedures

7.1.1 The Registrar may prescribe particular enrolment procedures and closing dates for completion of the enrolment procedures and may prescribe different procedures and different closing dates for enrolment for different programs or courses, for different classes of students and for different teaching periods.

7.1.2 Students are required to:

- (1) complete the required enrolment procedures by the closing date as notified by the Registrar (or nominee); and
- (2) be enrolled in one or more subjects, or in time-based study, in each standard teaching period unless they have applied for and had leave of absence approved for a particular teaching period in accordance with Rule 7.6; and
- (3) enrol at the start of the academic year in all subjects that they intend to study in that year. Subsequently, students may vary their enrolment in accordance with the provisions of Rule 7.5.

Students who are not enrolled in any subjects in a particular teaching period and who are not on approved leave of absence will be withdrawn from the course by the Registrar in accordance with the provisions of Rule 7.8.

7.1.3 Students who wish to complete the required enrolment procedures after the specified enrolment period will, if permitted to do so, be liable for payment of the late enrolment fee prescribed by the Registrar unless:

- (1) approval for late enrolment has previously been obtained from the Registrar; or
- (2) they are able to show, to the satisfaction of the Registrar, that their late enrolment is caused by circumstances beyond their reasonable control.

7.1.4 The University reserves the right to change, cancel or discontinue a student's enrolment in a course, program of study or individual subjects under any relevant provision contained in these Rules.

### 7.2 Concurrent enrolment at another tertiary education institution

7.2.1 A currently enrolled undergraduate or graduate coursework student who wishes to enrol in subjects at another tertiary education institution and have these subjects credited towards the award course at the University must complete the application processes as prescribed by the Registrar.

7.2.2 A student enrolled concurrently at another tertiary education institution who wishes to vary enrolment by undertaking additional or different subjects at the host institution must make application to the Responsible Academic Officer and in sufficient time to provide for consideration of the application according to the requirements of both the University and the other tertiary educational institution.

### 7.3 Cross-institutional enrolment

7.3.1 A student who is enrolled in a course leading to an award at another tertiary educational institution may be permitted to enrol in subjects that will count towards an award at the other tertiary education institution.

7.3.2 Admission and enrolment in cross-institutional study requires approval of the University and of the other tertiary education institution and is subject to the availability of subjects and class places.

7.3.3 A student enrolled in cross-institutional study who wishes to vary his or her enrolment by undertaking additional or different subjects must lodge his or her application with the Registrar, who shall refer it to the appropriate Officer of the University for decision. The application, which must be in accordance with the schedule of dates for Variation of Enrolment (refer Rule 7.5.2), must include evidence of formal approval to undertake the additional subjects from the student's home institution.

7.3.4 A student who is enrolled in cross-institutional study and who fails a subject for a third time will not be permitted further enrolment in that subject.

### 7.4 Non-award subject enrolment

7.4.1 Enrolment in subjects as a non-award student is subject to the approval by the relevant Responsible Academic Officer and to the availability of subjects and class places.

7.4.2 A student enrolled in subjects on a non-award basis who wishes to vary his or her enrolment by undertaking additional or different subjects must lodge his or her application with the Registrar who shall refer it to the appropriate officer of the University for decision. The application must be in accordance with the schedule of dates for Variation of Enrolment (refer Rule 7.5.2).

7.4.3 A student who is enrolled in a subject on a non-award basis and who fails the subject for a third time will not be permitted further enrolment in that subject.

### 7.5 Variation of enrolment

7.5.1 A student who wishes to vary enrolment in subjects in his or her approved program of study must complete the Variation of Enrolment processes as prescribed by the Registrar.

7.5.2 The standard schedule of dates for Variation of Enrolment is as follows:

- (1) For subjects conducted in standard semester teaching periods:
  - (a) the last day for addition of a subject is the end of the second week of the semester;
  - (b) the last day for deletion of a subject is the census date for the semester;
  - (c) the last day for withdrawal from a subject without academic penalty (i.e. recorded as result of 'Withdrawn') is the end of the sixth week of the semester;



- (d) withdrawal from a subject after the sixth week of the semester will be recorded as a result of 'Withdrawn Fail'.
- (2) Any variation to the standard schedule of dates for Variation of Enrolment processes for particular courses, particular subjects or particular groups of students will be notified to students by the relevant faculty and in accordance with Rule 3.7.
- (3) For subjects conducted in other than standard semester teaching periods the schedule of dates for Variation of Enrolment shall be prescribed and published by the Registrar.
- 7.5.3 Enrolment in a subject after the last date for addition of a subject will be permitted only in exceptional circumstances and only with permission of the relevant Responsible Academic Officer.
- 7.5.4 Where a student wishes to withdraw from a subject in the current teaching period and has been unable to complete the Variation of Enrolment processes by the last date for withdrawal without academic penalty as a result of illness or other circumstances beyond his or her reasonable control, the student may lodge with the Registrar a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Registrar shall refer the report and evidence to the relevant Responsible Academic Officer who shall determine whether the withdrawal shall be permitted without academic penalty ('Withdrawn') or with academic penalty ('Withdrawn Fail').
- 7.5.5 If an application for withdrawal from a subject is refused by the relevant Responsible Academic Officer, the student is expected to complete the assessment requirements for that subject.
- 7.5.6 A student who, in the opinion of a Result Ratification Committee, has ceased to attend and/or participate in subject(s) in a course and has not sought permission to withdraw, may be withdrawn from these subject(s) by the Registrar on the recommendation of the Result Ratification Committee.
- 7.6 Leave of absence**
- 7.6.1 Leave of absence requirements for graduate research students are provided for in Section 11 (Graduate Research Study).
- 7.6.2 An undergraduate or graduate coursework student who wishes to withdraw temporarily from a course must lodge an application for leave of absence on the appropriate form and in accordance with procedures prescribed by the Registrar.
- 7.6.3 Applications for leave of absence are normally made prior to the start of the first teaching period for which leave is being sought and must be received no later than the last date for deletion of a subject (refer Rule 7.5.2).
- 7.6.4 Leave of absence will not normally be granted unless the student has completed satisfactorily the requirements of at least one subject of the course.
- 7.6.5 Leave of absence from enrolment in a specific course shall not normally be granted for a total period exceeding two (2) years.
- 7.6.6 A student resuming a course after a period of approved leave of absence shall be subject to the course requirements in operation at the time of resumption of study and will be required to re-enrol as directed by the Registrar.
- 7.7 Course transfer**
- 7.7.1 An undergraduate or graduate coursework student who wishes to transfer from one UTS course to another must complete the application processes prescribed by the Registrar, for approval by the relevant Responsible Academic Officer. These processes may be either:
- (1) application for course transfer for nominated groups of students; or otherwise
  - (2) application for admission via standard admission processes.
- 7.7.2 Course transfer requirements for graduate research students are provided for in Section 11 (Graduate Research Study).
- 7.8 Withdrawal from a course**
- 7.8.1 A student who wishes to withdraw permanently from a course must lodge an application for withdrawal in accordance with procedures prescribed by the Registrar.
- 7.8.2 An application for withdrawal from a course will be treated as an application for withdrawal from all subjects in accordance with Rules 7.5.2 to 7.5.5.
- 7.8.3 A student who, in the opinion of a Result Ratification Committee has ceased to attend all subjects in a course, and who has not sought permission to withdraw from the course, may have enrolment in that course withdrawn by the Registrar on the recommendation of the Result Ratification Committee unless, in response to a written request from the Registrar, the student confirms, in writing to the Registrar by a prescribed date, that he or she wishes enrolment in the course to continue.
- 7.8.4 An undergraduate or graduate coursework student who has not enrolled in any subjects and who has not applied for and had a period of leave of absence approved in accordance with Rule 7.6 or who has not re-enrolled as required after a period of approved leave of absence is considered to have abandoned his or her study in the course and will be withdrawn from the course by the Registrar.

## **SECTION 8 – ASSESSMENT OF COURSEWORK SUBJECTS**

### **8.1 Assessment requirements**

- 8.1.1 Subject to these Rules, assessment of coursework subjects will be undertaken in accordance with policies and procedures as set out in the Coursework Assessment Policy and Procedures Manual approved by Academic Board from time to time.
- 8.1.2 Details of assessment requirements and the final grading scheme will be provided for each subject in the subject outline as required under Rule 3.7.
- 8.1.3 Students have a responsibility to ensure they are fully informed of all aspects of the subject assessment requirements and of the assessment processes.

### **8.2 Learning and assessment arrangements**

#### **8.2.1 General**

- (1) A student with a disability or special needs may be permitted to undertake particular learning and assessment arrangements as specified in Rule 8.2.2 and 8.2.3 in order to ensure that the assessment is on the basis of academic merit and has parity with the assessment of other students.
- (2) Conditions may be set to make the particular arrangements comparable to the standard arrangements and any such conditions must be strictly observed by the student and all other relevant parties.

#### **8.2.2 Students with disability or ongoing illness**

- (1) A student with temporary or permanent disabilities or ongoing illnesses that impact upon his or her ability to undertake assessment tasks including written examinations may lodge a written application for adjustment to the learning and assessment arrangements with the Academic Liaison Officer of the relevant faculty.
- (2) Applications must include medical certificates or other relevant supporting documentation.
- (3) Applications are determined by the Academic Liaison Officer in the faculty offering the subject, following consultation with the Subject Coordinator. Applications should be lodged no later than the teaching period census date.

#### **8.2.3 Students with carer responsibilities**

- (1) A student whose responsibilities as a primary carer impact upon his or her ability to undertake assessment tasks including written examinations may lodge a written application for adjustment to the learning and assessment arrangements with the Academic Liaison Officer of the relevant faculty.
- (2) Applications must include relevant supporting documentation.

- (3) Applications are determined by the Academic Liaison Officer in the faculty offering the subject, following consultation with the Subject Coordinator. Applications should be lodged no later than the teaching period census date.

#### **8.2.4 Students from non-English speaking backgrounds**

- (1) A student from a non-English speaking background who has been studying in English for a limited time and who believes that this disadvantages his or her ability to undertake written examinations or other assessment tasks may lodge a written application for adjustment to assessment arrangements with the Academic Liaison Officer of the relevant faculty.
- (2) Applications require assessment by the English Language Study Skills Assessment Centre (ELSSA) prior to consideration by the Academic Liaison Officer in the faculty offering the subject and should normally be lodged no later than the teaching period census date.

### **8.3 Special consideration of disruption to assessment**

#### **8.3.1 During the teaching period**

- (1) Students may experience a disruption to their assessment in a subject as a result of circumstances beyond their control, including but not limited to serious illness, psychological conditions, significant loss, bereavement, hardship or trauma.
- (2) Students who consider that their work during a teaching period or likely performance in an assessment task or written examination has been thus affected may request to have these factors considered.
- (3) Such requests for special consideration must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).
- (4) Such requests for special consideration are to be lodged with the Registrar (or nominee)
  - (a) in the case of a written examination prior to the commencement of the examination; or
  - (b) in the case of an assessment task other than a written examination prior to the due date.
- (5) In special circumstances the relevant Responsible Academic Officer may extend the due date for submission of such requests.
- (6) Requests are considered and determined by the relevant Faculty Responsible Academic Officer, the Subject Coordinator and by the relevant Faculty Result Ratification Committee.

**8.3.2 During an examination**

- (1) Students who have commenced an examination and who consider that their performance in the examination has been significantly disrupted by illness or other circumstances beyond their control that occurred during the examination or on the day of the examination:
  - (a) may request to have these factors taken into account; and if so
  - (b) must consult with a doctor or student counsellor at the University immediately after leaving the examination; or
  - (c) may consult their own doctor or counsellor if the examination is at a time when doctors or student counsellors are not available at the University.
- (2) Such requests must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).
- (3) Requests are to be lodged with the Registrar (or nominee) no later than one working day after the examination for consideration by the relevant Faculty Result Ratification Committee.
- (4) In exceptional circumstances the Registrar (or nominee) may extend the due date for submission of such requests.
- (5) The Faculty will notify the student of the outcome and of any special arrangements that are to be made to provide for further examination or assessment.

**8.3.3 Absence from entire examination**

- (1) Students who, through illness or other circumstances beyond their control on the day of the examination, are absent from an entire examination, may request to have these factors taken into account.
- (2) Failure by a student to inform him or herself of the time or place of an examination is not an acceptable ground for special consideration under these Rules.
- (3) Such requests must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).
- (4) In relation to a centrally conducted examination:
  - (a) requests are to be lodged with the Registrar (or nominee) by no later than two (2) days after the scheduled examination date;
  - (b) in exceptional circumstances the Registrar (or nominee) may extend the due date for submission of such requests;
  - (c) the Registrar (or nominee) will consider the request and notify the student of the outcome and of any special arrangements to provide for further examination.

- (5) In relation to a faculty-based examination:
  - (a) requests are to be lodged with the relevant Faculty by a date to be determined by the relevant Faculty Board;
  - (b) the relevant Faculty Responsible Academic Officer and the Subject Coordinator or the relevant Faculty Result Ratification Committee will consider the request and notify the student of the outcome and of any special arrangements to be made to provide for further examination.

**8.4 Subject assessment results**

- 8.4.1 Faculties are required to keep appropriate records in relation to all assessment tasks for an appropriate period of time in accordance with University policy.
- 8.4.2 Final subject assessment results will be provided to students in the form specified in the subject outline and in accordance with the table of Results and Grades as approved by Academic Board (refer Schedule 3).
- 8.4.3 Final subject assessment results may not be released to students prior to the official release of results.
- 8.4.4 Final subject assessment results will be released officially in a manner prescribed by the Registrar from time to time following ratification by the relevant Faculty Result Ratification Committee.

**8.5 Supplementary assessment in final teaching period**

- 8.5.1 Where a student enrolled in an undergraduate award course is awarded a final assessment result of 'fail' in one subject only in his or her final teaching period of the course and where that 'fail' is within the borderline result range, the relevant Faculty Result Ratification Committee may make provision for the student to undertake an additional assessment task within a specified time period.
- 8.5.2 If the student fails to complete the additional assessment task in the specified time period and to the appropriate standard the original 'fail' result is final.

**8.6 Review of final subject assessment results**  
**8.6.1 Criteria**

A student may request a review of a final subject assessment result. Such requests will be determined in accordance with the following criteria:

- (1) subject requirements and/or assessment procedures were not published in the appropriate time frame as required under Rule 3.7 or were changed after that time without the appropriate consultation with the students concerned; or
- (2) a mistake has been made in the calculation of the marks, grade or result; or
- (3) performance in assessment tasks by the student was disrupted by circumstances that could not have been addressed by the process and in the timeframes required under Rules 8.3.1, 8.3.2 and 8.3.3.

### 8.6.2 Process

- (1) A student who wishes to request a review of a final subject assessment result must:
  - (a) complete the prescribed form; and
  - (b) discuss the matter in the first instance with the Subject Coordinator or alternate member of the academic staff as advised by the relevant Faculty should the Subject Coordinator be unavailable; or
  - (c) if the Subject Coordinator (or alternate) is not available or declines to take action the student may lodge the request for review of assessment result with the Registrar (or nominee) by the date specified on the prescribed form.
- (2) Where the Subject Coordinator (or alternate) agrees to take action, the agreed action should be noted on the prescribed form and retained by the relevant Faculty on the student's file.
- (3) Requests for review of assessment results lodged with the Registrar (or nominee) will be referred for consideration by the Student Assessment Review Committee of the relevant Faculty Board.

## 8.7 Student Assessment Review Committee

### 8.7.1 Composition

- (1) Each Faculty Board shall each year elect a member of the academic staff of the Faculty to the position of Chair of the Faculty's Student Assessment Review Committee.
- (2) Each Student Assessment Review Committee shall consist of:
  - (a) the Chair elected by the Faculty Board; and
  - (b) one of the academic staff members of the Faculty Board, not being a person involved in the teaching of the subject concerned; and
  - (c) one of the student members of the Faculty Board;with alternate members being appointed by the Faculty Board for each category provided that in cases where all student members of Faculty Board are unavailable the Dean of the relevant Faculty may nominate a student of the Faculty to act as an alternate for category (c) above.

### 8.7.2 Conduct of meetings

- (1) Each Student Assessment Review Committee shall be convened as required.
- (2) The quorum at any meeting of a Student Assessment Review Committee shall consist of all three members appointed under (a), (b) and (c) above.
- (3) A Student Assessment Review Committee shall determine how to handle the matters before it, consistent with any guidelines that have been approved by Academic Board.

### 8.7.3 Committee determination

- (1) In cases where a Student Assessment Review Committee determines that there has been a miscalculation of the student's mark and/or result, the Committee may direct that the original mark and/or result be changed to the appropriate mark and/or result.
- (2) In all other cases, a Student Assessment Review Committee shall recommend to the relevant Responsible Academic Officer that:
  - (a) the assessment mark and/or result be unchanged; or
  - (b) the assessment mark and/or result be changed to a specified mark and/or result; or
  - (c) the student be given the opportunity within a specified period of time to undertake an additional assessment task or tasks.

### 8.7.4 Responsible Academic Officer's decision

- (1) The Responsible Academic Officer must consider the Student Assessment Review Committee's recommendation and accept or reject it.
- (2) Where the Responsible Academic Officer accepts recommendation 8.7.3(2)(c) above the Responsible Academic Officer will identify procedures and members of staff for the setting and marking of the additional assessment task or tasks appropriate to the circumstances of the particular case. It may be appropriate that the staff member appointed to set and mark the additional assessment task or tasks is not the staff member involved in the original assessment. The appointed staff member may be the Assessor appointed by the Responsible Academic Officer for that subject, or another staff member of the University with appropriate expertise. In exceptional circumstances, the Responsible Academic Officer may appoint an external Assessor for these purposes, in which case the Responsible Academic Officer will then decide the student's final assessment result.
- (3) If the Responsible Academic Officer rejects the recommendation of the Student Assessment Review Committee, the matter will be referred to an independent arbitrator appointed by the Chair of Academic Board from a panel determined annually by the Chair of Academic Board. The independent arbitrator may be a member of the University staff but must not be the Subject Coordinator or have been involved previously with the assessment result under review.

### 8.7.5 Notification

- (1) The relevant faculty will notify the student in writing and as soon as possible of all decisions and actions taken.
- (2) The Subject Coordinator will be notified of the outcome of the review.

## 8.8 Student misconduct

- 8.8.1 Student misconduct is defined in Rule 16.2 (definition of misconduct).
- 8.8.2 Academic or non-academic misconduct that occurs in relation to assessment of a student's performance in a coursework subject will be dealt with in accordance with the provisions of Section 16 (Student Misconduct and Appeals).

## SECTION 9 – EXAMINATION OF COURSEWORK SUBJECTS

### 9.1 Examination timetables

- 9.1.1 A provisional timetable should be produced for all centrally conducted examinations and displayed on the University website, or as otherwise determined by the Registrar and advised to students by an appropriate means, at least five (5) weeks before the commencement of an official examination period and will continue to be displayed for at least two (2) weeks.
- 9.1.2 The final examination timetable showing the location of all centrally conducted examinations should be available on the University website, or as otherwise determined by the Registrar and advised to students by an appropriate means, at least two (2) weeks before the commencement of an official examination period and will continue to be available until the end of the examination period.
- 9.1.3 Information concerning examination timetables will not be provided by the University to students by telephone.
- 9.1.4 For faculty-based examinations, the faculty is required to take all reasonable steps to minimise clashes with both other faculty-based examinations and centrally conducted examinations. Where clashes occur, faculties are responsible for making reasonable alternative arrangements for students in the faculty-based examinations.
- 9.1.5 When an unavoidable clash occurs in the scheduling of a centrally conducted examination for a particular student, the Registrar (or nominee) will notify the student as soon as possible after the release of the final examination timetable of the special arrangements made to resolve the scheduling clash.
- 9.1.6 (1) Where a student considers that he or she has a serious individual scheduling difficulty with the final examination timetable, the student shall advise the Registrar (or nominee) immediately in the manner prescribed by the Registrar and request that alternative arrangements be made.
- (2) Acceptable grounds for serious individual scheduling difficulty requests include but are not limited to:
- three examinations occurring consecutively in any twenty-four hour period;
  - sporting or cultural representative commitments at state, national or international level;
  - observance of significant religious events for which the student can demonstrate ongoing personal commitment;
  - significant personal or family events or business commitments for which the student can provide documentary evidence which satisfies the Registrar that the commitment could not be undertaken outside the examination period.

- (3) Unacceptable grounds for serious individual scheduling difficulty requests include:
  - (a) holiday arrangements;
  - (b) sport and leisure activities;
  - (c) travel arrangements including those for overseas study.
- (4) The Registrar (or nominee) must consider such requests and make alternative arrangements where this is appropriate and practicable. The Registrar (or nominee) must notify the student as soon as possible of any decision and any special arrangements made in relation to the individual scheduling difficulty.

## 9.2 Student responsibilities

- 9.2.1 Official examination periods are part of the officially designated teaching periods of the University. All students undertaking coursework subjects have a responsibility to make themselves available for assessment and or examination during the official examination periods.
- 9.2.2 Students have responsibility for informing themselves of both the provisional and the final examination timetables.
- 9.2.3 Students have responsibility for ensuring that clashes and potential clashes in their examination timetable are identified and for advising the Registrar of serious individual scheduling difficulties arising from the final examination timetable.
- 9.2.4 Students are required to be present at examinations at the correct location and at the correct time. Students should be at the correct location at least ten (10) minutes prior to the published commencement time for each examination.
- 9.2.5 Not reading, misreading or misunderstanding the final examination timetable will not be accepted as a valid reason for failing to attend an examination.
- 9.2.6 Each student is required to produce his or her valid current Student Identity Card before being permitted to enter the examination room. Students who have lost or misplaced their Student Identity Card must obtain a replacement card prior to the examination commencement.
- 9.2.7 Material or equipment other than that specified in the subject outline and on the examination paper must not be brought into the examination room, or be in the student's possession at any time during the examination, in the examination room or in any other room or place visited by the student for any reason during the examination.
- 9.2.8 A student must not access or attempt to access during the examination any material or equipment other than that specified in the subject outline and on the examination paper.
- 9.2.9 Material or equipment shall be deemed to not be in contravention of Rule 9.2.7 above if it is left, whether in a bag or other container or otherwise, at a location specified by the Examination Supervisor for the duration of the examination and the student does not gain, or attempt to gain, access to it during the examination. Students are advised not to bring unauthorised or unnecessary items to examinations. The University does not accept

any responsibility for student possessions left in any location during an examination.

- 9.2.10 A student must not communicate or attempt to communicate in any way with any person or receive or attempt to receive any communication from any person during the examination, in the examination room or in any other room or place visited by the student for any reason during the examination other than officers of the University with responsibility for the examination or other officers as approved by the Examination Supervisor. Such forms of communication include but are not limited to:
    - (1) oral communication;
    - (2) written or visual communication;
    - (3) any form of electronic or telephonic communication.
  - 9.2.11 A student must not send, receive or access any source of stored electronic information or attempt to send, receive or access any source of stored electronic information during the examination, in the examination room including at any place visited by the student for any reason during the examination.
  - 9.2.12 Material or equipment that is permitted in the examination room according to the subject outline and/or examination paper must not be used for any purposes other than that specified in the subject outline and/or examination paper.
  - 9.2.13 Students must take notice of and comply with all directives of the Examination Supervisor.
  - 9.2.14 A student must not do anything to distract or disadvantage other students during an examination.
  - 9.2.15 A student must not do anything to disrupt an examination in any way and is required to behave in an orderly manner during an examination.
  - 9.2.16 Students are not permitted to smoke any substance during an examination.
  - 9.2.17 Students are not permitted to eat or drink during an examination unless permission has been given by the Examination Supervisor or approved for individual students as a special condition of examination in accordance with Rule 9.4.
  - 9.2.18 If a student fails to observe any of the requirements specified in Rules 9.2 and 9.3, behaves in an unacceptable or disorderly manner, disrupts an examination or is suspected of academic misconduct or any other misconduct, action may be taken by the University as provided for in Rule 9.8 and in Section 16 (Student Misconduct and Appeals).
- ## 9.3 Conduct of examinations
- 9.3.1 Centrally conducted examinations are organised and conducted in accordance with Rules 9.2 to 9.8 inclusive and with policies and procedures as set out in the Coursework Assessment Policy and Procedures Manual as approved by Academic Board from time to time.
  - 9.3.2 Unless otherwise specifically provided for in guidelines approved by the relevant Faculty Board, faculty-based examinations will be organised and conducted in accordance with Rules 9.2 to 9.8 inclusive and with policies and procedures as set out in the Coursework Assessment Policy and

- Procedures Manual as approved by Academic Board from time to time.
- 9.3.3 Material or equipment that is permitted to be brought into an examination room must be specified in the subject outline and in the examination paper. Where a variation to the approved material or equipment shown in the subject outline becomes necessary during the teaching period, the variation must be approved by the Subject Coordinator and notified to all students enrolled in the subject at least two (2) weeks before the commencement of the examination period.
- 9.3.4 A student who is unable to produce his or her valid current Student Identity Card shall not be admitted to an examination room.
- 9.3.5 No student shall be admitted to an examination room after one (1) hour from the time of commencement of the examination.
- 9.3.6 A student shall not normally be permitted to leave the examination room until at least one (1) hour after the commencement of the examination. In exceptional circumstances, where a student is authorised to leave an examination during the first hour and does not wish to be re-admitted to the examination, the student will be required to sign an undertaking not to communicate any information about the examination paper to any other student until the period of the examination is over. The student will not be permitted to remove the examination paper or any other workbook or written material from the examination room.
- 9.3.7 A student shall not normally be permitted to leave the examination room during the last fifteen (15) minutes of the examination.
- 9.3.8 Students who leave an examination room permanently before the end of the examination time are responsible for handing in their examination scripts, booklets and any other working material to the Examination Supervisor before leaving the room.
- 9.3.9 Students shall not be re-admitted to the examination room after they have left it unless during the full period of their absence they have been under the supervision of an officer of the University approved by the Examination Supervisor.
- 9.3.10 Additional examination time will not be allowed to any student as compensation for examination time lost due to any individual circumstance. In exceptional circumstances, an examiner may authorise a delayed start to an examination, an examination restart or additional time for all students or for particular groups of students affected by specific circumstances.
- 9.3.11 A period of ten (10) minutes at the start of the scheduled time of the examination may be designated by the examiner as reading time. Writing is not permitted during reading time.
- 9.3.12 At the conclusion of an examination all students are required to remain seated until all papers have been collected and permission to leave is given by the Examination Supervisor.
- 9.3.13 Failure to comply with any of the requirements specified in Rule 9.3.1 to Rule 9.3.12 above may be considered to be an act of misconduct and may be dealt with in accordance with Rule 9.8 and Section 16 (Student Misconduct and Appeals).

#### 9.4 Special conditions for examinations

- 9.4.1 A student with disabilities or special needs may be permitted to undertake particular assessment arrangements in order to ensure that the assessment is on the basis of academic merit and has parity with the assessment of other students.
- 9.4.2 A student may be eligible for particular examination arrangements as provided for in Rule 8.2 (Learning and assessment arrangements).

#### 9.5 Special examinations

- 9.5.1 In special circumstances approval may be given by the Registrar for a centrally conducted examination to be held for specific students at a time other than the published time, on such conditions as the Registrar shall prescribe. These examinations will be held during the official examination period or as soon as possible after the official examination period at a time approved by the Registrar.
- 9.5.2 Such special circumstances include but are not limited to:
- (1) an unavoidable clash in the examination timetable;
  - (2) an individual scheduling difficulty with the final examination timetable;
  - (3) where special consideration has been approved for unavoidable absence from an entire centrally conducted examination (refer Rule 8.3.3).
- 9.5.3 Special examinations will be arranged by the Student Administration Unit in consultation with the Subject Coordinator.
- 9.5.4 Students for whom special examinations are being conducted will be advised of the arrangements as soon as possible, must make themselves available at the designated time and must observe the conditions prescribed for them by the Registrar in addition to the Rules and requirements for examinations generally.

#### 9.6 Disruption to examination performance

- 9.6.1 A student who has commenced an examination may consider that his or her performance in the examination has been significantly disrupted by illness or other circumstances beyond his or her control that occurred during the examination or on the day of the examination. Such matters may be dealt with in accordance with Rule 8.3.2 (Special consideration of disruption to assessment – during an examination).

#### 9.7 Absence from entire examination

- 9.7.1 A student who does not attend an examination as a result of failure to inform him or herself of the time or place of an examination is not eligible to be considered for a special examination as defined in Rule 9.5 and will be considered to have failed the examination.
- 9.7.2 A student who, through illness or other circumstances beyond his or her control on the day of the examination, is absent from an entire examination, may request to have these factors taken into account, in which case the matter will be dealt with in accordance with Rule 8.3.3 (Special consideration of disruption to assessment – absence from entire examination).

## **9.8 Student misconduct during examinations**

### **9.8.1 General**

- (1) Student misconduct is defined in Rule 16.2 (Student misconduct and appeals).

### **9.8.2 Academic misconduct during centrally conducted examinations**

- (1) If an Examination Supervisor suspects a student of academic misconduct during an examination, the Examination Supervisor shall take prompt action to prevent the continuance of the suspected academic misconduct. The student shall be allowed to complete the examination or assessment task in question.
- (2) All action taken by the Examination Supervisor will be in accordance with the principles of procedural fairness outlined in Schedule 4 (Guidelines relating to Student Misconduct and Appeals).
- (3) The Examination Supervisor shall, as soon as possible, provide a written report to the Director, Student Administration Unit (or nominee). The Director, Student Administration Unit (or nominee) shall take immediate steps to contact the Subject Coordinator and, after consultation, make a decision concerning any further action to be taken.
- (4) If no further action is to be taken, the Director, Student Administration Unit (or nominee) shall notify the student and the Examination Supervisor, if possible, at the conclusion of the examination.
- (5) If further action is considered necessary, the Examination Supervisor shall be instructed to inform the student at the conclusion of the examination or as soon as possible thereafter that an allegation of academic misconduct has been made, and shall then note on the subject listing sheet that the student's examination paper has been sent to the Director, Governance Support Unit (or nominee) because of alleged academic misconduct.
- (6) The written report of the Examination Supervisor on the alleged academic misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee), together with the student's examination paper or assessment task in question.
- (7) The Director, Governance Support Unit (or nominee) shall then:
  - (a) report the matter to the Registrar; and
  - (b) send a copy of the report to the Dean of the Faculty responsible for the subject and the Responsible Academic Officer.
- (8) The Registrar shall deal with the allegation in accordance with Rule 16.15.

## **9.8.3 Academic misconduct during faculty-based examinations**

- (1) The person responsible for supervising a faculty-based examination shall be referred to as the Monitoring Staff Member.
- (2) If the Monitoring Staff Member suspects a student of academic misconduct during an examination, the Monitoring Staff Member shall take prompt action to prevent the continuance of the suspected academic misconduct. Refer Section 16 (Student Misconduct and Appeals) for definitions of misconduct.
- (3) The student shall be allowed to complete the examination or assessment task in question.
- (4) All action taken by the Monitoring Staff Member will be in accordance with the principles of procedural fairness outlined in the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).
- (5) The Monitoring Staff Member shall, as soon as possible, provide a written report to the Responsible Academic Officer. The Responsible Academic Officer shall refer the matter to the Dean who shall deal with the matter in accordance with Rule 16.11.

### **9.8.4 Non-academic misconduct during examinations**

- (1) Any student who behaves in an unacceptable or disorderly manner or otherwise disrupts an examination:
  - (a) is liable for immediate expulsion from the examination room for the remainder of the examination; and
  - (b) must leave the examination room immediately if directed to do so; and
  - (c) is subject to such other actions and penalties as provided for in Section 16 (Student Misconduct and Appeals).
- (2) The Examination Supervisor or Monitoring Staff Member shall, as soon as possible, provide a written report on the alleged non-academic misconduct to the Director, Student Administration Unit (or nominee). The Director, Student Administration Unit (or nominee) shall in consultation with the Examination Supervisor or Monitoring Staff Member make a decision concerning any further action to be taken.
- (3) The Director, Student Administration Unit (or nominee) shall notify the student and the Examination Supervisor or Monitoring Staff Member of any action to be taken.
- (4) The written report on the alleged non-academic misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee) who shall then:
  - (a) report the matter to the Registrar; and
  - (b) send a copy of the report to the Dean of the Faculty responsible for the subject and the Responsible Academic Officer.
- (5) The Registrar shall deal with the allegation in accordance with Rule 16.15.



## SECTION 10 – ACADEMIC PROGRESSION

### 10.1 Application of these Rules

This Section of the Rules applies to all students enrolled in undergraduate and graduate coursework award courses.

### 10.2 Assessment of rate of progress

10.2.1 In the assessment of a student's progress in a course, account may be taken of work completed in the laboratory and in class exercises, tests or assignments given throughout the relevant teaching periods, as well as results obtained in any examinations.

10.2.2 Assessment of rate of progress of a student enrolled in an undergraduate award course shall normally occur at the end of the calendar year and shall normally be for study undertaken in no less than a full year.

10.2.3 A Faculty Board may determine specific requirements for the timing and calculation of assessment of rate of progress for students enrolled in particular graduate coursework award courses. Information on these requirements will be published by the faculty in official course information and handbooks.

### 10.3 Minimum rate of progress – undergraduate courses

10.3.1 In order to satisfy the required minimum rate of progress a student must gain no less than fifty per cent of the credit points for the subjects in which the student has been enrolled since the commencement of enrolment in the course.

10.3.2 Students who have been granted provisional admission to a course in accordance with Rule 5.3.1 and who satisfy the required minimum rate of progress in a course as specified in Rule 10.3.1 shall be permitted to re-enrol in the course and shall be eligible to have their admission to the course considered by Academic Board for confirmation.

10.3.3 Students who have been granted provisional admission to a course in accordance with Rule 5.3.1 and who fail to achieve the required minimum rate of progress in a course as specified in Rule 10.3.1 shall not be permitted to re-enrol in the course and shall have their enrolment in the course discontinued.

10.3.4 Any of the provisions of Rules 10.3.1 and 10.3.3 may be waived in particular cases by the relevant Faculty Board, which must set conditions for further enrolment. Non-compliance with such conditions will constitute failure to satisfy the minimum rate of progress requirements.

### 10.4 Failure to maintain minimum rate of progress

10.4.1 A student who fails to achieve the required minimum rate of progress in a course as specified in Rule 10.3.1 or as specified by a Faculty in accordance with Rule 10.2.3 shall be excluded from further study at the University by the relevant Faculty Board for a period of at least one (1) academic year and may not apply for or enrol in any subjects or courses of study at the University that are conducted during the period of exclusion.

10.4.2 A student may appeal against exclusion from study at the University for the determined period in accordance with procedures outlined in Rule 10.8.

10.4.3 A student may apply for re-admission for further study at the end of the period of exclusion and must meet requirements and comply with procedures as set out in Rule 5.11.1. Re-admission is not automatic.

### 10.5 Maximum time to complete course requirements

10.5.1 Students are required to complete course requirements within an approved maximum time limit from the time of first enrolment.

10.5.2 Except where otherwise provided, the maximum time to complete a course shall not be greater than fifty (50) per cent in excess of normal completion time laid down for that course.

10.5.3 The calculation of the time taken by a student is a calculation of elapsed time. Periods of approved leave of absence or periods of exclusion/discontinuation from the course are counted as elapsed time.

10.5.4 Where credit towards a course has been granted in recognition of prior learning, the maximum time in which the student is required to complete the course requirements may be reduced by the relevant Responsible Academic Officer.

10.5.5 In exceptional circumstances, the relevant Faculty Board may approve an extension of the maximum time to complete course requirements for a particular student. Before it grants any such approval, the Faculty Board must be satisfied of the academic currency of the subjects completed by the student during the initial periods of enrolment in the course which will, if the extension is granted, be outside the normal maximum time period.

10.5.6 In respect of specific courses, the maximum time to complete a particular course may be reduced by resolution of the relevant Faculty Board (subject to approval by Academic Board) and where such a reduction in maximum time has been approved, the Faculty must include this information in all course prospectus and publicity material and must advise students enrolling in such a course for the first time of the approved maximum time to complete.

10.5.7 Where a student has failed to complete the requirements of a course within the maximum time the relevant Faculty Board may determine that the student be excluded permanently from that course.

10.5.8 Written notification of any such exclusion will be sent to relevant students by the Registrar.

10.5.9 A student may appeal against permanent exclusion from the course in accordance with procedures outlined in Rule 10.8.

### 10.6 Repeated failure in a subject

10.6.1 For the purposes of Rules 10.6.2 and 10.6.3 a Faculty Board may deem different subjects to be the same subject if the subjects are substantially similar in content and/or learning objectives.

- 10.6.2 A student who fails a subject for a second time shall be advised that:
- (1) he or she must seek advice from an appropriate academic adviser from the relevant faculty before being permitted to enrol again in that subject; and
  - (2) a third failure in the same subject will require the student to seek the permission of the Responsible Academic Officer for any further enrolment in that subject.
- 10.6.3 A student who fails a subject for a third time must receive permission from the Responsible Academic Officer for any further enrolment in that subject. If such permission is granted the student must seek continuing assistance throughout that teaching period from an appropriate academic adviser in the relevant faculty.
- 10.6.4 A student who is refused permission for a third or subsequent enrolment in a subject in accordance with Rules 10.6.2 or 10.6.3, may request a review of that decision by the relevant Faculty Board.
- 10.6.5 Where a student is unable to complete a course as a result of being refused permission to enrol in a subject under Rule 10.6.2 or 10.6.3, and if no other course of action is appropriate, the student's enrolment in the course will be discontinued permanently.
- 10.6.6 Written notification of any such discontinuation will be sent to the student by the Registrar.
- 10.6.7 Where a student's enrolment has been discontinued under Rule 10.6.5 and the decision has been considered by the relevant Faculty Board in accordance with Rule 10.6.4, the student may appeal against permanent discontinuation from the course in accordance with procedures outlined in Rule 10.8.
- 10.7 Academic caution**
- 10.7.1 A student may be placed on academic caution by the relevant Faculty Board at the end of his or her first half year of study in a course if the student gains less than fifty per cent of the credit points for which he or she was enrolled in that half year.
- 10.7.2 During a period of academic caution the student shall be assigned an academic adviser from the relevant faculty and must seek advice from their academic adviser and from a University student counsellor.
- 10.7.3 The period of academic caution shall normally have a duration of one half year and shall occur in the next half year of study following the decision to place the student on academic caution.
- 10.7.4 A student who is placed on academic caution shall be advised in writing of the arrangements and requirements for academic caution.
- 10.7.5 The provisions of Rule 10.7.1 may be waived by the relevant Faculty Board in particular cases.
- 10.8 Appeals**
- 10.8.1 A student may appeal to the Coursework Students' Appeals Committee in respect of decisions of a Faculty Board under Rules 10.3.3, 10.5.7 and 10.6.5.
- 10.8.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Registrar within three (3) weeks of the date of notification of the decision.
- 10.8.3 In normal circumstances, the grounds on which a student may appeal against a decision of a Faculty Board in relation to exclusion or discontinuation are:
- (1) procedural irregularities which have resulted in substantial unfairness to the student;
  - (2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance, an awareness of which might have reasonably led to a decision other than exclusion;
  - (3) the decision was based on factual errors of such magnitude as to invalidate the decision.
- 10.8.4 The Registrar shall refer the appeal to the relevant Dean.
- 10.8.5 The Dean shall seek the advice of the Responsible Academic Officer, and the advice of the student's academic adviser (if appropriate), and other relevant members of staff.
- 10.8.6 The Dean shall then make an interim recommendation and invite the student to respond to this. The student's response must reach the Dean within such time as the Registrar may specify from time to time.
- 10.8.7 The Dean shall then reconsider the interim recommendation in the light of any response from the student and determine the final recommendation of the faculty. This recommendation, together with all supporting documentation including any response submitted by the student to the Dean under Rule 10.8.6 above, shall be submitted by the Dean to the Registrar. The Registrar shall then forward the student's appeal, the Dean's recommendation and advice received, and the student's response to the Coursework Students Appeals Committee, constituted under Rule 17.2, for consideration and decision.
- 10.9 Result of appeal**
- 10.9.1 Where an appeal under Rule 10.8 is successful the student:
- (1) shall have his or her enrolment in the course re-instated;
  - (2) must seek advice and assistance with re-enrolment from an academic adviser from the relevant faculty and a University student counsellor;
  - (3) shall be notified by the Responsible Academic Officer of the period of time allowed for completion of the course where the exclusion has resulted from failure to complete within the approved maximum period.
- 10.9.2 Where an appeal under Rule 10.8 is unsuccessful the student:
- (1) shall have his or her exclusion or discontinuation from the course confirmed;
  - (2) may seek guidance from the Responsible Academic Officer on those things that the student may wish to undertake in order to enhance opportunities for re-admission after the period of exclusion has elapsed.

## SECTION 11 – GRADUATE RESEARCH STUDY

### 11.1 Application of these Rules

11.1.1 These Rules apply to all students enrolled in graduate research courses.

### 11.2 Course requirements

11.2.1 Students admitted to doctoral degrees are required to:

- (1) undertake a program of study and research which demonstrates the capability for substantial independent research or creative activity and which has made an original and distinct contribution to knowledge and/or professional practice in the relevant field; and
- (2) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and
- (3) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the University Graduate School Board.

11.2.2 Students admitted to masters degrees by research are required to:

- (1) undertake a program of study and research which demonstrates competence in research or creative activity as well as an understanding of and contribution to knowledge; and
- (2) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and
- (3) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the University Graduate School Board.

11.2.3 Students admitted to a doctoral degree by publication are required to:

- (1) submit a thesis consisting of their published works, which may include a product and/or artefact; and
- (2) submit an extended overview paper which together demonstrate that the collective publications form an original and significant contribution to knowledge.

### 11.3 Enrolment

11.3.1 Prior to initial enrolment:

- (1) each student who has been admitted to a graduate research course is required to certify that he or she can devote sufficient time to the advanced study and research such that he or she is likely to complete the program within the approved period of candidature determined by the University Graduate School Board;
- (2) the relevant faculty is required to certify that it will provide appropriate resources and facilities for the student to undertake the research and will undertake responsibility for supervision of the student and the student's work;
- (3) in cases where all or part of the research and study will be undertaken at a site external to the University, a certificate of support must

be provided by the external site management stating the student will be provided with the appropriate resources and facilities to undertake the research and study and that the site management is willing to support the work of the student.

11.3.2 Students are required to enrol in the components of the course as specified by the relevant faculty and published relevant official publications of the University.

11.3.3 Students are required to enrol in and complete such prerequisite or concurrent coursework as may be considered appropriate to their individual circumstances by their supervisory panel and Responsible Academic Officer.

### 11.4 Research work

11.4.1 All research work and related activities for graduate research courses shall be carried out at locations and under conditions approved by the University Graduate School Board.

11.4.2 Students are required to participate in such colloquia, research seminars and other work of the University as may be considered appropriate by their supervisory panel and Responsible Academic Officer.

### 11.5 Course transfer

11.5.1 A student who wishes to transfer from one graduate research degree to another shall apply to the Dean, University Graduate School on the appropriate form. Such applications would normally be received at the time of the candidature assessment and no later than the end of the third half year of study.

11.5.2 A student is not usually considered eligible for course transfer until he or she has completed at least one half year of full-time study (or equivalent) in the enrolled course.

11.5.3 A student who wishes to transfer between graduate research degree courses must demonstrate to the satisfaction of the University Graduate School Board and in accordance with guidelines approved by the University Graduate School Board with respect to:

- (1) evidence of progress to date in the enrolled course;
- (2) the way in which the research project will be re-defined to satisfy the requirements of the course into which transfer is sought;
- (3) suitability of the research and study undertaken in relation to the requirements of the course into which transfer is sought;
- (4) certification from the student, the relevant Faculty and any external site management in accordance with the requirements of Rule 11.3.1.

11.5.4 The University Graduate School Board will approve or reject the application for transfer on advice from the relevant Responsible Academic Officer.

11.5.5 Where a transfer is approved the new period of candidature will be determined taking into account the contribution of the current research and study towards the requirements of the course into which transfer has been approved.

## **11.6 Recognition of prior study and research**

11.6.1 A student who has undertaken a course of study and research at this University or another university or institution but has not submitted that work for examination at this University or another institution may be given recognition for work done while undertaking that course of study and research.

11.6.2 Recognition of prior study and research including the extent of any such recognition shall be approved by the University Graduate School Board after consideration of a report by the Responsible Academic Officer which is to include advice on:

- (1) the nature, duration and quality of the prior work;
- (2) the suitability of the prior work relative to the subject of the UTS graduate research course;
- (3) the recommended period of candidature as a consequence of the recognition of prior study and research.

## **11.7 Period of candidature**

11.7.1 The maximum time to complete a research degree is as follows:

- (1) Doctoral degree by research, professional Doctoral degree and Doctoral degree by creative works:
  - (a) four years for a full-time student; or
  - (b) six years for a part-time student.
- (2) Doctoral degree by publication:
  - (a) one year for a full-time student;
- (3) Masters degree by research:
  - (a) two years for a full-time student; or
  - (b) three years for a part-time student.

11.7.2 Notwithstanding the provisions of 11.7.1 above, a student who has had prior study and research recognised as contributing to the requirements of the current course may be required by the University Graduate School Board to complete the program in less than the normal time.

## **11.8 Extension of candidature**

11.8.1 A student who wishes to extend the period of his or her research candidature is required to seek approval from the University Graduate School Board.

11.8.2 An extension of the approved period of candidature granted by the University Graduate School Board shall not include periods of approved leave of absence.

11.8.3 The maximum period of extension shall not normally exceed for a:

- (1) Doctoral degree by research, a professional Doctoral degree and a Doctoral degree by creative works:
  - (a) one year for a full-time student; or
  - (b) one and one-half years for a part-time student.
- (2) Masters degree by research:
  - (a) one half year for both a part-time and a full-time student;

11.8.4 Where an extension of candidature means that a local student will exceed the maximum period for which Commonwealth support is normally provided the student may be liable for course fees for any period of time that is outside the maximum period of time normally covered by such Commonwealth support.

## **11.9 Leave of absence**

11.9.1 A research student who wishes to withdraw temporarily from a course must lodge an application for leave of absence on the appropriate form no later than the census date of the first teaching period for which leave is being sought.

11.9.2 Leave of absence shall not normally be granted in the first half year of candidature.

11.9.3 Leave of absence shall not normally be granted for a total period exceeding one (1) year.

11.9.4 In exceptional and documented special or mitigating circumstances a student may request variations to the provisions of Rules 11.9.2 and 11.9.3. Any such variation will require approval by the University Graduate School Board.

11.9.5 Students resuming a course after leave of absence shall be subject to the course requirements in operation at the time of resumption and will be required to be enrolled as directed by the Dean, University Graduate School.

## **11.10 Failure to complete**

11.10.1 A student who does not submit a thesis for examination within the approved period of candidature including any approved extension will normally have his or her candidature discontinued due to unsatisfactory progress (refer Rule 11.20.2).

## **11.11 Supervision**

11.11.1 The criteria necessary for appointment as a supervisor of research students shall be approved by Academic Board on the recommendation of the University Graduate School Board.

11.11.2 The University Graduate School Board shall be responsible for maintaining a register of research student supervisors and for the appointment of suitably qualified staff to the register.

11.11.3 All students shall have a supervisory panel appointed by the University Graduate School Board, and the composition of the supervisory panel shall be in accordance with the guidelines as approved by Academic Board from time to time.

11.11.4 All members of supervisory panels shall operate in accordance with the Code of Practice for Research Supervisors.

11.11.5 Where the student undertakes a major portion of his or her research at sites external to the University, the University Graduate School Board may appoint an external principal supervisor or advisor.

11.11.6 Where the student has been approved at admission to undertake a program of study in a language other than English, the principal supervisor must be competent in that language.

**11.12 Thesis title**

- 11.12.1 The student shall submit the title of his or her thesis to the University Graduate School Board for approval in accordance with the following time frames:
- (1) Doctoral degree not later than one year after initial enrolment; or
  - (2) Masters degree by research not later than one half year after initial enrolment.
- 11.12.2 Any change to the approved thesis title requires the approval of the University Graduate School Board.

**11.13 Progress reports**

- 11.13.1 A student is required to submit to the relevant Faculty each half year a progress report in accordance with the schedule and procedures approved by the University Graduate School Board from time to time.
- 11.13.2 The principal supervisor shall submit each half year to the relevant Responsible Academic Officer who will in turn submit to the University Graduate School Board a report on the student's progress and, where applicable, on the suitability of the student's research work environment.
- 11.13.3 The relevant Responsible Academic Officer will consider the progress reports, take any necessary action within the faculty and make recommendations to the University Graduate School Board on overall progress.
- 11.13.4 Upon receipt of an unsatisfactory progress report the University Graduate School will provide:
- (1) notification to the student that includes a request that the student attend an interview with the Responsible Academic Officer to discuss a suitable progress plan and also includes details of any other action or advice the student may wish to consider; and
  - (2) notification of a warning to the student that further unsatisfactory progress reports may result in discontinuation of candidature; or
  - (3) notification of discontinuation of candidature due to unsatisfactory progress (refer Rule 11.20.2).
- 11.13.5 Failure to submit a progress report in a particular half year will normally be deemed as unsatisfactory progress for that half year.

**11.14 Candidature assessment**

- 11.14.1 Each student is required to undertake a candidature assessment to ensure that he or she is equipped with the knowledge to carry out his or her research program, and has made sufficient progress to make it likely that he or she will finish within the prescribed time.
- 11.14.2 The candidature assessment will be completed in normal circumstances by the end of the first year of candidature for full-time students or by the end of one and one half years of candidature for part-time students.
- 11.14.3 In exceptional circumstances, the University Graduate School Board may approve an extension of time for a student to complete the candidature assessment by no more than one half year.
- 11.14.4 The requirements of the candidature assessment for each course will be determined by each faculty,

subject to the approval of the University Graduate School Board and in accordance with guidelines as approved by the University Graduate School Board from time to time. Such requirements will be published in relevant official University publications.

- 11.14.5 Any variation to the candidature assessment requirements in a particular course for an individual student or more generally must be approved by the University Graduate School Board. Students must be notified in writing of any approved variation to their candidature assessment requirements.
- 11.14.6 A student who does not satisfy the requirements of the candidature assessment:
- (1) may be permitted by the University Graduate School Board on advice from the Responsible Academic Officer to undertake a second candidature assessment within a specified period of time; or
  - (2) will have his or her candidature discontinued due to unsatisfactory progress (refer Rule 11.20.2).

**11.15 Thesis requirements**

- 11.15.1 The nature and format of a thesis shall reflect international practices in the discipline or field and provide evidence of completion of substantial research or creative work in the form of:
- (1) a written document which may include previously published work as appropriate; or
  - (2) material which is not 'print on paper' but which gives evidence of a scholarly or creative work; or
  - (3) a combination of (1) and (2); or
  - (4) in the case of a Doctoral degree by publication, the published works and an extended overview paper of normally between 5,000 and 10,000 words, which incorporates:
    - (a) details of sources from which the works were derived;
    - (b) details of the extent to which the work of others has been utilised;
    - (c) details of the extent to which the applicant was responsible for the initiation, conduct and direction of any joint works submitted;
    - (d) evidence that the publications have standing as significant contributions to knowledge;
    - (e) a declaration identifying any of the submitted works that have been submitted for a qualification of any tertiary institution; and
    - (f) all works, apart from quotations, to be presented in, or translated into English, unless otherwise approved.
- 11.15.2 A thesis shall comply with the following requirements:
- (1) it must be in English or in a language approved in accordance with the guidelines of Academic Board approved from time to time; and

- (2) it must reach a satisfactory standard of presentation; and
- (3) it must consist of the student's own account of his or her work, except that in special cases work done conjointly with other persons may be accepted provided the University Graduate School Board is satisfied as to the extent of the student's part in the joint work; and
- (4) it must be embodied in a format as approved by the University Graduate School Board; and
- (5) it must contain an abstract of not more than 400 words and written in a form suitable for publication; and
- (6) it must not include any work or material previously submitted in full or in part for another award, except as fully acknowledged within the text of the thesis; and
- (7) it may include work previously published by the student only if it bears on the subject of the thesis. Joint publications will be acceptable provided the University Graduate School Board is satisfied with the graduate research student's part in the joint work.

### **11.16 Oral presentation of thesis**

- 11.16.1 Doctoral research students are required to make an oral presentation of the thesis to an audience drawn from within the broad disciplinary area.
- 11.16.2 The oral presentation shall normally be made during the final six months prior to the submission of the thesis.
- 11.16.3 The oral presentation may form part of the approved examination process as provided for in procedures approved by the University Graduate School Board.

### **11.17 Submission of thesis**

- 11.17.1 A student shall provide two (2) months prior notice in writing to the Dean, University Graduate School of his or her intention to submit the thesis for examination.
- 11.17.2 A student may, when submitting a thesis for examination, indicate that the thesis contains restricted or confidential information that the student does not wish to be disclosed freely and may apply to the University Graduate School Board for consideration of restriction to access.
- 11.17.3 The student may, to the extent that it is possible, place such information in an appendix to the thesis.
- 11.17.4 The University Graduate School Board may approve such restriction indefinitely or for a specified period not normally exceeding two (2) years and may impose conditions on disclosure of such information. If the requested restriction is approved by the University Graduate School Board, such information shall not be disclosed to other persons unless the Dean, University Graduate School, after consultation with the Responsible Academic Officer and the student, has authorised such disclosure or the period of restriction approved by the University Graduate School Board has expired.

11.17.5 The student shall submit to the relevant Responsible Academic Officer:

- (1) the required number of copies of the thesis including a certificate of authorship and originality; and
- (2) a student statement to confirm that the work has not been submitted previously for a degree or other award; and
- (3) if appropriate, a statement for consideration by the University Graduate School Board identifying any parts of the thesis the student considers should have restricted distribution or disclosure and the period of any such restriction.

11.17.6 Submission of any other part of the thesis which is not 'print on paper' shall be in accordance with guidelines approved by the University Graduate School Board from time to time.

11.17.7 The thesis and other works shall be transmitted to the Dean, University Graduate School by the Responsible Academic Officer with a certificate signed by the principal Supervisor certifying that:

- (1) the thesis has been completed and is ready for examination; and
- (2) in the case of a Doctoral degree, the student has made an oral presentation of the thesis.

11.17.8 If the principal Supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination the student may request a review of this decision by the University Graduate School Board.

### **11.18 Examination of thesis**

- 11.18.1 Under certain circumstances the procedures and arrangements for examination of a thesis may, with the approval of the University Graduate School Board be varied from those prescribed in Rules 11.18.3 to 11.18.5. These circumstances include but are not limited to:
  - (1) theses produced as a result of research candidature conducted jointly with another university as part of a 'cotutelle' arrangement;
  - (2) research degrees where part of the work is not 'print on paper' that necessitates a variation in examination procedures.
- 11.18.2 In cases where a variation of thesis examination procedures and arrangements is required, the proposed procedures and arrangements must be documented and submitted for approval by University Graduate School Board on advice from the Responsible Academic Officer no later than six (6) months prior to the expected thesis submission date.
- 11.18.3 On the recommendation of the Responsible Academic Officer the University Graduate School Board shall appoint examiners, as follows:
  - (1) in the case of a Doctoral degree, at least three examiners two of whom must be external examiners;
  - (2) in the case of a Masters degree, at least two examiners one of whom must be an external examiner;

- (3) a member of the student's supervisory panel is not normally permitted to be an examiner.
- 11.18.4 Where restricted distribution or disclosure of certain parts of the thesis has been approved by the University Graduate School Board, the principal Supervisor, the Responsible Academic Officer, the University Librarian and the examiners shall be informed which parts are classified and the period, if any, of restriction. If further precautions are required in the handling or transmission of the thesis the costs incurred are to be borne by the student.
- 11.18.5 Should examiners or any other parties to the examination process question whether the work is that of the student, the Dean, University Graduate School will consider the matter and take action as provided for in the procedures approved by the University Graduate School Board from time to time.
- 11.18.6 A student may be required to undertake an oral examination of his or her thesis as provided for in procedures approved by the University Graduate School Board.
- 11.18.7 The reports of the examiners shall be forwarded to the University Graduate School Board which shall consult the Responsible Academic Officer and may decide:
- (1) to recommend to Academic Board that the student has satisfied requirements for the award of the degree; or
  - (2) to recommend to Academic Board that, subject to minor changes being made to the thesis as required in Rule 11.18.8, the student has satisfied requirements for the award of the degree; or
  - (3) that the student be permitted to re-submit a revised thesis within a specified period of normally twelve (12) months for re-examination by one or more examiners; or
  - (4) that the student has failed to satisfy requirements for award of the degree and that the student's candidature be discontinued; or
  - (5) in the case of a Doctoral degree by research, that the student be advised to apply for admission to another degree; or
  - (6) to take any other action it deems appropriate before making a decision.
- 11.18.8 After examination of the thesis, any minor changes to the thesis that do not require re-submission for re-examination, must be completed to the satisfaction of the Responsible Academic Officer within six (6) months of date of notification. The Responsible Academic Officer will report satisfactory completion of the changes to the University Graduate School Board.
- 11.18.9 If a student who has been given the opportunity to submit a revised thesis for re-examination fails to do so in the specified period the student will be deemed to have failed to satisfy requirements for the award of the degree consistent with Rule 11.18.7(4) and the student's candidature will be discontinued (refer Rule 11.20).

### 11.19 Deposit of thesis

- 11.19.1 A student is required to deposit with the University Library for permanent retention one complete copy of each thesis for which the award of a degree is recommended subject to the following requirements:
- (1) the original or an acceptable copy of the print component of the thesis shall be printed on quality acid-free paper as specified by the University Graduate School Board; and
  - (2) any part of the thesis which is not 'print on paper' must be recorded or produced in a format approved by the University Graduate School Board on the advice of the University Librarian in regard to its preservation and maintenance.
- 11.19.2 Where an electronic copy of the thesis is required, it shall be provided in the format and in accordance with procedures approved by the University Graduate School Board.
- 11.19.3 The copy of the thesis deposited with the University Library will be available for consultation, loan or copying at the discretion of the University Librarian unless the University Graduate School Board on the application of the student determines that the thesis, or parts of the thesis, shall not be available until after the expiry of a period, which shall not normally exceed two (2) years.

### 11.20 Discontinuation of candidature

- 11.20.1 A student who wishes to withdraw permanently from candidature in a research course must lodge an application for withdrawal in accordance with procedures prescribed by the Registrar.
- 11.20.2 The University may discontinue a student's candidature in a research course in certain circumstances including but not limited to:
- (1) unsatisfactory progress
    - (a) where a student has not submitted a thesis for examination within the approved period of candidature as specified in Rule 11.7 (refer Rule 11.10);
    - (b) where a student has not satisfied progress requirements (Rule 11.13);
    - (c) where a student has not satisfied candidature assessment requirements (Rule 11.14)

in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as withdrawn.
  - (2) unsatisfactory examination
    - (a) where a student has not re-submitted a revised thesis for re-examination in the required time period (Rule 11.18.9);
    - (b) where a student has failed to satisfy requirements for the award of the degree (Rule 11.18.7(4))

in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as a failure.

11.20.3 Where a student's candidature has been discontinued by the University, the student shall be notified in writing by the University Graduate School as soon as reasonably possible and giving the reason for the discontinuation.

### **11.21 Appeal against discontinuation of candidature**

11.21.1 A student whose candidature is discontinued in accordance with Rule 11.20.2 may lodge an appeal against the discontinuation of candidature with the Registrar.

11.21.2 Under normal circumstances an appeal against discontinuation of candidature must reach the Registrar within three (3) weeks of the date of official notification.

11.21.3 A student may request the Registrar to consider an extension of time to submit an appeal against discontinuation. Any such request should normally be received within three (3) weeks of the date of official notification.

11.21.4 In normal circumstances, the grounds for appeal against a decision of discontinuation of candidature due to unsatisfactory progress made pursuant to Rule 11.20.2(1) are:

- (1) the existence of procedural irregularities in the candidature assessment, in the handling of progress reports or in the implementation of other requirements deemed necessary for satisfactory progress;
- (2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's progress, an awareness of which would have reasonably led to a decision other than the discontinuation of candidature;
- (3) the decision was based on factual errors of such magnitude as to invalidate the decision.

11.21.5 In normal circumstances, the grounds for appeal against a decision of discontinuation of candidature due to an unsatisfactory examination made pursuant to 11.20.2(2) are:

- (1) procedural irregularities in the conduct of the examination;
- (2) documentary evidence of errors or irregularities on the part of one or more of the examiners.

11.21.6 The Registrar shall refer the appeal to the Dean of the relevant Faculty. The Dean should consult the appropriate Responsible Academic Officer and other academic staff members he or she considers relevant to enable a recommendation to be prepared.

11.21.7 The recommendation of the Dean of the relevant Faculty, together with any supporting documentation, must be forwarded to the Registrar.

11.21.8 The Registrar shall then refer the Dean's recommendation to the student for the student to provide a written response to the recommendation.

11.21.9 Under normal circumstances the student's response must reach the Registrar within ten (10) days of the date of notification.

11.21.10 In exceptional circumstances the Registrar may approve an extension of time for the student to respond to the Dean's recommendation.

11.21.11 The Registrar shall then refer the student's appeal, the Dean's recommendation and the student's response to the Graduate Research Students' Appeals Committee, constituted under Rule 17.3, for consideration and decision.

### **11.22 Result of appeal**

11.22.1 Where an appeal against discontinuation due to unsatisfactory progress is upheld:

- (1) the student's candidature will be reinstated;
- (2) the University Graduate School Board will, upon advice from the Responsible Academic Officer, determine the period of candidature remaining and any other requirements for the student to complete the course.

11.22.2 Where an appeal against discontinuation due to unsatisfactory examination is upheld:

- (1) the student's candidature will be reinstated;
- (2) the University Graduate School Board will, upon advice from the Responsible Academic Officer, determine the steps and processes necessary for the re-examination to be conducted in an appropriate timeframe or for the examination to be repeated as appropriate.

11.22.3 Where an appeal against discontinuation is not upheld the discontinuation of candidature will be confirmed.



## SECTION 12 – HIGHER DOCTORAL DEGREE REQUIREMENTS

### 12.1 Higher Doctoral degrees

12.1.1 The University Council has determined that there shall be the following Higher Doctoral degrees:

- (1) Doctor of Engineering (DEng);
- (2) Doctor of Fine Arts (DFA);
- (3) Doctor of Laws (LLD);
- (4) Doctor of Letters (LittD);
- (5) Doctor of Science (DSc).

### 12.2 Requirements for award

12.2.1 Any of the degrees referred to in Rule 12.1.1 may be conferred by the University Council on a candidate who has to the satisfaction of the Academic Board made a significant original contribution to a field of knowledge and whose scholarly works exhibit, among other things, a level of originality and creativity which marks them as a major authority in his or her field.

### 12.3 Eligibility

12.3.1 To qualify for consideration as an applicant for the award of a Higher Doctoral degree, an applicant must:

- (1) have been a full-time academic staff member of the University of Technology, Sydney for at least three consecutive years or the equivalent as a part-time academic staff member, or otherwise, in the opinion of the Dean of the relevant Faculty have had an equivalent connection with the University of Technology, Sydney; and
- (2) hold a degree of the University of Technology, Sydney; or
- (3) hold a degree from another tertiary institution, and be in the opinion of the Dean of the relevant faculty otherwise qualified to be a candidate for a Higher Doctoral degree by reason of eminence in learning or creative achievements.

### 12.4 Application

12.4.1 An applicant for Higher Doctoral degree candidature shall submit to the Dean, University Graduate School an application together with four copies of the published work that the applicant wishes to have examined.

12.4.2 The Dean, University Graduate School shall refer the application to the Dean of the relevant faculty for a recommendation as to:

- (1) whether the applicant satisfies the eligibility criteria in Rule 12.3.1;
- (2) whether the published work is prima facie worthy of examination for the degree and if so for recommendation as to examiners.

### 12.5 Submitted works

12.5.1 The work submitted for examination for a Higher Doctoral degree must be published works of which the candidate is author or joint author.

12.5.2 In the case of works of which the candidate is a joint author, the candidate shall submit a written statement and such supporting material as the Higher Doctoral Degrees Committee requires,

indicating the extent of the contribution of the candidate to the works.

12.5.3 A candidate shall not submit any work for which the candidate has already been granted a degree by any university.

### 12.6 Examination of works

12.6.1 The Higher Doctoral Degrees Committee shall appoint no fewer than three examiners, none of whom shall be staff members of the University, to examine the submitted works.

12.6.2 Each examiner shall submit to the Higher Doctoral Degrees Committee an independent report in writing and shall recommend, on the basis of the submitted work, whether the candidate's work:

- (1) has demonstrated outstanding creative achievement or an outstanding contribution to the field of knowledge in which those works fall; and
- (2) has exhibited a level of originality and creativity that marks the candidate as a major authority in that field.

12.6.3 The Higher Doctoral Degrees Committee shall consider the reports of the examiners and shall formulate a recommendation to the University Graduate School Board that:

- (1) the candidate has satisfied requirements for the award of the degree; or
- (2) the candidate has not satisfied requirements for the award of the degree; or
- (3) the University Graduate School Board takes other action as recommended by the Higher Doctoral Degrees Committee.

12.6.4 The University Graduate School Board shall consider the recommendation of the Higher Doctoral Degree Committee and:

- (1) recommend to Academic Board that the candidate has satisfied the requirements for the award as specified in Rule 12.2; or
- (2) determine that the candidate has not satisfied requirements for the award of the degree; or
- (3) take other action as it deems appropriate.

12.6.5 The candidate shall be advised of the University Graduate School Board's action under 12.6.4.

### 12.7 Deposit of works

12.7.1 The provisions of Rule 11.19 (Graduate Research Study) shall apply in respect of published works submitted under this Section of the Rules and for which an award is conferred under this Section of the Rules.

### 12.8 Higher Doctoral Degrees Committee

12.8.1 The Higher Doctoral Degrees Committee shall consist of such persons as the University Graduate School Board may nominate and determine from time to time.

12.8.2 Any approval given or made by a majority of those members of the Higher Doctoral Degrees Committee, present and voting at a duly constituted meeting of the Committee shall, for the purposes of this Section of the Rules, be deemed to be an approval, recommendation, decision or other determination of the Higher Doctoral Degrees Committee.

## SECTION 13 – AWARDS AND GRADUATION

### 13.1 Application of these Rules

This Section of the Rules applies to all those who are considered eligible to receive an academic award of the University.

### 13.2 Completion of requirements

#### 13.2.1 Coursework

- (1) Coursework students must have:
  - (a) been enrolled in a course that leads to the award; and
  - (b) completed the educational and other approved requirements of the course as set out in official publications of the University in the year in which they commenced study in that course unless other requirements have been approved by the relevant Responsible Academic Officer in accordance with Rule 3.6.2; and
  - (c) satisfied the requirements of Rule 6.2 in relation to the limit of approved credit where credit has been granted towards a course in recognition of prior learning.
- (2) The relevant Faculty Board shall confirm that those students who have satisfied the approved course requirements have completed the course, and shall notify Academic Board of the names of all such students and recommend to Academic Board that those students are eligible to graduate.
- (3) Where, as a result of death or permanent incapacity, a student fails to complete the assessment requirements for subjects in which the student was enrolled and which if successfully completed, would have satisfied requirements for an award, the relevant Faculty Board may recommend to Academic Board that the student be deemed to have completed requirements of a course. Such a recommendation would normally be made within two (2) years of the student's last enrolled teaching period and must be supported by relevant documentary evidence.

#### 13.2.2 Graduate research

- (1) Graduate research students must have:
  - (a) been enrolled in the course that leads to the award; and
  - (b) completed satisfactorily the educational, research and other requirements as approved for the student.
- (2) The University Graduate School Board shall determine those students who have completed the course requirements.
- (3) The University Graduate School Board shall notify Academic Board and recommend to Academic Board that those students, so notified, having completed course requirements satisfactorily are eligible to graduate.

### 13.3 Eligibility to graduate

- 13.3.1 Academic Board shall recommend to Council the conferral of awards upon those students who have satisfactorily completed course requirements in accordance with Rule 13.2 and are considered eligible to graduate.
- 13.3.2 Notwithstanding Rule 13.3.1 above, the Registrar may determine that a student who has completed course requirements in accordance with Rule 13.2 is not eligible to graduate in particular circumstances including but not limited to:
  - (1) where proceedings relevant to the student are pending or have commenced in accordance with the provisions of Section 16 (Student Misconduct and Appeals); or
  - (2) where the student has not discharged all of his or her financial obligations to the University; or
  - (3) where the student has not returned all borrowed library books, University equipment and materials.

### 13.4 Conferral of award

- 13.4.1 Degree and Diploma awards are conferred by the University Council at University graduation ceremonies.
- 13.4.2 Graduate Certificate awards are conferred by a resolution of the University Council and may be presented at a faculty ceremony.
- 13.4.3 An award of the University may be conferred posthumously.
- 13.4.4 A student who is eligible to graduate is normally required to do so at the first allocated graduation or presentation ceremony following the completion of course requirements whether in person or 'in absentia'.
- 13.4.5 In exceptional circumstances, a student may be permitted to defer graduation by one half year.
- 13.4.6 Students who are eligible to graduate, who have not been approved for deferral of graduation and who do not attend the allocated ceremony will have their award conferred 'in absentia' at the allocated ceremony.

### 13.5 Rescission of award

- 13.5.1 In exceptional circumstances, the University may rescind the conferral of an award, including but not limited to situations where:
  - (1) the University Student Conduct Committee has determined that rescission of an award is an appropriate penalty as provided for in Rule 16.3.1(1); or
  - (2) significant fraudulent or deceitful activities have been identified and proven subsequent to the conferral of the award and which, had they been known at the time of conferral of the award, would have led to a decision not to confer the award; or
  - (3) administrative error has resulted in incorrect conferral of an award.
- 13.5.2 In the case of 13.5.1(1) above:
  - (1) no action will be taken to implement the University Student Conduct Committee

decision until such time as any appeal against that decision has been considered as provided for in accordance with Section 16 (Student Misconduct and Appeals) or until the time limit for lodgment of such an appeal has expired;

- (2) if no appeal is lodged or the original decision of the University Student Conduct Committee to rescind the award is upheld, the Vice-Chancellor will notify Academic Board and Council of the decision to rescind the award.
- (3) the Registrar will provide notice of the decision and reasons for the decision to the recipient of the award.

13.5.3 In the case of 13.5.1(2) above:

- (1) the Vice-Chancellor will establish a panel with an appropriate membership:
  - (a) to investigate the alleged or suspected fraudulent or deceitful activities;
  - (b) to provide a report to the Vice-Chancellor which includes recommendations as to any further action including but not limited to whether:
    - (i) the matter relates to individual misconduct as provided for in Section 16 (Student Misconduct and Appeals) and if so, any further action should proceed under the terms of those Rules;
    - (ii) the matter relates to other circumstances in which case any further action will be determined relevant to the circumstances.
- (2) the Vice-Chancellor will provide notice to the award recipient of any decision to take further action and will provide appropriate opportunities consistent with basic fairness for the award recipient to address the issues involved and to make a submission to the Vice-Chancellor on the matter prior to any final decision being taken on the status of the award.
- (3) the Registrar will inform the award recipient of the outcome of the Vice-Chancellor's decision.

13.5.4 In the case of 13.5.1(3) above:

- (1) the student will be advised of the proposed corrective action and any relevant consequences and will be given the opportunity to comment on these prior to a recommendation being made to Academic Board under 13.5.4(2) below;
- (2) the Registrar will report the matter to Academic Board for recommendation to Council that the appropriate corrective action be taken.

13.5.5 The Registrar may provide information on a decision to rescind an award and reasons for the decision to any other person who has a legitimate reason for having access to such information and in accordance with the provisions of the University Policy on Management and Protection of Personal Student Information.

### 13.6 Award nomenclature

- 13.6.1 Award nomenclature including abbreviations shall be in accordance with official award nomenclature for the course, as approved by the University and published in official University publications.
- 13.6.2 Graduates are entitled to use the official award nomenclature once the award has been conferred by the University Council.

### 13.7 Level of award – classification and grading

- 13.7.1 Subject to the provisions of Rules 13.7.2 and 13.7.3 below, the relevant Faculty Board shall recommend to Academic Board the classification and grading of the award, if any, to be conferred upon individual students.
- 13.7.2 The level of award recommended for individual students shall be determined by the relevant Faculty Board in accordance with guidelines approved by Academic Board from time to time.
- 13.7.3 The classification and grading of awards for each course shall be in accordance with the following provisions:
  - (1) For a Doctoral degree, the award shall not be classified.
  - (2) For a Masters degree by research, the award shall not be classified.
  - (3) For a Masters degree by coursework for which the award of Honours is available, the award shall be classified as:
    - (a) Masters degree with Honours; or
    - (b) Masters degree.
  - (4) For a Bachelor Honours degree the award shall be classified as:
    - (a) Bachelor Honours degree with First Class Honours; or
    - (b) Bachelor Honours degree with Second Class Honours, which may be graded into Division 1 and Division 2 in those faculties that require such grading; or
    - (c) Bachelor Honours degree with Third Class Honours, which may be awarded in those faculties that require such grading.
  - (5) For a Bachelor degree for which the award of Honours is available, the award may be classified as:
    - (a) Bachelor degree with First Class Honours; or
    - (b) Bachelor degree with Second Class Honours, which may be graded into Division 1 and Division 2 in those faculties that require such grading; or
    - (c) Bachelor degree.
  - (6) For a Bachelor degree for which the award of Honours is not available, the award may be classified as:
    - (a) Bachelor degree with Distinction; or
    - (b) Bachelor degree with Credit; or
    - (c) Bachelor degree.

- (7) For a Graduate Diploma, the award may be classified as:
  - (a) Graduate Diploma with Distinction; or
  - (b) Graduate Diploma with Credit; or
  - (c) Graduate Diploma.
- (8) For a Diploma, the award may be classified as:
  - (a) Diploma with Distinction; or
  - (b) Diploma with Credit; or
  - (c) Diploma.
- (9) For an Associate Diploma or a Graduate Certificate, the award shall not be classified.

### **13.8 University Medal**

- 13.8.1 A University Medal may be awarded, in accordance with the guidelines approved by Academic Board from time to time, to a graduating student who is considered by the relevant Faculty Board to have demonstrated exceptional merit.

### **13.9 Testamurs**

- 13.9.1 A testamur is the official certificate of the University that attests to a particular person having satisfied requirements for and graduated with a particular award of the University.
- 13.9.2 A testamur is a legal document issued under the seal of the University and is issued in original form only once for each specific award conferred.
- 13.9.3 A register of all testamurs issued shall be maintained by the Registrar.
- 13.9.4 A certificate of replacement for a testamur may be requested by a graduate and issued by the Registrar in the form and on such conditions as determined by the Council from time to time.

### **13.10 Academic dress**

- 13.10.1 Academic dress is prescribed by the University Council for each award of the University, with the exception of Graduate Certificates.
- 13.10.2 Graduands who attend graduation ceremonies are required to wear the academic dress of the degree or diploma that is to be conferred upon them at the ceremony.
- 13.10.3 Graduates of the University are entitled to wear the academic dress, appropriate to the level of award obtained, at appropriate formal occasions.

## **SECTION 14 – HONORARY AWARDS OF THE UNIVERSITY**

### **14.1 Honorary awards**

- 14.1.1 The University Council has determined that there shall be the following honorary awards:
  - (1) Honorary Doctor of Engineering (HonDEng);
  - (2) Honorary Doctor of Laws (HonLLD);
  - (3) Honorary Doctor of Letters (HonLittD);
  - (4) Honorary Doctor of Science (HonDSc);
  - (5) Honorary Doctor of the University (HonDUniv);
  - (6) Fellow of the University.

### **14.2 Determination of recipients**

- 14.2.1 Council may, on the recommendation of the Honorary Awards Committee, the Chancellor or the Vice-Chancellor, resolve to confer an honorary award upon a person who has satisfied the criteria determined by Council as being appropriate to the specific award in question.
- 14.2.2 Such determination shall be in accordance with the Honorary Awards Policy approved by Council from time to time.

## SECTION 15 – UTS EQUIPMENT LOANS

### 15.1 Equipment availability

15.1.1 The University may make available University equipment for loan to a student to meet specific teaching, learning, or assessment requirements as specified in subject outlines or course requirements provided to students, or in relation to other academic-related activities.

### 15.2 Responsibilities of faculties and units

15.2.1 Faculties and units are responsible for:

- (1) ensuring that the conditions of equipment loans are clearly stated in written form and provided to students;
- (2) ensuring that borrowers present their University Student Identity Card and sign an undertaking to abide by the conditions of the equipment loan;
- (3) maintaining a register of equipment loans which includes at least the following:
  - (a) UTS asset number;
  - (b) the serial number, make and model of the equipment;
  - (c) student number shown on the University Student Identity Card;
  - (d) student's full name;
  - (e) date of loan;
  - (f) due date for return of equipment;
  - (g) amount of any conditional deposit imposed on the particular borrower;
- (4) reporting any breach of the conditions of an equipment loan to the relevant Dean or Director who shall act in accordance with Rule 15.4 below.

### 15.3 Responsibilities of borrowers

15.3.1 Equipment borrowers are responsible for:

- (1) ensuring that any UTS equipment item that they remove from University premises has been officially registered for borrowing with the relevant faculty or unit in accordance with Rule 15.2; and
- (2) the safekeeping and return of items borrowed by the due date and time.

15.3.2 Equipment borrowers must:

- (1) not carelessly or wilfully mutilate or damage UTS equipment;
- (2) take reasonable precautions to ensure the safekeeping of equipment and minimise the opportunity for theft, loss of, or damage to, the equipment;
- (3) not leave or attempt to leave UTS premises:
  - (a) with any UTS equipment item which is not registered for loan in the borrower's name with the relevant faculty or unit;
  - (b) with part of any UTS equipment item which is not registered for loan in the borrower's name with the relevant faculty or unit;

- (4) not use UTS equipment for any unauthorised purpose;
- (5) not use UTS equipment in any way which may infringe the rights or endanger the safety of others;
- (6) immediately report any malfunctions or existing damage to equipment to the relevant University officer within a faculty or unit;
- (7) immediately report any loss, theft or damage of or to the equipment to the relevant University officer.

### 15.4 Non-compliance

15.4.1 Where a Dean or Director believes on reasonable grounds that an equipment borrower has not complied with the specific conditions of loan as specified pursuant to Rule 15.2.1(1) above or has not complied with the requirements of Rule 15.3 above, the Dean or Director may do any or all of the following:

- (1) place restrictions on future use of the equipment;
- (2) deny future loans to the borrower;
- (3) request the Registrar not to permit the student to re-enrol or graduate, or to withhold assessment results, until the equipment is returned;
- (4) require payment by the borrower of a specified amount not exceeding the amount of the value of the cost of replacement or repair of the equipment item;
- (5) require the borrower to lodge a conditional deposit as part of the loan conditions of any subsequent loan(s);
- (6) refer the matter to the Registrar who will deal with it in accordance with Section 16 (Student Misconduct and Appeals).

15.4.2 Where the Dean or Director believes one or more of the actions in Rule 15.4.1(1) to 15.4.1(6) are appropriate, the Dean or Director will notify and give reasons to the student and the Registrar. The Dean or Director may notify any other person of the decision and reasons on a need to know basis.

## SECTION 16 – STUDENT MISCONDUCT AND APPEALS

### PART A – GENERAL PROVISIONS

#### 16.1 Application

- 16.1.1 The Rules in this Section apply to and in respect of all students of the University and in respect of misconduct by a person who was a student at the time of the misconduct, whether or not the person is currently enrolled (refer Rule 1.3.2 Conduct of students).
- 16.1.2 Nothing in these Rules precludes the University from initiating civil or criminal proceedings against a student or former student in respect of misconduct.

#### 16.2 Definition of misconduct

16.2.1 **Student misconduct** includes both academic misconduct and non-academic misconduct.

16.2.2 **Academic misconduct** includes but is not limited to:

- (1) (a) cheating or acting dishonestly in any way; or
- (b) assisting any other student to cheat or act dishonestly in any way; or
- (c) seeking assistance from others in order to cheat or act dishonestly; or
- (d) attempting to do (a) or (b) or (c) in an examination under the supervision of the Registrar or an examination, test, assignment, essay, thesis or any other assessment task under the supervision of a Faculty that a student undertakes as part of the educational requirements of the course in which the student is enrolled;
- (2) using, or attempting to use, any material or equipment that is not specified on an examination paper for use in the examination;
- (3) plagiarising, i.e. taking and using someone else's ideas or manner of expressing them and passing them off as his or her own by failing to give appropriate acknowledgement of the source;
- (4) contravening any provision of the Act, the By-law or a Rule dealing with student academic conduct;
- (5) acting in contravention of any official statement that defines acceptable academic practice as approved by Council, Academic Board or a Faculty Board from time to time;
- (6) engaging in any other improper academic conduct.

16.2.3 **Non-academic misconduct** includes but is not limited to:

- (1) contravening any provision of the University Act, the By-law or a Rule;
- (2) acting in contravention of any official statement that defines acceptable standards of conduct and behaviour as approved by Council, Academic Board or a Faculty Board from time to time;

- (3) prejudicing the good name or academic standing of the University;
- (4) prejudicing the good order and government of the University;
- (5) a breach of confidentiality or privacy requirements or obligations in respect of the University or its staff, students or other relevant parties;
- (6) interfering with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University;
- (7) harassing or engaging in any other form of improper or discriminatory behaviour towards another student, an officer of the University, a visitor to the University, or any other person whilst pursuing any activity related to his or her University purposes; such misconduct may relate, but is not limited, to race, ethnic or national origin, gender, marital status, sexual preference, disability, age, political conviction or religious belief;
- (8) intimidating or assaulting another student, officer of the University, a visitor to the University or any other person whilst pursuing any activity related to his or her University purposes;
- (9) failing to comply with any order or direction lawfully made or given under the Act, the By-law or a Rule;
- (10) refusing to identify himself or herself when asked lawfully to do so by an officer of the University;
- (11) failing to comply with any conditions set by the Vice-Chancellor under Rule 2.1.9 or under Rule 16.3.3;
- (12) breaching the terms or conditions of a penalty imposed for student misconduct;
- (13) obstructing any officer of the University in the performance of the officer's duties including preventing or attempting to prevent an officer of the University from occupying or using his or her assigned work area and/or refusing to leave such an area when instructed to do so;
- (14) behaving disgracefully, improperly or inappropriately:
  - (a) in a class, meeting or other activity in or under the control or supervision of the University, or
  - (b) on University premises, or
  - (c) on any other premises to which the student has access for his or her University purposes;
- (15) failing to comply with the prescribed provisions relating to the student's placement at another institution, place of learning or place of business;
- (16) acting dishonestly in relation to an application for admission to the University;
- (17) knowingly making any false or misleading representation about things that concern the student as a student of the University or breaching Rule 2.1.8;

- (18) altering or attempting to alter any document or record of the University, or causing or attempting to cause any unauthorised alteration of such a document or record;
- (19) accessing or using another student's academic work by theft or other unauthorised means;
- (20) misusing any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- (21) without limiting, in any way, (20) above or the definition of 'facility', misusing any computing or communications equipment or capacity to which the student has access at or away from University premises for his or her University purposes in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- (22) stealing, destroying, damaging or causing loss or cost in respect of a facility or property of the University or for which the University is responsible.

### 16.3 Penalties

16.3.1 The penalty or penalties for student misconduct may be one or more of the following:

- (1) rescission of an academic award conferred by the University where the award is as a result of fraud or serious academic misconduct committed by the student before the award was conferred;
- (2) revocation of a recommendation to the Academic Board or the University Council that a student has satisfied the requirements for an award, effective for a period of up to twelve (12) months;
- (3) permanent exclusion from the University, in which case:
  - (a) the student's enrolment will be terminated;
  - (b) the student will be recorded as excluded from the University;
  - (c) the student will not be entitled to any benefits, advantages or privileges of the University;
  - (d) the student will not be permitted to enrol in any course of study whether for award or otherwise at the University;
  - (e) any further applications from the student for admission to any course of study at the University will not be considered;
- (4) exclusion from the University for a period of up to five (5) years in which case:
  - (a) the student's enrolment will be terminated;
  - (b) the student will be recorded as excluded from the University for the specified period of exclusion;
  - (c) the student will not be entitled to any benefits, advantages or privileges of the University for the specified period of exclusion;

- (d) the student will not be permitted to enrol in any course of study at the University whether for award or otherwise during the period of any exclusion;
- (e) the student may re-apply for readmission to the course at the University at the end of the period of exclusion. Readmission is not automatic and conditions relating to the student's future conduct at the University may be set by the Vice-Chancellor;
- (5) suspension from the University for a specified period not exceeding twelve (12) months in which case:
  - (a) the student will not be entitled to any benefits, advantages or privileges of the University during the period of suspension;
  - (b) the student will not be permitted to enrol in any course of study whether for award or otherwise at the University during the period of suspension;
  - (c) the student will be entitled to re-enrol in the course from which the student has been suspended at the end of the period of suspension;
- (6) suspension from a course of the University for a period not exceeding twelve (12) months in which case:
  - (a) the student will not be entitled to any course-related benefits, advantages or privileges of the University during the period of suspension;
  - (b) the student will not be permitted to enrol in the course from which the student has been suspended during the period of suspension;
  - (c) the student will be entitled to re-enrol in the course from which the student has been suspended at the end of the period of suspension;
- (7) withholding of academic results for the relevant teaching period, and/or of an academic transcript, including deferral or withdrawal of permission to graduate, for a specified period not exceeding twelve (12) months;
- (8) imposing conditions on enrolment and participation in specified subjects for a specified period not exceeding twelve (12) months, in which case if there is a further act of misconduct during the specified period the Vice-Chancellor or the Dean shall refer the matter to the University Student Conduct Committee or the relevant Faculty Student Conduct Committee, as the case may be, for a recommendation on the imposition of a more severe penalty;
- (9) if the misconduct constitutes academic misconduct in relation to a subject in which the student is enrolled:
  - (a) a zero mark and 'Fail' result for any part or parts of the assessment of the subject;

- (b) a requirement that the student re-submit a specific assessment task, with a reduction in marks to no more than a specified percentage of the maximum possible mark in the assessment task;
  - (c) a requirement that the student must undertake alternative assessment for the whole subject, for which the maximum possible mark can be no greater than a specified percentage of the total value of the assessment;
  - (d) a zero mark and 'Fail' result for the total assessment in the subject, in which case the zero mark and 'Fail' result will be denoted on the official record of the student in the same way as a 'Fail' result awarded in the usual way;
- (10) exclusion from attendance at specified classes or subjects for a specified period not exceeding twelve (12) months, provided that these do not include the entirety of classes or subjects for which the student is enrolled or is eligible to be enrolled;
- (11) exclusion from and prohibition from use of specified facilities of the University for a specified period not exceeding twelve (12) months;
- (12) payment to the University or a third party by a specified date of a specified amount not exceeding the amount of any loss or damage where an act of misconduct involves loss of or damage to property or facilities of the University or a third party, in which case failure to pay the specified amount to the University by the specified date will be treated as a debt to the University and incur any or all such sanctions for non payment of charges as are provided for in the Section 4 (Fees, Charges and Other Financial Obligations);
- (13) payment to the University by a specified date of a specified amount for its costs, not exceeding the amount of any costs incurred where an act of misconduct involves lengthy inquiries and proceedings, in which case failure to pay the specified amount to the University by the specified date will be treated as a debt to the University and incur any or all such sanctions for non payment of charges as are provided for in Section 4 (Fees, Charges and Other Financial Obligations);
- (14) payment to the University by a specified date of a fine up to \$5,000, with maximum fines for particular types of offences determined in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5), in which case failure to pay the specified amount to the University by the specified date will be treated as a debt to the University and incur any or all such sanctions for non payment of charges as are provided for in Section 4 (Fees, Charges and Other Financial Obligations);
- (15) imposition of specified conditions on attendance at specified classes or use of specified facilities of the University;
- (16) a reprimand or caution.
- 16.3.2 Matters which may be taken into account in recommending or imposing a penalty in respect of instances of misconduct under these Rules include but are not limited to:
- (1) the nature and seriousness of the misconduct;
  - (2) a student's previous record of misconduct;
  - (3) previous penalties imposed for student misconduct including any penalty deferred in accordance with Rule 16.3.3;
  - (4) the fact that a student has admitted an alleged act of misconduct;
  - (5) the fact that a student came forward on the student's own initiative and admitted an act of misconduct.
- Regard should also be had to the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct which are set out in Schedule 5 of the Rules, and which can be amended by the Vice-Chancellor from time to time, subject to notification of any change to Academic Board and Council.
- 16.3.3 The operation of a penalty may be deferred by the authority imposing the penalty for a period that will not normally exceed two (2) years, but may in appropriate cases continue for the duration of a student's enrolment in the course. During the period in which a penalty is deferred, as a condition of continued enrolment, the student must comply with any conditions prescribed by the Vice-Chancellor.
- 16.4 Designation**
- 16.4.1 The Vice-Chancellor may at any time designate the Deputy Vice-Chancellor or a Pro-Vice-Chancellor, to exercise all or part of the Vice-Chancellor's powers, duties and responsibilities under this Section of the Rules.
- 16.4.2 The Vice-Chancellor must advise Council of any such designation.
- 16.5 Procedural fairness**
- 16.5.1 A student is entitled to procedural fairness in the handling of an allegation of student misconduct including any appeal.
- 16.5.2 Guidelines relating to Student Misconduct and Appeals which are set out in Schedule 4 of the Rules provide general guidance on procedural fairness and should usually be followed. A Conduct Committee or a Dean or the Vice-Chancellor may determine that there are sufficiently compelling circumstances to require different procedures in particular proceedings.
- 16.5.3 A student or an officer of the University including the Vice-Chancellor, Deans or member of a Conduct Committee must not hear or determine an allegation of student misconduct if he or she is personally involved in any aspect of the allegation.
- 16.5.4 For the purposes of Rule 16.5.3 a student or an officer of the University is not personally involved in any aspect of an allegation by reason only of the



fact that he or she hears or deals with the allegation under these Rules.

### **16.6 Allegation of misconduct**

- 16.6.1 An allegation of student misconduct must specify each individual act of alleged misconduct.
- 16.6.2 An allegation of student misconduct occurring within a faculty in relation to the teaching and conduct of courses and subjects within that faculty must be referred to the Dean of the relevant faculty and handled in accordance with Rule 16.11 below.
- 16.6.3 All other allegations of serious student misconduct must be referred to the Registrar and handled in accordance with Rule 16.15 below.

### **16.7 Admission of misconduct**

- 16.7.1 A student may admit an act of misconduct at any time.
- 16.7.2 When a student admits both the occurrence and the substance of an act of misconduct:
- (1) any enquiry being undertaken by a relevant officer of the University or Committee in relation to that act of misconduct will cease;
  - (2) the relevant officer of the University or Committee will make recommendations only as to the penalty or penalties in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5).

### **16.8 Faculty policy**

- 16.8.1 A Faculty Board may determine a policy for dealing with allegations of student misconduct other than those considered to be serious non-academic misconduct and dealt with under Rule 16.11.3. Any such policy must be consistent with University Rules and must be approved by Academic Board.
- 16.8.2 In dealing with an allegation of student misconduct the Dean has authority to determine whether in the first instance to deal with the matter in accordance with the approved faculty policy or to handle the matter under the procedures specified in these Rules.

### **16.9 Annual report of matters related to student misconduct**

- 16.9.1 Each year the Dean of each Faculty will provide the Registrar with a written report on the recommendations of the Faculty Student Conduct Committees and on all actions he or she has taken in relation to student misconduct.
- 16.9.2 Each year the Registrar will provide the Vice-Chancellor, for the information of Academic Board and Council, with a report on all student misconduct matters, including decisions made in relation to the recommendations of the University Student Conduct Committee and the Faculty Student Conduct Committees.
- 16.9.3 The Vice-Chancellor will take whatever action he or she considers necessary to ensure reasonable consistency in respect of the handling of student misconduct matters between the faculties and in respect of the penalties imposed.

## **PART B – TEMPORARY EXCLUSION**

### **16.10 Exclusion from facilities and/or participation in activities**

- 16.10.1 An officer of the University may summarily exclude a student from facilities and/or participation in activities under this Rule in circumstances in which it is appropriate to do so. Such circumstances include, but are not limited to, where the officer believes:
- (1) the student is suspected of having committed an act of misconduct in, or in relation to use of facilities and/or participation in an activity; or
  - (2) the student's behaviour is disrupting use of the facilities by others or participation in activities by others or likely to disrupt them; or
  - (3) the student's behaviour is causing or encouraging others to disrupt use of the facilities and/or participation in activities; or
  - (4) there is or may be a threat to the safety of persons or property.
- 16.10.2 For the purpose of Rule 16.10 facilities and participation in activities includes but is not limited to classes, laboratories, computer laboratories, Library, practicums, clinical practice or fieldwork excursions.
- 16.10.3 Guidelines on Exclusion of Students from Facilities and/or Participation in Activities consistent with this Rule should be approved by Academic Board from time to time for the purpose of providing guidance to students and officers of the University on the application of Rule 16.10 in various circumstances and situations.
- 16.10.4 Unless sooner revoked, an exclusion from facilities and/or participation in activities ceases to have effect:
- (1) in the case of the exclusion of a student from a class, at the end of the session of the class during which the student was excluded; or where appropriate, for a period up to seven (7) days from the day on which the alleged incident occurred;
  - (2) in the case of the exclusion of a student from a fieldwork excursion, at the end of the excursion;
  - (3) in any other case, at the expiration of seven (7) days from the day on which the alleged incident occurred.
- 16.10.5 An officer of the University who excludes a student from facilities and/or participation in activities under this Rule must notify the relevant Dean, the Librarian or the Registrar of the exclusion not later than seven (7) days after the exclusion takes place and at the same time send a copy of the notice to the student.
- 16.10.6 If the incident occurs in a classroom, or during a practicum, clinical practice, fieldwork excursion or in a faculty facility, the Dean will decide whether the notified incident should be treated as an allegation of student misconduct and handled in accordance with Rule 16.10.

- 16.10.7 If the incident occurs in the Library, the Librarian will decide whether the notified incident should be treated as an allegation of student misconduct for referral to the Registrar to be handled in accordance with Rule 16.15.
- 16.10.8 If the Dean or the Librarian decides to treat the notified incident in another way, the notification and details of the subsequent action by the Dean or Librarian will be placed on the student's file and may be used at some future time in determination of a penalty should further instances of misconduct occur in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5).
- 16.10.9 In all other cases, the Registrar will determine the appropriate action in accordance with the Rules.
- 16.10.10 The student will be notified of all decisions and action taken.

## **PART C – ALLEGATIONS OF MISCONDUCT HANDLED AT THE FACULTY LEVEL**

### **16.11 Allegations referred to the Dean**

- 16.11.1 Where the Dean receives an allegation of misconduct, the Dean may obtain further details of the allegation of misconduct and make such other enquiries as he or she believes necessary.
- 16.11.2 If after considering all the information, the Dean is of the view that the allegation is without foundation, or that there is insufficient information to support the allegation or to warrant further investigation, the Dean may determine not to take further action in relation to the allegation in which case the Dean must notify the Registrar and provide sufficient information on the allegation to be retained by the Registrar on a confidential file.
- 16.11.3 Where the Dean believes an alleged act of student misconduct within the Faculty involves serious non-academic misconduct, the Dean shall refer the allegation to the Registrar to be handled in accordance with Rule 16.15. Before doing so, in cases where the allegation is made by an officer of the University, the Dean shall consult with that officer.
- 16.11.4 If the Dean decides to deal with the matter in accordance with a Faculty policy determined in accordance with Rule 16.8.1, the student must agree in writing to it being so dealt with prior to the commencement of any proceedings. If the student does not so agree, the matter is to be handled in accordance with Rule 16.11.5.
- 16.11.5 The Dean must, in writing and as soon as possible:
  - (1) notify the student of the allegation; and
  - (2) provide the student with a copy of the relevant Rules and Guidelines; and
  - (3) draw the attention of the student to the student's right to admit the alleged misconduct; and
  - (4) draw the attention of the student to any relevant approved Faculty Policy that the Dean has determined may be applied to the matter and invite the student to consider having the matter dealt with in accordance with the Faculty Policy as provided for in Rule 16.8 above; and
  - (5) give the student a reasonable period, being a period of not less than seven (7) days, to seek advice about available options; and
  - (6) ask whether the student admits or denies any or all of the allegations.
- 16.11.6 Where the student admits the allegation, the Dean must:
  - (1) deal with the matter in accordance with the Faculty Policy in those cases where the student has agreed to the matter being handled in this manner; or
  - (2) deal with the matter in accordance with the Rules as follows:
    - (a) where the Dean believes the alleged misconduct to involve serious academic misconduct refer the matter to a Faculty Student Conduct

- Committee for recommendation as to the penalty or penalties it considers appropriate; or
- (b) impose one or more of the penalties set out in Rule 16.3.1(7) to Rule 16.3.1(16), in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5); or
- (c) impose no penalty because the Dean believes no penalty is warranted;
- (3) advise the student in writing of the Dean's decision and the student's right of appeal in cases where the Dean has imposed a penalty.

16.11.7 Where the student denies the allegation of misconduct, or neither admits nor denies the allegation of misconduct by the time specified, the Dean must refer the allegation to the relevant Faculty Student Conduct Committee to make appropriate recommendations to the Dean.

## 16.12 Faculty Student Conduct Committee

### 16.12.1 Composition

- (1) A Faculty Student Conduct Committee will comprise four members:
  - (a) two members of the University staff drawn from a panel of staff approved by the relevant Faculty Board; and
  - (b) two members who are students of the University drawn from a panel of student members approved by the relevant Faculty Board from a panel nominated by the relevant Faculty Board, and who
    - (i) have attended a university for at least one year; and
    - (ii) are not full-time (continuing or fixed term) members of the University staff.

### 16.12.2 Conduct of meetings

- (1) One staff member will be appointed by the relevant Faculty Board to chair meetings of a Faculty Student Conduct Committee.
- (2) An alternate Chair may be appointed by Faculty Board from the approved panel of staff to act where the designated Chair is unavailable. In such a case the alternate Chair will assume the role of Chair and has a casting vote.
- (3) All members of a Faculty Student Conduct Committee must be present at all of its meetings.
- (4) A decision of a Faculty Student Conduct Committee requires a simple majority. In the case where the vote is tied, the Chair has an additional casting vote.

### 16.12.3 Role

- (1) Where an alleged act of misconduct has been referred by the Dean to the Faculty Student Conduct Committee the Committee must:
  - (a) inquire into any alleged act of misconduct; and

- (b) make recommendations to the Dean as to as to whether there has been an act of misconduct and if there has been, the penalty or penalties it considers to be appropriate in accordance with Rule 16.3.1.

- (2) Where a student has admitted an act of misconduct and the matter has been referred to the Faculty Student Conduct Committee the Committee must make recommendations to the Dean as to the penalty or penalties it considers appropriate for the admitted act of misconduct, in accordance with Rule 16.3.1.

### 16.12.4 Procedures

- (1) A Faculty Student Conduct Committee will determine its own procedures consistent with Rule 16.5.
- (2) The Responsible Academic Officer (or nominee) will present to a Faculty Student Conduct Committee evidence on which the allegation of misconduct is based, outline the concerns the Faculty has about the alleged misconduct and make submission as to the nature and extent of any appropriate penalty.
- (3) The student may present evidence in support of his or her case and in response to any of the matters presented by the Responsible Academic Officer (or nominee).
- (4) A Faculty Student Conduct Committee may at any time ask the Responsible Academic Officer (or nominee) or the student to present additional evidence or address specific issues.
- (5) In preparing its recommendations, a Faculty Student Conduct Committee must have due regard for the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5).
- (6) In appropriate cases the Committee may also consider any other precedent case of student misconduct that the Committee believes is similar to the case under consideration. When it does so the Committee will provide the student with sufficient general information on the precedent cases to enable the student to make representations as to the relevance and appropriateness of any such precedent, and to refer to any others.

### 16.12.5 Committee report

- (1) A Faculty Student Conduct Committee must prepare a written report containing its factual findings on any inquiry, its recommendations and its reasons.
- (2) A Faculty Student Conduct Committee must provide its written report to the Dean and the student.
- (3) The student may, within seven (7) days of receiving the report, make written representations to the Dean about the recommendations of the Faculty Student Conduct Committee.

### **16.13 Dean's decision**

- 16.13.1 In coming to a decision the Dean must consider:
- (1) the written report of a Faculty Student Conduct Committee;
  - (2) the student's written representations under Rule 16.12.5(3) (if any); and
  - (3) any other previous case of student misconduct which the Dean believes is similar to the case he or she is considering, to assist with consistency in decision-making.
- 16.13.2 The Dean may rely on the findings of fact of a Faculty Student Conduct Committee.
- 16.13.3 The Dean may accept any or all of a Faculty Student Conduct Committee's recommendations, or take a different view as to whether there has been an act of misconduct or the appropriate penalty or penalties.
- 16.13.4 If the Dean is considering a penalty that is more severe than that recommended by the Faculty Student Conduct Committee, the Dean shall, before imposing the penalty, notify the student in writing and provide the student with the opportunity to make representations concerning the appropriateness of the penalty.
- 16.13.5 The student must make any such representation within seven (7) days of receiving the details from the Dean.
- 16.13.6 Where the Dean believes one or more of the penalties specified in Rules 16.3.1(7) to 16.3.1(16) is appropriate, the Dean:
- (1) must make the decision as to penalty;
  - (2) must in writing and as soon as possible notify the student of the decision; and
    - (a) if the Dean has accepted all the recommendations of a Faculty Student Conduct Committee, the Dean need only tell the student that this was so; or
    - (b) give reasons for the decision;
  - (3) must provide the Registrar with a copy of the notification to the student;
  - (4) may notify any other person of the decision and reasons in accordance with the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).
- 16.13.7 Where the Dean believes one or more of the penalties specified in Rules 16.3.1(1) to 16.3.1(6) is appropriate, the Dean must:
- (1) refer the matter to the Vice-Chancellor for decision on the appropriate penalty;
  - (2) provide the Vice-Chancellor with a written report, which includes the Faculty Student Conduct Committee's report and the Dean's recommendations;
  - (3) provide a copy of his or her report to the student at the same time.
- 16.13.8 Where the matter has been referred to the Vice-Chancellor in accordance with Rule 16.13.7, the student may, within seven (7) days of receiving the Dean's report, make written representations to the Vice-Chancellor about the recommendations of the Faculty Student Conduct Committee and/or the Dean.

### **16.14 Vice-Chancellor's decision**

- 16.14.1 The Vice-Chancellor may impose any of the penalties in Rule 16.3.1 or no penalty.
- 16.14.2 The Registrar must, in writing and as soon as possible, notify the student of the Vice-Chancellor's decision and give reasons.
- 16.14.3 The Registrar may notify any other person of the decision and reasons in accordance with the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).

## PART D – ALLEGATIONS OF MISCONDUCT HANDLED CENTRALLY

### 16.15 Allegations referred to the Registrar

- 16.15.1 Where the Registrar receives an allegation of misconduct, the Registrar may obtain further details of the allegation of misconduct and make such other enquiries as he or she believes necessary.
- 16.15.2 If after considering all the information, the Registrar is of the view that the allegation is without foundation, or that there is insufficient information to support the allegation or to warrant further investigation, the Registrar may determine not to take further action in relation to the allegation in which case the Registrar will retain sufficient information on the allegation on a confidential file.
- 16.15.3 Where the alleged misconduct involves academic misconduct during a centrally conducted examination, the Registrar will:
- (1) inquire into the alleged misconduct;
  - (2) in consultation with the Subject Coordinator consider the evidence including the student's response, if any;
  - (3) decide on the appropriate course of action, as follows:
    - (a) dismiss the allegation of academic misconduct; or
    - (b) issue a formal warning; or
    - (c) where the student admits the misconduct and the nature of the misconduct is sufficiently serious to warrant consideration of a formal penalty under Rule 16.3, refer the matter to the Vice-Chancellor for consideration as specified in Rule 16.15.6; or
    - (d) refer the allegation to the University Student Conduct Committee;
  - (4) advise the student in writing of the decision under (3) above.
- 16.15.4 Where the alleged misconduct involves non-academic misconduct, the Registrar will:
- (1) inquire into the alleged misconduct;
  - (2) consider the evidence;
  - (3) decide on the appropriate course of action, as follows:
    - (a) dismiss the allegation of misconduct; or
    - (b) issue a formal warning; or
    - (c) where the student admits the misconduct and the nature of the misconduct is sufficiently serious to warrant consideration of a formal penalty under Rule 16.3, refer the matter to the Vice-Chancellor for consideration as specified in Rule 16.15.6; or
    - (d) refer the allegation to the University Student Conduct Committee;
  - (4) advise the student in writing of the decision under (3) above.

- 16.15.5 Where an allegation is to be referred to the University Student Conduct Committee, the Registrar must in writing and as soon as possible:
- (1) notify the student of the allegation; and
  - (2) provide the student with a copy of the relevant Rules and Guidelines; and
  - (3) draw the attention of the student to the student's right to admit the alleged misconduct;
  - (4) ask whether the student admits or denies any or all of the allegations, and
  - (5) give the student a reasonable period, being a period of not less than seven (7) days, to seek advice about available options and reply to the allegation.
- 16.15.6 Where the student admits the allegation, the Registrar must refer the matter to the Vice-Chancellor who must:
- (1) where the Vice-Chancellor believes the misconduct could be sufficiently serious to warrant the penalty specified in Rules 16.3.1(1) to 16.3.1(6) refer the matter to a University Student Conduct Committee for recommendation as to the penalty or penalties it considers appropriate; or
  - (2) impose one or more of the penalties set out in Rules 16.3.1(7) to 16.3.1(16), in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5); or
  - (3) impose no penalty because the Vice-Chancellor believes no penalty is warranted.
- 16.15.7 Where the student denies the allegation, or neither admits nor denies the allegation of misconduct by the time specified, the Registrar must refer the allegation to a University Student Conduct Committee.

## 16.16 University Student Conduct Committee

### 16.16.1 Composition

- (1) A University Student Conduct Committee will comprise four members:
  - (a) Two members of the University staff drawn from a panel of staff approved by Academic Board; and
  - (b) Two members who are students of the University drawn from a panel of student members approved by Academic Board from a panel nominated by the Faculty Boards, and who
    - (i) have attended a university for at least one year; and
    - (ii) are not full-time (continuing or fixed term) members of the University staff.

### 16.16.2 Conduct of meetings

- (1) One staff member will be appointed by the Academic Board to chair meetings of a University Student Conduct Committee.
- (2) An alternate Chair may be appointed by Academic Board from the approved panel

of staff to act where the designated Chair is unavailable. In such a case the alternate Chair will assume the role of Chair and has a casting vote.

- (3) All members of a University Student Conduct Committee must be present at all its meetings.
- (4) A decision of a University Student Conduct Committee requires a simple majority. In the case where the vote is tied, the Chair has an additional casting vote.

#### **16.16.3 Role**

- (1) Where an alleged act of misconduct has been referred by the Registrar to the University Student Conduct Committee the Committee must:
  - (a) inquire into any alleged act of misconduct, and
  - (b) make recommendations to the Vice-Chancellor as to whether there has been an act of misconduct and if there has been, the penalty or penalties it considers to be appropriate in accordance with Rule 16.3.1.
- (2) Where a student has admitted an act of misconduct and the matter has been referred to the University Student Conduct Committee the Committee must:
  - (a) make recommendations to the Vice-Chancellor as to the penalty or penalties it considers appropriate for the admitted act of misconduct, in accordance with Rule 16.3.1.

#### **16.16.4 Procedures**

- (1) A University Student Conduct Committee will determine its own procedures consistent with Rule 16.5.
- (2) The Registrar (or nominee) will present to a University Student Conduct Committee evidence on which the allegation of misconduct is based, outline the University's concerns about the alleged misconduct and make submission as to the nature and extent of any appropriate penalty.
- (3) The student may present evidence in support of his or her case and in response to any of the matters presented by the Registrar (or nominee).
- (4) A University Student Conduct Committee may at any time ask the Registrar (or nominee) or the student to present additional evidence or address specific issues.
- (5) In preparing its recommendations, a University Student Conduct Committee must have due regard for Rule 16.3.2.
- (6) In appropriate cases the Committee may also consider any other precedent case of student misconduct that the Committee believes is similar to the case under consideration. When it does so the Committee will provide the student with sufficient general information on the precedent cases to enable the student to make representations as to the relevance and appropriateness of any such precedent, and refer to any others.

#### **16.16.5 Committee report**

- (1) A University Student Conduct Committee must prepare a written report containing its factual findings on any inquiry, its reasons and its recommendations.
- (2) A University Student Conduct Committee must provide its written report to the Vice-Chancellor and the student.
- (3) The student may, within seven (7) days of receiving the report, make written representations to the Vice-Chancellor about the recommendations of the University Student Conduct Committee.

#### **16.17 Vice-Chancellor's decision**

16.17.1 In coming to a decision the Vice-Chancellor must consider:

- (1) the written report of a University Student Conduct Committee;
- (2) the student's written representations under Rule 16.16.5(3) (if any); and
- (3) any other previous case of student misconduct which the Vice-Chancellor believes is similar to the case he or she is considering, to assist with consistency in decision-making.

16.17.2 The Vice-Chancellor may rely on the findings of fact of a University Student Conduct Committee.

16.17.3 The Vice-Chancellor may accept any or all of a University Student Conduct Committee's recommendations, or take a different view as to whether there has been an act of misconduct or the appropriate penalty or penalties.

16.17.4 If the Vice-Chancellor is considering a penalty which is more severe than that recommended by the University Student Conduct Committee, the Vice-Chancellor shall, before imposing the penalty, notify the student in writing and provide the student with the opportunity to make representations concerning the appropriateness of the penalty.

16.17.5 The student must make any such representations within seven (7) days of receiving the details from the Vice-Chancellor.

16.17.6 The Registrar must, in writing and as soon as possible, notify the student of the Vice-Chancellor's decision, and

- (1) if the Vice-Chancellor has accepted all the recommendations of a University Student Conduct Committee, need only tell the student that this was so; or
- (2) advise the student of the Vice-Chancellor's reasons for the decision.

16.17.7 The Registrar may notify any other person of the decision and reasons in accordance with the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).

## PART E – STUDENT MISCONDUCT APPEALS

### 16.18 Basis for appeals

- 16.18.1 A student has a right of appeal to a Student Misconduct Appeals Committee in respect of a decision of the Vice-Chancellor under Rules 16.14, 16.15.6(2) or 16.17 or of the Dean under Rule 16.13.6.
- 16.18.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Registrar within thirty (30) days after notice of the decision is provided to the student.
- 16.18.3 The grounds on which a student may appeal against a decision of the Vice-Chancellor or of a Dean in response to the findings and recommendations of a Faculty Student Conduct Committee or University Student Conduct Committee or to the penalty or penalties imposed are:
- (1) that the decision was based on a serious misunderstanding of these Rules;
  - (2) that the decision was based on a serious mistake as to the facts;
  - (3) that a failure of procedural fairness occurred including failure to follow specified procedural requirements which would be likely to have had an impact on the decisions or outcomes of the proceedings;
  - (4) that fresh relevant evidence has become available to the student, being evidence that was not available or known to the student at the time of the hearing and which would be likely to have affected the outcome of the proceedings;
  - (5) that the penalty or penalties imposed on the student were manifestly excessive or inappropriate.
- 16.18.4 The Vice-Chancellor may, on the application of the student concerned or otherwise, direct that any action to be taken as a consequence of a decision to impose any penalty be stayed:
- (1) until the time for making an appeal against a decision has expired; or
  - (2) if an appeal against a decision is made within that time, until the appeal has been finally determined.

### 16.19 Student Misconduct Appeals Committee

#### 16.19.1 Composition

- (1) A Student Misconduct Appeals Committee will consist of:
  - (a) a person with legal qualifications as the Chair of the Committee; and
  - (b) a student of the University who has attended a university for at least two years and who is not a full-time (continuing or fixed term) member of the University staff; and
  - (c) a person with expertise in academic matters and knowledge of the University or universities.
- (2) The Council will from time to time approve panels of persons in each of the above categories who can be appointed to a Student Misconduct Appeals Committee.

- (3) No person may serve on a Student Misconduct Appeals Committee considering a case in which the person was a member of the original inquiry body (University or Faculty Student Conduct Committees) or involved previously in any capacity in the case before the Student Misconduct Appeals Committee.
- (4) When an appeal is lodged, the Registrar will nominate three persons from the approved panels to constitute the Student Misconduct Appeals Committee.
- (5) The Registrar will notify the student of the three persons who have been nominated.
- (6) Within seven (7) days of the date of notification, the student may exercise his or her right to object to the inclusion of any person.
- (7) If the student does object and if the Registrar in his or her absolute discretion is satisfied that cause exists, the Registrar will nominate another person or persons. Should the approved panel for a category be exhausted, the Registrar may nominate a person in the category who is not on the approved panel. This process will continue until a Committee can be convened.

#### 16.19.2 Objection to membership

- (1) A student has a right to object to the inclusion of a person on a Student Misconduct Appeals Committee with cause, where 'cause' is defined as:
  - (a) not having the requisite qualifications; or
  - (b) being incapable of discharging his or her duty; or
  - (c) not being impartial; or
  - (d) reasonably perceived as not being impartial.

#### 16.19.3 Conduct of appeals proceedings

- (1) All members of a Student Misconduct Appeals Committee must be present at all its meetings.
- (2) The Chair must determine any question relating to the admissibility of evidence and any other question of law.
- (3) Subject to (2) above, a decision of a Student Misconduct Appeals Committee requires a simple majority.
- (4) If a member of a Student Misconduct Appeals Committee ceases to be a member at a point when the remaining members have reached a decision and that decision is unanimous, the decision of the remaining members will be the decision of the Appeals Committee.

#### 16.19.4 Role

- (1) In normal circumstances a Student Misconduct Appeals Committee will limit the inquiry to:
  - (a) the grounds of appeal specified in the notice of appeal submitted by the student, consistent with Rule 16.18.3; and

- (b) ensuring that the penalty or penalties imposed for the student misconduct are consistent with case precedents and comparable to penalties imposed across the University for similar acts of misconduct.
- (2) In exceptional circumstances where there are substantial grounds to believe that it is necessary in the interests of justice and procedural fairness, the Student Misconduct Appeals Committee will consider the matter afresh according to the merits of the case.
- (3) The Student Misconduct Appeals Committee will make a determination in each individual case as to whether to consider the matter in accordance with (1) or (2) above.

#### 16.19.5 Procedures

- (1) A Student Misconduct Appeals Committee will determine its own procedures consistent with these Rules, including Rule 16.5. This includes whether or not to hear all or any part of a matter afresh.
- (2) Unless there are exceptional circumstances, a Student Misconduct Appeals Committee will not consider any material that has not first been considered by the Dean and the relevant Faculty Student Conduct Committee, or by the Vice-Chancellor and University Student Conduct Committee.
- (3) If new evidence is presented to a Student Misconduct Appeals Committee, being evidence that was not initially considered by the Dean or the Vice-Chancellor or the relevant Student Conduct Committee, the Appeals Committee should in normal circumstances refer the matter back for re-consideration in light of the new evidence.
- (4) A Student Misconduct Appeals Committee is not bound by the rules of evidence and may inform itself on any matter it thinks fit consistent with Rule 16.5.
- (5) A Student Misconduct Appeals Committee will normally conclude its inquiry and prepare its report within six (6) weeks of the day upon which the appeal was referred to it.
- (6) Notwithstanding the provisions of Rule 16.19.5(5), and subject to the approval of the Chancellor, Vice-Chancellor and Registrar, in an individual case the time within which the report of a Student Misconduct Appeals Committee must be made may be extended to not more than six (6) months from the day on which the appeal was referred to it or such other period, as may be warranted in exceptional circumstances.

#### 16.19.6 Dissolution of Committee

- (1) Where, in the opinion of the Registrar, a Student Misconduct Appeals Committee is not progressing an appeal expeditiously, the Registrar may, after consultation with the Chair of the Student Misconduct Appeals Committee, by notice in writing served on the members of the Student Misconduct Appeals Committee and the student, dissolve that Committee.

- (2) Where the Registrar dissolves a Student Misconduct Appeals Committee under Rule 16.19.6(1), another Committee will be constituted in accordance with Rules 16.19.1, to inquire into the appeal, provided that no person who was a member of the dissolved Student Misconduct Appeals Committee may be a member of the newly constituted Student Misconduct Appeals Committee unless the Registrar so determines.

#### 16.19.7 Decision

- (1) A Student Misconduct Appeals Committee may:
  - (a) for any reason, refer a matter back to the Vice-Chancellor, Dean, the University Student Conduct Committee or the relevant Faculty Student Conduct Committee as appropriate for further consideration and recommendations;
  - (b) uphold or dismiss an appeal against a finding that the student has committed an act of misconduct or against the penalty or penalties imposed;
  - (c) affirm, vary or nullify a penalty in accordance with the decision reached under 16.19.7(1)(b).
- (2) A decision of a Student Misconduct Appeals Committee is final.

#### 16.19.8 Report

- (1) A Student Misconduct Appeals Committee must prepare a written report containing its factual findings, reasons and decision and provide its report to the Registrar within six (6) weeks from the date of referral of the matter to the Committee or such other time as has been approved in accordance with Rule 16.19.5(6).
- (2) The Registrar will notify the student of the Committee's decision and provide the student with a copy of the Student Misconduct Appeals Committee's report.
- (3) The Student Misconduct Appeals Committee may request the Registrar to notify any other person of the decision and reasons in accordance with the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).
- (4) The Registrar will provide a report to Council each year of the appeals that have been heard and of the outcomes and will make available to Council any particular decisions and reports that Council may request.



## SECTION 17 – APPEALS COMMITTEES OF ACADEMIC BOARD

### 17.1 Constitution

17.1.1 Appeals Committees shall be constituted in accordance with Rules 17.2 to 17.5 below for the purposes of a student's right of appeal under the following Rules:

- Rule 5.6.2 Withdrawal of offer and cancellation of admission and/or enrolment
- Rule 3.4.7 (of Rule 3.4 Professional experience requirements);
- Rule 10.8 Appeals (Academic progression);
- Rule 11.21 Appeal against discontinuation of candidature (Graduate research study).

### 17.2 Coursework Students' Appeals Committee

#### 17.2.1 Composition

- (1) A Coursework Students' Appeals Committee shall consist of:
  - (a) a Deputy Chair, Academic Board (Chair);
  - (b) Alternate Chair appointed by the Chair of Academic Board;
  - (c) two academic staff members with relevant expertise appointed by the Chair of Academic Board;
  - (d) a student of the University who has been enrolled at the University for at least two semesters, appointed by the Chair of the Committee for a particular meeting/s from a panel nominated by the Deans;
  - (e) up to two academic staff members with relevant expertise co-opted by the Chair for particular meetings.
- (2) The Committee membership term shall be two years consistent with the term of membership for elected members of the Academic Board. Members may serve not more than two consecutive membership terms.
- (3) The Academic Board shall appoint panels of persons in category (d) above every two years.
- (4) Nomination of panel members in category (d) above shall be made by the Dean of each Faculty.
- (5) Panel members in category (d) may be appointed for not more than two consecutive terms.
- (6) The Alternate Chair shall serve as Chair in a case/s where the Chair has an involvement with the case/s being heard, or is otherwise not able to act as Chair.
- (7) The appointment of co-opted members in category (e) above shall be made by the Chair in consultation with the Chair, Academic Board.
- (8) The quorum will be three members including either the Chair or Alternate Chair. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.

### 17.2.2 Terms of reference

The Coursework Students' Appeals Committee shall make determinations on coursework student appeals:

- (1) against exclusion for failure to maintain the required minimum rate of progress pursuant to Rule 10.4.1;
- (2) against exclusion from the course for failure to complete the course requirements within the approved maximum time limit pursuant to Rule 10.5.7;
- (3) against permanent discontinuation from a course resulting from inability to complete course requirements pursuant to Rule 10.6.5.

### 17.3 Graduate Research Students' Appeals Committee

#### 17.3.1 Composition

- (1) A Graduate Research Students' Appeals Committee shall consist of:
  - (a) Chair/Deputy Chair appointed by the Chair of Academic Board;
  - (b) two academic staff members with experience in supervision of graduate research students appointed from a panel appointed by the Academic Board from panel members nominated by the Deans under Rule 17.3.1(3) below;
  - (c) a graduate research student of the University who has been enrolled at the University for at least one year, appointed from a panel appointed by Academic Board from panel members nominated by the Deans under Rule 17.3.1(3) below.
- (2) The Academic Board shall appoint panels of persons in categories (b) and (c) above every two years.
- (3) Nomination of panel members shall be made by the Dean of each Faculty.
- (4) Panel members may be appointed for not more than two consecutive terms.
- (5) When an appeal is lodged, the Chair of Academic Board, in consultation with the Pro-Vice-Chancellor (Research) shall constitute a Graduate Research Students' Appeals Committee as required under Rule 17.3.1 above from the panels appointed by Academic Board.
- (6) The Deputy Chair shall serve as Chair in a case where the Chair has an involvement with the case being heard, or is otherwise not able to act as Chair.
- (7) All members of a Graduate Research Students' Appeals Committee must be present at all meetings convened for a specific case. This requirement can be satisfied by the participation of one or more members through remote conferencing.

### 17.3.2 Terms of reference

- (1) The Graduate Research Students Appeals' Committee shall make determinations on graduate research student appeals against discontinuation of candidature on grounds of unsatisfactory progress pursuant to Rule 11.20.2(1) or unsatisfactory examination pursuant to Rule 11.20.2(2).
- (2) In cases where an appeal is upheld, the Graduate Research Students' Appeals Committee may also make recommendations to facilitate the implementation of a remedy appropriate to the circumstances of the matters in question.

## 17.4 Professional Experience Appeals Committee

### 17.4.1 Composition

- (1) A Professional Experience Appeals Committee shall consist of:
  - (a) Chair/Deputy Chair appointed by the Chair of the Academic Board;
  - (b) two academic staff members, with experience in the placement and administration of professional experience students, appointed from a panel appointed by the Academic Board from the panel members nominated by the Deans under Rule 17.4.1(3) below;
  - (c) a student of the University who has been enrolled at the University for at least one year and who has completed, or partially completed, professional experience course requirements, appointed from a panel appointed by the Academic Board from the panel members nominated by the Deans under Rule 17.4.1(3) below.
- (2) The Academic Board shall appoint panels of persons in categories (b) and (c) above every two years.
- (3) Nomination of panel members shall be made by the Dean of each Faculty which has a substantial number of students in courses with professional experience requirements.
- (4) The Chair, Deputy Chair and panel members may be appointed for not more than two consecutive terms.
- (5) When an appeal is lodged the Chair, Academic Board, in consultation with the Deputy Vice-Chancellor shall constitute a Professional Experience Appeals Committee as required in Rule 17.4.1(1) above from panels appointed by Academic Board.
- (6) All members of a Professional Experience Appeals Committee must be present at all meetings convened for a specific case. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.
- (7) Before making a final determination and consistent with procedural fairness, the Committee, through the Chair, may obtain appropriate advice and assistance

from a person with strong experience in professional education of students in the relevant area, who has had no previous involvement in the matter, to assist it in assessing necessary levels of capacity and standards of behaviour of students in placements.

### 17.4.2 Terms of reference

The Professional Experience Appeals Committee shall make determinations on appeals against decisions of the Vice-Chancellor pursuant to Rule 3.4.6 relating to deferral of a student's participation in any part of required professional experience that would have the effect of preventing the student from continuing his or her course.

## 17.5 Appeals Committee (Non-disclosure)

### 17.5.1 Composition

- (1) An Appeals Committee (Non-disclosure) shall consist of:
  - (a) the Chair, appointed by the Chair, Academic Board;
  - (b) two academic staff members, with experience in admission procedures of the University, appointed from a panel nominated by the Academic Board.
- (2) The Academic Board shall appoint panels of persons in categories (a) and (b) above every two years.
- (3) Nomination of panel members shall be made by the Dean of each Faculty.
- (4) The panel members may be appointed for not more than two consecutive terms.
- (5) When an appeal is lodged the Chair, Academic Board, in consultation with the Deputy Vice-Chancellor shall constitute an Appeals Committee (Non-disclosure) as required in Rule 17.5.1(1) above.
- (6) All members of an Appeals Committee (Non-disclosure) must be present at all meetings convened for a specific case. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.

### 17.5.2 Terms of reference

An Appeals Committee (Non-disclosure) shall make determinations on appeals against withdrawal of offer and cancellation of enrolment, pursuant to Rule 5.6.2.

## 17.6 Procedures for Appeals Committees

- 17.6.1 Appeals Committees shall be convened by the Registrar as required in accordance with the relevant Standing Orders of Academic Board.
- 17.6.2 Each appeal must be dealt with on its own terms and merits and in accordance with its own circumstances.
- 17.6.3 The Academic Board shall approve sets of procedural guidelines to be followed by the respective Appeals Committees established under Rules 17.2 to 17.5 above, and such guidelines shall be subject to review by the Governance Committee of Council, which may recommend amendments to the Academic Board.

- 17.6.4 An Appeals Committee shall determine how to handle the matters before it, consistent with the procedural guidelines that Academic Board has approved for it. In particular, an Appeals Committee is not bound by the rules of evidence, and may inform itself on any matter relevant to its deliberations in a way that it considers to be efficacious and reliable, consistent with basic fairness to each appellant, and having regard to the academic standards of the University.
- 17.6.5 Consistent with procedural fairness, senior administrative staff may assist Appeals Committees, act as advisers and attend meetings as required including: Director, Student Administration Unit or nominee and Director, Student Services Unit or nominee. In providing such expert assistance to an Appeals Committee, the members of staff shall confine their comments or contributions to the provision of factual information or technical or legal advice that is actually needed to assist the Committee to deal with the matter or matters before it. They should not express any opinion about the appropriate outcome for individual cases or on the merits of any case. A note should be made of the substance of their advice and this should be kept with the official University file relating to the appeal in question.
- 17.7 Dissolution of an Appeals Committee**
- 17.7.1 Where, in the opinion of the Registrar, an Appeals Committee, constituted under Rules 17.3, 17.4 or 17.5, is not progressing an appeal expeditiously, the Registrar may, after consultation with the Chair of the Appeals Committee, by notice in writing served on the members of the Appeals Committee and the student, dissolve that Committee.
- 17.7.2 Where the Registrar dissolves an Appeals Committee under Rule 17.7.1, another Appeals Committee comprised in accordance with Rules 17.3 to 17.5, may be formed to consider the appeal, but no person who was a member of the dissolved Appeals Committee may be a member of that other Appeals Committee unless the Chair of Academic Board so resolves.
- 17.8 Decision of an Appeals Committee**
- 17.8.1 A decision of an Appeals Committee requires a simple majority of the members deciding the appeal.
- 17.8.2 If a member of an Appeals Committee ceases to be a member at a point when the remaining members have reached a decision and that decision is unanimous, the decision of the remaining members will be the decision of the Appeals Committee.
- 17.8.3 An Appeals Committee may:
- (1) refer a matter back to the decision-maker for further consideration; or
  - (2) uphold an appeal and reverse the original decision; or
  - (3) uphold an appeal in part and vary the original decision; or
  - (4) dismiss an appeal.
- 17.8.4 The Chair of an Appeals Committee must normally provide the Registrar with the Committee's minutes within five (5) days of the meeting at which a decision is made. An extension of this time limit by no more than five (5) days is possible and subject to agreement between the Chair and the Registrar. The minutes must contain the record of the decision taken and the reasons for the decision.
- 17.8.5 A decision of an Appeals Committee is final and must be reported to the Academic Board for information.
- 17.9 Notification of decision**
- 17.9.1 The Registrar must provide notice of the Committee's decision and reasons for the decision to the student.
- 17.9.2 The Registrar may provide notice of the decision and reasons for it to any other person who has a legitimate reason for having access to such information and in accordance with the provisions of the University Policy on Management and Protection of Personal Student Information.

## SECTION 18 – USE OF THE UNIVERSITY LIBRARY

### 18.1 Definitions

18.1.1 The Rules in this Section shall be referred to collectively as the Rules relating to Use of the University Library.

18.1.2 In the Rules relating to Use of the University Library:

**client** means any person who borrows, accesses or otherwise uses UTS Library resources, services and facilities.

**ID Card** means either:

- (1) the official student identification card issued by the University (refer Rule 2.2.1 Student Identity Card) which includes a barcode for the purposes of facilitating loans; or
- (2) the official staff identification card issued by the University which includes a barcode for the purposes of facilitating loans; or
- (3) other registration cards issued by the UTS Library.

**Inter-Library Loan** means an item borrowed from another library by the UTS Library on behalf of a client, or by the client through a UTS Library system, which for the duration of the loan shall be treated as being a UTS Library item and be subject to the same Rules as UTS Library items.

**patron barcode** means a machine readable label which gives the client a unique identification number.

**patron record** means an official Library system record which shows the client's current registration and borrowing status.

**Insearch Ltd** is a wholly owned subsidiary of UTS and provides accredited language and academic programs which may lead to university study.

### 18.2 General

18.2.1 The Rules relating to Use of the University Library apply to the use of the Library of the University of Technology, Sydney. The University Library, comprising the Blake Library (City Campus), the George Muir Library (Kuring-gai Campus), the Gore Hill Library (St Leonards Campus), any other service locations approved by the University Librarian and all electronic facilities provided by the University Library is hereinafter called the UTS Library.

18.2.2 The UTS Library is provided primarily for the use of current students, staff, professors emeriti and members of the Council of the University.

18.2.3 The University Librarian may approve other clients or categories of clients. Persons granted UTS Library use under the Rules relating to Use of the University Library may be requested to show good reason for use at any time to the University Librarian, who may deny use if not satisfied that the use is for a purpose which has been approved.

18.2.4 The University Librarian may determine the services offered by the UTS Library, and the clients to whom these services may be provided. The University Librarian has the right to require a client to produce proof of identity or entitlement to use the UTS Library at any time.

### 18.3 Requirements

18.3.1 Any person who enters the UTS Library or uses its electronic or other facilities must comply with the Rules relating to Use of the University Library.

18.3.2 Clients will be expected to maintain an acceptable standard of conduct at all times while on UTS library premises and/or using UTS Library facilities.

18.3.3 The fees and penalties listed in Rule 18.6 will apply to any breach of the Rules relating to Use of the University Library.

18.3.4 Clients must at all times act in accordance with instructions authorised by the University Librarian which are displayed in the locations and facilities identified in Rule 18.2.1 or in the UTS Library's official print and electronic publications.

18.3.5 Email is the UTS Library's official mode of communication with clients. Any notices to be given to clients under the Rules relating to Use of the University Library will be deemed to have been given, if emailed to the UTS email address assigned to them upon enrolment or appointment or, in the case of non-UTS clients, registered with the UTS Library. A notice may be mailed to a client's postal address registered with the UTS Library if no email address is available or disability prevents email access and will be deemed to have been received by the client on the second day following the date of posting for onshore students and on the tenth day following the date of posting for offshore/overseas students.

### 18.3.6 Responsibilities of clients

Clients shall be responsible for:

- (1) ensuring, before they leave the UTS Library, that any UTS Library item that they remove from the premises of the UTS Library has been registered for borrowing;
- (2) the safekeeping and return of items borrowed on their ID Card;
- (3) returning UTS Library materials by the date or time due, which is shown on the docket issued at the time of the loan and on the web catalogue;
- (4) any activity, transaction or publication of information electronically which originates from their UTS access password or any password or access code allocated to them by UTS Library;
- (5) familiarising themselves with the relevant Library rules and borrowing policies which are available on the UTS Library website and in printed publications.

### 18.3.7 Restrictions

Unless authorised by the University Librarian (or nominee) clients shall not:

- (1) be permitted to borrow without their ID Card;
- (2) lend their ID Card to any other person for the purposes of borrowing UTS Library items or accessing the Library where card access is required;
- (3) return materials from other libraries, with the exception of Inter-Library Loans, to UTS.

## 18.4 Borrowing

### 18.4.1 Availability

- (1) All materials in the UTS Library's collections are normally available for loan with the exceptions listed below. The University Librarian (or nominee), may approve items from the categories listed below for lending in special circumstances:
  - (a) serials, including newspapers, calendars, examination papers;
  - (b) items marked as 'Not For Loan';
  - (c) Reference Collection items;
  - (d) Microform Collection items;
  - (e) CD-ROM Collection items;
  - (f) rare books, valuable books, and books vulnerable to mutilation which are stored in closed access;
  - (g) Higher degree theses;
  - (h) some non-book materials.
- (2) Items from the Closed Reserve Collection may be borrowed for use in the UTS Library only, unless available for overnight loan or in special circumstances.

### 18.4.2 Borrowing process

Clients shall:

- (1) register with the UTS Library prior to borrowing;
- (2) present items for borrowing at the service desk together with their ID Card or use a self-service loan machine if available;
- (3) report to UTS Library staff if items are damaged prior to borrowing;
- (4) return UTS Library materials only via a designated UTS return chute.

### 18.4.3 Reciprocal borrowing

Where the UTS Library has reciprocal service arrangements with other educational institutions, authorised members of such institutions may register for borrowing privileges at the UTS Library provided that they are:

- (1) either students currently enrolled in an award course of academic study, or current employees of the institution; and
- (2) in good standing with their home institution.

### 18.4.4 Service agreements

- (1) Where the UTS Library has entered into a service agreement with an institution or organisation, other than a reciprocal arrangement in accordance with Rule 18.4.3, authorised members of such institutions or organisations may register for borrowing and other associate member privileges at the UTS Library provided they continue to be eligible and are in good standing with their home institution or organisation.
- (2) Service fees may be levied for associate membership of UTS Library. Fees shall be as determined by the University Librarian from time to time and as displayed on the UTS Library website.

### 18.4.5 Closed Reserve/Electronic Reserve

Only members of UTS as described in Rule 18.2.2 and students and staff of Insearch Ltd are eligible to use Closed Reserve/Electronic Reserve.

### 18.4.6 Borrowing privileges

- (1) Borrowing privileges will be as detailed on the UTS Library website and in official UTS Library printed publications.
- (2) All loan periods are reduced to one week if an item is required for Closed Reserve or requested by another client. If an item is already on loan, a notice will be sent to the borrower recalling the item with a new due date of one week from the date the notice was issued.

## 18.5 Offences and breaches of the Rules

18.5.1 It is an offence to:

- (1) mutilate, damage or modify UTS Library property or facilities; or
- (2) leave or attempt to leave the UTS Library:
  - (a) with any UTS Library item which is not registered in the borrower's name; or
  - (b) with only part of any UTS Library item, such as pages from a book or journal, without the permission of the UTS Library;
- (3) use a computer or any other equipment provided by the UTS Library for any unauthorised purpose;
- (4) disclose any UTS password or access code associated with access to electronic information to any other person or allow any other person to use their account;
- (5) engage in any act which may impede the safety of other clients or their ability to study or work effectively in the UTS Library.

18.5.2 Where a student of the University breaches the Rules relating to Use of the University Library, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence the University Librarian may:

- (1) exclude the student from the Library or facilities in accordance with Rule 16.10 (Exclusion from facilities and/or participation in activities); or
- (2) refer the matter to the Registrar to be handled in accordance with Rule 16.15 (Student Misconduct and Appeals).

18.5.3 Where a staff member of the University breaches the Rules relating to Use of the University Library, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence:

- (1) the University Librarian may refer the matter to the Vice-Chancellor for action in accordance with Rules relating to staff discipline; and
- (2) the Vice-Chancellor shall advise the staff member and the University Librarian of his or her decision.

18.5.4 Where a student of another university or other institution breaches the Rules relating to Use of the University Library, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian may:

- (1) exclude the student from the Library or facilities; and
- (2) refer the matter to the student's home university or institution.

18.5.5 Where a member of the general public, other than those provided for under Rules 18.5.2, 18.5.3 or 18.5.4 breaches the Rules relating to Use of the University Library, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian will take appropriate action, including but not limited to excluding that person from the Library.

## **18.6 Penalties, fines and fees**

### **18.6.1 General**

In the Rules relating to Use of the University Library any reference to an amount approved by the Vice-Chancellor from time to time refers to an amount which will be published on the UTS Library website.

### **18.6.2 Failure to return**

- (1) Failure to return a borrowed item by the due date, or failure to return an item requested by another client or otherwise recalled by the UTS Library within one (1) week of the request, will incur a fine.
- (2) The fine is calculated on each overdue item at a rate approved by the Vice-Chancellor from time to time.
- (3) No fines are payable until the total reaches a threshold value approved by the Vice-Chancellor from time to time.
- (4) All borrowing and renewal privileges will be suspended if the total fine on a client's record reaches or exceeds a threshold value approved by the Vice-Chancellor from time to time. Such privileges will be reinstated when all fines are paid in full.

### **18.6.3 Replacement**

- (1) A client who fails to return a borrowed item within four (4) weeks of the due date will receive a Bill for Replacement containing a replacement fee and/or a service fee.
- (2) The replacement fee will be the average current market replacement cost of material in the format of the unreturned item.
- (3) The service fee will be such amount as the University Librarian may determine from time to time.
- (4) A client who returns an item in response to a Bill for Replacement will be liable for the larger amount of either the outstanding fine, or the service fee, but not for the replacement fee.

- (5) A client who replaces an item with the same or a later edition in response to a Bill for Replacement will be liable for the larger amount of either the outstanding fine, or the service fee, but not for the replacement fee.

### **18.6.4 Damage or mutilation**

Where an item is damaged or mutilated beyond repair or further use, the client will be required to pay both the replacement fee and the service fee and the damaged item shall remain the property of the UTS Library.

### **18.6.5 Incorrect return**

- (1) A borrowed item returned to another library will be viewed as being out on loan to the client until the item is returned to the UTS Library. The client will be required to pay for any postage or courier charges that may be incurred in obtaining the return of an item from another library, in addition to a service fee and any other charge that may be payable.
- (2) A client who breaches Rule 18.3.7(3) will be required to pay all costs incurred in returning the item to the originating library as well as the service fee.

### **18.6.6 Debts to the Library**

Where students have debts to the UTS Library with a total which reaches or exceeds an amount approved by the Vice-Chancellor from time to time, or to any other library where the student has exercised reciprocal borrowing privileges, the University may act in accordance with the provisions of Rule 4.4 Failure to pay.

## **18.7 Payment of fines, service fees and replacement fees**

18.7.1 Fines, service fees and replacement fees are payable to the University Library within fourteen (14) days of the date of the notice requesting payment.

18.7.2 Any outstanding fine, service fee or replacement fee shall be a debt to the University.

## **18.8 Reviews of decisions**

18.8.1 A client who disputes the imposition of a penalty, fee or fine under Rule 18.6 or who seeks leniency may in the first instance lodge a claim with the designated Library officer and in the prescribed manner approved by the University Librarian from time to time.

18.8.2 A client may request a review of a decision made pursuant to 18.8.1.

18.8.3 A request for a review of a decision must be made in writing and lodged with the University Librarian within thirty (30) days after notice of the decision has been sent to the client.

18.8.4 The University Librarian (or nominee) shall consider any such request within fourteen (14) days of lodgment of the request and provide the decision to the client in writing. The decision of the University Librarian (or nominee) is final.

## 18.9 Waiving of penalties or fees

18.9.1 Notwithstanding the provisions of Rules 18.6 and 18.7, the University Librarian has a discretion, in cases where there are extenuating circumstances, to vary or remit, in whole or in part, any penalty, fine or fee imposed as a consequence of the operation of Rules relating to Use of the University Library.

## SCHEDULES

### SCHEDULE 1 – DEFINITIONS

**academic adviser** means a member of academic staff in a specific Faculty who is assigned to, and / or whose advice is sought by, students who have or are likely to have difficulty in satisfying academic progression requirements.

**Academic Board** means the Academic Board of the University as defined in Part 3, Section 15 of the University of Technology, Sydney Act 1989.

**Academic Liaison Officer (ALO)** means a member of the academic staff of a Faculty appointed by a Responsible Academic Officer of that Faculty with responsibility for determining special examination conditions, special provisions for students with carer responsibilities and learning and assessment arrangements for students who have permanent or temporary disabilities.

**academic misconduct** see Rule 16.2 (Student Misconduct and Appeals) for specific definitions.

**academic progression** is a general term that refers to the requirement for students to satisfy specified levels of academic achievement as they progress through their course and the requirement for the University to monitor this progress. The measures of academic progression include:

- satisfying a minimum rate of progress specified in terms of credit points gained;
- completing a course within an approved maximum time limit;
- not failing the same (or equivalent) subject on repeated occasions.

**academic transcript** means the official University printed document that provides an accurate statement of the official information held by the University and which satisfies the University's responsibilities to the student and other third parties (including other universities) for adequate and appropriate representation of relevant information about a student's academic and academic-related activities at the University.

**admission** means the process of applying for, being made an offer to, accepting the offer of admission and being admitted to a course or program of study at the University.

**advanced standing** see recognition of prior learning.

**applicant** means a person who has applied to the University of Technology, Sydney or its agent for admission to a course of study at the University.

**assessment** means the process whereby student competency in particular subject matter is determined, feedback on progress is given and final subject assessment results / grades are awarded. Assessment is a broad term and includes but is not limited to: tests, essays, papers, examinations, reports, exhibitions, performances, presentations, demonstrations and other work whether written or otherwise.

**assessment result** means the mark, grade or result achieved by a student for a particular assessment which indicates the standard attained in that assessment. (Also see final subject assessment result.)

**assessor** means a member of the academic staff, professional or clinical associates nominated for each subject, by the relevant Responsible Academic Officer and approved by each Faculty Board. Assessors work with Subject Coordinators to ensure formal examination papers and other assessment items are appropriate and Assessors act as second marker for assessment items.

**attendance mode** (a term required by the Commonwealth Government department that funds higher education) identifies the way a student undertakes a subject or course and can be: internal, distance (i.e. external) or multi-modal (i.e. where a student is undertaking a course that contains a combination of internal and distance study). (Also see study mode.)

**award** means an academic award of the University.

**award course** means a set of requirements, subjects and/or supervised research which when satisfactorily completed by a student normally qualifies that student for a formal award of the University. (See course category.)

**award 'in absentia'** means an academic award conferred at a graduation ceremony upon a graduand who was not in attendance.

**Bachelor degree** means a course of study with a required entry standard of a senior secondary certificate of education or equivalent, including diplomas or advanced diplomas, mature age or other special entry provisions. A Bachelor degree may be one of the following types:

- a three-year degree;
- a professional degree of three or more years which equips students with the practical skills and techniques necessary to apply their skills effectively in a professional context;
- a combined degree which consists of components of two degrees and to graduate with both degrees in a shorter time than required to complete both degrees independently;
- a graduate entry degree is a minimum of two years in duration and is specifically for the admission of those who already hold a bachelor degree, sometimes in a specified discipline.

**Bachelor Honours award** means an award that recognises either:

- completion of a Bachelor Honours degree; or
- in the case of a Bachelor degree of four years or more, a high level of achievement and performance in the degree as a whole and usually some research training.

**Bachelor Honours degree** means a course of study that requires the completion of a Bachelor degree at a high level of achievement followed by satisfactory completion of an additional year of full time study (or equivalent) which involves some research training.

**borderline result** means a final mark of 45–49% in a subject where 50% is judged as a pass; or failure to meet the defined objectives of a subject for which marks are not awarded.

**census date** is the date used to calculate student load and financial liability for the purpose of reporting to the Commonwealth Government; also the last date by which a student can withdraw from a subject without incurring financial liability or consuming student learning entitlement for that subject, where financial liability means either a tuition fee or student contribution amount.

**centrally conducted examination** means an examination scheduled and conducted under the authority of the Registrar by the Student Administration Unit in the official examination periods as approved by Academic Board.

**cotutelle arrangement** means an initiative, sponsored by the French Government, for collaborative research and supervision of Doctoral degree students with a French university. This arrangement may lead to the student being awarded a Doctoral degree from both universities in recognition of the collaborative arrangement.

**course** means a program of study into which students are admitted. (See also award course and non-award course.)

**course category** means a grouping of courses of study at a common academic level for the purposes of internal administration, external reporting and consistency across the Australian higher education sector.

The following categories of courses are award courses i.e. lead to a formal award of the University:

- Diploma;
- Advanced Diploma;
- Bachelor degree;
- Bachelor (Honours) degree;
- Graduate Certificate;
- Graduate Diploma;
- Masters Degree;
- Masters (Honours) degree;
- Doctoral degree;
- Higher Doctoral degree.

The following categories of courses are non-award courses, i.e. do not lead to a formal award of the University:

- non-award single subject study;
- professional registration courses;
- cross-institutional study;
- international exchange study.

**Course of Study** (a term required by the Commonwealth Government department that funds higher education) is used to identify a course or a group of courses that lead to a single award. Students who transfer from one course to another course within a single Course of Study are not considered to be commencing students for government administrative or reporting requirements.

**course transfer** means the process by which UTS students can transfer from one program of study to another related program of study.

**credit point** means the unit of measure of workload for individual subjects. Credit points are gained by students enrolled in award courses when subjects are passed and when accumulated, credit points form one measure of the total requirements of a course. As a standard measure at UTS, one academic year of full-time study is equivalent to 48 credit points.

**cross-institutional study** means single subject study undertaken at UTS by a student as part of an award course for which he or she is enrolled at another Australian university.

**Dean** means the appointed head of a faculty or other academic organisational unit with responsibility for the academic standing and overall leadership and management of the faculty or other unit.

**Director, Governance Support Unit** means the officer of the University reporting to the Registrar who has general responsibility for, amongst other things, the administration of matters being handled in accordance with Section 16 (Student Misconduct and Appeals).



**Director, Student Administration Unit** means the officer of the University reporting to the Registrar who has general responsibility for student administrative matters including, amongst other things, centrally conducted examinations.

**Director, Student Services Unit** means the officer of the University reporting to the Registrar who has general responsibility for a range of support services for students including, amongst other things, student counselling services, student housing and student residences.

**Doctoral degree** means a course of study and research with a required entry level of a Masters by research degree, a Bachelor degree with First or Second Class Division 1 Honours or equivalent qualifications and/or experience and where the research component is at least two-thirds of the total course.

**Doctoral degree by publication** means a Doctoral degree awarded to established researchers who have a substantial reputation and standing in their respective fields on the basis of their record of academic publication.

**enrolment** means the process whereby a student who has been admitted to a course enrolls in subjects or other assessable components, which includes the allocation of classes, tutorials etc where relevant or enrolment in time-based study where relevant, and completes other related administrative requirements as determined by the University.

**equipment loan** means a University asset borrowed by a student to meet specific teaching, learning or assessment requirements as specified in subject outlines provided to students, including but not limited to:

- laboratory/scientific – apparatus equipment;
- photographic/video/telecommunications/sound equipment;
- workshop equipment.

**equivalent full-time student load (EFTSL)** is a measure of the student load of a student undertaking a course on a full-time basis. At UTS for students enrolled in coursework programs, 1 EFTSL is equivalent to 48 credit points. (See also full-time student and part-time student.)

**examination** see centrally conducted examination, faculty-based examination, thesis examination.

**examination periods** means the official examination periods as approved by Academic Board for centrally conducted examinations and which are to be displayed in the University Calendar and other relevant official publications.

**Examination Supervisor** means a person appointed by the Director, Student Administration Unit to oversee and direct centrally conducted examinations. (See also Monitoring Staff Member.)

**facility** includes but is not limited to any classroom, lecture theatre, library, computing, production or workshop facility, any other place of learning or any information technology or information transfer system, to which a student has access at or away from University premises for his or her University purposes.

**faculty** means the group of academic, technical and administrative staff within specific academic disciplines with responsibility for curriculum, instruction, supervision and research within those disciplines.

**faculty-based examination** means an examination conducted by a faculty or other designated unit, and includes examinations for courses and subjects conducted offshore.

**Faculty Board** means the group of appointed and elected academic staff, technical and administrative staff and students who are charged with advising Academic Board, the Dean of the faculty and other senior officers of the faculty on matters pertaining to the educational work of the faculty, and with exercising such responsibilities and powers as are assigned to it by the University Council from time to time.

**final subject assessment result** means the mark, grade or result awarded for a subject as a whole (Also see assessment result).

**form** means an official form of the University used for student administrative purposes and includes forms in hardcopy print format, forms that are available electronically and forms that are part of online transaction processes utilising electronic systems.

**full-time student** means a student who is undertaking a student load considered to be full time.

The minimum full-time load is 75% of the standard full-time load. (See equivalent full-time student load (EFTSL).)

- Coursework students are considered to be full-time if their student load is equal to or greater than 36 credit points for a full academic year or equal to or greater than 18 credit points for a half year.
- Graduate research students are considered to be full-time if their student load is equal to or greater than 0.75 EFTSL for an academic year or equal to or greater than 0.375 for a half year. The normal load for a full-time graduate research student is 1.0 EFTSL for a full academic year and 0.5 EFTSL for a half year.

**grading of awards** means the recognition of different levels of academic achievement within specific course awards through the classification of the award.

**graduand** means a student who has satisfied the requirements for an academic award prior to the conferral of that award.

**graduate** means a person who has satisfied the requirements for an academic award and upon whom the award has been conferred.

**Graduate Certificate** means a course of study with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience. Graduate Certificates normally require six months of full-time study and consist of coursework subjects.

**Graduate Diploma** means a course of study with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience. Graduate Diplomas normally require one year of full-time study and consist of coursework subjects. Some Graduate Diplomas are completed concurrently with a Bachelor degree as part of a combined award.

**graduate coursework student** means a student enrolled in a Graduate Certificate, Graduate Diploma or Masters by coursework degree.

**graduate research student** means a student enrolled in a Masters degree by thesis or a Doctoral degree.

**graduation** means the official University ceremony at which academic awards are conferred.

**Higher Doctorate** means an award of the University conferred upon candidates who have a significant academic connection with the University and whose scholarly works exhibit, among other things, a level of originality and creativity which marks them as a major authority in their field.

**honorary award** means an award of the University conferred upon a person who has made an outstanding contribution to the achievement of the University's mission, to scholarship or professional practice in one or more disciplines or professions of interest to the University, to the advancement of society in Australia or overseas or to the life and objectives of the University. Honorary awards may be in the form of either a Fellowship of the University or Doctoral degree taking account of the totality of the contributions being recognised.

**intellectual property** see the University policy on Intellectual Property.

**international student** means a student who is not a citizen or permanent resident of Australia and includes those who have student visas, provisional residency, temporary residency, bridging visas, etc.

**leave of absence** means a period of time in which a student who has been admitted to a course is permitted not to enrol in any subjects or, in the case of a graduate research student, not to continue with research study for a period of time. Students must seek approval for leave of absence.

**Masters by coursework degree** means a course of study at the Masters or Masters (Honours) level with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience and which comprises coursework, project work and research in varying combinations and where any research component is less than two-thirds of the total course.

**Masters by research degree** means a course of study at the Masters or Masters (Honours) level with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience and which comprises coursework, project work and research in varying combinations and where the research component is at least two-thirds of the total course.

**misconduct** can be either academic misconduct or non-academic misconduct. See Rule 16.2 (Student Misconduct and Appeals) for specific definitions.

**Monitoring Staff Member** means the officer of the University appointed by the Dean (or nominee) to oversee and direct faculty-based examinations. (Also see Examination Supervisor.)

**nominee** means the person or position identified by an officer of the University to undertake defined duties that are specified in the Rules as being the responsibility of that officer, and who, in undertaking those duties, will act as the agent of that officer of the University.

**non-academic misconduct** See Rule 16.2 (Student misconduct and appeals) for specific definitions.

**non-award course** means a program of study that does not lead to a formal award of the University. It may consist of single subjects that are normally taken as part of an award course. It may lead to recognition by a professional accreditation authority.

**non-award student** means a student enrolled in a non-award course (See course category.)

**officer of the University** means an employee or an authorised agent of the University.

**official noticeboard** means the physical noticeboard located on each campus and at each major precinct where official notices in printed form are displayed and the official UTS noticeboard web site where official notices are displayed in electronic form.

**official publications of the University** are defined pursuant to clause 46(2) of the By-law.

From time to time the Registrar shall designate the version of each official publication which is the authorised published version of the official publication (where 'published' means published in a form including electronic versions).

The official publications of the University shall be:

- (a) the *UTS Calendar* as published from time to time;
- (b) the *UTS: Handbook* as published from time to time.

**part-time student** means a student who is undertaking a student load considered to be less than full time (see equivalent full-time student load (EFTSL).)

Part-time load is load less than 75% of the standard full-time load.

- Coursework students are considered to be part-time if their student load is less than 36 credit points for a full academic year or less than 18 credit points for a half year.
- Graduate research students are considered to be part-time if their student load is less than 0.75 EFTSL for an academic year or less than 0.375 for a half year. The normal load for a part-time graduate research student is 0.66 EFTSL for a full academic year and 0.33 EFTSL for a half year.

**plagiarism** See Rule 16.2.2(3) (Student Misconduct and Appeals) for specific definition.

**prescribed form** means the official UTS form required by the University for specific purposes. (See form.)

**professional accreditation authority** means an external professional body authorised to assess and accredit qualifications required by that particular profession.

**professional Doctorate** means a program of study at Doctoral level which advances knowledge through scholarly engagement with the practice of a profession, industry or creative field.

**recognition of prior learning** means the process of recognising for credit towards a course what an individual student knows or can do, regardless of where or how the student may have acquired the knowledge or skills.

**Registrar** means the senior officer of the University whose responsibilities include student administrative matters, centrally conducted examinations, student records and management of student information. Other officers of the University have authority to undertake certain duties specified in the Rules as being the Registrar's responsibility, and in doing so act as agents of the Registrar. On occasion documents are required to be lodged with the Registrar however the substantive decisions on the matters are made by other officers of the University. Forms, applications, other correspondence and communications that are required to be lodged with the Registrar can be directed by post to the Registrar or lodged at the UTS Student Info & Admin Centres (SIAC).

**Responsible Academic Officer (RAO)** means a person appointed as such by the Vice-Chancellor or the Deputy Vice-Chancellor on the advice of the Dean and such other persons as the Vice-Chancellor approves.

**Result Ratification Committee (RRC)** means a committee (or committees) established by each Faculty Board (a) to review final assessment results conducted in respect of course of the Faculty and (b) to approve the release and publication by the Registrar of final assessment results for subjects that are the responsibility of the Faculty.

**special consideration** is the term used when a student who is experiencing (or anticipates that he or she will experience) significant difficulty in meeting assessment requirements due to serious illness or psychological condition, loss or bereavement, hardship or trauma applies to have those factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.

**student** (unless defined otherwise and for specific purposes) means a person who has been admitted to an award course or a non-award course and has an active enrolment in subjects or time-based study in that course. A person is not a student if the person has:

- completed the requirements of the course; or
- withdrawn from the course; or
- withdrawn temporarily from the course for a period of at least one semester through approved leave of absence; or
- no active enrolment in subjects or in time-based study in a particular semester; or
- had their enrolment in the course discontinued, cancelled, suspended or terminated in accordance with the Rules; or
- been excluded from the course or from the University in accordance with the Rules.

**Student Assessment Review Committee** means a committee established by each Faculty Board to consider requests from students for review of final assessment results in particular subjects conducted by the faculty.

**Study Abroad** means a period of study (up to one year) which may be undertaken at the University by a student from a higher education institution outside Australia and that may be counted towards the requirements for an award at their home institution.

**study mode** identifies particular characteristics about the method of study for particular courses or subjects and includes: standard, cross institutional, exchange inbound, exchange outbound, industrial experience, non-award, offshore. (See also attendance mode.)

**subject** means a self-contained unit of study that is approved by a Faculty Board and is recognised as a component of an award course. A subject is normally allocated a specified number of credit points as a measure of the workload for that subject. (See also credit point.)

**Subject Coordinator** means a member of the academic staff nominated by Responsible Academic Officers and appointed by Faculty Boards for each subject in accordance with the Duties and Powers of Faculty Boards as approved by Council.

**subject outline** means an official document that represents the statement of subject requirements that is authoritative for both the University and the students undertaking the subject. It is prepared in accordance with the requirements specified by the Coursework Assessment Policy and Procedures Manual and may include, amongst other things, details of the minimum essential requirements necessary to pass the subject, material and equipment that may be taken into an examination and may prescribe attendance and/or participation requirements.

**supervisory panel** means the group of people appointed by the University Graduate School Board in accordance with the guidelines approved by Academic Board to supervise the candidature of a research degree student.

**supplementary assessment** means the process by which a Faculty may make provision for a student to undertake an additional assessment task within a specified time period if that student has been awarded a fail in their final teaching period and if that fail is within the borderline result range.

**teaching period** means a period of time approved by the University for the teaching and assessment of a subject. The official teaching periods are approved by the Vice-Chancellor on advice from Academic Board and are published as a schedule of approved teaching periods in appropriate official publications of the University. The current teaching periods are: Autumn semester, Winter session, Spring semester and Summer session.

**testamur** means the official certificate of the University that attests to a particular person having satisfied the requirements for and graduated from a particular award course of the University at a particular time.

**thesis examination** means the process used to assess the level of achievement in a thesis submitted as part or all of the requirements of a graduate research degree.

**time-based study** means the use of time as the basic measurement of the duration of a course or a subject. It is used primarily for graduate research degrees. The current standard time periods applicable to graduate research study are: half years and years.

**undergraduate student** means a student enrolled in a Bachelor degree or Bachelor (Honours) degree.

**University** means the University of Technology, Sydney; also referred to as UTS.

**university** means a university other than the University of Technology, Sydney (UTS).

**University Graduate School Board** means the body appointed by Academic Board to provide recommendations and advice on matters relating to research degrees, research management and training and policy.

## SCHEDULE 2 – RELEVANT LEGISLATION

The following legislation, as amended, is relevant to various Sections of these Rules including the specific parts of the Rules indicated below:

- *Migration Act 1958* (Cwlth)  
Student requirements – Rule 2.5.2
- *Education Services for Overseas Students Act 2000* (ESOS) (Cwlth)  
Student requirements – Rule 2.5.2  
Student requirements – Rule 2.2.4 Tax File Number (TFN)
- *Child Protection (Prohibited Employment) Act 1998* (NSW)  
Legislative requirements – Rule 3.3
- *Higher Education Support Act 2003* (Cwlth)  
Schedule 1 – Definitions: census date  
Student requirements – Rule 2.2.3 Commonwealth Higher Education Student Support Number (CHESSN)
- *Privacy Act 1988* (Cwlth)  
Student requirements – Rule 2.2.3 Commonwealth Higher Education Student Support Number (CHESSN)  
Student requirements – Rule 2.2.4 Tax File Number (TFN)
- *Privacy and Personal Information Act 1998* (NSW)
- *Health Records and Information Privacy Act 2002* (NSW)
- *Disability Discrimination Act 1992* (Cwlth)  
Special conditions for examinations and assessment – Sections 8 and 9

### SCHEDULE 3 – RESULTS AND GRADES

<b>Grade</b>	<b>Mark Range</b>	<b>Descriptor</b>
High Distinction	85–100	Work of outstanding quality on all objectives of the subject, which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity.
Distinction	75–84	Work of superior quality on all objectives, demonstrating a sound grasp of content, together with efficient organisation and selectivity.
Credit	65–74	Work of good quality showing more than satisfactory achievement on all objectives, or work of superior quality on most of the objectives.
Pass	50–64	Work showing a satisfactory achievement on the overall objectives of the subject.
Pass – Not Graded		Work showing a satisfactory achievement on the overall objectives of the subject.
Satisfactory		Awarded for projects or theses.
Fail (X)		Unsatisfactory performance in a compulsory component of the subject.
Fail	0–49	Unsatisfactory performance in one or more objectives of the subject as contained within the assessment items.
<b>Other notations</b>		
Industrial Experience		Professional Experience/Industrial Training. A number may appear next to this grade to indicate the level of Industrial Experience.
Withdrawn		Granted withdrawal from a subject without academic fail after the due date.
Withdrawn/Fail		Withdrawn after the due date.
<b>Administrative notations – results not finalised</b>		
E		Grade not submitted.
Q		Result pending the completion of a project, clinical practicum or field excursion where the student has not completed assessment task(s) by the end of the teaching period.
T	45–49	Formal supplementary examination to be completed within a designated examination period before a grade can be awarded.
W		Result withheld. The Assessment Ratification Committee may determine that supplementary assessments are required, or that alternative examiners and/or alternative assessments are required because of misadventure.

## SCHEDULE 4 – GUIDELINES RELATING TO STUDENT MISCONDUCT AND APPEALS

### 1. Introduction

- 1.1 These guidelines have been prepared for the benefit of all people involved in the processes established by UTS to deal with allegations of misconduct made against students and with appeals lodged by students against decisions arising from such allegations.
- 1.2 The guidelines are divided into four sections: this Introduction, General Principles, Guidelines for Inquiry Bodies and Guidelines for Student Misconduct Appeals Committees.
- 1.3 The term ‘inquiry bodies’ refers to the University Student Conduct Committees, Faculty Student Conduct Committees and Student Misconduct Appeals Committees, but also extends, as necessary, to the Vice-Chancellor, Deputy Vice-Chancellor, Deans, Responsible Academic Officer and the Registrar.
- 1.4 Notwithstanding these sectional headings, the guidelines are designed for use by all who play some role in these processes and should be freely distributed to students and their advisers and academic and support staff who have a need for knowledge of student misconduct and appeal matters. In particular, they are to be given to all students at the time formal allegations of misconduct are made against them.
- 1.5 The guidelines take into account the University’s Rules and procedures and the principles of procedural fairness.

### 2. General principles

- 2.1 All persons who are the subject of recommendations or decisions of others are entitled to be treated fairly, with dignity and with due regard to their privacy.
- 2.2 Persons are entitled to be regarded as not having behaved in an alleged manner until and unless they admit that behaviour or a fair and proper inquiry leads to a reasonable conclusion that they have so behaved.
- 2.3 Knowledge that a person has behaved in a particular way in the past is not evidence that the person has behaved in the same manner again. Such knowledge may be evidence that the person is aware that the behaviour is an act of misconduct (or it may be relevant to the level of penalty).
- 2.4 Each case must be dealt with on its own terms and merits and in accordance with its own circumstances.

### 3. Guidelines for inquiry bodies

- 3.1 Before any conclusion is reached in an inquiry into alleged misconduct by a student, the student must be:
- given the precise terms of and any reasons for the allegation;
  - given an outline or summary of all details intended to be given to the inquiry body;
  - given access to or a copy of documentation intended to be given to the inquiry body, and;
  - given an opportunity to address all the information supplied.

- 3.2 The inquiry body must ensure that the student has a clear understanding of the allegation, of the nature of the evidence in its support and of the process which the inquiry body intends to follow and of the student’s rights with respect to that process. A copy of these guidelines is to be given to the student at the time the student is formally made aware of the allegation.
- 3.3 The amount of detail that is given to the student is dependent upon the circumstances; generally, a student’s request for details and access to documents relating to allegations about that student should be met, except where the information being sought:
- is an infringement upon the privacy of others
  - may cause the safety of others to be at risk
  - is irrelevant and/or excessive in amount.
- 3.4 The student must be given adequate time to prepare for the inquiry and to deal with the information provided; what is adequate depends upon the nature of the matter and the volume and complexity of the information.
- 3.5 The student must have an opportunity to seek advice; in some circumstances it may be appropriate for the University to make arrangements for advice to be given. The Registrar may seek advice on the University’s behalf at any stage. There may be a need for translating and/or interpreting services to be provided.
- 3.6 If the student fails to respond to reasonable attempts by the Committee to communicate or does not provide the Committee with acceptable reasons for not attending a hearing, the Committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.
- 3.7 The student’s opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any questioning or hearing. The inquiry body may place limitations on the role of a friend or adviser – for example, in some circumstances it may be appropriate for the student’s friend or adviser to assist the investigating body by answering questions or addressing raised issues on the student’s behalf. In most University circumstances, a friend or adviser present is not permitted by the inquiry body to act as an advocate or legal representative. Only in exceptional circumstances need legal representation be allowed.
- 3.8 The student may admit or deny the allegation, correct information as presented, provide an explanation, disclose mitigating factors or address the matters in other ways which the inquiry body, allowing some latitude if necessary, finds relevant.
- 3.9 The student must be given the opportunity of calling other persons to provide evidence in support of the student’s defence against the allegation and the student should be allowed to lead any such witnesses through their evidence.
- 3.10 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who has supplied

- information to the inquiry body. A right to question does not imply a right to harass.
- 3.11 A person whose evidence provided to the inquiry body is questioned should be given an opportunity to respond to such questions.
- 3.12 During the course of inquiry, neither the fact that there is an inquiry nor any information relating to it or to the student should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held in camera.
- 3.13 Without compromising the thoroughness of an inquiry it should take place without any unnecessary delays, taking into account the reasonable needs of the student to be properly prepared.
- 3.14 The inquiry body should take into account all of the relevant information it has before it except any information which the student has not had an opportunity of addressing.
- 3.15 Knowledge which the inquiry body has of any past offences or other misconduct committed by the student may be taken into account only:
  - as evidence that the student was aware that certain actions constitute misconduct; and
  - as one factor in the consideration of the level of penalty, if the inquiry body finds that the present allegation of misconduct is proven.
- 3.16 The student is entitled to be given the reasons for the decision and/or recommendation at the time it is made known to the student.
- 3.17 The inquiry body is responsible for determining who, in addition to the student against whom the allegation was made, should receive formal notification of the decision and/or recommendation and the reasons for it. In making this determination, the inquiry body will take into account potentially conflicting needs of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. The inquiry body may impose conditions of confidentiality on any person who is so notified.
- 4. Guidelines for Student Misconduct Appeals Committees**
- 4.1 Each Student Misconduct Appeals Committee will determine its own procedures consistent with these guidelines.
- 4.2 Where a student does not dispute a finding of an inquiry body but appeals against the severity of a penalty imposed, the Student Misconduct Appeals Committee may decide to re-hear the matter in full or to limit its work to a consideration of the penalty.
- 4.3 Where the Student Misconduct Appeals Committee finds it cannot discharge its responsibilities unless it re-hears the matter (i.e. treats it as a fresh investigation) in full, it shall do so. There may be circumstances that make it acceptable for a Committee to confine itself to dealing afresh with points raised by the student in any stated grounds for the appeal.
- 4.4 The student is free to raise questions of process and/or merit with respect to the original inquiry.
- The student may repeat, correct or otherwise amend points made at the original inquiry, provide further explanation, disclose additional mitigating factors or address the matters in other ways which the Committee, allowing some latitude if necessary, finds relevant. If the student advances new evidence, the Committee may hear the appeal or refer the matter to the original inquiry body.
- 4.5 The student must be given adequate time to prepare an appeal based upon stated reasons for the original decision.
- 4.6 The student must have an opportunity to seek advice; in some circumstances it may be appropriate for the University to make arrangements for advice to be given. There may be a need for translating and/or interpreting services to be provided.
- 4.7 The student's opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any hearing. The Committee may determine any limitations that may be placed on the role of a friend or adviser present at a hearing. For example, in some circumstances it may be appropriate for the student's friend or adviser to assist the Committee by answering questions or addressing raised issues on the student's behalf. In most University circumstances, any friend or adviser present need not be permitted by the Committee to act as an advocate or legal representative. Only in exceptional circumstances need legal representation be allowed.
- 4.8 If the Committee considers that a student has an acceptable reason for being unable to attend a hearing (e.g. an international student who has returned home during a vacation period), the Committee may permit the student to nominate a representative to attend. The Committee may permit the student to use telecommunication facilities to participate in all or part of a hearing, if such facilities are readily available at reasonable cost, or may adjourn for a reasonable time until the student is available.
- 4.9 If the student fails to respond to reasonable attempts by the Committee to communicate or does not provide the Committee with acceptable reasons for not attending a hearing, the Committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.
- 4.10 The Student Misconduct Appeals Committee determines the order of presentation, i.e. whether the student should open (by presenting a case for the overturning of the original finding and/or penalty) or whether the University should commence the appeal proceedings (by defending the decision of the inquiry body). The nature of the appeal and its circumstances are the determining factors.
- 4.11 In presenting the appeal case, the student is normally given the opportunity of calling other persons to provide evidence in support of the appeal and the student should be allowed to lead any such witnesses through their evidence in which case the appeal may proceed by way of rehearing afresh.

- 4.12 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who is giving evidence to the Committee. A right to question does not imply a right to harass.
- 4.13 The recommendation or decision against which the appeal is being made will be supported by the Registrar (or nominee). The person providing this support must also be given adequate time to prepare.
- 4.14 Provided it is relevant to the approach taken by the Committee, a person whose information, given at the earlier inquiry, is being questioned at the appeal, should be given an opportunity to respond to such questions.
- 4.15 The Committee may appoint advisers as it deems appropriate but it will not commit itself to expenditure without the Registrar's agreement. The Registrar may also seek advice on the University's behalf at any stage of an appeal process.
- 4.16 During the course of an appeal, neither the fact that there has been an inquiry and there is now an appeal, nor any information relating to them or to the student should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held in camera.
- 4.17 Without compromising the appeal's thoroughness, it should take place without any unnecessary delays, taking into account the reasonable needs of people involved to be properly prepared.
- 4.18 The Student Misconduct Appeals Committee should take into account all of the relevant information it has before it except any information which the student has not had an opportunity of addressing.
- 4.19 Knowledge that the Student Misconduct Appeals Committee has of any past offences or other misconduct committed by the student may be taken into account only:
- as evidence that the student was aware that certain actions constitute misconduct, and
  - as one factor in the consideration of the level of penalty, if the Student Misconduct Appeals Committee finds that the allegation of misconduct, the decision on which is currently under appeal, is proven.
- 4.20 The Student Misconduct Appeals Committee has the following options:
- 4.20.1 it may, for any reason, refer a matter back to the inquiry body for further inquiry and decision;
- 4.20.2 it may uphold an appeal against a finding that the student has committed an act of misconduct, in which case any penalty imposed shall be nullified;
- 4.20.3 it may uphold an appeal against the severity of a penalty and reduce it to a lesser penalty from among those provided in the Rules;
- 4.20.4 it may dismiss an appeal against a finding that the student has committed an act of misconduct but determine that the penalty should be reduced to a lesser one from among those provided in the Rules;
- 4.20.5 it may dismiss the appeal.  
If the Student Misconduct Appeals Committee chooses 4.20.1, the Registrar will notify the Student Misconduct Appeals Committee Chair of the result of the inquiry body's re-consideration and whether or not it has been accepted by the student. If the student requests it, the Student Misconduct Appeals Committee will reconvene to hear the appeal.
- 4.21 The student is entitled to be given the reasons for the appeal decision at the time the decision is made known to the student.
- 4.22 The Student Misconduct Appeals Committee is responsible for determining who, in addition to the appellant student, should receive formal notification of the result of the appeal and the reasons for it. In making this determination, the Committee will take into account potentially conflicting needs – of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. The Student Misconduct Appeals Committee may impose conditions of confidentiality on any person who is so notified.



## **SCHEDULE 5 – GUIDELINES ON DETERMINING AN APPROPRIATE PENALTY FOR INSTANCES OF STUDENT MISCONDUCT**

These guidelines have been prepared to assist all those involved in recommending, imposing and reviewing penalties for instances of misconduct, including the Vice-Chancellor, Deans, Faculty Student Conduct Committees, University Student Conduct Committee, and Student Misconduct Appeals Committee.

The information contained in these guidelines may also be useful for academic and administrative staff dealing generally with cases of misconduct, as well as for any student subject to an allegation of misconduct.

The guidelines are structured as follows:

1. Principles
2. Scale of penalties
3. Issues specific to each type of penalty
4. Differential effects of penalties
5. Admissions of wrongdoing/level of contrition of student
6. Intent
7. Start/end dates of penalties
8. Status of student pending appeal outcomes
9. Timing of decisions
10. Records of misconduct on transcripts

Whilst these guidelines provide general parameters for determining penalties, the appropriate penalty for an instance of misconduct ultimately must depend on the facts found in each case, and a body is free to depart from the principles set out in these guidelines where the facts indicate that such a course is appropriate. The appropriate penalty remains at the discretion of the body imposing it given that the circumstances of an instance of misconduct and the student present an almost infinite variety from case to case.

### **1. Principles**

In recommending and/or determining an appropriate penalty for a proven instance of misconduct, an inquiry body and/or decision-maker must take into account:

1. the nature and context of the misconduct, including:
  - the objective circumstances of the misconduct (the facts in relation to the gravity of the misconduct itself) in order to gauge an appreciation of the seriousness of the misconduct;
  - the subjective circumstances of the student (aggravating and mitigating factors relating to the student rather than to the misconduct);
2. whether a student has admitted the misconduct, and/or has come forward of his or her own accord;
3. whether intent can be proven;
4. the student's expression of remorse or apology (where relevant);
5. the student's past conduct (see 3.15 Schedule 4 Guidelines relating to Student Misconduct and Appeals). The nature and extent of a student's previous record of misconduct should be considered in all cases whether academic or non-academic misconduct;
6. penalties imposed for previous similar cases to ensure consistency in decision-making;
7. the consequences of the penalty for the individual student (see section 4 below Differential effects of penalties).

## 2. Scale of penalties

This scale provides a guide as to the normal, minimum and maximum penalties for specific cases of misconduct and the circumstances in which specific penalties are appropriate. This scale is not intended to be prescriptive and the Vice-Chancellor, Deans or committees may need to adjust the penalty in individual cases according to the circumstances of that particular case. The penalties are generally graded according to severity, although it should be noted that some penalties are only appropriate for specific types of misconduct (e.g. fines can only apply to non-academic misconduct).

Penalty	Rule	Examples of types of instances of misconduct
Rescission of an academic award conferred by the University where the award is as a result of fraud or serious academic misconduct committed by the student before the award was conferred	16.3.1(1)	<ul style="list-style-type: none"> <li>• very serious instances of academic misconduct, including fraud and which may involve serious criminal behaviour</li> <li>• extensive plagiarism in a research thesis or major project found proven after the award has been conferred</li> </ul>
Revocation of a recommendation to the Academic Board or the University Council that a student has component of a course found proven after a for a period of up to twelve (12) months	16.3.1(2)	<ul style="list-style-type: none"> <li>• fraud</li> <li>• major plagiarism in a subject or major satisfied the requirements for an award, effective student has been determined to have satisfied requirements for the relevant award</li> </ul>
Permanent exclusion from the University	16.3.1(3)	Extremely serious instances of misconduct, may involve serious criminal behaviour and serious repeat instances of misconduct.
Exclusion from the University for a period of up to five (5) years	16.3.1(4)	<ul style="list-style-type: none"> <li>• fraud</li> <li>• alteration of any document or record of the University</li> <li>• serious damage to University property or misuse of University facilities</li> <li>• serious disruption to University activities</li> <li>• serious academic misconduct including extensive plagiarism, exam malpractice</li> <li>• repeat cases of academic and/or non-academic misconduct</li> <li>• failure to comply with any penalty imposed for an instance of misconduct or failure to comply with any condition agreed with the Vice-Chancellor under Rule 2.1.9</li> <li>• dishonesty in relation to admission to the University</li> <li>• inappropriate behaviour including harassment, intimidation or interference with the freedom of other persons at the University</li> </ul>
Suspension from the University for a specified period not exceeding twelve (12) months	16.3.1(5)	<ul style="list-style-type: none"> <li>• damage to University property or misuse of University facilities</li> <li>• disruption to University activities and/or freedom of other persons</li> <li>• academic misconduct including plagiarism, exam malpractice</li> <li>• repeat cases of academic and/or non-academic misconduct</li> <li>• failure to comply with any penalty imposed for an instance of misconduct</li> </ul>
Suspension from a course of the University for a specified period not exceeding twelve (12) months	16.3.1(6)	<ul style="list-style-type: none"> <li>• academic misconduct including plagiarism, exam malpractice, repeated cheating in assessment</li> <li>• repeat cases of academic misconduct</li> </ul>

Penalty	Rule	Examples of types of instances of misconduct
Withholding of academic results for the relevant teaching period, and/ or academic transcript, including deferral or withdrawal of permission to graduate for a specified period not exceeding twelve (12) months	16.3.1(7)	Imposed when instance of misconduct occurs in the student's final teaching period before graduation, usually imposed in conjunction with suspension, or results are withheld until fines or costs are paid.
Imposing conditions on enrolment and participation in specified subjects for a specified period not exceeding twelve (12) months; during which time if there is a further instance of misconduct, the Vice-Chancellor or the Dean shall refer the matter to the University Student Conduct Committee or the Faculty Student Conduct Committee, as the case may be, for a recommendation on the imposition of a more severe penalty.	16.3.1(8)	<ul style="list-style-type: none"> <li>• inappropriate behaviour</li> <li>• misuse of facilities</li> </ul>
<p>If the misconduct constitutes academic misconduct in relation to a subject in which the student is admitted or enrolled:</p> <ul style="list-style-type: none"> <li>• a zero mark/ fail result for the results of any form or forms of assessment in the subject</li> <li>• a requirement that the student re-submit a specific assessment task, with a reduction in marks to no more than a specified percentage of the maximum possible mark in the assessment task</li> <li>• a requirement that the student must undertake alternative assessment for the whole subject, for which the maximum possible mark can be no greater than a specified percentage of the total value of the assessment</li> <li>• a zero mark/ fail result for the results of the total assessment in the subject.</li> </ul>	16.3.1(9)	<p>Academic misconduct (e.g. plagiarism, cheating) in relation to a subject in which the student is enrolled.</p> <p>May be appropriate for first offence of academic misconduct, plagiarism if deemed unintentional (e.g. student has not understood academic requirements).</p> <p>Should take into account:</p> <ul style="list-style-type: none"> <li>• extent of plagiarism</li> <li>• advice to student on referencing</li> <li>• stage of course (students in second or subsequent years will be expected to have more understanding of what constitutes plagiarism compared to students in first year).</li> </ul>
Exclusion from attendance at specified classes or subjects for a specified period not exceeding twelve (12) months, provided that these do not include the entirety of classes or subjects for which the student is enrolled or is eligible to be enrolled	16.3.1(10)	Inappropriate behaviour in classes or subjects, meetings or other activities.
Exclusion from and prohibition from use of specified facilities of the University for a specified period not exceeding twelve (12) months	16.3.1(11)	Misuse of facilities on University premises, such as the Library or IT labs, or any other premises to which the student has access for his or her University purposes.

Penalty	Rule	Examples of types of instances of misconduct
Where the misconduct involves loss of or damage to property or facilities of the University or a third party, payment to the University or the third party of a specified amount not exceeding the amount of the loss or damage	16.3.1(12)	Misconduct involving loss of/ or damage to property or facilities of University or to a third party. Payment for loss or damages is not a fine. The amount sought as restitution cannot exceed the amount of the loss or damages.
Where the misconduct involves lengthy inquiries and proceedings, payment to the University of a specified amount for its costs, not exceeding the amount of the costs incurred	16.3.1(13)	Misconduct involving lengthy inquiries and proceedings. Payment is required to cover the costs of the expense incurred by the University during lengthy inquiries and proceedings in relation to misconduct. The amount sought is not a fine – it cannot exceed the costs incurred by the University in relation to the inquiries and proceedings.
A fine of up to \$5,000 with maximum fines for particular types of offences	16.3.1(14)	Non-academic misconduct including: <ul style="list-style-type: none"> <li>• inappropriate behaviour</li> <li>• misuse of facilities</li> <li>• wilfully disobeying direction</li> <li>• library offences</li> </ul> (see 3.6 below for notes on Monetary penalties)
Imposition of specified conditions on attendance at specified classes or use of specified facilities of the University	16.3.1(15)	Inappropriate behaviour in a class, meeting or other activity, and/or misuse of facilities on University premises or any other premises to which the student has access for his or her University purposes.
Reprimand or caution	16.3.1 (16)	<ul style="list-style-type: none"> <li>• first minor instance of misconduct</li> <li>• usually imposed with other penalties</li> <li>• a caution is a formal warning to the student that any future instance of misconduct will be treated most seriously and will result in a more severe penalty</li> <li>• a formal reprimand by the Vice-Chancellor for misconduct is communicated to the student in a letter. The letter of reprimand is placed on the student's confidential file and remains confidential. It does not appear on a student's transcript either internal or external</li> </ul>

### 3. Issues specific to each type of penalty

#### 3.1 Exclusion from the University

See Rule 16.3.1(4)

If a student is re-admitted to a course following a period of exclusion from the University, the student may be required to apply for subject exemptions in recognition of prior learning, i.e. for the subjects completed prior to the period of exclusion.

#### 3.2 Exclusion from specified class/specified facility

See Rules 16.3.1(10) and (11)

A student who is excluded from specified classes or facilities may not be able to complete certain assessment tasks and this may impact on their final result for the subject.

#### 3.3 Suspension from the University

See Rule 16.3.1(5)

Students who are suspended from the University for a specified period not exceeding twelve (12) months will retain any credit points gained prior to the period of suspension.

#### 3.4 Suspension from a course of the University

See Rule 16.3.1(6)

Students who are suspended from a course of the University will retain any credit points gained prior to the period of suspension. They may apply for admission to another course of the University during the period of suspension, except for non-award study in subjects that could be subsequently counted as exemptions towards the course from which they have been suspended.

#### 3.5 Withholding of results/academic transcript/permission to graduate

See Rule 16.3.1(7)

Students whose results are withheld may not be able to proceed to the next stage of their course and it may impact on their employment situation or applications for admission to courses at other institutions. Students whose academic transcripts are withheld or who are not permitted to graduate may not be able to apply for admission to other courses, or may be limited in their employment opportunities. These penalties usually apply when a student is in, or has completed, their final teaching period before graduation. The penalties are usually imposed in conjunction with suspension, and/or the withholding of results until fines or costs are paid.

#### 3.6 Monetary penalties

- Rules 16.3.1(12) and (13)

These Rules enable the University to seek restitution for costs incurred in lengthy inquiries or proceedings or costs associated with loss and/or damage. These penalties are not fines. Fines are penalties imposed for the act of misconduct itself.

- Rule 16.3.1(14)

This Rule enables a reasonable monetary fine to be assessed. This penalty could be applied in conjunction with others such as Rules 16.3.1(12) and (13).

Fines may be appropriate for incidents such as:

- inappropriate and/or disruptive behaviour on campus (up to \$1,000 maximum);
- contravening prescribed standards of acceptable conduct (up to \$1,000 maximum);
- endangering the safety and/or security of people and/or property (up to \$2,000 maximum);
- ignoring or disobeying a directive from a University Officer (up to \$500 maximum);
- refusing to identify oneself (up to \$100 maximum);
- allowing another person access to UTS email or computer account and facilities (up to \$500 maximum with increase to \$1,000 for repeat offences);
- damage and destruction where the costs cannot be adequately measured for the purposes of cost recovery (e.g. destruction of intellectual property through hacking or destroying a computer which has other persons' work on it) (up to \$5,000 on recommendation of the University Student Conduct Committee);
- library offences (up to \$150 per offence with upper limit of \$250 for repeat offence).

When considering fines as an effective and appropriate penalty for instances of misconduct, the following factors should be taken into account:

- a fine can only be imposed for non-academic misconduct. A fine cannot be imposed for academic misconduct;
- a student's financial capability must be considered in imposing a fine; and where appropriate extensions of time to pay may be granted by the Registrar;
- fines of less than \$2,000 can be imposed by the Vice-Chancellor for proven or admitted misconduct, without reference to the University Student Conduct Committee;
- fines of greater than \$2,000 can only be imposed by the Vice-Chancellor for extremely serious misconduct, on the recommendation of the University Student Conduct Committee.

#### 3.7 Awarding of zero marks

See Rule 16.3.1(9)

When considering a penalty under Rule 16.3.1(9), it should be noted that if a student is awarded zero for any assessment item, it is unlikely that the student will be able to satisfactorily complete the subject for which the assessment task is set.

#### 3.8 Conditions on enrolment

See Rule 16.3.1(8)

If conditions are imposed upon a student's enrolment and participation in specified subjects, this may impact on the student's ability to complete the course within a specified time period. This penalty may impose conditions on enrolment in certain subjects involving use of a laboratory, for example, or enrolment in subjects involving use of other facilities.

#### 4. Differential effects of penalties

When imposing penalties, it is important that each student's individual circumstances, stage of enrolment, and any relevant mitigating factors are taken into account. Conduct Committees, the Vice-Chancellor and Deans may encourage students to make representation or submit evidence on the detrimental impacts of specific penalties in individual cases.

Some examples of situations in which penalties may impact more harshly include:

- **Penalties of suspension or exclusion for international students**

A penalty of suspension or exclusion may impact more severely on an international student because of visa requirements which stipulate that a student must leave the country if not enrolled. There are also additional financial costs involved for international students who must re-apply for a visa following a period of suspension or exclusion and pay additional course fees. In appropriate circumstances, an alternative may be to consider penalties under Rules 16.3.1(6) and (7) where an international student can complete course requirements prior to the penalty coming into effect. As an example, a student facing a period of suspension (to take effect at a specified time in the future) would be able to complete the course requirements, but at the end of their course, the period of suspension would take effect and the student would be prevented from graduating, unable to access any academic results and official academic transcript or testamur.

- **Stage of enrolment**

Most penalties will have a greater impact on students in their final teaching period when they are applying for jobs or for admission to graduate courses.

- **Financial penalties**

Severe monetary penalties will have a greater impact on some international students and on students from economically disadvantaged groups.

#### 5. Admissions of wrongdoing/level of contrition of student

If a student has admitted the misconduct and/or displays a high and genuine level of contrition for the misconduct, in the form of submission of a formal letter of apology to the Vice-Chancellor, this should be taken into account where appropriate.

1. The notice of penalty, the reasons and committee reports should explicitly state that the admission of wrongdoing and/or statement of contrition have been taken into account. Failure to do so would generally be taken to indicate that the admission or level of contrition was not given weight.
2. The effect of admission or level of contrition on the penalty should be stated insofar as it is appropriate to do so. This effect could encompass any or all of the matters to

which the admission or level of contrition may be relevant. Where other matters are regarded as relevant in a particular case, e.g. assistance to authorities, this should be included in the report or notice of decision and penalty.

3. An admission of wrongdoing or statement of contrition should generally be assessed in relation to the seriousness of the misconduct. One consideration is the timing of the admission or statement of contrition. Another factor is the potential time saved by University staff to undertake investigations and attend hearings. The relevance of an early admission will vary according to the circumstances of the case.
4. In some cases the admission or statement of contrition, in combination with other relevant factors, could lead to a degree of leniency in relation to the type of the penalties imposed. In some cases the weight given to the admission or statement of contrition will be significant in assessing parity between other students involved in the misconduct.

#### 6. Intent

If a student is found to have acted with intent when committing an act of misconduct, the penalty imposed on that student should be more severe than in a case where intent cannot be proven. In determining whether a student acted intentionally in committing an act of misconduct, any subsequent demonstration of contrition on the part of the student should also be considered (see point 5 above).

#### 7. Start/end dates of penalties

Penalties usually come into effect from the date of notification of the penalty to the student and last until the last day of the relevant teaching period. In determining penalties, it is preferable that start and end dates are specified on a teaching period basis (e.g. first day of teaching period to the last day of teaching period). It is important to consider the effective dates of penalties, as a penalty specified by dates as opposed to teaching periods may have the unintended consequence of preventing a student enrolling in the teaching period following the period of penalty.

#### 8. Status of student pending appeal outcomes

Under Rule 16.18.4, a student may apply to the Vice-Chancellor for a stay of decision. The Vice-Chancellor may direct that a decision be stayed until the time for making an appeal has expired or, if an appeal is made within the permitted time, until the appeal has been determined.

In such cases the Vice-Chancellor will determine the status of the student during the appeal process; in other words, whether the student is to be on a restricted or conditional provisional program. This may include provisional class attendance, restricted attendance on campus, conditional use of University facilities, enrolment in online subjects, leave of absence and so on.

The following criteria are considered in determining whether to grant a stay of decision and the student's status during the appeal process:

- student's reasoning for requesting the stay of decision
- whether it is appropriate given the nature and seriousness of the misconduct to approve a stay of decision
- whether there is a need to implement the penalty immediately to ensure the protection of other person(s) and/or facilities and property of University
- an assessment of the likelihood of a successful appeal against the finding of misconduct and the penalty, and if the penalty includes payment of compensation to a third party under 16.3.1(12), the capacity of the third party to repay the student if the penalty is nullified on appeal.

#### **9. Timing of decisions**

It is most important that decisions regarding penalties for misconduct and subsequent appeals are handled as expeditiously as possible to prevent lengthy delays and consequent applications by students for special consideration due to potential disadvantage. As a general guide, reports of the University Student Conduct Committee or Student Misconduct Appeals Committee can be expected within six (6) weeks from the date of referral of the matter to the Committee.

#### **10. Records of misconduct on transcripts**

- For suspensions and exclusions from a course or from the University the external academic transcript shows the student's status as 'suspended' or 'excluded' and the period of suspension or exclusion (in the same way that academic exclusions and leave of absence are shown on a transcript).
- A penalty of zero mark for a subject is shown on the academic transcript in the same way as other results.
- All other penalties are recorded on the student system as internal comments and will only be shown on internal academic records.
- In cases where an appeal against suspension, exclusion, or zero mark is lodged, the external academic transcript will show 'appeal pending' under the relevant course and teaching

# GENERAL RULES OF THE UNIVERSITY

## G1 – RULES RELATING TO COUNCIL, THE CHANCELLOR, DEPUTY CHANCELLOR AND VICE-CHANCELLOR

These Rules are made pursuant to s28(1)(c), (d), (e), (f) and (j) and s29(1) of the Act.

### 1. Chancellor or Deputy Chancellor to preside at ceremonial occasions

- (1) The Chancellor when present is to preside at ceremonial occasions.
- (2) In the absence of the Chancellor, the Deputy Chancellor when present is to preside at ceremonial occasions.
- (3) In the absence of both the Chancellor and Deputy Chancellor, a member of Council (being a member who is not a member of the staff of the University or a student) appointed by the Council, is to preside at ceremonial occasions.
- (4) In the absence of the Chancellor, Deputy Chancellor and the member appointed in accordance with subclause (3), the Vice-Chancellor is to preside at ceremonial occasions.

### 2. Powers of Chancellor in relation to University committees

- (1) The Chancellor may without specific appointment exercise the right of membership of any committee or board of the University.
- (2) The Chancellor may preside at any meeting of any such committee or board and has all the functions of the presiding member of any such committee.
- (3) If the Chancellor is absent or is unable to act, or if the office of Chancellor is vacant, the Deputy Chancellor may preside at any such meeting and is to have the like functions.

#### Footnote:

1. In 1999 Council resolved that the following procedures for appointment of a member of Council to preside over graduations and other ceremonial occasions in certain circumstances be adopted:
  1. A Pro-Chancellor will be elected by Council by means of a secret ballot conducted by the Registrar in accordance with the rules on the election of the Chancellor (Rule G2).
  2. All members of Council are eligible to make nominations and to vote, but only members of Council who are not a staff member or a student can stand for election for the position of Pro-Chancellor.
  3. The Pro-Chancellor shall have delegated authority to act for the Chancellor in the context of the University's graduation ceremonies, or, when specifically requested by the Chancellor, to assist with ceremonial or courtesy function in the University.
  4. The appointment shall be for a period of two years, renewable.
  5. The Chancellor shall report to Council at the end of every year on the activities of the Pro-Chancellor during the year.
  6. When presiding at official functions where robes are appropriately worn, the Pro-Chancellor shall wear a robe which is specially designed for the role of Pro-Chancellor in accordance with the instructions of the Chancellor.
  7. That the Registrar conduct an election for Pro-Chancellor as soon as possible.

### 3. Presiding member

The Chancellor, or any other person presiding at any meeting of the Council in accordance with this Rule, has a deliberative vote and, in the event of an equality of votes, a casting vote.

### 4. Ordinary meetings of Council

The Council is to meet in ordinary session not less than six times in each year and at such other times as the Council decides.

### 5. Special meetings of Council

- (1) A special meeting of the Council:
  - (a) may be convened by:
    - (i) the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor; or
    - (ii) the Vice-Chancellor; or
  - (b) is to be convened by the Registrar if the Registrar receives a written request of not less than five members of the Council setting forth the purpose for which the meeting is required to be convened.
- (2) A special meeting required to be convened under subclause (1)(b) is to be held within 14 days after the receipt of the request for that special meeting.

### 6. Notice of meeting of Council

Notice of the date, time and place of a meeting of the Council and a copy of the agenda and, in the case of a special meeting, advice as to the purpose for which the meeting is to be convened, are to be posted or delivered by the Registrar to each member of the Council at least seven days before the date of the meeting.

In circumstances where the governance of the University would otherwise be compromised, the Chancellor, Vice-Chancellor and Registrar, as the Executive Committee of Council, may suspend the requirements of the previous paragraph by directing the Registrar to take action with respect to any of the following:

- advise members of a Council meeting with shorter notice than prescribed in the paragraph above;
- advise only Council members and other required attendees of the meeting place;
- advise Council members that a meeting will be held in closed session.

### 7. Business at meetings

A member of the Council must not initiate any matter for discussion, or move any motion in respect of any matter initiated, at a meeting of the Council unless:

- (a) notice in writing has been given to the Registrar, in the case of an ordinary meeting, not less than 14 days before the date of the meeting and, in the case of a special meeting, not less than 10 days before the date of the meeting, that the matter will be so initiated or a motion moved in respect of the matter; or
- (b) the Council or the person presiding at that meeting otherwise permits.



**8. Meeting may be adjourned**

The person presiding at a meeting of the Council may adjourn that meeting to a later time or date.

**9. Failure to give, or receive, notice of meeting**

Proceedings of a meeting of the Council are to be taken to have been validly transacted notwithstanding the accidental omission to give notice of the meeting to, or the non-receipt of a notice of the meeting by, a member.

**10. Out of pocket expenses**

If a member of the Council incurs out of pocket expenses whilst engaged on University business, the Council may, in its discretion, authorise the payment of the whole or any part of the expenses so incurred to that member.

**11. Vice-Chancellor**

- (1) The Vice-Chancellor, as the chief executive officer of the University, is to be the principal academic and administrative officer of the University and is responsible to the Council for implementing the decisions of the Council.
- (2) Subject to the Act, the By-law, the Rules and the resolutions of the Council, the Vice-Chancellor is to be responsible for:
  - (a) promoting the interests and furthering the development of the University; and
  - (b) conducting the academic, administrative, financial and other business of the University; and
  - (c) exercising general supervision and control in relation to the members of the staff of the University and the welfare and discipline of students.

**12. Powers of Vice-Chancellor in relation to Council committees and boards**

- (1) Subject to the By-law, the Rules and any direction by the Council, the Vice-Chancellor is to be ex officio a member of every committee or board of the Council and, in the absence of the presiding member, may preside at any meeting of a committee or board of the Council other than the Finance Committee.
- (2) The authority of the Vice-Chancellor to preside at a meeting of a committee does not extend to a meeting at which the Chancellor or Deputy Chancellor is present if the Chancellor or Deputy Chancellor desires to preside.

**13. Acting Vice-Chancellor**

- (1) In the event of the absence on leave of the Vice-Chancellor from the University or the illness or incapacity of the Vice-Chancellor, an Acting Vice-Chancellor is to be appointed:
  - (a) by the Vice-Chancellor, if the Vice-Chancellor has no reason to believe that the absence, illness or incapacity will exceed four weeks; or

- (b) by the Council in any other case or if the Vice-Chancellor does not make an appointment in accordance with paragraph (a).

- (2) The Vice-Chancellor may also appoint an Acting Vice-Chancellor where the Vice-Chancellor is absent from the University on official business and believes that such an appointment is necessary for the effective operation of the University.

**14. Powers and authorities of Acting Vice-Chancellor**

In the exercise of the functions of the Vice-Chancellor, the Acting Vice-Chancellor has such powers and authority as may be necessary or convenient to give effect to the provisions of the By-law, the Rules and the resolutions of the Council.

**15. Nominations Committee of Council**

- (1) The Nominations Committee of Council shall be composed of:
  - (a) the Chancellor
  - (b) the Vice-Chancellor
  - (c) three persons appointed by Council including one Ministerial nominee and one Council appointee whose terms of appointment are not about to expire or who are not seeking re-appointment.
- (2) The term of membership of the persons mentioned in subrule (1)(c) shall be determined by Council.

**15A. The terms of reference of the Nominations Committee are as follows:**

- (1) The Nominations Committee shall:
  - (a) compile a list of the names of persons who, in the opinion of the Committee, are suitable for appointment by the Minister or by the Council as members of the Council;
  - (b) make such enquiries about the suitability and availability of the persons listed as the Council requires;
  - (c) provide the Council with a shortlist of the names of persons recommended by the Committee for nomination to the Minister for appointment or for appointment by the Council pursuant to clause 38(1) of the By-law.
- (2) The shortlist provided to the Council pursuant to subrule (1)(c) shall be prepared in accordance with:
  - the *University of Technology, Sydney Act 1989* (the Act)
  - the relevant *University of Technology, Sydney By-law 1995*
  - Council's stated requirements for the required balance of skills, knowledge and experience for Council as a whole, and
  - the requirements of the National Governance Protocols

and shall identify the person or persons (if any) whose eligibility for appointment depends on compliance with section 9(4) of the Act.

- (3) Advise Council on the effectiveness of nomination procedures contained in the University By-law and Council statements, and propose amendments to Council as appropriate.
- (4) The committee may request the Registrar to be in attendance.
- (5) The committee may request the Governance Committee of Council to provide advice, either by the attendance of a member(s) or in any other form, in relation to the required balance of skills, knowledge and experience of Council as a whole.
- (6) The committee has no power of delegation, unless Council otherwise resolves.
- (7) The quorum at any meeting of the committee shall be a majority of the total number of members for the time being. Members will be counted for the purpose of the quorum if participating in the meeting by telephone or similar method. If absent from a meeting, a member may advise his or her view to the Chair in writing and the Chair shall bring this to the attention of the members present.
- (8) The business of the committee is confidential.
- (9) Committee business may be validly conducted by circulation of papers, email, telephone or similar. A record of business conducted in this manner must be kept and noted by members at a subsequent meeting. A decision shall be taken to be a valid decision of the committee if the majority of members for the time being have indicated agreement to it by these processes.
- (10) Meetings may be scheduled as required.

## 16. Instrument of Appointment

An instrument of appointment, under the hand of the Chancellor, shall be issued to each member of the Council appointed under clause 36 of the By-law stating the term of office for which that member has been appointed by Council.

## G2 – RULES ON ELECTION OF CHANCELLOR AND DEPUTY CHANCELLOR AND FOR ACADEMIC BOARD AND FACULTY BOARD ELECTIONS

### Division 1 – Election of Chancellor and Deputy Chancellor

1. The following Rules apply in accordance with sections 10 and 11 of the Act and clause 4 of the By-law:

#### Call for nominations

- (1)
  - (a) If an election for a Chancellor or Deputy Chancellor is necessary, the Returning Officer must send or deliver a copy of the notice to each member of Council.
  - (b) The notice referred to in this clause must:
    - (i) state that an election is necessary;
    - (ii) invite nominations for persons for election;
    - (iii) specify the form in which nominations must be made;
    - (iv) specify the date and time by which nomination papers must reach the Returning Officer;
    - (v) specify how ballot papers will be distributed;
    - (vi) specify the date and time by which ballot papers must reach the Returning Officer;
    - (vii) contain such other information relating to the election as the Returning Officer thinks fit.
  - (c) The notice referred to in this clause must be sent or delivered whenever a vacancy in the office of Chancellor or Deputy Chancellor occurs or, if a vacancy is expected to occur, no earlier than three months and no later than one month before the date of the expected vacancy.

#### Schedule of dates for elections for Chancellor or Deputy Chancellor

- (2) In the conduct of an election for Chancellor or Deputy Chancellor the Returning Officer must allow:
  - (a) between the notification to Council members, under clause 1(a) above, that an election is necessary and the date and time specified for receipt of nominations – not less than 10 days and not more than 14 days; and
  - (b) between the date and time specified for the receipt of nominations and the issue of ballot papers – not more than three days;
  - (c) between the issue of ballot papers and the date and time by which ballot papers must reach the Returning Officer – not less than 10 days and not more than 14 days.

### **Making of nominations**

- (3) (a) Nomination of candidates must be made by sending or delivering nomination papers to the Returning Officer.
- (b) A nomination paper must be signed by two members of Council, other than the person nominated, and must be endorsed with or accompanied by the written consent of the person nominated.
- (c) There must be a separate nomination paper for each candidate.
- (d) A candidate may provide with the nomination paper a statement of not more than one page containing information relating to the candidate that he or she wishes to supply. The statements provided by the candidates are to be printed and distributed with the ballot papers.
- (b) After such a notification has been received the Returning Officer may proceed to conduct an election.
- (c) The result of the election does not take effect until after the incumbent's resignation takes effect.

### **Division 2 – Academic Board and Faculty Board elections**

2. The following Rule is made pursuant to clause 44 of the By-law: that elections for Academic Board and Faculty Boards be conducted mutatis mutandis in accordance with the procedures prescribed for Council in the By-law (clauses 11 to 27, Division 2 of Part 2).

### **Dealing with nominations**

- (4) (a) The Returning Officer must, within two days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the nomination paper, notifying the person of the acceptance or rejection of the nomination.
- (b) If, at the close of nominations, only one nomination for a position is duly made and delivered, the Returning Officer must declare the candidate so nominated to be elected.
- (c) If more than one nomination is accepted for a position the Returning Officer must conduct a ballot.

### **Conduct of the ballot**

- (5) (a) The ballot must be a secret ballot using the optional preferential system.
- (b) The Returning Officer must send or deliver a ballot paper to each member of Council.
- (c) Following receipt of a written application, the Returning Officer may, on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.
- (d) The ballot must be conducted in accordance with the By-law – clauses 17, 18, 19 and clauses 22 to 27 inclusive.

### **Election in anticipation of resignation**

- (6) (a) If the Chancellor or Deputy Chancellor intends to resign from office he or she is under a duty to notify the Returning Officer as soon as practicable of:
- (i) his or her intention to resign from office;
- (ii) the date from which the resignation is intended to take effect.

### **G3 – RULES RELATING TO THE ACADEMIC BOARD**

These Rules are made under clause 41 of the By-law (Part 4, Division 1).

#### **Division 1 – The Academic Board**

1. (1) The Academic Board is to include:
  - (a) ex officio members (in addition to the Vice-Chancellor); and
  - (b) elected members,as provided by this Division, in addition to any persons determined by the Council.
- (2) The ex officio members of the Academic Board are to be the person or persons holding the positions of:
  - (a) Deputy Vice-Chancellor; and
  - (b) Pro-Vice-Chancellor; and
  - (c) University Librarian; and
  - (d) Director, Information Technology Division; and
  - (e) Director, Jumbunna Indigenous House of Learning; and
  - (f) Dean of Faculty; and
  - (g) Head of School; and
  - (h) President of the Students' Association; and
  - (i) Associate Dean of Faculty; and
  - (j) Dean of Graduate Studies; and
  - (k) Director, Student Administration; and
  - (l) Director, Institute for Interactive Media and Learning; and
  - (m) Registrar; and
  - (n) Director, Student Services; and
  - (o) Director, Institute for Sustainable Futures; and
  - (p) Director, Institute for International Studies; and
  - (q) Director of Research (Faculty of Nursing, Midwifery and Health)
  - (r) Director of Research (Faculty of Law)
  - (s) Chief Financial Officer
  - (t) Executive Director (Organisational Support)
  - (u) Director, University Research Institute.in addition to the holder or holders of any other position determined by the Council.
- (3) The elected members of the Academic Board comprise:
  - (a) three members of the academic staff elected from each faculty with at least one of these members to be a professor; and
  - (b) one student elected from each faculty; and
  - (c) two postgraduate students (not from the same faculty) elected by all postgraduate students of the University with at least one of these members to be a research degree student; and

- (d) one member of the academic staff elected by and from the Institute for International Studies, and
- (e) one Director, elected by and from the Directors of the Key University Research Centres.

- (4) Each elected student member may, subject to the approval of the Chair, nominate another student to act as an alternate member with speaking and voting rights at those meetings of Academic Board which the alternate member attends in place of the said elected member. A student will cease being an alternate member when the nominating student ceases to be a member of the Board.

#### **Division 2 – Elections**

##### **Term of office of elected member of Board**

2. The term of office of an elected member of the Board is two years.

##### **Conduct of elections**

3. (1) The election of the elected members of the Board is to take place in accordance with procedures determined by the Council, and the Registrar is to be the Returning Officer for any such election.
- (2) Voting at an election for membership of the Board is to be by secret ballot using the optional preferential system of voting.
- (3) If at the close of nominations in the conduct of an election, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Board for the period stated in the notice of election:
  - (a) on the recommendation of the Dean of the relevant faculty; or
  - (b) in the case of a vacancy for a postgraduate student, on the recommendation of the Chair of the Board.

##### **Casual vacancy if Board member absent**

4. A casual vacancy in the office of an elected member of the Board occurs if the member is absent from three consecutive ordinary meetings of the Board unless the absence is excused by the Board either at one of those meetings or before those meetings are held.

##### **Casual vacancy in office of elected member of Board**

5. (1) In the event that a casual vacancy in the office of an elected member of the Board, including a casual vacancy arising under clause 4, occurs:
  - (a) if the remainder of the term of office of the elected member is less than six months, the Chair of the Board is, as soon as practicable after the vacancy occurs and after appropriate consultation, to appoint a person qualified to hold that office under clause 1(3) for the remainder of the term of office; or

- (b) if the remainder of the term of office of the elected member is six months or more, the Returning Officer is, as soon as practicable after the vacancy occurs, to conduct an election in accordance with clause 3 among those persons qualified to vote at such an election.
- (2) If no nominations are received to fill a casual vacancy referred to in subclause (1)(b), the Board may either leave the vacancy unfilled for the remainder of the term of office or take such other action in relation to the filling of the vacancy as the Board considers necessary.
- (3) A person elected to fill a casual vacancy in the office of an elected member of the Board is to hold office for the remainder of the predecessor's term of office.
- (4) (a) When elected members are on extended leave or formally act in a position which carries ex officio membership of Academic Board thereby creating a short-term vacancy not exceeding 12 months, replacement members may be appointed from the absent member's electorate by the Chair after appropriate consultation.
- (b) Where an elected member's leave of absence exceeds 12 months, the elected member will be deemed to have vacated office and a casual vacancy will exist.

### Division 3 – Presiding member (Chair) and deputy presiding members

#### Chair

- 6. (1) The Board:
  - (a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; and
  - (b) whenever a vacancy in the office of the presiding member occurs, unless less than three months of the term of office remains,
 is to elect one of its members to be the presiding member of the Board.
- (2) The title of the presiding member is to be 'Chair'.

#### Term of office, etc., of Chair

- 7. The Chair, unless he or she resigns as the Chair or ceases to be a member of the Board, holds office for such period (not exceeding two years) and on such conditions as may be determined by the Council on the recommendation of the Board.

#### Deputy Chairs

- 8. (1) The Board:
  - (a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; and
  - (b) whenever vacancies in the offices of the deputy presiding members occur,

is to elect four of its members to be the deputy presiding members of the Board.

- (2) The title of each of the deputy presiding members is to be 'Deputy Chair'.

#### Terms of office, etc., of Deputy Chairs

- 9. The Deputy Chairs, unless they resign or cease to be members of the Board, hold office for such period (not exceeding two years) and on such conditions as may be determined by the Council on the recommendation of the Board. Should a Deputy Chair's membership of Academic Board conclude as a result of the conclusion of his or her term in an ex officio staff member position, the Deputy Chair may continue as a co-opted member of Academic Board, for a period up to the next general Academic Board election, at the Board's discretion in order to continue or complete the work of the Board. The duties of the Deputy Chairs will be determined, from time to time, in consultation with the Chair and Deputy Chairs.

#### Absence of Chair

- 10. If the Chair is absent or unable to act, or if the office of the Chair is vacant, one Deputy Chair as determined beforehand by the Chair, is to preside at any meeting of the Board and is to have all the functions of the Chair. In the absence of the Chair and one of the Deputy Chairs, another Deputy Chair is to preside at any meeting of the Board and shall have all the functions of the Chair.

#### Election of Chair and Deputy Chairs

- 11. The election of the Chair and the Deputy Chairs is to take place in accordance with the Rules prescribed for the election of the Chancellor and Deputy Chancellor referred to in Division 1, G2 – Rules on election of Chancellor and Deputy Chancellor and elections for Academic Board and Faculty Boards.

#### Absence of the Chair and Deputy Chairs

- 12. In the absence of both the Chair and the Deputy Chairs:
  - (a) the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or
  - (b) if the Vice-Chancellor is not present or, being present, does not wish to preside, the Board is to elect one of its members to preside at the meeting.

### Division 4 – Functions and powers of the Board

- 13. (1) The Academic Board constitutes the primary forum in the University for the discussion and resolution of academic issues and matters. The Board and the Vice-Chancellor are the principal sources of advice to the Council on all academic matters.
- (2) Subject to the By-law, the Rules and the resolutions of the Council, Academic Board has a responsibility to assess the quality of, and provide direction to, the academic work of the University, including teaching, learning, scholarship, research and research training.

- (3) In exercising its responsibilities, the Board:
- (i) Shall work in conjunction with the Vice-Chancellor, members of the University Executive, Deans and the staff of the University to ensure that the academic goals of the University are achieved;
  - (ii) May refer any matter for consideration and advice to its own committees, a Faculty Board, Board of Studies, Course Advisory Committee, or the Vice-Chancellor or appropriate members of the staff of the University; and
  - (iii) May receive and consider advice from any such body or person on any matters related to Academic Board and its functions, powers and responsibilities.
14. Without limiting the effect of clause 13, the Board:
- (a) Shall report to, or advise Council or the Vice-Chancellor, on any aspect of:
    - (i) the academic goals, objectives, principles, directions, priorities and profile of the University, including advice on how these provide a basis for financial, capital or human resource planning
    - (ii) the quality and standards appropriate to all aspects of the academic work of the University, and in particular to teaching and learning and the support thereof, and to research and research training.
  - (b) Shall determine the accreditation of proposed or existing award courses on their academic merit, and the removal of the accreditation of award courses.
  - (c) Shall undertake initiatives and institute measures to promote the communication of academic issues and matters and the coordination of academic work and activities across the whole University.
  - (d) Shall determine academic policies.
  - (e) Shall determine the standards governing all aspects of academic administration, including, but not limited to, the admission of students and the examination and assessment of students' work.
  - (f) Shall set the conditions for the granting of fellowships, scholarships and prizes within the University.
  - (g) Shall recommend to Council those students who, having satisfied all academic requirements for an award course, are considered eligible to graduate; and shall assure the validity of such recommendations by appropriate means.

## **Division 5 – Elected professors on Academic Board**

15. If, during the conduct of an Academic Board election, all the professors in any faculty are ex officio members of the Academic Board and there is no professor available to fill the position for an elected professor on the Board as required under Rule G3, 1(3)(a) above, the Academic Board may, on the recommendation of the Faculty Board, after consultation by it with the Dean of the relevant faculty, appoint an additional member of the faculty for the term of office which a professor, if one had been available for election, would have had.

## **Division 6 – Relationship between Board and Council**

### **Reference to Council of certain matters by Board**

16. If the Academic Board does not approve without amendment any recommendation of a Faculty Board or another Board, the Academic Board is, if so required by the Faculty Board or other Board, to transmit the recommendation to the Council together with any observations the Academic Board thinks fit.

### **Council to obtain views of Board on certain matters**

17. (1) If the Council does not accept without amendment a recommendation from the Board relating to teaching, scholarship or research within the University, the Council must seek further advice from the Board before making a final decision.
- (2) This clause does not apply if, in the judgment of the Chair of the Board and the Chancellor:
- (a) the matter is one of urgency on which it is necessary for an immediate decision to be made by the Council; or
  - (b) the area of difference between the Council and the Board is not one of principle or major significance.

## **Division 7 – Board committees**

### **Committees**

18. (1) The Board may establish such committees as it thinks fit with such membership as it considers appropriate for the purpose for which the committee is established.
- (2) It does not matter that any or all of the members of a committee are not members of the Board.

## G4 – RULES RELATING TO STAFF DISCIPLINE AND APPEAL COMMITTEES

These Rules are made pursuant to clause 44 of the By-law (Part 4, Division 3)

### Division 1 – Staff

#### Application of Division

1. This Division applies to and in respect of all members of staff of the University other than:
  - (a) members of staff who are designated by the Rules as being casual staff or temporary staff; and
  - (b) members of staff whose conditions of employment are governed by an industrial award or industrial agreement which contains disciplinary provisions.

#### Breach of discipline defined

2. A member of staff is to be regarded as having committed a breach of discipline if he or she:
  - (a) contravenes any provision of the Act, the By-law or a Rule; or
  - (b) wilfully disobeys or disregards any order or direction lawfully made or given under the Act, the By-law or a Rule; or
  - (c) is convicted by a court of an offence that is of a kind that may reasonably be regarded as constituting a serious impediment to the discharge by the member of staff of his or her functions or the discharge by other members of staff of their functions; or
  - (d) is guilty of disgraceful or improper conduct; or
  - (e) is grossly or persistently inefficient, negligent or careless; or
  - (f) is incompetent in the discharge of his or her functions.

#### Inquiries into alleged breaches of discipline

3. The Vice-Chancellor may (whether as a consequence of the making of a complaint or otherwise) cause inquiries to be made in relation to any breach of discipline that is alleged to have been committed by a member of staff.

#### Suspension pending completion of inquiries etc.

4.
  - (1) The Vice-Chancellor may suspend from office any member of staff in respect of whom inquiries are being made in relation to a breach of discipline that is alleged to have been committed by the member of staff.
  - (2) A member of staff may be suspended from office either with pay or without pay.
  - (3) If a member of staff is suspended from office without pay, the period of suspension is not to exceed seven days.
  - (4) Whether the member of staff is suspended with pay or without pay, the suspension ceases to have effect (unless sooner revoked) when the matter is dismissed or determined under this Division.

- (5) A member of staff is entitled to receive any pay withheld pursuant to this clause if the Vice-Chancellor dismisses the matter or otherwise determines that it would be inappropriate, having regard to the circumstances of the case, that the member of staff be denied that pay.

#### Vice-Chancellor to issue show cause notice

5. If, after completion of any inquiries, the Vice-Chancellor believes that a member of staff may have committed a breach of discipline, the Vice-Chancellor:
  - (a) must cause notice of that fact to be served on the member of staff; and
  - (b) must give the member of staff a reasonable opportunity (being a period of not less than seven days) within which to make written representations to the Vice-Chancellor in relation to the alleged breach of discipline; and
  - (c) must take into account any written representations made by the member of staff during that period.

#### Penalties

6.
  - (1) If, after having taken into account any written representations made by the member of staff, the Vice-Chancellor is satisfied that the member of staff has committed a breach of discipline, the Vice-Chancellor may direct that the member of staff:
    - (a) be dismissed; or
    - (b) be demoted in office; or
    - (c) be suspended from office without pay for a period not exceeding 30 days; or
    - (d) be denied any incremental progression of salary to which he or she might otherwise be entitled or eligible; or
    - (e) be fined an amount not exceeding one month's salary; or
    - (f) be cautioned or reprimanded; or
    - (g) be excluded from specified facilities of the University either indefinitely or for a specified period; or
    - (h) be subjected to any two or more of the penalties referred to in paragraphs (b)–(g).
  - (2) In considering a penalty the Vice-Chancellor may take into consideration a staff member's previous disciplinary record.

#### Vice-Chancellor to dismiss certain matters

7. If the Vice-Chancellor is satisfied that the member of staff has not committed a breach of discipline or (after having completed inquiries into the matter and having heard the member of staff's representations in respect of the matter) is not satisfied that the member of staff has committed a breach of discipline, the Vice-Chancellor must dismiss the matter and inform the member of staff accordingly.

### **Vice-Chancellor to give notice of decision**

8. The Vice-Chancellor must cause notice of any decision under clause 6, and of his or her reasons for the decision, to be given:
- (a) to the member of staff concerned; and
  - (b) if the decision involves the making of a direction under clause 6(a), (b) or (c) – to the Council,
- within seven days after the decision is made.

### **Right of appeal to the Council**

9. (1) A member of staff may appeal to the Council against a decision of the Vice-Chancellor under clause 6.
- (2) Such an appeal must be made in writing and lodged with the Registrar within 30 days after notice of the decision is given to the member of staff.
- (3) The Vice-Chancellor may, on the application of the member of staff concerned or otherwise, direct that any action to be taken as a consequence of a direction under clause 6 be stayed:
- (a) until the time for making an appeal against the direction, or the decision to which it relates, has expired; or
  - (b) if an appeal against the direction or decision is made within that time – until the appeal has been finally determined.

## **Division 2 – Appeals**

### **Appeal Committee**

10. The Council is to establish an Appeal Committee for the purpose of hearing appeals under this Division.

### **Appeals to be referred to Appeal Committee for hearing**

11. (1) The Registrar is to refer any appeal made under this Division to the Appeal Committee for hearing.
- (2) The Appeal Committee must hear any such appeal and prepare a recommendation for submission to the Council as to what action should be taken in respect of the appeal.

### **Determination of appeals**

12. (1) The Council must determine an appeal having due regard to the recommendations of the Appeal Committee.
- (2) The Registrar must cause notice of the Council's decision on an appeal to be given to the appellant as soon as practicable after the decision is made.
13. Upon receipt of a notice of appeal under clause 9 of these Rules, the Registrar shall notify the Chancellor of the receipt of the notice and the nature of the appeal.
14. An appeal brought under this provision shall be investigated by an Appeal Committee comprised of:
- (a) the Chancellor or, if the Chancellor declines to be a member, the Deputy Chancellor or, if each of those persons declines to be a member, a member of the Council (other than an official member) nominated by the Chancellor;

- (b) a member of the Council, other than an official member, selected by the Chancellor;
  - (c) a person nominated by the appellant.
15. Where an appellant has not, within 14 days of lodging a notice of appeal with the Registrar (or, where the appellant has been served with a notice under clause 17, within 14 days after the date of service of the notice) nominated to the Registrar a person who has consented to be nominated as a member of the Appeal Committee which will investigate that appellant's appeal, the Council shall nominate a person who is not an officer of the University or a member of the Council to be a member of that Appeal Committee.
16. The person who is a member of an Appeal Committee by reason of clause 14(a) is the Chair of that Appeal Committee.
17. As soon as an Appeal Committee comprised in accordance with clause 14 (and clause 15 where applicable), has been formed in relation to an appeal, the Registrar shall forward the notice lodged under clause 9(2) of these Rules in relation to that appeal to the Chair of the Appeal Committee.
18. (1) The duties of an Appeal Committee are to investigate the appeal referred to it under clause 17, to report and to make recommendation to the Council on the appeal.
- (2) An Appeal Committee shall:
- (a) hold its first meeting as soon as practicable after the date on which the notice of appeal is forwarded to it under clause 17 but in any event not later than 21 days after that date except where Council may determine otherwise; and
  - (b) subject to clause 14, hold such subsequent meetings as it considers necessary and convenient to enable it to perform its duties.
- (3) An Appeal Committee shall not investigate an appeal unless all members of the Appeal Committee are present.
- (4) The Council may make Rules regulating, or providing for the regulation of, the procedure to be followed by Appeal Committees, provided that the procedures shall not contravene the rules of natural justice.
19. Where, in the opinion of the Council, an Appeal Committee is not investigating an appeal expeditiously, it may, by notice in writing served on the members of the Appeal Committee and the appellant, dissolve that Committee.
20. Where the Council dissolves an Appeal Committee under clause 19, another Appeal Committee comprised in accordance with clause 14, may be formed to investigate the appeal, but no person who was a member of the dissolved Appeal Committee may be a member of that other Appeal Committee unless the Council so resolves.
21. Notice in writing of the date upon and time and place at which an appellant may appear before an Appeal Committee shall be given to the appellant at a reasonable time before that date.



22. (1) An Appeal Committee shall make its report to the Council upon the appeal within two months of the day upon which the notice of appeal was referred to it.
- (2) Notwithstanding the provisions of subclause (1), if the Council approves, in a particular case, of the time within which the report of an Appeal Committee shall be made to it being extended to not more than six months from the day upon which the notice of appeal was referred to it, the Appeal Committee shall make its report to the Council within that period.
- (3) Where an Appeal Committee makes a report to it in relation to an appeal by a member of staff against a decision of the Vice-Chancellor, the Council may:
- (a) affirm or quash that decision; and / or
  - (b) propose any other action against the member of staff that could have been taken against that person by the Vice-Chancellor

## G5 – REPEALED

## G6 – REPEALED

## G7 – RULE ON INTELLECTUAL PROPERTY

This Rule is made under clause 44 of the By-law.

1. The Council may make Policies from time to time that provide for some or all of the following:
  - (a) ownership and commercial exploitation of University Intellectual Property Rights;
  - (b) payment to Staff Members and / or Students in connection with the creation and commercial exploitation of University Intellectual Property Rights;
  - (c) disclosure by Staff Members and Students of University Intellectual Property Rights; and
  - (d) any other matter concerning Intellectual Property Rights.
2. Any Policy binds the University, Staff Members and Students, and, at the request of the University, Staff Members and Students will do all those things, including the execution of assignments, licences or other agreements or documents, necessary to give effect to such a Policy. The University reserves the right to alter Policies from time to time as it deems necessary for the good management of the University.
3. In this Rule:
 

**Intellectual Property Rights** means all intellectual property rights, including but not limited to:

  - (a) patents, copyright, design rights, trade marks, rights in circuit layouts, plant variety rights and any right to have confidential information kept confidential; and
  - (b) any registration, application for or right to apply for registration, of any of those rights;

**Staff Member** means each employee of the University;

**Student** means each person enrolled or otherwise participating in a course, research project or other program offered by the University.

**Policy** means a policy made under clause 1 of this Rule; and

**University Intellectual Property Rights** means Intellectual Property Rights created by a Staff Member in the course of that Staff Member's employment by the University and / or by a Student, in the course of that student's participation in a course, research project or other program in respect of which he or she has elected to be bound by the relevant Policy.
4. Words denoting the singular include the plural and vice versa.

## **G8 – THE SEAL AND THE UNIVERSITY EMBLEM**

### **Division 1 – The seal**

#### **Custody of seal**

1. Unless the Council otherwise directs, the seal of the University is to be kept in the custody of the Registrar.

#### **Use of seal**

2. The seal of the University is to be fixed:
  - (a) to documents which are required by law or for ceremonial purposes to be under seal; and
  - (b) to the testamurs or certificates issued to a person as evidence that an award has been conferred on that person by the Council; and
  - (c) to such other documents as the Council approves.

#### **Fixing of seal**

3. The fixing of the seal of the University to any document is to be authenticated on that document by the signature of:
  - (a) the Chancellor, the Deputy Chancellor or some other member of the Council appointed by the Council for that purpose either generally or for a limited period; and
  - (b) the Vice-Chancellor; and
  - (c) the Registrar.

#### **Register of use of seal**

4. A register of the use of the seal of the University is to be maintained by the Registrar in which must be recorded:
  - (a) the authority for the affixing of the seal; and
  - (b) the nature of the document to which the seal is affixed; and
  - (c) the date of authentication of the document; and
  - (d) the signatures appearing on the document.

### **Division 2 – The University emblem**

#### **Use of emblem**

5. The emblem of the University must not be used, depicted or displayed otherwise than in such manner and circumstances as the Council may by resolution approve.

#### **Delegation of authority to approve use of emblem**

6. The Council may delegate its authority to approve the use, depiction or display of the University emblem to such person or persons as may be appointed by the Council from time to time.

## **G9 – REGISTER OF DELEGATIONS**

This Rule is made pursuant to Part 4, Division 1(17) of the Act. A register of delegations approved by Council is to be maintained by the Registrar in which must be recorded the following details of each delegation:

- (a) the relevant Council resolution number and meeting date;
- (b) the exact terms of the relevant Council resolution;
- (c) whether the exercise of the delegation is to be reported to Council;
- (d) Corporate Records file number;
- (e) Council resolutions to rescind any delegation.

## **G10 – WITNESSING AND WITNESSED STATEMENTS**

If the University requires that any document or thing must be verified or a student statement be witnessed, a member of staff in any of the positions designated in writing by the Registrar from time to time, may for the University's requirement only, attest such document or thing or statement.

## **G11 – REPEALED**

## **G12 – REPEALED**

# 12 > STANDING ORDERS

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# STANDING ORDERS FOR THE COUNCIL OF THE UNIVERSITY OF TECHNOLOGY, SYDNEY

## Chair

1. [deleted]
2. The Chancellor shall preside at any meeting of the Council at which he/she is present unless he/she elects not to do so.
3. Where at a meeting of the Council the Chancellor
  - (a) is absent,
  - (b) elects not to preside,
  - (c) is unable to preside,or the office of the Chancellor is vacant, the Deputy Chancellor shall preside.
4. In the absence of both the Chancellor and the Deputy Chancellor from a meeting of the Council the members present shall elect one of their number to preside at that meeting.

## Notice of meetings

5. The Council shall meet in ordinary session not less than six times in each year and at such other times as the Council shall decide.
6. Not less than seven days' notice of an ordinary meeting of the Council shall be given by the Registrar, who shall be Secretary to the Council, in writing to members of the Council setting out the time and place of the meeting and the agenda.
- 6A. Order 6 may be suspended by the Chancellor, Vice-Chancellor and Registrar, as the Executive Committee of Council, under the terms of Rule 6, G1 – Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor of the General Rules of the University, by directing the Registrar to take action with respect to any of the following:
  - advise members of a Council meeting with shorter notice than prescribed by Order 6;
  - advise only Council members and other required attendees of the meeting place;
  - advise Council members that a meeting will be held in closed session.
7. A special meeting may be convened by the Registrar on the request of the Chancellor, the Deputy Chancellor or the Vice-Chancellor or upon the written request of any five members of the Council within 14 days of receipt of the request.
- 7A. Order 7 may be suspended by the Chancellor, Vice-Chancellor and Registrar, as the Executive Committee of Council, under the terms of Rule 6, G1 – Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor of the General Rules of the University, by directing the Registrar to take action with respect to any of the following:
  - advise members of a Council meeting with shorter notice than prescribed by Order 7;
  - advise only Council members and other required attendees of the meeting place;
  - advise Council members that a meeting will be held in closed session.
8. Not less than seven days' notice of a special meeting of the Council shall be given in writing by the Registrar to members of the Council specifying any matters requested under Order 7, for discussion at the special meeting.

9. Proceedings of the Council shall be valid notwithstanding non-receipt of a notice of meeting by a member.

## Quorum

10. The quorum at any meeting of the Council shall consist of a majority of the total number of members for the time being of the Council.
11. If no quorum is present within 30 minutes of the time appointed for the meeting to commence, all business which should have been transacted at that meeting shall stand over until the next ordinary meeting of the Council, in which case, the business which was to have been dealt with at the meeting lacking a quorum shall take precedence over the business of the ordinary meeting, unless a special meeting is called in the meantime for the transaction of that business.
12. Once a meeting of the Council has commenced with a quorum, there shall be deemed to be a quorum thereafter, unless the lack of a quorum is drawn to the Chair's attention by a member of the Council. On the Chair's attention being drawn to the lack of a quorum he/she shall adjourn the meeting for five minutes. If at the expiration of five minutes there still is no quorum the Chair shall adjourn the meeting to another time or place.

## Minutes

13. The Registrar shall keep a record of each meeting which shall be entered in a minute book and at each meeting the minutes of the preceding meeting shall:
  - (a) be read unless copies thereof have been previously circulated to members;
  - (b) be confirmed or confirmed as amended; and
  - (c) be signed by the Chair as confirmed with or without amendment.

## Conduct of meetings

14. The order of business at any meeting of the Council shall follow that set out in the agenda unless the Council otherwise determines.
15. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of meeting, and shall, subject to the discretion of the Chair, continue until all business on the agenda has been disposed of, except that the agreement of the Council shall be necessary for the duration of the meeting to exceed three hours.
16. No member of the Council shall initiate any matter for debate or move any motion in respect of such matter, other than a matter on the agenda, unless the Council otherwise determines.
17. At meetings of the Council voting shall be by show of hands, and
  - (a) any question shall be decided by a majority of the members present; and
  - (b) the Chair shall have a deliberative vote, and, in the event of any equality of votes, a casting vote.
18. A motion or amendment before the Chair shall not be withdrawn except by the mover thereof and by leave of the seconder and of the Council, provided that no motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.

19. A motion or amendment before the Chair may be reworded by the mover subject to leave of the Council.
20. No member of the Council shall speak more than once to any question, save that the mover of the motion (but not of an amendment) shall have the right of reply, which reply shall close the debate. For the purposes of this Order an amendment shall constitute a separate question from the original motion and from any other amendment.
21. When an amendment is before the Chair, discussion shall be confined to that amendment, and no further amendment shall be proposed until the amendment before the Chair has been disposed of.
22. Any member of the Council may raise a point of order which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred.
23. Any member of the Council disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.
24. Any member of the Council who has not already participated in the debate on any matter may, at any time, whether another speaker has the floor or not, move 'That the question be now put', which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have an absolute discretion to accept or refuse the motion. If the motion is put during debate on an amendment, the motion shall close debate on the amendment only.

#### **Closed session**

25. The Council may, if it so wishes and provided that a quorum is present, resolve itself 'into committee' and/or go 'into closed session', whereupon all non-members who are present shall, with the exception of the Council officers, Deputy Vice-Chancellor, Pro-Vice-Chancellors, Chief Financial Officer, Executive Director (Organisational Support), and such other non-members as the Council may, from time to time, determine, be required to leave the room and shall not be readmitted until the Chair declares that open session has been resumed.

#### **Adjournment**

26. The Chair may, with the consent of the Council, and shall, if so directed by the Council, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as for an ordinary meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

#### **Attendance at Council meetings**

27. Persons present at Council meetings are categorised as follows:
  - (a) Council members;
  - (b) Council officers (the Registrar and the Clerk to Council);

- (c) official attendees (Deputy Vice-Chancellor; Chief Financial Officer; Pro-Vice-Chancellors; Executive Director (Organisational Support); Deans; Directors; members of the Registrar's Division; President, Students' Association; staff and other persons invited by the Chancellor or Vice-Chancellor);
  - (d) observers (members of the University community; other persons who attend by leave of the Chancellor or by Council resolution).
28. Official attendees are present at Council meetings to advise Council in its deliberations. They have no speaking rights but may be invited to speak by the Chancellor. By custom and practice, the Deputy Vice-Chancellor and the Chief Financial Officer are invited to sit at the Council table.
  29. Observers may attend meetings of Council, subject to the following conditions:
    - (a) they shall notify the Registrar by 4.00 p.m. on the day before the meeting they wish to attend;
    - (b) the number of observers able to attend a meeting shall be determined by considerations of space and comfort, it being noted that the Council Room can accommodate a limited number of people; official attendees will be given priority over observers;
    - (c) if requested the Registrar shall provide observers with a copy of papers relating to agenda items other than those which have been or are likely to be declared confidential;
    - (d) observers shall not normally participate in the discussions. They may only do so when invited by the Chair;
    - (e) the Registrar shall have power to waive (a), determine (b) and interpret (c) above.
  30. Council may, by resolution, decline permission for an official attendee or an observer to be present for all or any part of a meeting.

#### **Tabled papers**

31. Tabled papers shall not be distributed to anyone, including members, official attendees or observers prior to a meeting.

#### **General**

32. Standing Orders 1–31 or any of them may be suspended by a majority of those present at a meeting of the Council. A motion to that effect shall be open to debate.
33. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision was made.
34. Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.

#### **Committees of the Council**

35. Subject to the Act and the By-law the Council may:
  - (a) appoint such committees or boards consisting of such persons whether members of Council or not, as it thinks fit; and
  - (b) confer or impose upon a committee or board appointed under subclause (a) such powers and duties as it may from time to time determine.

36. The Registrar shall be secretary to the committees and boards of the Council.
37. Not less than seven days' notice personally or in writing of an ordinary meeting of a Council committee or board shall be given by the Registrar to members of the committee or board, setting out the time and place of the meeting and the agenda.
38. Not less than three days' notice personally or in writing of a special meeting of a Council committee or board shall be given by the Registrar to members of the committee or board, setting out the time and place of the meeting and the agenda.
39. A meeting of a Council committee or board may be held at any time if all members of the committee or board so agree.
40. The quorum at any meeting of a Council committee or board, shall, unless another number is fixed for a particular committee or board, be one-half of the members of the committee or board for the time being but, if one-half is not a whole number, shall be the next higher whole number.
41. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees and boards of the Council.

## STANDING ORDERS FOR THE ACADEMIC BOARD

### Chair and Deputy Chair

1. The Chair shall preside at any meeting of the Academic Board except in the circumstances described in 2, 3 and 4.
2. At the first meeting of Academic Board following the beginning of a new two-year term, the Vice-Chancellor will open the meeting and invite the recently-elected Chair to chair the meeting from that point.
3. Where at a meeting of the Academic Board the Chair
  - (a) is absent,
  - (b) elects not to preside,
  - (c) is unable to preside,
 or the office of the Chair is vacant, one Deputy Chair, as determined beforehand by the Chair, shall preside unless unwilling to do so.
4. In the absence of the Chair and both Deputy Chairs from a meeting of the Academic Board, or if the Deputy Chairs have elected not to preside at the meeting:
  - (a) the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or
  - (b) if the Vice-Chancellor is not present, or being present, does not wish to preside, the Board is to elect one of its members to preside at the meeting.

### Notice of meetings

5. The Academic Board shall meet in ordinary session not less than six times in each year and at such other times as the Academic Board shall decide.

6. Not less than seven days' notice of an ordinary meeting of the Academic Board shall be given by the Registrar, who shall be Secretary to the Academic Board, in writing to members of the Academic Board setting out the time and place of the meeting and the agenda.
7. A special meeting may be convened by the Registrar on the request of the Chair, a Deputy Chair or the Vice-Chancellor or upon the written request of any five members of the Academic Board within 14 days of receipt of the request.
8. Not less than seven days' notice of a special meeting of the Academic Board shall be given in writing by the Registrar to members of the Academic Board specifying any matters requested under Order 7, for discussion at the special meeting.
9. Proceedings of the Academic Board shall be valid notwithstanding non-receipt of a notice of meeting by a member.

### Quorum

10. The quorum at any meeting of the Academic Board shall consist of a majority of the total number of members of the Academic Board.
11. If no quorum is present within 30 minutes of the time appointed for the meeting to commence, all business which should have been transacted at that meeting shall stand over until the next ordinary meeting of the Academic Board, in which case the business which was to have been dealt with at the meeting lacking a quorum shall take precedence over the business of the ordinary meeting, unless a special meeting is called in the meantime for the transaction of that business.
12. Once a meeting of the Academic Board has commenced with a quorum, there shall be deemed to be a quorum thereafter, unless the lack of a quorum is drawn to the Chair's attention by a member of the Academic Board. On the Chair's attention being drawn to the lack of a quorum she/he shall adjourn the meeting for five minutes. If at the expiration of five minutes there still is no quorum, the Chair shall adjourn the meeting to another time or place.

### Starring of items

13. Before the commencement of the general business of the Board's agenda, starring of items is invited by the Chair. Starring is a meetings procedure adopted by the University to ensure that the whole agenda is covered, where possible, at the one meeting and that those items considered to require further report and discussion are accorded an appropriate amount of time within the constraints of a reasonable meeting time duration which is, usually, up to three hours. Items which are not starred would be adopted straight after resolving on which items should be starred.  
Any member may star an agenda item for discussion.

### Minutes

14. The Registrar shall keep a record of each meeting which shall be entered in a minute book and at each meeting the minutes of the preceding meeting shall:
  - (a) be read unless copies thereof have been previously circulated to members;
  - (b) be confirmed or confirmed as amended; and
  - (c) be signed by the Chair as confirmed with or without amendment.

## Conduct of meetings

15. The order of business at any meeting of the Academic Board shall follow that set out in the agenda unless the Academic Board otherwise determines.
16. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of meeting, and shall, subject to the discretion of the Chair, continue until all business on the agenda has been disposed of, except that the agreement of the Academic Board shall be necessary for the duration of the meeting to exceed three hours.
17. (a) No member of the Academic Board shall initiate any matter for debate or move any motion in respect of such matter, other than a matter on the agenda, unless the Academic Board otherwise determines.
- (b) To ensure that Board members have adequate time to consider matters for resolution, papers should not be tabled at a meeting. However if, after consulting with the Registrar, the Chair believes the Board may wish to determine whether it will receive a tabled paper, an opportunity to do so will be provided at agenda item 4, Receipt of Tabled Papers. Tabled papers received by the Board will be considered in sequence, whether starred or not. Tabled papers not received by the Board will normally be distributed with papers for the next meeting of the Board and considered at that meeting.
18. At meetings of the Academic Board voting shall be by show of hands, and
  - (a) any question shall be decided by a majority of the members present; and
  - (b) the Chair shall have a deliberative vote, and, in the event of any equality of votes, a casting vote. (Please refer to Standing Orders 26–38, with regard to elections held at meetings.)
19. A motion or amendment before the Chair shall not be withdrawn except by the mover thereof and by leave of the seconder and of the Academic Board, provided that no motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
20. A motion or amendment before the Chair may be reworded by the mover subject to leave of the Academic Board.
21. No member of the Academic Board shall speak more than once to any question, save that the mover of the motion (but not of an amendment) shall have the right of reply, which reply shall close the debate. For the purposes of this Order an amendment shall constitute a separate question from the original motion and from any other amendment.
22. When an amendment is before the Chair, discussion shall be confined to that amendment, and no further amendment shall be proposed until the amendment before the Chair has been disposed of.
23. Any member of the Academic Board may raise a point of order which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred.
24. Any member of the Academic Board disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.
25. Any member of the Academic Board who has not already participated in the debate on any matter may, at any time, whether another speaker has the floor or not, move 'That the question be now put', which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have an absolute discretion to accept or refuse the motion. If the motion is put during debate on an amendment, the motion shall close debate on the amendment only.

## Elections held at meetings

26. The Registrar shall be the Returning Officer for all Academic Board elections and may appoint a Deputy Returning Officer who shall have the powers of the Returning Officer in the absence of, or when delegated by, the Returning Officer.
27. The elected membership of the committees of Academic Board is open to all full- and fractional-time academic staff and all students, regardless of whether they are members of Academic Board, except that the Chair of any such committee shall be a member of the Board and from time to time the Board may require other members of committees to be appointed or elected from the Board.
28. Only members of Academic Board, present at the meeting, are eligible to vote at elections held at meetings.
29. Notification of a possible election shall normally be by its inclusion in an item on the agenda for that meeting.
30. Nominations shall normally be called for ten working days prior to the meeting and shall close at 5 p.m., two working days prior to the meeting. Nominations should include the name of the nominator, the nominee, and the position for which the person is being nominated. The nominee must have agreed to the nomination prior to its submission. Any nominations received after the deadline stipulated in the call for the nominations, will not be accepted.
31. An election to be held at the meeting shall be deemed to be necessary when the number of nominations received exceeds the number of positions to be filled.
32. All voting shall be by the optional preferential system.
33. Ballot papers shall be distributed to members at the meeting.
34. Voters shall be required to enter each candidate's name next to a box on the ballot paper in the order of nominations received.
35. Voters shall be instructed to place the figure '1' in the box next to the candidate of first preference. Voters may then place consecutive figures (commencing with the figure '2') in the boxes opposite the names of the remaining candidates, so as to indicate by numerical sequence the order of preference for them.
36. Ballot papers shall be collected at the meeting. The Returning Officer shall determine whether it is feasible to count ballot papers and declare the elections during the meeting. If the Returning Officer determines that this cannot be done, the Chair and the candidates will be informed of the result as soon as possible after the meeting and the Board shall be notified at the subsequent meeting.

37. The results of an election held at a meeting shall be published in the minutes of Academic Board.

38. Manner of counting votes.

(A) Definitions:

**an absolute majority of votes** means a greater number than one half of the whole number of ballot papers counted;

**continuing candidate** means a candidate not already excluded from the count;

**determine by lot** means determine in accordance with the following directions:

The names of the candidates concerned having been written on separate and similar slips of paper and the slips having been folded so as to prevent identification and mixed and drawn at random, the candidate whose name is first drawn shall be excluded.

(B) The results of the ballot shall be determined in the following manner:

(1) The Returning Officer shall count the total number of ballot papers and exclude any informal papers.

(2) The Returning Officer shall count the number of first preference votes given for each candidate.

(3) The candidate who has received the largest number of first preference votes shall, if that number constitutes an absolute majority of votes, be declared by the Returning Officer to be elected.

(4) If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes shall be excluded and each of the ballot papers counted to that candidate shall be counted to the continuing candidate next in order of the voter's preference.

(5) Where on any count two or more candidates have an equal number of votes and one of them has to be excluded the candidate to be excluded shall be determined as follows:

(a) if the count is the first made in connection with the ballot, the Returning Officer shall determine by lot which of those candidates shall be excluded;

(b) if the count is the second or subsequent count made in connection with the ballot:

(i) that candidate shall be excluded who had the least number of votes at the last count at which one of those candidates received fewer votes than each of the others; or

(ii) the Returning Officer shall determine by lot which of those candidates shall be excluded, if at all preceding counts no one of those candidates received fewer votes than each of the others.

(6) The process of excluding the candidate who has the fewest votes and counting each of the ballot papers counted to that candidate to the continuing candidate next in order of the voter's preference shall be continued until one continuing candidate has an absolute majority of votes and that candidate shall be declared by the Returning Officer to be elected.

(7) If at any point during any particular count after the first preference votes have been counted, the candidate next in order of a voter's preference is not indicated or cannot be ascertained, that ballot paper shall, from that point onwards, be excluded from that particular count and the total of the ballot papers counted shall be amended accordingly. That ballot paper shall, however, be reinstated in any later counts carried out in accordance with subclause (8).

(8) If any further position remains to be filled all excluded candidates shall be reinstated with their first preference votes credited and each of the ballot papers counted to the first elected candidate shall be counted to the reinstated candidate next in order of the voter's preference as if it were a first preference vote.

(9) The procedures described in subclauses (3) to (8) inclusive shall apply until all vacancies are filled.

#### **Closed session**

39. The Academic Board may, if it so wishes and provided that a quorum is present, resolve itself 'into committee' and/or go 'into closed session', whereupon all non-members who are present shall, with the exception of those non-members as the Academic Board may, from time to time, determine, be required to leave the room and shall not be readmitted until the Chair declares that open session has been resumed.

#### **Adjournment**

40. The Chair may, with the consent of the Academic Board, and shall, if so directed by the Academic Board, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as for an ordinary meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

#### **Attendance at Academic Board meetings**

41. Any member of the academic staff and officers of the University may attend Academic Board meetings to speak to any agenda item, provided permission has been obtained from the Chair of the Board prior to the relevant meeting.

#### **Open meetings**

42. (1) Meetings of the Academic Board shall be open to members of the University, that is, staff (including members of staff who are involved in media liaison), students and graduates, who may attend meetings of the Board as observers and shall be admitted subject to the availability of space. Observers shall not be accorded speaking rights.

(2) (a) An alternate student member may attend meetings of Academic Board in place of the student member who nominated the alternate member (see Rules relating to Academic Board, Division 1). Alternate members are entitled to be included on



- the distribution list for receipt of agenda papers for Academic Board meetings and to attend and vote at meetings of Academic Board if the student member who nominated the alternate member is not present.
- (b) When both the elected member and the alternate member are present at a meeting of Academic Board, only the elected member has speaking and voting rights.
- (3) (a) A student member who is unable to attend a meeting of the Board is responsible for requesting the alternate member to attend that meeting in place of the student member. The student member is also responsible for notifying the Clerk to Academic Board that the alternate will be in attendance.
    - (b) Immediately prior to the commencement of a meeting of Academic Board, or as soon as possible thereafter but during the meeting, an alternate member who is attending in place of an elected student member shall confirm that attendance with the Clerk to Academic Board.
    - (c) When both the student member and the alternate are unable to attend a meeting of Academic Board, the student member is responsible for notifying the Clerk to Academic Board that the absence will not be covered by the alternate member and the student member's formal apology will be registered.
    - (d) If, for three consecutive meetings of Academic Board, neither the student member nor the alternate member has attended and the student member has not registered a formal apology with the Clerk to Academic Board for any of those meetings, the membership of the student member lapses, and that of the alternate member with it (see Rule 4 in the Rules Relating to Academic Board).

### Communication of Academic Board decisions

43. A report of major items discussed by the Board shall be published on the UTS web site.  
Individual advisings of the outcomes of the Board's deliberations shall be prepared by the Clerk to Academic Board and forwarded to those persons whose attention particularly needs to be drawn to any resolution of the Board, either in order to note or to action that resolution. Such advising shall be forwarded to the Dean or Head of School concerned for further referral to appropriate members of staff, as necessary.

### General

44. Standing Orders 1 – 43 or any of them may be suspended by a majority of those present at a meeting of the Academic Board. A motion to that effect shall be open to debate.
45. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision was made.

46. Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.
47. The Chair shall take executive action on behalf of the Board:
  - (a) to recommend to Council amendments to graduands' lists;
  - (b) to discuss with the Vice-Chancellor proposals for new or vacant chairs and, if so inclined, to agree or disagree with such proposals; and
  - (c) in other pre-determined circumstances.
 At the earliest opportunity, the Chair shall report to the Board on the exercise of this authority.

### Committees of the Academic Board

48. Subject to the Act and the By-law the Academic Board may:
  - (a) appoint such committees consisting of such persons whether members of Academic Board or not, as it thinks fit; and
  - (b) confer or impose upon a committee appointed under subclause (a) such powers and duties as it may from time to time determine.
49. The Registrar shall be secretary to the committees of the Academic Board.
50. Not less than seven days' notice personally or in writing of an ordinary meeting of an Academic Board committee shall be given by the Registrar to members of the committee setting out the time and place of the meeting and the agenda.
51. Not less than three days' notice personally or in writing of a special meeting of an Academic Board committee shall be given by the Registrar to members of the committee setting out the time and place of the meeting and the agenda.
52. A meeting of an Academic Board committee may be held at any time if all members of the committee so agree.
53. The quorum at any meeting of an Academic Board committee, shall, unless another number is fixed for a particular committee, be one-half of the members of the committee or board for the time being but, if one-half is not a whole number, shall be the next higher whole number.
54. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees of the Academic Board.
55. The Registrar shall keep a record of each meeting which shall be entered in a minute book and at each meeting the minutes of the preceding meeting shall:
  - (a) be read unless copies thereof have been previously circulated to members;
  - (b) be confirmed or confirmed as amended; and
  - (c) be signed by the Chair as confirmed with or without amendment.



# 13 > FACULTY MANAGEMENT

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**Note:**

The information in this chapter incorporates some resolutions of Council.

## FACULTY BOARDS

### 1. General

Each faculty of the University has a faculty board whose function is to foster the educational work of the faculty, to perform duties and exercise such powers as the Council determines on the recommendation of the Academic Board. The faculty boards are: the Faculty Board in Business; the Faculty Board in Design, Architecture and Building; the Faculty Board in Education; the Faculty Board in Engineering; the Faculty Board in Humanities and Social Sciences; the Faculty Board in Information Technology; the Faculty Board in Law; the Faculty Board in Nursing, Midwifery and Health; and the Faculty Board in Science.

### 2. Composition and Membership

2.1 The composition of faculty boards is approved by Council on the recommendation of the faculty and either the Vice-Chancellor or Academic Board and, depending on individual faculty structure, it may vary between faculties. Membership of faculty boards and the committee structure of faculties are set out in faculty handbooks. Some faculty boards provide for all members of the faculty to be members of the board if they so elect. Where this is not the case, Council has prescribed that each faculty board shall consist, as a minimum, of ex officio members, nominated members and elected members, as follows:

2.2 The ex officio members are:

- (i) the Dean; and
- (ii) other senior full-time or fractional-time staff members including, where applicable, the Associate Deans, Heads of School, the Professors, and the Faculty Administrator.

2.3 The nominated members serve a two-year term of office, and they include:

- (i) a nominee of the University Librarian;
- (ii) a nominee of the Pro-Vice-Chancellor (Education and Quality Enhancement);
- (iii) one member of academic staff from the faculty board of at least three faculties that contribute to the teaching programs of the faculty concerned, to be nominated by the Deans of those faculties in consultation with the Dean of the faculty concerned.

2.4 The elected members include:

- (i) academic staff (full-time or fractional-time) elected by and from the academic staff of the faculty, the total number of persons to be such that it is equal to or larger than the sum of the total number of ex officio and nominated members, for a two-year term of office;
- (ii) one support staff member elected by and from the support staff of the faculty, for a two-year term of office;
- (iii) students elected by and from the students of the faculty with a minimum number of four students, at least one of whom shall be a postgraduate student, for a one-year term of office.

2.5 Elected members shall be eligible to stand for re-election and nominated members shall be eligible for renomination.

### 3. Meetings of Faculty Boards

3.1 The Dean of the faculty shall be Chair of the faculty board, or the Dean may appoint a member of the faculty board as Chair, if he or she wishes.

3.2 At the first meeting of a faculty board after the first of November in each calendar year a board shall elect a Deputy Chair from among its members, who shall hold office until 31 October in the year immediately following and shall be eligible for re-election.

3.3 The Faculty Administrator shall be Secretary to the board.

3.4 The quorum for a faculty board shall be one-half of its members (excluding any members on recognised leave), or the nearest whole number above.

3.5 A faculty board shall meet in ordinary session twice in each semester and at such other times as it shall decide.

3.6 Not less than seven days' notice of an ordinary meeting shall be given by the Faculty Administrator in writing to members of a board setting out the time and place of the meeting and the agenda.

3.7 A special meeting of a faculty board may be convened by the Dean of the faculty and shall be convened by the Faculty Administrator on the written request of five members of a board.

3.8 Not less than three days' notice of a special meeting shall be given by the Faculty Administrator in writing to members of a board setting out the time and place of the meeting and the purpose for which the meeting is to be convened.

3.9 The agenda for any meeting of a faculty board and any papers pursuant to matters on the agenda including minutes of the previous meeting(s) shall be available for perusal by any member of the academic staff of the faculty on application to the Faculty Administrator.

### 4. Elections and filling of remaining vacancies

4.1 The Registrar or nominee shall be the Returning Officer for all elections of elected members of a faculty board.

4.2 In the case of a board as first constituted, wherever the term of office of elected members of a faculty board is two years, one-half of the elected members or where one-half is not a whole number the number immediately greater than one-half shall be determined by lot by the Returning Officer and shall hold office for one year.

4.3 Where a remaining vacancy occurs in the office of an elected member of a faculty board the vacancy may be filled by resolution of the faculty board and in accordance with procedures for the filling of casual vacancies as set out in 5.1 below.

4.4 A person selected to fill a remaining vacancy shall be appointed for the period stated in the notice of election for that office, and is, if otherwise qualified, eligible for election to that office at the expiry of the term of office for which he or she was appointed.

### 5. Casual vacancies

5.1 Where a casual vacancy occurs in the office of an elected member of a faculty board, the vacancy may be filled by resolution of the faculty board:

- (i) in the case of academic staff and undergraduate students of the faculty, on the recommendation of the relevant Responsible Academic Officer; or

- (ii) in the case of support staff and postgraduate students of the faculty, on the recommendation of the Dean;
- (iii) a person selected to fill a casual vacancy shall be appointed for the remainder of the term of office, and is, if otherwise qualified, eligible for election to that office at the expiry of the term of office for which he or she was appointed.

## 6. Duties and powers

6.1 A faculty board is charged with advising the Academic Board and the Dean and other senior officers of that faculty on matters pertaining to the educational work of the faculty, and with exercising such responsibilities and powers as are assigned to it by Council in consultation with the Academic Board from time to time.

6.2 In particular a faculty board:

- (i) shall consider and report on all matters which are referred to it by the Academic Board, the Vice-Chancellor or the Dean of the faculty;
- (ii) may consider, and advise the Vice-Chancellor on, relevant recommendations resulting from any Faculty Developmental Reviews;
- (iii) (a) shall consider proposals for the introduction of new courses and major changes to existing courses and make recommendations on these to the Vice-Chancellor's Committee and the Academic Board as appropriate;
- (b) shall consider and may approve minor changes to existing courses;
- (iv) shall approve the syllabus of subjects in courses offered by the faculty;
- (v) shall maintain and develop courses to ensure a vital and contemporary relationship between the faculty and the professional fields which it seeks to serve;
- (vi) may advise the faculty or academic units of the faculty on academic matters in respect of courses of study which have been approved by the Vice-Chancellor's Committee and the Academic Board;
- (vii) shall consider and make recommendations to the Academic Board on the industrial experience required as part of the courses of the faculty;
- (viii) may advise the Dean on the establishment and composition of Course Advisory Committees of the faculty;
- (ix) may refer any matter to a Course Advisory Committee or to a committee of the board or an academic unit of the faculty, for report;
- (x) shall establish:
  - (a) an Examinations Committee or Committees which shall review the result of examinations conducted in respect of courses of the faculty and shall approve the publication of results; and
  - (b) a faculty graduate studies committee;
- (xi) may establish such committees, in addition to the Examinations Committee or Committees and a faculty graduate studies committee, as it deems appropriate to assist the educational work of the faculty.

- (xii) shall recommend to the Academic Board the minimum requirements which will provide eligibility for entry to particular courses of study of the faculty;
- (xiii) shall examine and make recommendations to the Academic Board on the regulations for recognition of prior learning in relation to subjects offered by the faculty and entry to the courses with credit in recognition of prior learning;
- (xiv) (a) may approve credit in recognition of prior learning up to the maximum of two thirds of the course credit point requirements for a course of equal to or less than 144 credit points and three quarters of the course credit point requirements for a course of greater than 144 credit points;
- (b) may, in exceptional circumstances and on a case by case basis, recommend to Academic Board that credit in recognition of prior learning be approved in excess of the limits defined in (a) above.
- (xv) shall receive recommendations for and may approve the appointment of examiners for all courses of study offered by the faculty;
- (xvi) may delegate authority to relevant faculty committees/boards, for the approval of credit in recognition of prior learning to individual students, and appointment of examiners for courses of study offered by the faculty;
- (xvii) shall report to Academic Board identifying those committees/boards to which authority has been delegated, pursuant to (xvi) above, and require the relevant committees to report to the respective faculty boards on the exercise of such delegation;
- (xviii) shall, subject to any resolution of the Academic Board on the matter, determine faculty policy in respect of the progression of students in courses of the faculty;
- (xix) may consider the performance of students in any course and make recommendations on matters affecting such performance;
- (xx) (a) may exclude any student who, in the opinion of the board, has not made satisfactory progress with his or her studies, and
- (b) may readmit any student who has been excluded more than twice;
- (xxi) shall submit to the Academic Board the names of students who have completed courses of study together with recommendations as to the award (including the grading) which should be made in each case;
- (xxii) may recommend to the Academic Board a candidate for admission to a degree or for the award of a diploma ad eundem gradum;
- (xxiii) may determine:
  - (a) the conditions of competition for the granting of fellowships, scholarships, bursaries and prizes subject to any conditions made thereto by the founder or the donor, provided that such conditions are within the general guidelines that have been approved by Council, and

- (b) the recipients of prizes, scholarships and awards within the faculty; and shall report its determinations on these matters to the Academic Board.

6.3 The Dean of the Faculty is authorised to take executive action on behalf of the Faculty Board where exceptional circumstances require Faculty Board business to be conducted between meetings. Where possible, notice of the action the Dean proposes to take should be given to members of the Board at least 7 calendar days before the proposed action. The notice should include a clear and accurate statement of the action the Dean proposes to take, with the advice that the Dean will take the action after the expiration of the 7 days unless one third of the number of members or more indicate in writing before the expiration of the 7 days that the decision should be made by the Board at a meeting. The action taken must be reported to the next regular meeting of the Faculty Board.

## **7. General**

- 7.1 The Dean of the faculty shall be an ex officio member of all committees of the faculty board.
- 7.2 The Dean of the faculty may, if he or she so desires, convene and/or preside at a meeting of a faculty board committee.
- 7.3 As secretary to the faculty board, the Faculty Administrator shall keep proper records of meetings of the faculty board and shall lodge copies of all papers of the faculty board with the Registrar as part of the official record of the University.
- 7.4 The Faculty Administrator shall be responsible for bringing forward to the Academic Board matters arising from meetings of the faculty board.
- 7.5 The Faculty Administrator shall notify the Registrar on or before the first of November each year, of the names of the members of the board for the 12-month period immediately following.

## **TERM AND APPOINTMENT OF DEANS, ASSOCIATE DEANS AND HEADS OF SCHOOL**

Recruitment to the position of Dean is conducted via an external process except in some cases of reappointment. Deans are appointed for four years. Academic staff within the faculty are also invited to apply for the position. The Appointment of Deans policy covers eligibility for appointment, recruitment and selection processes, duration of appointment, remuneration and special development leave.

The appointment of an Associate Dean is a fixed-term appointment for a period of three years. The Appointment of Associate Deans policy details the expectations of the position and sets out the terms under which academic staff are eligible for appointment, the recruitment and selection process, duration of the appointment, re-appointment, remuneration and development support.

The appointment of Head of School is a fixed-term appointment normally for three years. The Appointment of Heads of School policy details the expectations of the position and sets out the terms under which academic staff are eligible for appointment, the recruitment and selection process, duration of the appointment, re-appointment, remuneration and development support.

For further information consult the relevant policies in the Human Resources Policy manual published online at:

<http://www.hru.uts.edu.au/manual/index.html>

## **ACCOUNTABILITIES OF DEANS, ASSOCIATE DEANS AND HEADS OF SCHOOL**

The Dean is accountable for the academic standing and overall management and leadership of the faculty including the effective management of the faculty's resources in order to maintain and enhance the faculty's academic standards, its teaching, research and consultancy services and its interaction with the external community. The Dean is assisted in this by the Associate Deans and/or Heads of School.

## RESPONSIBILITIES OF RESPONSIBLE ACADEMIC OFFICERS

Responsible Academic Officers (RAOs) are appointed by the Vice-Chancellor or Deputy Vice-Chancellor on advice from the Dean. Responsible Academic Officers usually include Associate Deans, Heads of School and Heads of Department.

The term Responsible Academic Officer is used extensively in the Rules of the University Relating to Students.

RAOs are responsible for:

- (a) nominating Subject Coordinators and Assessors for each subject offered within their administration. Nominations are submitted to the Faculty Board for approval;
- (b) recommending to the Registrar that external staff be appointed Subject Coordinators and Assessors in cases where non-casual academic staff are unavailable;
- (c) resolving cases where Subject Coordinators or Assessors declare a relationship with a candidate that might affect their role;
- (d) resolving significant differences of opinion between Subject Coordinators and Assessors about the form and content of examination papers;
- (e) resolving significant differences of opinion between original markers and second markers of assessment items (usually Subject Coordinators and Assessors) in cases where assessment items have been submitted for re-marking;
- (f) determining requests from Subject Coordinators to change assessment criteria for a subject after Week 3 of the semester. Note: such requests should be made only in the most exceptional circumstances. Any changes might constitute grounds for an appeal by students who have been disadvantaged by the changes;
- (g) determining requests from Subject Coordinators to conduct formal examinations for subjects with fewer than ten students or where the examination is of less than 1.5 hours duration (not including reading time). Student Administration will not normally conduct a formal examination in these circumstances;
- (h) appointing a nominee for any Subject Coordinator who is not available to answer questions from supervisors or students during formal examinations.
- (i) resolving appeals from academic staff against decisions by Academic Liaison Officers on alternative assessments/arrangements for students with disabilities;
- (j) providing recommendations to the Registrar on grades for all students, including those required to complete a supplementary formal examination;
- (k) approving Withheld (W) results;
- (l) considering recommendations from Student Assessment Appeal Committees about students who have appealed against their final assessment grade;
- (m) requesting extensions of time from the Registrar for all T and W results not resolved within the prescribed period;
- (n) considering reports from Subject Coordinators about students' academic misconduct and determining whether allegations should be referred to the Dean;
- (o) determining requests from students to re-enrol in a subject which they have failed at least twice;
- (p) appointing academic advisers for students who are on probation;
- (q) appointing Academic Liaison Officers;
- (r) ensuring that staff within their administration comply with University policy regarding students who request alternative assessments;
- (s) determining cases where students, who do not satisfy the prescribed attendance requirements for a subject, may be refused permission to be considered for assessment, to attempt an assessment task, or to sit for examination in a subject.





# 14 > SELECTED POLICIES AND GUIDELINES

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## POLICY FRAMEWORK

The UTS Policy Framework governs the development, approval, implementation and review of policies and policy-related instruments.

The types of policy instruments are:

- Policies
- Vice-Chancellor's Operational Directives
- Standard Operating Principles and Procedures
- Guidelines for Decision-making.

The UTS Policy Framework is published online on the University's policies website at:

<http://www.gsu.uts.edu.au/policies/index.html>

## COUNCIL'S AND VICE-CHANCELLOR'S OPERATIONAL DIRECTIVES

The following directives were approved in 2005:

- Council Directives for UTS Commercial Activities
- UTS Corporate Credit Card Vice-Chancellor's Directives
- UTS Facilities Hire Vice-Chancellor's Directives
- UTS Procurement Policy and Directives
- Potential and actual violent and disruptive behaviour on campus – Vice-Chancellor's Directives

These directives are available online at:

<http://www.gsu.uts.edu.au/policies/index.html>

## POLICIES AND PRINCIPLES PUBLISHED IN FULL

Selected policies are published in full below. These and other policies are published online on the University's policies website at:

<http://www.gsu.uts.edu.au/policies/index.html>

### ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES

#### Background

The University is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. Increased legislation pertaining to information technology and telecommunications is compelling all organisations to review their internal policies and procedures to ensure compliance. The cost to the University of providing information technology facilities and in particular Internet access has risen dramatically over the last few years requiring increased management of the use of these resources. The UTS is committed to providing an appropriate work and study environment supported by its policy framework.

#### Objectives

The University communications network and all computing devices are provided for the purpose of teaching, learning, research, professional development and administration. This policy informs users of their rights and responsibilities in relation to their use of this technology. It applies to all users of the University's information technology (IT) facilities and is consistent with the provision of an environment that respects freedom of inquiry and expression, privacy and confidentiality, the law and due process.

#### Information technology facilities

This policy governs the use of:

- all network services, computer equipment and software, owned, leased or used under licence by the University
- computer facilities maintained by other bodies but available for use through an agreement or agreements with the University.

The University cannot guarantee the availability of its IT facilities and reserves the right for them to be unavailable from time to time for either planned or unforeseen circumstances.

#### User rights

Users have the right to access and use the University's IT facilities for legitimate work, study and related purposes. Personal use of IT facilities is a privilege and is to be kept to an incidental level.

#### User responsibilities

Through the use of the information technology facilities users agree to abide by this policy. Persons using the IT facilities are responsible for their own actions, and are subject to relevant State and Federal laws and to University statutes, regulations and policies.

#### Compliance

The University reserves the right to undertake periodic audits to ascertain compliance with this policy.

Network and System Administrators treat the content of electronic communications and data as confidential.

However, normal operation and maintenance of the systems requires backup and caching of communications and data, the logging of activity, and the monitoring of general usage patterns. Where inappropriate use of IT facilities is detected, reports may be prepared for the purpose of investigating breaches of this or other UTS policies and for appropriate follow-up action. Such action may require privileged use of information. In all matters relating to privacy and security of individual accounts and communications, including any requests for release of information, University staff must abide by the relevant laws and University regulations.

#### A. Ethical use

Users should observe ethical standards of conduct.

Unethical activities may include:

- denying access to other authorised users
- obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorisation
- granting access to unauthorised users
- using another person's computer account (even with the owner's permission)
- disclosing their own or attempting to discover any other computer user's password
- attempting to modify system facilities, illegally obtain extra resources, degrade the performance of any system or attempt to subvert the restrictions associated with any computer system, computer account or network service
- sending bulk unsolicited mail (commonly known as SPAM)
- utilising access for commercial or personal gain not associated with the University's mission
- more than an incidental level of personal use
- illegitimate monitoring of individual users.

#### B. Socially responsible use

Users must ensure that their use of the University's facilities is socially responsible. In particular Commonwealth and State laws and University policy prohibit harassment and discrimination, vilification or victimisation on grounds such as race, gender, religious belief, political conviction, sexual preference, or disability.

University IT facilities must not be used to humiliate, intimidate or offend others particularly on the basis of any attribute prescribed under these laws and policies. This includes the sending of offensive emails, displaying inappropriate screen saver images and accessing inappropriate material, which may inadvertently be observed by others. Pornography and other material that can cause offence to others may not be accessed, held or displayed on any IT facilities at UTS except as is necessary to accommodate legitimate research or study needs. Users unsure if their activities fall within these parameters should seek advice from appropriate supervisors.

All users should ensure that they are familiar with the UTS policy on the prevention of harassment, or contact the Equity and Diversity Unit if they require further information.

#### C. Legal use

Users must ensure their use of the IT facilities complies with all relevant Federal and State legislation as well as all University statutes and regulations. Illegal activities may include:

- intentional damage of facilities
- violating a software licence
- unauthorised access by 'hacking'
- theft of equipment, software or data
- creation, possession or distribution of illegal pornography (e.g. child pornography)
- any other unlawful activity.

#### D. Academic standards of conduct

Users of the IT facilities must observe standards of conduct expected in an academic environment. Unacceptable activities include:

- plagiarism
- unauthorised publication on behalf of the University
- breach of copyright
- unauthorised experimenting with, or demonstrating of network or system vulnerability.

#### E. Competent use

Users should ensure that they are competent in the general use of network and computing facilities and services. In particular users should:

- choose a secure password and change it periodically
- know how to back up programs and data for which they are responsible
- understand their responsibilities under the IT Security policy
- assume responsibility for the maintenance and protection of data and software in their charge
- take all practicable measures to ensure current local virus protection mechanisms are in place
- seek assistance if they do not know how to competently use the facilities.

In addition users must accept that the University cannot be held responsible for any inaccuracies in results or output as a consequence of their use of IT facilities.

#### F. Efficient use

Users should ensure technology resources are utilised in the most effective manner to reduce wastage and costs incurred by the University in providing data storage, access and network capacity. In particular, users will need to adopt responsible approaches to activities that can result in wasteful use of resources including:

- storage of excess mail
- processing and storage of large documents (e.g. video, audio and high resolution images)
- storing excessive personal data or files
- downloading of large files from the internet
- wasteful printing.

Individual IT resource needs vary widely across the University – this policy does not endeavour to put finite limits on IT usage only to ensure that individual use is relative to the users legitimate needs.

## Breach of policy

While the University would generally employ an educative approach, breach of this policy could lead to:

- counselling and/or user education
- appropriate administrative or disciplinary action (which may lead to dismissal or exclusion) in accordance with the rules, policies and enterprise agreements of the University
- immediate termination of the right to use IT facilities on a temporary or permanent basis
- criminal or other legal proceedings in accordance with State and Commonwealth legislation.

### Relevant and related legislation includes:

- *Commonwealth Copyright Act 1968 – Copyright Amendment (Digital Agenda) Act 2000* (Cwlth)
- *Commonwealth Telecommunications Act 1997* and associated Acts
- *Commonwealth Crimes Act 1914*
- *Broadcasting Services Act 1992* (Cwlth) and associated Acts
- *Privacy and Personal Information Protection Act (NSW) 1998*
- *State Records Act (NSW) 1998*
- *Crimes Act (NSW) 1900*
- State and Commonwealth anti-discrimination legislation
- *Freedom of Information Act 1982* (Cwlth) and *Freedom of Information Act 1989* (NSW)

### Relevant University policy and regulations include:

- UTS Code of Conduct
- Rules of the University
- Intellectual Property policy (under review)
- Information Technology Security policy
- UTS policy on the Prevention of Harassment
- UTS Equal Opportunity policy statement
- Privacy of Student Records policy
- UTS disciplinary policies
- Disciplinary provisions in the support and academic staff enterprise agreements
- UTS policy on Handling Staff Grievances
- Corporate Records policies

## Need help?

Users requiring assistance with interpretation of this policy, or who wish to report an incident should contact one of the following:

- Registrar
- Director, Information Technology Division
- Equity and Diversity Unit
- Human Resources Unit.

The Acceptable Use of Information Technology Facilities policy is also published online at:

<http://www.gsu.uts.edu.au/policies/itfacilities.html>

## ADMISSIONS POLICY

### Intent

The University of Technology, Sydney (UTS) is committed to ensuring that its admissions policies and practices support its mission and functions. Part of this commitment is the formulation of this policy which will provide a framework to ensure that admission of students is supported by fair, transparent, consistent and timely procedures.

### Policy objectives

The objectives of this policy are:

- To provide a framework for the selection and admission of students.
- To set out clearly UTS's policy on the selection and admission of students.

### Policy scope

This policy provides information about admissions policy, practice and requirements for all UTS award courses and subjects, and for certain non-award programs and subjects.

### Policy statement

UTS shall ensure that applicants are admitted by fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable criteria.

### Definitions

For the purposes of this policy, the following words shall have the meanings given below:

**admission** means the process of applying for, being made an offer, accepting the offer of admission and being admitted to an award course or a program of study at the University.

**Australian Development Scholarship Scheme (ADS)** means the scheme which provides opportunities for people from selected developing countries to undertake post-secondary level study in Australia.

**ADS applicant** means a person who is applying for admission to the University under the Australian Development Scholarship (ADS) scheme.

**advanced standing**, see 'Recognition of Prior Learning'.

**applicant** means a person who has applied to the University or its agent for admission to an award course or a program of study at the University.

**articulation** means an approved agreement or approved structure which recognises that:

- (a) the completion of requirements in one course contributes to the satisfaction of course requirements of another course;
- (b) admission to the subsequent course may be dependent, and possibly guaranteed, upon satisfactory completion of the prior course at a specified level;
- (c) credit for study completed in one course which is to be recognised for the requirements of a subsequent course must be approved as part of an articulation agreement with an external provider, or as part of the UTS course structure if only UTS courses are involved.

Articulation can be *internal articulation* or *external articulation*.

**award course** means an integrated collection of academic subjects which constitute study for the award of a UTS degree, diploma or certificate.

**Bachelor Honours course** means an additional year of full-time study (or equivalent) undertaken by students who demonstrate a high level of achievement at an earlier stage in a related bachelor degree course, and involves some research work.

**challenge** means the process by which a student demonstrates prior learning equivalent to that of an award subject by attempting an assessment designed by the relevant Subject Coordinator.

**credit points** means the value attached to each academic subject in terms of its contribution to the completion of an award course.

**credit transfer**, see 'Recognition of Prior Learning'.

**cross-institutional student** means a student who is enrolled in a program of study at UTS as part of an award course for which they are enrolled at another Australian university.

**current school leaver (CSL)** means a person who will complete or has completed a recognised Australian Year 12 or overseas equivalent in the year immediately preceding that for which the applicant seeks admission.

**dual program of study** means a program of study that results in two awards for students who meet the requirements for graduation for a UTS course offered with a similar discipline course from an international university as the result of a formally approved cross-credited arrangement.

**Educational Access Scheme** means a scheme which allows approved applicants to enter UTS with a lower Universities Admissions Index (UAI) score than is normally required.

**Equity and Diversity Unit** means the unit responsible for coordinating the UTS Educational Access Schemes and for providing specialist advice and support to all areas of the University on student and staff equity and diversity matters, including policy development, program implementation and equity-related grievance resolution.

**exchange student** means a student of an overseas exchange partner university with UTS who is attending UTS for a specified period of time (usually one or two semesters) to undertake specified subject(s).

**external articulation** is the form of *articulation* which provides for approval and recognition by UTS of a course taught by an external provider as being equivalent to a component part of a UTS course.

**foundation studies course** means a course offered by an external provider which may provide an alternative basis for entry to UTS award courses.

**inpuTS Educational Access Scheme** means the scheme which allows approved applicants to enter a UTS specified undergraduate course with a lower UAI score than is normally required, in recognition of applicants' long term educational disadvantage.

**Institute for International Studies (IIS)** means the UTS unit responsible for coordinating admissions of all exchange students.

**internal articulation** is the form of *articulation* which provides for approval and recognition by UTS of an approved suite of interlinked UTS courses, usually in the series of Graduate Certificate, Graduate Diploma, Master. The approved structure may provide for an 'early exit' option upon completion of the requirements for a lower level award and also for admission to a higher level course in the suite with full credit for study completed satisfactorily as part of the lower level course.

**internal course transfer** means the process by which current UTS students can transfer from one award course to another where that process is not administered by UAC.

**International English Language Testing System (IELTS)** means a test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study in the medium of English.

**International Office (IO)** means the UTS unit responsible for coordinating admissions of all international students to award courses and study abroad programs.

**international student** means a student who is not a citizen or permanent resident of Australia and includes those who have student visas, provisional residency, temporary residency, bridging visas etc.

**local student** means a student who is an Australian citizen (including Australian citizens with dual citizenship) or a student who is a New Zealand citizen or a student who has Permanent Resident Status.

**National Office of Overseas Skills Recognition (NOOSR)** means the office that provides information about skills and qualifications obtained overseas.

**non-award student** means a student who has been admitted to an academic subject or group of subjects that do not lead to a degree, diploma or certificate of the University. The student completes all formal assessments related to the subject/s and the assessment results are recorded on the UTS Student System.

**non-current school leaver (CSLX)** means a student who does not meet the criteria for current school leavers (see above).

**offer** means a formal invitation to a prospective student to commence an award course or a program of study at UTS.

**offshore student** means a person who is enrolled in a course of study the majority of which is conducted at a location outside Australia.

**program of study** means a collection of academic subjects which may or may not be integrated, and do not in themselves lead to a UTS award of degree, diploma or certificate.

**provisional status** means an applicant who has been offered admission to an undergraduate award course on the basis of his/her academic progress being reviewed at the end of two semesters of enrolment.

**recognition of prior learning (RPL)** means the process of recognising for credit towards a course what an individual student knows or can do, regardless of where or how the student may have acquired the knowledge or skills.

**Refugee Academic Skills Assessment Test** means the special test conducted by the ELSSA Centre and the relevant faculty for non-current school leaver TPV Scholarship applicants and non-current Special Admission-Refugee applicants who cannot provide documentation of previous educational qualifications due to refugee-related circumstances.

**selection criteria** means a specification of requirements (by list or otherwise) designed to establish eligibility and to enable ranking of applicants (where necessary) for an award course or a program of study.

**Special Admissions Scheme** means the scheme which allows approved applicants including non-current school leavers, refugees and elite athletes/performers to enter a UTS course with a lower entry score than is normally required, in recognition of applicants' long term educational disadvantage.

**student** means a person who has been admitted to an award course or specified subjects of the University and has an active enrolment in that course or specified subjects.

**Study Abroad student** means a student normally enrolled in an overseas tertiary institution who is attending UTS for a specified period of time (usually one semester) to undertake specified subject(s).

**Student Administration Unit (SAU)** means the UTS unit responsible for coordinating admissions of all local undergraduate and postgraduate coursework award students and non-award and cross-institutional students.

**TPV Scholarship Scheme** means the scheme which provides fee-exempt scholarships to refugees who hold Temporary Protection Visas.

**Universities Admissions Centre (UAC)** means the organisation established by the NSW and ACT universities to coordinate admissions to their award courses.

**Universities Admissions Index (UAI)** means a score given to current school leaver applicants for admission to an award course in a NSW or ACT university on the basis of their performance in the NSW Higher School Certificate or its equivalent.

**University Graduate School (UGS)** means the UTS unit responsible for coordinating admissions of all local research degree students and interacting with IO in coordinating admissions of all international research degree students.

## 1. Overarching principles

1.1 Processes for the selection and admission of students shall be governed by the following overarching principles:

- Fairness
- Consistency
- Transparency
- Timeliness
- Merit.

1.2 Processes shall be in accord with the University's Mission Statement and Strategic Plans.

1.3 Membership of a particular group shall not be considered to be a relevant requirement for selection and admission. The University shall take into account the educational disadvantages experienced by a particular applicant when determining selection and admission.

## 2. Relevant legislation

2.1 *Higher Education Support Act 2003 (Cwlth)*

2.2 *Education Services for Overseas Students (ESOS) Act (Cwlth)* which regulates the provision of education and training services to international students in Australia and stipulates student visa conditions

2.3 *University of Technology, Sydney, Act, Part 5, 28 (By-laws) (1) (m)*

2.4 *University of Technology, Sydney, By-law 1995, Chapter 4 (Rules), Division 3, 46, (2), (d)*

2.5 Student Rules (Section 5 Admission)

## 3. Admissions – general provisions for all UTS students

### 3.1 Authorities for setting and maintaining selection criteria

3.1.1 Academic Board is the official body of the University which approves the selection criteria for its award courses on the advice of the relevant Faculty Boards.

3.1.2 The selection criteria for students must be specified in a register maintained by the Registrar and any changes or additions made by faculty boards must be submitted annually to the Registrar for ratification by Academic Board.

3.1.3 Academic Board shall approve annually the specific selection algorithms to be used for admission to undergraduate and postgraduate courses coordinated by UAC.

3.1.4 Academic Board, on the advice of its Courses Accreditation Committee, shall review the selection criteria for all award courses and for all types of student at least every five years.

### 3.2 Admissions procedure manuals

3.2.1 Faculties and units such as SAU, IO, UGS, EDU and IIS which are responsible for selection and/or admissions must establish for all courses an Admissions Procedure Manual of operational protocols which are in accordance with UTS Admissions policy and are based on a common template developed by the Registrar, for ratification by Academic Administration Committee of Academic Board.

3.2.2 Admissions Procedure Manuals shall be reviewed by Academic Administration Committee on a three-yearly basis, or when judged by the Registrar to be necessary because of changes in the internal or external regulatory environment.

### 3.3 Coordination of admissions

3.3.1 Applications for admission of local students to Commonwealth Supported and fee-paying places in the majority of UTS undergraduate and postgraduate coursework award courses are coordinated by UAC. A small number of direct entry award courses are coordinated by SAU.

3.3.2 Applications for admission of international students who apply directly to UTS for undergraduate and postgraduate coursework award courses, both onshore and offshore, and study abroad programs of study are coordinated by IO.

3.3.3 International students who have completed Year 12 studies in Australia may apply through UAC for admission to undergraduate award courses.

3.3.4 Applications for admission or transfer to one-year fulltime (or equivalent) Bachelor Honours programs are coordinated by SAU and forwarded to faculties for assessment and decision.

3.3.5 Applications for admission to research degree award courses are coordinated by UGS.

3.3.6 Applications for admission to undergraduate and postgraduate courses under educational access schemes for disadvantaged students are coordinated by SAU, with assessment and selection of applicants being undertaken by EDU.

3.3.7 Applications for admission to non-award and cross-institutional programs of study are coordinated by SAU.

3.3.8 Applications for exchange programs of study for international students are coordinated by IIS.

3.3.9 Applications for transfer to an undergraduate course offered by another faculty or to another postgraduate course are normally considered to be a new admission and are coordinated by the unit responsible for such admissions. The Registrar has authority to determine exceptions to this requirement.

- 3.3.10 Applications for admission to dual programs of study from fee-paying international applicants will be coordinated by IO. Where applications for admission to dual programs of study are submitted by international exchange students as part of a reciprocal exchange student scheme, these will be coordinated by IIS.
- 3.4 Recognition of prior learning**
- 3.4.1 An applicant may apply for an assessment of their prior learning normally only at the time of applying for entry to an award course of the University, in accordance with the UTS policy on Recognition of Prior Learning.
- 3.4.2 Assessment of prior learning for all applicants, local and international onshore or offshore, must be done by expert staff from the faculties.
- 3.4.3 Where possible, for international students and postgraduate coursework students, RPL shall be assessed by the faculty offering the course prior to admission and shall be a part of the formal offer of a place at UTS. Such applicants may or may not be granted recognition of prior learning in the form of credit transfer, subject exemptions or subject substitution.
- 3.4.3.1 Where it is not possible to give such students a definitive assessment of RPL prior to admission, the faculty shall indicate a minimum level of RPL which the student will receive on admission, as part of the formal offer of a place at UTS. In such cases a definitive assessment of RPL and the associated specific subject exemptions shall normally be confirmed at enrolment, after an interview with the student.
- 3.4.3.2 Where all or part of the assessment of RPL involves challenge, it may not be possible to complete the assessment until enrolment.
- 3.4.4 Criteria and assessment processes for RPL must be approved by the relevant Faculty Board and included in the Admissions Procedure Manual of the faculty.
- 3.4.5 Each faculty must maintain a record of precedents for RPL.
- 3.4.6 Each faculty must publish its position regarding RPL on its website, and publish annually the grade requirements for prior TAFE and all other accredited study accepted in the previous year for RPL.
- 3.5 Personal statements/questionnaires**
- 3.5.1 Compulsory or optional personal statements or questionnaires are used normally in relation to admission of local, non-current school leavers to undergraduate award courses, but are used also for some postgraduate courses, for international students applying for admission to some undergraduate courses and for TPV Scholarship applicants. A small number of undergraduate award courses which involve an interview may also require the submission of a personal statement.
- 3.5.2 In cases where an applicant is required or offered the option to submit a personal statement or to complete a faculty specific questionnaire with their application, the applicant must explain why they believe they should be admitted to the course, and what personal qualities and experiences they would bring to the course.
- 3.5.3 Criteria for assessing personal statements or questionnaires must be determined by the relevant faculty board and included in the Admissions Procedure Manual for the faculty. Information about the criteria used to assess personal statements or questionnaires must be available to applicants on request from the relevant faculty.
- 3.5.4 Processes for assessing personal statements or questionnaires must be determined by the relevant faculty board and included in the Admissions Procedure Manual for the faculty.
- 3.6 Recognition of foundation studies courses**
- 3.6.1 The Courses Accreditation Committee, with the advice of relevant Faculty Boards, will assess proposals for recognition of foundation studies courses offered by external providers as a basis for entry to UTS award courses. The Committee will assess the extent to which a proposed foundation studies course is consistent with UTS admission requirements, course standards and any other relevant requirements set by Academic Board.
- 3.6.1.2 Taking account of the advice of the Courses Accreditation Committee and relevant Faculty Boards, and after conducting appropriate due diligence, the Deputy Vice-Chancellor may approve such a course where it is generally consistent with standards approved by Academic Board, and may decline to recognise a course which does not meet approved standards. Approval of an external foundation studies course should include whether it is recognised for pan-University admission or only for specific UTS faculties / courses.
- 3.6.1.3 The Courses Accreditation Committee or the Deputy Vice-Chancellor may refer any proposal for recognition of a foundations studies course to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, there are matters which should be considered by Academic Board as the authority on UTS academic standards. The Courses Accreditation Committee or the Deputy Vice-Chancellor must refer any proposal for recognition of a foundations studies course to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, the proposal would be equivalent to a lower standard than currently approved by Academic Board but nevertheless merits consideration.
- 3.6.1.4 No foundation studies course shall be recognised by a faculty without the approval of the Deputy Vice-Chancellor or Academic Board.
- 3.6.4 A register of approved foundation studies courses must be maintained by the Registrar (see 3.13 below).
- 3.6.5 An annual report is to be submitted to Academic Board on recognised foundations studies courses.
- 3.7 External articulation arrangements**
- 3.7.1 The University has a number of articulation arrangements with public and private educational institutions. These arrangements often involve guaranteed admission to an award course of UTS provided the student has achieved specified grades

or marks, and sometimes, but not always, involve exemptions for specific subjects or block credit transfer.

- 3.7.2 All external articulation arrangements must be in accordance with UTS Rules and UTS policies on language levels and RPL, and take account of admissions standards for the courses to which they apply. Academic Board may, from time to time, amend the requirements for articulation arrangements to take account of policy changes in relation to admissions.
- 3.7.3 All external articulation arrangements must be submitted to the relevant faculty board for consideration before being referred to the Courses Accreditation Committee.
  - 3.7.3.1 The Courses Accreditation Committee, with advice from relevant Faculty Boards, will assess requests for approval of external articulation arrangements. The Committee will assess the extent to which a proposed external articulation arrangement is consistent with UTS admission requirements, course standards and any other relevant requirements set by Academic Board.
  - 3.7.3.2 Taking account of the advice of the Courses Accreditation Committee and relevant Faculty Boards, and after conducting appropriate due diligence, the Deputy Vice-Chancellor may approve such an arrangement where it is generally consistent with standards approved by Academic Board, and may decline to recognise an arrangement which does not meet approved standards.
  - 3.7.3.3 The Courses Accreditation Committee or the Deputy Vice-Chancellor may refer any proposal for recognition of an external articulation arrangement to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, there are matters which should be considered by Academic Board as the authority on UTS admissions standards. The Courses Accreditation Committee or the Deputy Vice-Chancellor must refer any proposal for recognition of an external articulation arrangement to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, the proposal would be equivalent to a lower standard than currently approved by Academic Board but nevertheless merits consideration.
  - 3.7.3.4 No external articulation arrangement shall be formally entered into by a faculty without the approval of the Deputy Vice-Chancellor or Academic Board.
- 3.7.4 A register describing the key characteristics of each new and existing external articulation arrangement must be maintained by the Registrar in a standard format showing admission standards, credit transfer and exemptions, faculty or faculties involved, length of agreement and arrangements for review, and any other relevant information. (Also see 3.13 below.)
  - 3.7.4.1 The register shall form the basis of an annual report to be submitted to Academic Board on external articulation arrangements.

### **3.8 Internal course transfers**

- 3.8.1 Faculty boards must develop and approve an 'Internal Course Transfer' process, together with assessment criteria and nomination of an appropriate responsible officer. This information must be included in the Admissions Procedure Manual of the faculty.
- 3.8.2 Local students (both Commonwealth supported and fee-paying) who wish to transfer from their current award course to another course which is offered by a different faculty must apply for admission to that course through UAC, using the processes as specified for local non-current school leavers in 4.2.3 below. The Registrar has the authority to determine exceptions to this requirement.
- 3.8.3 International students who wish to transfer from their current award course to another course offered by a different faculty must apply for admission to that course through SAU, which coordinates an internal course transfer with the faculty to which the student wishes to transfer. Subsequent changes to the student's visa shall be arranged by IO.
- 3.8.4 Students who wish to transfer from their current course to another course offered by the same faculty, including a combined degree, must use the 'Internal Course Transfer' process. Students must demonstrate their ability to undertake the alternative course with documentary evidence.
- 3.8.5 Students who are undertaking a combined degree and who wish to transfer to a related single degree must use the 'Internal Course Transfer' process of the faculty of enrolment for the single degree of their choice. Students must demonstrate their ability to undertake the alternative course with documentary evidence.

### **3.9 Verification of qualifications**

- 3.9.1 Undergraduate and postgraduate coursework applicants who apply to UTS through UAC must submit evidence of their qualifications, which will be verified according to documentation verification procedures as set out in the *UAC Guide*.
- 3.9.2 For applicants who apply individually to UTS and those covered by block articulation arrangements, UTS admissions staff must sight an original or certified copy of the transcript and the degree/ diploma/ certificate, as well as a certified official translation of any document not in English.
- 3.9.3 Refugees and ADS applicants who cannot provide documentation of previous educational qualifications due to circumstances existing in their home country must provide a statutory declaration stating the qualification and their inability to obtain documentation. These applicants must undertake the Refugee Academic Skills Assessment conducted by the ELSSA Centre and the relevant faculty.
- 3.9.4 SAU is responsible for document verification for local undergraduate and postgraduate coursework applicants, UGS for local research degree applicants, and IO for all international onshore and offshore applicants. Expert staff from the faculties may provide assistance with difficult cases of document verification.



### 3.10 Excluded students

- 3.10.1 In accordance with the University Rules, applicants may not apply for admission to UTS during a period of exclusion from UTS or any other higher education institution.
- 3.10.2 Applicants who have completed a period of exclusion must provide details of the exclusion penalties which were applied to them either at this University or at another higher education institution, regardless of whether this information is included on their academic transcript.
- 3.10.3 Applicants who do not disclose details of exclusion which are subsequently discovered by UTS staff must have the processing of their application stopped and must be asked to provide an explanation as to why the information was not supplied with the application.
- 3.10.4 Applicants who have met the admissions requirements but who have been excluded previously from a course of study at this University or at another higher education institution must demonstrate that they have an improved likelihood of success in the course for which they are applying.

### 3.11 Provisional admission

- 3.11.1 Applicants may be admitted to an undergraduate award course of UTS on a provisional basis if:
- The basis for admission is other than the NSW HSC or approved course of the NSW Department of Technical and Further Education, or
  - They are being admitted under an Educational Access or Special Admissions Scheme, or
  - They have a record of failure at UTS or another tertiary institution, or
  - They have been admitted under the general authority accorded to Academic Board.
- 3.11.2 A student who has been admitted to a course on a provisional basis must have his/her academic progress reviewed at the end of two semesters of enrolment in accordance with standard specified requirements. If progress is considered unsatisfactory, the provisional admission must be withdrawn and no further enrolment by that student in that course will be permitted.

### 3.12 Minimum English language requirements

#### 3.12.1 Courses taught in English

- 3.12.1.1 The authority for determining the minimum levels of English language requirements for admission to UTS courses is the Academic Board of UTS. However, faculty boards may recommend to Academic Board an amendment to a minimum level.
- 3.12.1.2 The minimum English language entry requirement for students from a language background other than English, and whose education prior to studying at UTS was not in English, is an overall IELTS band score of 6.5 (academic), with a score of 6.0 in writing obtained fewer than two years prior to enrolling at UTS.
- 3.12.1.3 Approved variations to these levels are listed in Section 1 of Schedule A. Any new variation to these levels which is approved by Academic Board must be recorded in Schedule A.

3.12.1.4 Academic Board will from time to time determine what constitutes equivalent English Language proficiency and these equivalents are listed in Section 2 of Schedule A.

3.12.1.5 English language entry requirements apply to:

- international students, Study Abroad and local undergraduate and postgraduate (by coursework) students, and to postgraduate (by research) students, both international and local
- exchange students, unless they come from 'pilot scheme' European countries (currently Austria, France, Germany, the Netherlands and Switzerland). Students from 'pilot scheme' countries may be required to complete a subject in academic English during their first semester at UTS.

3.12.1.6 The minimum English language entry requirement for students from a language background other than English may be amended for students applying for admission to specialist programs taught in English offshore, provided that approval for varying the minimum requirement has been obtained from the Deputy Vice-Chancellor. Any variations approved by the Deputy Vice-Chancellor will be recorded in Schedule A.

#### 3.12.2 Courses taught in a LOTE

3.12.2.1 For entry to UTS courses which are offered in Australia and are conducted in languages other than English (LOTE), students are expected to reach a level of proficiency of the language specified for the course and they may be required by Academic Board to take a special test for that language. Students must also demonstrate a reasonable English proficiency to a level which enables their participation in university and social activities in Australia. The levels required are IELTS (academic strand) score of 5.0 or equivalent.

3.12.2.2 For entry to UTS courses which are offered offshore and are conducted in languages other than English (LOTE), students must be proficient in the language specified for the course and they may be required by Academic Board to take a special test for that language.

### 3.13 Monitoring admissions standards

3.13.1 The Registrar has overall responsibility for establishing and maintaining a register of admissions standards for all courses and categories of student, and submitting the register to Academic Board for review at five-yearly intervals. The following senior officers are responsible to the Registrar for ongoing maintenance of the register:

- Director, SAU: local undergraduate, Honours, postgraduate coursework, non-award and cross-institutional students
- Dean, UGS: research degree students, local and international
- Director, IO: international onshore and offshore, and study abroad students.
- Director, IIS: international exchange students

- 3.13.2 The Registrar has overall responsibility for establishing and maintaining a register of approved foundation studies courses and external articulation arrangements. The Director, Governance Support Unit is responsible to the Registrar for ongoing maintenance of the register. Appropriate details of approved foundation studies courses and external articulation arrangements are also to be recorded in the admissions standards register. The register must be submitted to Academic Board for review at five-yearly intervals.
- 3.13.3 As part of annual monitoring of Course Performance, the Pro-Vice-Chancellor (Teaching and Learning) shall provide a report to Academic Board showing relationships between entry levels and annual course outcomes, such as grade point average and retention rates, for students in each undergraduate course. For courses in which student numbers are sufficient, comparisons between student cohorts should be made. Such cohorts could include local current and non-current school leavers, onshore and offshore international students and students from articulated programs.
- 3.13.4 Academic Board may request faculties to recommend adjustments to admission standards for some cohorts on the basis of trend data from these annual reports.
- 3.14 Non-award students**
- 3.14.1 Applicants who are not enrolled in award courses may wish to undertake an individual subject or a program of subjects out of interest or in order to obtain professional registration or to improve their vocational position. Such applicants may be admitted to UTS as non-award students.
- 3.14.2 Applicants must be able to demonstrate their reasons for wishing to undertake a non-award program and to provide documentary evidence which allows UTS to assess the likelihood of their being able to complete the program successfully.
- 3.14.3 Admissions to non-award programs are coordinated by SAU and are subject to approval by a Responsible Academic Officer in the faculty and to the availability of class places.
- 3.14.4 Any applicant who has been excluded from a university will not be permitted to undertake a non-award program during the period of exclusion.
- 3.14.5 Current school leavers who are unsuccessful applicants for an award course, and whose UAI is no more than 5 points below the minimum cut-off for that course, may be admitted as non-award students in an approved one-semester special access program of 24 credit points in subjects from that course.
- 3.14.5.1 The non-award special access program must be completed in the semester of admission and must be offered only to current school leavers.
- 3.14.5.2 Applicants who have satisfactorily completed 24 credit points in the non-award special access program may be admitted to the related award course in the following semester or year, as appropriate, with RPL for the completed subjects. They must apply through UAC as CSLX applicants and meet the same selection criteria and admissions standards as other CSLX applicants.
- 3.14.5.3 Faculty boards are responsible for determining which award courses will have related non-award special access programs and for providing details of these to Academic Board for ratification.
- 3.14.5.4 Admissions to such special access programs are subject to approval by a Responsible Academic Officer in the faculty and to the availability of class places.
- 3.14.6 Non-award programs of study must not exceed 36 credit points, and the maximum load for a semester is 26 credit points. A student who fails a subject for a second time will not be permitted to re-enrol in that subject as a non-award student.
- 3.14.7 A student who is admitted to a non-award program must pay tuition fees as set out in the official Schedule of Fees.
- 3.15 Cross-institutional students**
- 3.15.1 Applicants from another higher education institution in Australia may wish to undertake a UTS subject or subjects concurrently as part of their award course. UTS may require applicants to provide documentary evidence that their own institution has approved the concurrent enrolment and that the proposed subject(s) is/are appropriate for the student.
- 3.15.2 Admissions for cross-institutional students are coordinated by SAU and are subject to the approval of the Responsible Academic Officer in the relevant faculty and to the availability of class places.
- 3.15.3 Applicants wishing to undertake cross-institutional study at UTS must enrol as non-award students, unless covered by the conditions under 3.15.4.
- 3.15.4 For subjects where there is a formalised agreement between UTS and another university, applicants will be able to study as cross institutional students at UTS with Commonwealth support.
- 3.16 Study Abroad Students**
- 3.16.1 UTS admits international students to one or two semester programs of study which may be counted towards a degree at their home university. Students must apply individually to UTS.
- 3.16.2 Admissions for Study Abroad students are coordinated by IO and the program of study is determined by IO in consultation with the student. In cases where the admissions officer in IO is unsure whether the student has sufficient prerequisite knowledge, a Responsible Academic Officer from an appropriate faculty must be consulted.
- 3.16.3 To assist in the development of appropriate programs of study, faculties must provide IO with a list of subjects not available for study by Study Abroad students due to space or resource requirements. In cases where a subject requested by the student may not be generally available for Study Abroad students due to space and resource limitations, IO must seek approval from a Responsible Academic Officer in the faculty for the student to enter that subject.
- 3.16.4 Programs of study for one semester attract a standard tuition fee and may be between 18 and 24 credit points, according to the personal preferences of the student. IO must inform faculties of the subjects contained in a program as soon as the Study Abroad student is admitted.
- 3.16.5 Applicants for admission to a Study Abroad program must have completed previous tertiary studies with a GPA of not less than 3 or its equivalent.

- 3.16.6 Applicants from universities where the language of instruction is not English must reach the appropriate English language level as indicated in Section 3.12.1.2 of this policy. Academic Board has approved a program of language support and testing for study abroad students, and this is provided by the ELSSA Centre.
- 3.17 Exchange students**
- 3.17.1 Exchange agreements with overseas universities may be entered into for the purposes of UTS and international students completing one or two semester programs of international study which count towards the degree in their home university.
- 3.17.2 Admissions for exchange students are coordinated by IIS and the program of study is determined normally by IIS in consultation with the overseas university to ensure that the program is educationally appropriate for the student and that the student has appropriate prerequisite knowledge. Individual applications are not accepted from exchange students.
- 3.17.3 To assist in the development of appropriate programs of study, faculties must provide IIS with a list of subjects not available for study by exchange students due to space or resource requirements. In cases where a subject requested by the student may not be generally available for exchange students due to space and resource limitations, IIS must seek approval from a Responsible Academic Officer in the faculty for the student to enter that subject.
- 3.17.4 Programs of study must be between 18 and 26 credit points per semester and IIS must inform faculties of the subjects contained in a program as soon as the exchange student is admitted.
- 3.17.5 Exchange students from universities where the language of instruction is not English must reach the appropriate English language level as indicated in Section 3.12.1.2 of this policy. Academic Board has approved a program of language support and testing for exchange students, and this is provided by the ELSSA Centre.
- 3.18 Dual programs of study**
- 3.18.1 Students may apply for admission to UTS dual programs of study either as fee-paying international students, or as international exchange students through a reciprocal exchange student scheme.
- 3.18.1.2 Exchange students may only apply to be admitted to dual programs of study if specific prior arrangements exist for the maintenance of an appropriate reciprocal dual program of study.
- 3.18.2 A Register describing the key characteristics of each dual program of study, including admission requirements, is to be maintained by UTS Offshore.
- 3.19 Educational Access Schemes**
- 3.19.1 Applicants who have experienced a range of disadvantageous circumstances in their previous education may be eligible for special consideration for admission to UTS award courses under one of three access schemes:
- UTS inpUTS Educational Access Scheme (for undergraduate courses only)
  - UTS Special Admissions Scheme
  - UTS TPV Scholarship Scheme
- 3.19.2 The inpUTS Educational Access Scheme is available to current and non-current school leavers who have never enrolled in a TAFE course at Diploma level or above or in a university course in Australia or overseas, and whose education during Years 11 and /or 12 (or equivalent) has been seriously affected beyond their control. They must be Australian citizens or hold permanent residency.
- 3.19.3 The Special Admissions Scheme is available to current and non-current school leavers whose tertiary preparation studies or the provision of evidence of these studies were seriously affected either by circumstances beyond their control or because they had sporting or performance commitments as elite athletes or performers. They must not have lodged previously an Illness/Misadventure Appeal with the NSW Board of Studies or equivalent.
- 3.19.3.1 The Special Admissions Scheme provides for three categories of applicant:
- Undergraduate applicants demonstrating educational disadvantage, who are ineligible for entry under the inpUTS Educational Access Scheme or did not know of its existence in time to lodge an application by the formal closing date.
  - Australian citizens or permanent residents who hold or have held in the past, refugee status, and who demonstrate educational disadvantage.
  - Those who could be reasonably classified as elite athletes or performers, and who demonstrate educational disadvantage.
- 3.19.4 The TPV Scholarship Scheme is available to CSL and CSLX applicants who are holders of Temporary Protection Visas and who demonstrate educational disadvantage, potential for tertiary study, and meet the minimum UTS English language proficiency standard as outlined in Section 1.3 of Schedule A.
- 3.19.4.1 Eligible CSL TPV Scholarship applicants will be ranked according to merit against each other. Eligible CSLX TPV Scholarship applicants will be ranked according to merit against each other using previous qualifications and the UTS Refugees Academic Skills Assessment.
- 3.19.5 Eligible undergraduate applicants under the inpUTS Educational Access Scheme, and Special Admissions Scheme categories of educational disadvantage and refugee status receive a concession of up to 10 UAI points. Eligible undergraduate applicants in the elite athletes or performers category receive a concession of up to 5 UAI points.
- 3.19.5.1 Applicants eligible under more than one of the Educational Access Schemes may receive concession points in one category only.
- 3.19.6 Eligible postgraduate applicants under the Special Admissions Scheme and TPV Scholarship scheme receive appropriate special consideration as determined by the relevant faculty board and, if appropriate, the TPV Scholarship Guidelines.
- 3.19.7 Assessments of applications under Educational Access Schemes are coordinated by EDU, with assistance in the assessment of disadvantage or elite status being provided by representatives from faculties and the Student Services Unit.

- 3.19.8 A quota of up to 10% of Commonwealth supported places must be reserved by Deans 'off the top' of existing course quotas for inpUTS-eligible applicants. Eligible applicants under the Special Admissions Scheme are included in the normal faculty quota of Commonwealth supported places.
- 3.19.9 The Director of SAU must report to Academic Board annually on admissions under each of the educational access schemes.
- 3.20 Offshore students**
- 3.20.1 Offshore students are admitted to UTS award courses offered in conjunction with an overseas business partner involved in tertiary education, in accordance with a formal agreement between the business partner and UTS.
- 3.20.2 Responsibility for admission of all offshore students lies with IO, and it applies admissions standards approved by Academic Board to be equivalent to those for onshore international students enrolled in that award course. Expert staff from the faculties may assist with difficult cases and with assessment of personal statements and recognition of prior learning, where necessary.
- 3.20.3 The overseas business partner submits all applications to IO for assessment and verification. Offers of a place are made by IO either to individual applicants or to the business partner, as stated in the agreement, and IO admits the student on receipt of information from the UTS Fees Office that the initial fee has been paid.
- 3.21 Admissions arrangements for minors**
- 3.21.1 Minors, defined as persons under the age of 18, may enrol in UTS courses (with or without parental consent), provided they meet the admissions standard for their chosen course and comply with any age restrictions as listed in 3.21.2.
- 3.21.2 Courses which have a compulsory component of practicum or industry experience may have age restrictions imposed by third parties such as employers, health and education authorities so that they can meet their obligations under legislation such as OH&S. UTS reserves the right to refuse admission to these courses until a minor has reached an age which complies with the restrictions imposed by the third party.
- 3.21.3 The Registrar, on the advice of the relevant Responsible Academic Officer, will determine whether or not an applicant for admission who is a minor meets the requirements of 3.21.1 and 3.21.2.
- 4. Undergraduate award course students**
- 4.1 Admissions standards**
- 4.1.1 The minimum level of entry for all UTS undergraduate local students is the median UAI score (approximately 66) or its equivalent.
- 4.1.2 Quotas places for each course determine the UAI cut-offs for the admission of local Commonwealth Supported and fee-paying students to an award course. Deans of faculties, in consultation with the Deputy Vice-Chancellor, will determine each year the quota of places for each undergraduate award course offered by a faculty.
- 4.1.3 International students, both onshore and offshore, must meet the minimum language requirements for award courses in English and LOTE, as approved by Academic Board and listed in 3.12 of this policy.
- 4.1.4 For international students for whom an equivalent UAI is calculated, Academic Board determines a common minimum UAI cut-off for admission for undergraduate award courses offered in a particular faculty, after considering advice from the Faculty Board on an appropriate cut-off level. This cut-off may be varied by Academic Board for specific award courses, on the recommendation of the Deputy Vice-Chancellor.
- 4.1.5 Entry levels for local and international students covered by formal articulation arrangements are determined by Academic Board at the time of approving the arrangement, and are designed to achieve comparability of admissions standards across the various student cohorts admitted to an award course.
- 4.2 Local students**
- 4.2.1 Applications for admission from local current school leavers (CSL) for Commonwealth Supported and fee-paying places are normally assessed through UAC on the basis of performance in the final years of secondary study as indicated by a UAI score.
- 4.2.2 Selection of CSL applicants for admission to award courses is based on the applicant's UAI score. For certain courses faculties may choose to include an interview or personal statement as an additional part of the selection process, and this may result in the addition of UAI concession points, as described in the relevant UAC selection algorithm approved annually by Academic Board.
- 4.2.3 Applications for admission from local non-current school leavers (CSLX) for Commonwealth Supported and fee-paying places are assessed through UAC on the basis of academic qualifications and additional information on their educational and work experience.
- 4.2.3.1 CSLX applicants who have completed year 12 (or equivalent) in previous years and who have not attempted any further studies will be considered for admission on the basis of their UAI. Applicants who have completed further studies may have their UAI adjusted in accordance with the relevant UAC selection algorithm approved annually by Academic Board.
- 4.2.3.2 CSLX applicants who have not completed year 12 (or equivalent) in previous years will be considered for admission on the basis of previous studies completed and/or work experience. In certain circumstances they may be required to complete a Special Tertiary Admissions Test (STAT).
- 4.2.3.3 CSLX applicants for certain award courses may be required or offered the option to submit a personal statement or questionnaire. Selection for such courses will be made on the basis of academic qualifications and the additional information provided.
- 4.2.4 All selection and admissions procedures for local CSL and CSLX applicants for Commonwealth Supported and fee-paying places are coordinated by SAU through UAC, and the Director of SAU is responsible for maintaining an Admissions Procedure Manual. Assessment and selection of Educational Access Scheme applicants is coordinated by EDU.
- 4.2.5 The Director of SAU must ensure that faculties receive timely reports of applications, acceptances and admissions so as to assist effective class planning before teaching commences.

### 4.3 International students

- 4.3.1 International applicants for admission to an undergraduate course must have appropriate educational qualifications which are deemed by the University to be equivalent to the qualifications required of local applicants. Applicants may be required to complete a personal statement or questionnaire and may be asked to submit a portfolio.
- 4.3.2 International applicants who have completed Year 12 studies in Australia may apply through UAC and have their applications assessed on the basis of their UAI, as is the case for local students.
- 4.3.3 All other international applicants, both onshore and offshore, must apply directly to UTS. The applications are assessed through IO, which is assisted by expert staff from the faculties and EDU, where necessary, with difficult cases and with assessments of personal statements and recognition of prior learning.
- 4.3.4 The educational qualifications of those applying directly to UTS and not covered by an approved articulation agreement are assessed for equivalence by IO using the National Office of Overseas Skills Recognition Assessment (NOOSR) Manual. An equivalent UAI is calculated using the conversion tables in that Manual. Applicants without documentation of previous educational qualifications are assessed using the Refugee Academic Skills Assessment test administered by the ELSSA Centre and the relevant faculty.
- 4.3.5 International applicants must meet the minimum language requirements, in English and in LOTE where appropriate, as approved by Academic Board and as set out in 3.12 of this policy.
- 4.3.6 International applicants who are covered by an approved articulation agreement must meet the entry level cut-off approved by Academic Board as part of the agreement.
- 4.3.7 International applicants not covered by an articulation agreement must achieve an equivalent UAI not less than the level set by Academic Board and listed in 4.1.4 above.
- 4.3.8 The Director of IO is responsible for maintaining an Admissions Procedure Manual for admissions of international students, both onshore and offshore, who apply for admission directly to UTS, and the Director of SAU is responsible for maintaining a similar protocol for those applying through UAC.
- 4.3.9 The Directors of IO and SAU must ensure that faculties receive timely reports of international applications, acceptances and admissions so as to assist effective class planning before classes commence.

### 4.4 Bachelor Honours students

- 4.4.1 Applicants for admission to a one-year full time (or equivalent) Bachelor Honours program must have completed the requirements for a Bachelor degree in a relevant discipline with a minimum grade average of credit or equivalent in the relevant stages of the course, and satisfy any other requirements approved by Academic Board on the recommendation of the relevant Faculty Board.
- 4.4.2 Applicants for admission to a four-year full time (or equivalent) combined program leading to a Bachelor Honours degree must meet the approved entry level for admission, as for other undergraduate applicants to UTS. In addition, they must maintain an approved grade average during the course to be allowed to continue on to the fourth-year Honours program.

- 4.4.3 Students who are admitted to a four-year combined program and who do not maintain an appropriate level of achievement during the first three years of the program may be required to transfer to the related Bachelor degree program.
- 4.4.4 Faculties are responsible for decisions on admissions or transfers in relation to Bachelor Honours programs, and SAU is responsible for coordinating the procedures.
- 4.4.5 The Director of SAU is responsible for maintaining an Admissions Procedure Manual for admissions or transfers of Bachelor Honours students.
- 4.4.6 The Director of SAU must ensure that faculties receive timely reports of applications, acceptances and admissions or transfers so as to assist effective class planning before classes commence.
- 4.4.7 The requirements listed in 4.4.2 to 4.4.6 do not apply to undergraduate award courses which offer some students an award 'with honours' or 'with distinction' on the basis of meritorious results in one or more specific subjects in the award course.

## 5. Postgraduate award course students

### 5.1 Coursework students – Graduate Certificate, Graduate Diploma, Masters by coursework

- 5.1.1 Applicants for admission to a Graduate Certificate, Graduate Diploma or Masters degree by coursework will normally have completed the following:
- (i) a Bachelors degree of UTS in a related field of study; or
  - (ii) an equivalent qualification; or
  - (iii) completion of a higher qualification; or
  - (iv) other general and professional qualifications which satisfy the relevant Faculty Board that the applicant possesses the educational preparation and capacity to pursue graduate studies.
- 5.1.2 Applicants to a Masters degree by coursework who do not meet the criteria for admission may be admitted to a related Graduate Certificate or Graduate Diploma course. Students who complete that course at a grade level approved by Academic Board as part of the course accreditation documentation are then eligible for admission to the related Masters degree.
- 5.1.3 Students who have completed the requirements for a related Graduate Certificate or Graduate Diploma must graduate with the award. If they wish to do so, they may then seek admission to the related Masters by coursework.
- 5.1.4 Applications by local students for admission to postgraduate degrees by coursework should be made to UAC, except for applications for courses designated by both the Deputy Vice-Chancellor and the Registrar, which should be made in accordance with 5.1.5 below. Assessments of personal statements and recognition of prior learning are coordinated by SAU and conducted by the members of staff designated with the appropriate authority.
- 5.1.4.1 The Deputy Vice-Chancellor and the Registrar shall make available annually the criteria for courses designated in 5.1.4 above (i.e. those to be exempted from the UAC application process). Applications for exemptions will be assessed on an annual basis, and any exemptions must be listed in a schedule attached to this policy.

- 5.1.5 Applications by local students for admission to the postgraduate coursework degrees designated by the Deputy Vice-Chancellor and the Registrar under 5.1.4 above should be made directly to UTS and will be coordinated by SAU. Assessments and decisions on admission are made by the members of staff designed with the appropriate authority.
- 5.1.6 Applications by international students, both onshore and offshore, for admission to postgraduate degrees by coursework are made to IO. Faculty staff may assist, where necessary, with difficult cases and with assessments of personal statements and recognition of prior learning.
- 5.1.7 International applicants must meet the same educational criteria for admission as local applicants. In addition, they must meet the minimum language requirements, in English and in LOTE where appropriate, as approved by Academic Board and as set out in 3.12 of this policy.
- 5.1.8 The Directors of SAU and IO must maintain an Admissions Procedure Manual for local and international admissions to postgraduate coursework degrees.
- 5.1.9 The Directors of IO and SAU must ensure that faculties receive timely reports of postgraduate coursework applications, acceptances and admissions so as to assist effective class planning before classes commence.
- 5.2 Research degrees**
- 5.2.1 Applicants for admission to a Masters degree by research will normally have completed the following:
- (i) a Bachelors degree of UTS in a related field of study; or
  - (ii) an equivalent qualification; or
  - (iii) a higher qualification; or
  - (iv) other general and professional qualifications which satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.
- 5.2.2 Applicants for admission to a Doctoral degree will normally have completed the following:
- (i) a Bachelor Honours degree of UTS with First Class or Second Class Division 1 Honours or a Masters by research degree of UTS; or
  - (ii) an equivalent qualification; or
  - (iii) a higher qualification; or
  - (iv) other general and professional qualifications which satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.
- 5.2.3 Deleted.
- 5.2.4 Applicants for admission to a Doctoral degree by publication must satisfy the requirements as set out in 5.2.2 above and must provide prima facie evidence of appropriate publications which can form the body of a thesis to the satisfaction of the relevant faculty.
- 5.2.4.1 A preliminary application for a Doctoral degree by publication shall be made on the prescribed form to the University Graduate School Board and shall include:
- (a) identification of the faculty or other academic unit with which the contribution to scholarship is considered to be most closely associated; and
  - (b) a list of the publications which the applicant intends to include in the thesis to be presented for examination.
- 5.2.4.2 In the event that the faculty confirms there is prima facie evidence for the Doctoral degree to be awarded in due course, the applicant shall be required to complete the normal procedures for application for candidature.
- 5.2.5 International applicants for admission to research degrees must also meet the minimum language requirements, in English and in LOTE where appropriate, as approved by Academic Board and set out in 3.12 of this policy.
- 5.2.6 Applications for admission to research degrees at UTS are coordinated and ultimately approved by UGS. All applications are assessed by faculties according to criteria and procedures established by faculty boards in accordance with Academic Board resolutions. IO also assists with the assessment of international applicants.
- 5.2.7 The Dean of UGS must maintain an Admissions Procedure Manual for admissions and transfers of research degree students.
- 5.2.8 The Dean of UGS must ensure that faculties receive timely reports of research degree applications, acceptances and admissions so as to assist effective planning before students commence their course.
- 5.2.9 Students admitted to a Masters by research degree may apply for transfer to a doctoral program. Criteria and procedures for decisions on transfer are established by faculty boards in accordance with Academic Board resolutions. Faculty recommendations on admission of such students are approved by the University Graduate School Board.

## Schedule A Minimum English language requirements

### 1. Approved variations to the minimum levels

- 1.1 This requirement does not apply to undergraduate programs and research degree programs in the Faculty of Engineering. For these programs the Academic Board has approved for a trial period of three years (2002-2005) a minimum IELTS score of 6.0 for admission.
- 1.2 IELTS scores of 7.0 are required for students who apply for teacher education courses in the Faculty of Education and all courses in the Faculty of Humanities and Social Sciences and research programs in the Faculty of Nursing, Midwifery and Health.
- 1.3 Special consideration on English language requirements may be given to the following students:
- students sponsored through aid programs (such as AusAID, World Bank, etc.) need to demonstrate an overall IELTS band score of 5.5 (Academic), with a score of 5.0 in writing (or equivalent) and compulsory completion of 200 hours of English for Academic Purposes during their first 6 months in Australia, funded by the UTS host faculty
  - other sponsored students.

## 2. Recognised English language proficiency

2.1 The following English language proficiency tests are recognised as being at least equivalent to an IELTS score of 6.5:

- Combined Universities Language Test (CULT) conducted by the Institute of Languages at the University of New South Wales – overall result of at least 65 per cent is required
- General Certificate of Education from Britain or Singapore
- General Certificate of Secondary Education O levels – B pass in English and C pass or above in remaining subjects
- Cambridge Certificate of Proficiency in English – B pass
- International Baccalaureate
- International English Language Testing System (IELTS) band score of 6.5 (academic), with a score of 6.0 in writing
- Hong Kong Advanced Level Examination – C pass, Use of English
- Sweden, Norway or Denmark High School English mark equal to or greater than 75 per cent
- Australian TAFE and Private Provider Studies – completed AQF Diploma or completed RATE Associate Diploma or Diploma
- Australian TAFE (NSW) Certificate IV in English for Academic Purposes
- Insearch: Direct English Entry Program (DEEP); all pathway admissions of international students from Insearch to UTS are required to achieve the equivalent of IELTS 6.5 which may be demonstrated by completion of an academic English examination as part of one of the subjects in their pathway program
- Test of English as a Foreign Language (TOEFL) (for students who come from countries where the IELTS test is not readily available). The minimum TOEFL score is 575 with 4.5 in the Test of Written English (TWE) section (paper-based test), or 231 with essay rating 4.5 (computer-based test)
- Completion of a government accredited public or private secondary/post-secondary course which was taught in English and which was no less than the equivalent of one year full-time study.

Tertiary preparation or tertiary foundation course equivalent to two semesters fulltime duration, where the course has been developed in affiliation with an Australian institution and where students have (i) entered the preparation program or foundation course by achieving a minimum of 5.5 in IELTS or 500 in TOEFL and (ii) completed a unit of study in English, or equivalent, of one semester full-time duration.

### Related policies/guidelines

1. Recognition of Prior Learning policy
2. Report on Special Admission at UTS

The Admissions policy is also published online at:

<http://www.gsu.uts.edu.au/policies/admissionspolicy.html>

## ADVICE TO STUDENTS ON GOOD ACADEMIC PRACTICE

Students come to university for a variety of reasons including to gain a specific qualification, to pursue their interest in a particular field and to broaden their education. Good academic practice demands personal integrity and respect for scholarship. For example, academic staff are responsible for marking assessment fairly and consistently, and providing feedback within a reasonable timeframe, and students are responsible for submitting work that represents their own efforts to meet the stated requirements.

Student learning will be more effective and enjoyable if basic principles of good academic practice are followed. These include the following:

- academic integrity
- self-motivation and commitment to learning
- awareness of requirements
- participation
- respecting the rights of others
- seeking timely help from appropriate sources
- acceptable use of information technology facilities at UTS.

### Academic integrity

Academic integrity involves a good measure of trust between students, and between students and academic staff. Cheating, whether in the form of plagiarism, bringing unauthorised material into exams, submitting false requests for alternative exams or special consideration, or any other form, is a breach of this trust. Cheating also diminishes the aims and value of students' studies. In certain courses, this may have serious consequences for public health and safety.

Students should also be aware that cheating diminishes the good reputation of the University. The continuing value of a UTS award in the opinions of potential employers, other institutions and the community at large depends on UTS maintaining its reputation as a university that has utterly reliable credentials.

### Self-motivation and commitment to learning

In general, there is an emphasis at university on developing independent learning skills, understanding ideas, and interacting critically with material and raising questions about it. University requires a level of self-motivation from students. The onus is on students to complete the requirements of each subject. This demands reasonably high levels of personal discipline, self-motivation and organisation.

### Awareness of requirements

It is the student's responsibility to ensure they are fully informed of all aspects of the assessment process. Students need to be very clear about what is required in each subject. These requirements are provided in subject outlines that are given to students at the beginning of each semester (or Summer/Winter teaching session). Different subjects have quite different requirements. These might include preparation for classes, participation in tutorials or online discussions, completing an independent learning task or working with other students on a collaborative project. Students should also refer to course outlines in the *UTS: Handbook* and the *UTS: Calendar* for additional requirements affecting assessment.

## Participation

Students are encouraged to participate in those classes that are set aside for discussion. Listening to and considering other views and framing and expressing opinions about a topic assist in developing critical and analytical skills.

## Staff responsibilities

Students may expect UTS staff to undertake their responsibilities as academics in accordance with the UTS code of conduct – staff, published below.

## Respecting the rights of others

All students have the right to:

- (i) express their views with consideration of others and have those views respected
- (ii) attend classes that are free from harassment, intimidation, discrimination or unnecessary interruption
- (iii) expect that resources such as computing and library facilities will be available to them and not be misused or monopolised by other students.

## Acceptable use of information technology facilities at UTS

The University is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. The policy on acceptable use of information technology facilities is published in this Chapter.

Advice to Students on Good Academic Practice is also published online at:

<http://www.gsu.uts.edu.au/policies/academicpractice.html>

## CODE OF CONDUCT – STAFF

### 1. Introduction

As staff of UTS we are expected to perform all duties associated with our positions skillfully, impartially and diligently to the extent possible in order to contribute to the efficient and economic achievement of the University's goals.

This code aims to clarify for all staff of the University community the conduct expected in the performance of our duties and the consequences of not doing so, thereby maintaining public trust and confidence in the integrity and professionalism of the services provided by the University.

This code of conduct is written as a set of general principles rather than detailed prescriptions. The code cannot address all possible issues which we may face in our employment at the University. The successful development of an ethical environment relies upon our having responsibility for our own professional behaviour taking into consideration the provisions of this code, policies of the University and advice of senior colleagues. Staff should be guided in their conduct by the principles established by this code. If there is any doubt as to the applicability of the code, or the appropriate course of action to be adopted, the matter should be discussed with an appropriate senior member of staff.

### 2. Personal and professional behaviour

As UTS staff, our personal and professional behaviour must contribute to a productive and harmonious workplace and reflect favourably on us, our profession and the University. As UTS staff members we are required to:

- (a) comply with legislative, industrial or administrative requirements, and lawful and reasonable directions given by persons in authority

- (b) maintain and develop knowledge in our professional fields and areas of responsibility
- (c) exercise our best judgment in the interests of the University
- (d) be aware of the requirements of anti-discrimination and occupational health and safety legislation and the responsibilities these place on each of us
- (e) make decisions fairly and without bias using the best factual information available
- (f) maintain adequate documentation to support decisions made
- (g) respect the dignity of the public, students and other staff by treating them with courtesy, honesty and sensitivity to their rights
- (h) implement and abide by University policy
- (i) comply with any and all conditions of access to the University's communication facilities
- (j) act responsibly when becoming aware of any unethical behaviour or wrong doing by any other staff member. This may involve a report to a senior member of staff. Known or suspected corrupt conduct or activities must be reported to a senior member of staff
- (k) treat others in the workplace fairly and with respect, and not harass, victimise or discriminate against staff, students or others in work practices or the provision of educational services on the grounds of sex, pregnancy, potential pregnancy, sexuality, transgender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, age, political conviction or religious belief, carers' responsibilities or other grounds covered by relevant legislation
- (l) comply with the University's research ethics and safety policies and guidelines in relation to the ethical conduct of research for both students and staff and the National Statement on Ethical Conduct in Research Involving Humans.

### 3. Use and security of official information

All staff have a right to expect confidentiality and privacy with respect to personal information obtained by other members of the University community in the course of their employment. Similarly, each of us has a duty to maintain the confidentiality, integrity and security of official information for which we are responsible.

As staff we are expected to respect the personal privacy of others. Staff must comply with University data protection and privacy policies and staff and student records policies.

Official information may occur in the form of paper, documents, registers, files, photographs, microfilm, data or information stored in hardcopy or electronic form, or passwords. Unless formal authority is granted, you must not disclose or use official information which would not normally be available to the public other than as part of official duties. Formal disclosure mechanisms include freedom of information legislation or court orders such as subpoenas.

As staff we must not take, or seek to take, improper advantage of any official information which we may have access to as a result of our job, in order to gain a financial or other benefit for ourselves or any other person or group. To do so may be in breach of privacy legislation and could lead to criminal action which may result in fines and imprisonment.



#### 4. Publication of information

Care should be taken when publishing information, in paper form, or electronically to ensure that staff do not engage in practices which would be considered unethical and/or unlawful. Staff are expected to comply with the University's policies and codes of conduct on electronic communication usage.

When publishing academic work and the results of research, staff should be aware of the ethical and legal requirements with regard to authorship and the acknowledgement of work done by others, in particular students.

#### 5. Conflicts of interest

The University's adherence to the principle of respect for the individual entails a strict regard for the privacy and dignity of each staff member and student. The University will therefore not routinely involve itself in the private lives of its staff and students. However, a conflict of interest may arise where a staff member engages in activities or advances or inhibits personal interests at the expense of the University's interests or the interests of other staff.

It is often difficult to avoid placing ourselves in situations where there is a potential conflict of interest. However, as staff we are required to disclose to our supervisor or senior manager immediately any financial, personal or other interest or potential interest which could directly or indirectly compromise the performance of our duties or conflict with the University's interest, and take action to avoid the conflict. It should be recognised that hostility as well as friendship can be perceived as a conflict of interest.

Managers must effectively resolve any conflicts of interest that arise in their work areas. Possible action may result in arrangements being made to remove the staff member from the duties where the conflict has arisen or employees may be directed to cease providing support to a third party whose actions may conflict with the University's interest. Conflicts of interest may include, but are not limited to, the following:

##### (a) Financial interests

An example of a financial conflict of interest which may arise is where a staff member who has a financial interest in a company is in a position to influence contracts for business between that company and the University.

##### (b) Personal interests

Staff are expected not to use or manipulate their official position in order to gain personal benefit. For example, arranging paid overseas travel ostensibly for work purposes as a means to undertake personal study or to visit relatives.

##### (c) Personal and family relationships between staff

University is aware that situations may well occur where staff are working with family members or with persons with whom they develop close relationships (of hostility as well as friendship).

Where such relationships exist between staff or with prospective staff the University does not wish to interfere unnecessarily but stresses that they may have the potential to create a conflict of interest if a staff member is:

- (1) involved in a decision relating to the selection, appointment or promotion of another
- (2) in a supervisory relationship to another and is responsible for employment-related decisions.

##### (d) Personal and family relationships between staff and students

As staff we have a responsibility to our students to assess their work fairly, objectively and consistently across the candidature for their particular subject/course. A personal or family relationship between a staff member and a student has the potential to compromise this responsibility directly by creating a conflict of interest where the staff member is responsible for the supervision, teaching and/or administration and assessment of that student, or indirectly by affecting a student's interaction with the University.

In many cases only the individual staff member will be aware of the potential conflict and each individual's situation will be different. All senior staff assisting the resolution of conflict of interest must ensure that the process is conducted fairly, that information disclosed is treated confidentially (where appropriate) and that where possible, a resolution is arrived at which is agreed to by the individual staff member concerned. Managers will appropriately record all reports of actual or potential conflict of interest and all directions given about handling each case. Reports will be kept on the staff member's personal file in the Human Resources Unit.

#### 6. Disclosures

The University protects and supports staff making any disclosures under the *Protected Disclosures Act, 1994* (NSW) from any reprisals. (Human resources policy: reporting of suspected corruption maladministration and serious waste within UTS, sets out the reporting procedures for handling complaints made under the Act).

#### 7. Public comment

We should ensure that our public comments (either verbal or written) made in a private capacity are not attributed as official comment of the University. In this regard, we should not use official stationery for private correspondence or for purposes not related to our official duties.

#### 8. Use of the University's resources

Our aim as staff should be to ensure that resources (i.e. materials, funds, personnel, equipment, plant, facilities, electronic communications, University logo and letterhead, etc.) entrusted to us are used efficiently, carefully, lawfully and honestly. Unless permission has been granted, University resources are not to be used for private purposes.

#### 9. Acceptance of gifts and benefits

It is unethical for us as staff to solicit any gifts, benefits or additional money for ourselves or another employee. Nor should we accept gifts or benefits which might in any way compromise or influence us in our official capacity. We must not influence or try to influence our colleagues by giving them gifts, or other inducements.

As a general rule, a line can be drawn in situations where a gift could be seen by others as an inducement which could place a staff member under an obligation. Gifts of nominal value generally used for promotional purposes by the donor or moderate acts of hospitality may be accepted. Often it is difficult for individuals to determine whether they have been compromised through receipt of a gift or benefit. Gifts of more than nominal value and benefits or other inducements offered or received by staff should be reported to the staff member's supervisor. If in doubt, guidance should be sought from supervisor(s) in specific instances.

## 10. Outside work and private practice

UTS staff are permitted under certain conditions to engage in outside work, provided such employment does not adversely affect their work performance at the University or does not give rise to a conflict or potential conflict of interest. (Human Resources policy on outside work sets out the conditions under which staff may undertake consulting and private professional practice).

## 11. Responsibilities after leaving UTS

As staff we must not disclose any official information after leaving the University that was our duty not to disclose while employed by the University.

Staff must not use their position to advance their prospects for future employment, or allow their work to be influenced by plans for, or offers of, external employment which would conflict or compromise in any way the best interests of the University.

Former members of staff should not use or take advantage of personal, confidential or official information they have obtained in their capacity as University staff. Furthermore, all staff must be careful in their dealings with former staff members and make sure they do not give them favourable treatment or access to personal, confidential or official information.

## 12. Responsibilities of managers

Managers responsibilities include, but are not limited to:

- (a) ensuring that staff have access to copies of the code of conduct and other relevant documents and policies
- (b) ensuring that the requirements of the code of conduct are reflected in the day-to-day management of staff
- (c) ensuring staff maintain high standards of conduct in the workplace
- (d) supporting staff who disclose information regarding corrupt conduct
- (e) taking all necessary steps to resolve any conflicts that arise in the workplace and ensuring any conflict is avoided in the future
- (f) appropriately recording all reports of actual or potential conflict of interest and all directions given about handling each case.

## 13. Failure to comply with requirements

This code of conduct is designed to promote and enhance the ethical behaviour of all staff at UTS. If you are found to have breached the code, the University may decide to take action against you. Such action may include disciplinary action for 'misconduct' or 'serious misconduct' under the University's enterprise agreements for support and academic staff. Any such action may result in sanctions imposed, including, and up to, termination of employment. Action may also be taken under the University's General Rules.

Breaches of the Code may also result in action being taken by a statutory authority and/or agency where breaches of relevant legislation may be evident and may result in criminal action, fines or imprisonment.

The Code of Conduct – Staff is also published online at:  
<http://www.hru.uts.edu.au/manual/7leg/legal.html#7.3>

## EMAIL POLICY

### 1.1 Policy intent

This statement of policy clarifies the applicability of legal and other University requirements to electronic mail (email). In general, use of University email services is governed by policies that apply to the use of all University computing and networking facilities and in particular by the Acceptable Use of Information Technology Facilities policy. Further information on the detail of this policy can be found in the Guidelines for the Use of Email that should be read in conjunction with this policy.

### 1.2 Policy objectives

The purpose of this policy is to ensure that:

- the University community is informed about the applicability of policies and laws with regard to email
- email services are used in compliance with those policies and laws
- users of email services are informed about how concepts of privacy and security apply to email, and,
- disruptions to University email and other services and activities are minimised.

### 1.3 Policy scope

This policy applies to all email services provided by the University and to all users and uses of such services; and to all University records in the form of email in the possession of University employees or other users of email services provided by the University.

This policy covers the use of email as a mechanism for general communications within the University. Faculties and Divisions are able to supplement the general policy to accommodate specific needs in accordance with paragraph 6 below.

### 1.4 Definitions

**email services:** information technologies used to create, send, forward, receive, store, or print email.

**University record (in the form of email):** any email that is in support of University business, whether or not the equipment, software, or facilities used to create, or store the email record are owned by the University.

**use of email services:** to create, send, forward, reply, copy, store, print, or possess email messages. For the purpose of this policy, receipt of email is excluded from this definition to the extent that the email user does not have control over the email received.

**email address/email account:** the officially recognised UTS email address as allocated by ITD on enrolling as a student or joining UTS as staff.

## 2. Use of email services

### 2.1 Overview

University email services are University facilities and are intended for use in support of the University's mission.

### 2.2 Purpose of email services

- 2.2.1 The University provides an email account to every staff member and student of the University for the purposes of teaching and learning, research, administration and community service.

- 2.2.2 The University permits this account to be used for limited incidental personal purposes. However, it is most concerned to ensure that the account is used as effectively as possible in support of the above purposes and to facilitate the work of the University. A University email account may not be used for engaging in non-UTS business or for personal gain, except if permitted by other University policies.
- 2.2.3 The email address supplied by the university is considered to be the official email contact point for University staff and students, and official University email correspondence will be delivered to this address. The University will specify, from time to time, the types of communication (both sent and received) that may be made principally or exclusively by email to and from members of staff and students, and the conditions that will need to be met if such an email is to be relied on by the University or the member of staff or student as an adequate or sufficient communication.
- 2.2.4 Email accounts may also be used for the submission and return of student assignments and other specific uses, but only where the relevant Faculty or Unit has specifically authorised this, and where the guidelines and conditions for such submission/return, which have been specified by that Faculty or Unit, have been fully complied with.
- 2.3 Regular accessing of emails**
- It is important for members of staff and students to access and read email messages sent to their UTS email account on a timely basis, and they will be presumed to do so for the purposes of the types of emails specified in paragraph 2.2.3 above.
- 2.4 Broadcast emails**
- The use of broadcast emails from the University will be kept to a minimum level and will only be used for purposes of official University business.
- 2.5 University property**
- 2.5.1 University email services are University facilities; all University email addresses are owned by the University; and all email which is in support of University business, whether or not the equipment, software, or facilities used to create or store the email record are owned by the University, are University records.
- 2.5.2 The University reserves the right to install and operate filtering equipment, software or procedures to prevent the entry into UTS of email traffic that is contrary to law or which is incompatible with the objectives of the University.
- 2.6 University records**
- 2.6.1 Email, whether or not created or stored on University-owned equipment, may constitute a University record subject to disclosure under the Freedom of Information laws or as a result of litigation, and as such it must be properly retained for record management purposes. However, prior to such disclosure, the University evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law.
- 2.6.2 Emails that are sent or received using a non-UTS address but which relate to official UTS business constitute official UTS records. In these cases, normal record keeping requirements must be observed.
- 2.6.3 The University provides an online directory service of all staff email addresses to facilitate communication between members of University staff on the one hand, and between University staff and students on the other. This directory is accessible to the general public. As the email addresses it provides are University email addresses, this is consistent with the requirements of the Privacy law (*Privacy Act 1988*). An opt-out procedure will be available to a staff member who believes they have a good reason not to have their University email address included in the directory.
- 2.7 Student records**
- A student's email address forms part of a student's record. The University will provide relevant staff members with student email addresses to facilitate communication on matters of University business. As is the case with other aspects of a student's records, student email addresses will only be available for use by appropriate University staff members for official University purposes.
- 2.8 Service restriction**
- Use of University email services is a privilege that may be restricted by the University, without the prior consent of the user of such services, as provided in paragraph 4.3. The University reserves the right, through the Vice-Chancellor or person expressly authorised by the Vice-Chancellor, to designate those categories of user to whom it will provide access to email and may revoke access at any time to persons who misuse the services. The Guidelines for Use of Email will specify the grounds and procedures for denial or revocation of access.
- 2.9 Storing and viewing of mail**
- In accepting access to email services, users consent to their email being stored and viewed when necessary as provided in paragraph 4.3 of this policy.
- 2.10 Responsible use**
- Email services must be used in accordance with the University's Acceptable Use of Information Technology Facilities policy.
- 2.11 Anonymous email**
- University email users shall not employ a false identity or send email anonymously.
- 3. Security and confidentiality**
- 3.1 Email owner responsibilities**
- Users of the University's email services are required to take necessary precautions to protect the confidentiality of email containing personal or confidential information.
- 3.2 Duties of administrators of email services**
- To operate its email service, the University has been required to establish procedures to provide for the physical security of email records, data, and programs. Users should be aware that on occasion network and computer operations personnel and system administrators might, during the performance of their duties, inadvertently see the contents of email messages. Except as provided elsewhere in the policy, such personnel are not permitted to do so intentionally or disclose or otherwise use what they have seen.

## 4. Inspection and monitoring of email

### 4.1 Privacy

The University respects the privacy of email users. In general it cannot and does not wish to be the arbiter of the contents of email. The University respects academic freedom, free speech, and privacy of information. The University therefore does not permit retrieval, inspection, monitoring, or disclosure of email messages without the prior consent of the addressee of such messages except as provided for in paragraph 3.2 and paragraph 4.3.

### 4.2 Consent and compliance

The email addressee's consent shall normally be sought by the University prior to any inspection, monitoring or disclosure of University email records, except as provided for in paragraph 3.2 and paragraph 4.3. To comply with this and other University policies, and to enable the University to meet its business and legal obligations, University staff are expected to comply with management requests for copies of email that pertain to the business of the University. In the event of failure to comply with such requests the provisions of paragraph 4.3 apply.

### 4.3 Inspection of email without consent

The University shall only permit the inspection, monitoring or disclosure of email without the consent of the holder of such email when:

- (i) required by and consistent with law
- (ii) the Vice-President (Organisational Support), Registrar or other person specifically authorised by the Vice-Chancellor has substantiated reason to believe that violations of law or designated provisions of University policy have taken place, or
- (iii) in exceptional cases, to meet time-dependent, critical operational needs and reasonable attempts to obtain consent have failed.

### 4.4 Designation and register of provisions of University Policy

The Vice-Chancellor shall designate these provisions of University Policy to which paragraph 4.3(ii) applies. The Registrar shall maintain a Register of the provisions so designated from time to time and shall advise Council at least annually of the contents of the Register.

## 5. Rule and policy violations

Violations of University rules and policies governing the use of University email services may result in restriction of access to University information technology resources in addition to any disciplinary action that may be applicable under other University rules, policies, guidelines, disciplinary procedures, or collective bargaining agreements, up to and including dismissal and exclusion.

## 6. Accountability

The Vice-President (Organisational Support) is responsible for ensuring that the Email policy is observed.

The Head of each Faculty/Unit is responsible for ensuring that all staff and students associated with their area are made aware of the Email policy.

Faculties should issue addendum or Faculty policy where appropriate to clarify or expand on the content of this document while not contravening it. Faculty additions to this document should be forwarded to the Vice-President (Organisational Support) for review and inclusion as part of this policy.

## 7. Responsibility

The Vice-President (Organisational Support) is the officer responsible for the control and administration of the Email policy.

## 8. Related information

- Guidelines for the Use of Email
- Acceptable Use of Information Technology Facilities policy (published in this chapter)
- Information Technology Security policy
- Management and Protection of Personal Student Information (published in this chapter)
- Records Management policy
- UTS Code of Conduct (published in this chapter)
- Rules of the University (published in Chapter 11 of this Calendar)
- policy on the Prevention of Harassment
- UTS Equal Opportunity policy statement

The Email policy and the related guidelines for the use of email are published online at:

<http://www.gsu.uts.edu.au/policies/emailpolicy.html>

## FIELDWORK GUIDELINES

### 1. Introduction

The University recognises that in a number of academic disciplines, fieldwork is an essential part of the core teaching, learning and research functions. The University supports the incorporation of fieldwork activities in its teaching, learning and research programs, and requires that the conduct of fieldwork is undertaken in a safe and responsible manner.

These guidelines have been prepared to ensure that all fieldwork activities are properly planned, managed and coordinated in such a way as to meet the best interests of the University while protecting the safety of staff members, students and the wider community. The guidelines complement the UTS Environment, Health and Safety policy and should be read in conjunction with the policy.

The purpose of these Guidelines is:

- to provide a framework which encourages high quality teaching and research through the pursuit of field activities whilst ensuring the health, safety and welfare of staff members and students
- to provide a clear understanding of the accountabilities, rights and responsibilities of staff members and students and to protect the interests of the University and its members, and
- to document the procedures which should be followed in order to ensure the health, safety and welfare of staff members and students and the protection of the environment.

These guidelines apply to all staff members and students of UTS and, where the context permits, to all others engaged by UTS (whether as consultants, contractors or otherwise) to provide services to UTS.

## 2. Relevant legislation

Current legislation, Australian Standards and Policies, and Rules of the University set out responsibilities of staff members and students participating in fieldwork activities. These include, but are not limited to:

- the *Occupational Health and Safety Act 2000* (NSW) and the *Occupational Health and Safety Regulation 2001* (NSW): these identify the responsibilities of the employer, managers and supervisors of the employer for the health, safety and welfare of staff members and students. The University is required to identify foreseeable hazards arising from its activities with the potential to harm staff members and others, including students. The University must also assess and either eliminate or control these risks (Clauses 2.9–2.11, *Occupational Health and Safety Regulation 2001*). This requirement extends to fieldwork activities
- civil and criminal laws
- Australian/New Zealand Standard 2299 Occupational Diving
- UTS Environment, Health and Safety policy, which commits the University to conformity with legislation about occupational health and safety
- UTS Rules which are concerned with student conduct, penalties for student misconduct and appeal procedures.

## 3. Responsibilities in fieldwork

The safety of the fieldwork party is the responsibility of all persons participating in fieldwork. A person who has been appointed Fieldwork Excursion Leader (for fieldwork involving undergraduate students) has a particular responsibility for ensuring that proper procedures are followed in the planning and execution of fieldwork, and for dealing with any incidents that affect the health, safety and welfare of all members of the fieldwork party in the field. For fieldwork activities without a staff member (for example, involving postgraduate or Honours students), whilst a Fieldwork Excursion Leader may not have been formally appointed, it is incumbent upon all participants in the fieldwork excursion to ensure that proper procedures are followed to ensure the health, safety and welfare of all members in the fieldwork party (see also Section 3.3 Academic supervisors).

### 3.1 Head of school/departmental head/unit leader or director

The head of school/departmental head/unit leader or director is ultimately responsible for the implementation and observance of these guidelines as they apply to the School's fieldwork activities and must give the final approval for all fieldwork activities on the appropriate Fieldwork Excursion form (Appendix 1)<sup>1</sup>.

The head of school/departmental head/unit leader or director shall ensure that:

- a Fieldwork Excursion Leader has been appointed for each fieldwork excursion or activity which is a required component of an undergraduate subject
- all staff members involved in fieldwork are suitably qualified (for example, possess any necessary boat licence, first aid qualifications, etc.) and that any specialist training required (for example, diving certificates, off-road driving skills) has been undertaken before commencement of any fieldwork activities
- a Fieldwork Excursion form (Appendix 1)<sup>1</sup> is completed by the Fieldwork Excursion Leader for all fieldwork activities
- a Fieldwork Risk Assessment form (Appendix 2)<sup>1</sup> is completed by the Fieldwork Excursion Leader for all fieldwork activities
- the Fieldwork Excursion Leader has obtained a signed Medical Information form (Appendix 3)<sup>1</sup> from each participant in fieldwork involving overnight absences. Copies of the signed forms shall be retained in a fieldwork register in the administration area of the relevant school or department, or unit
- for fieldwork activities not involving staff members (for example, postgraduate or Honours students), Appendices 1 to 4 inclusive are completed and authorised by the student's supervisor.

### 3.2 Fieldwork Excursion Leader

The Fieldwork Excursion Leader is responsible for the health, safety and welfare of all participating persons for the duration of the fieldwork activity and for ensuring that participants have received any necessary briefing, training or induction prior to the fieldwork. The Fieldwork Excursion Leader is responsible for ensuring that the following forms are completed for all fieldwork activities:

- a Fieldwork Excursion form (Appendix 1)<sup>1</sup> (approved by the head of school/departmental head/unit leader or director)
- a Fieldwork Risk Assessment form (Appendix 2)<sup>1</sup>
- a Medical Information form (Appendix 3)<sup>1</sup> (completed by each member participating in the fieldwork activity/excursion; these must be filed securely within the school/department but copies must be taken to the fieldwork location for use in case of an emergency)
- a Deed of Release signed by a parent or caregiver for any student aged under 18 who is participating in the fieldwork activity/excursion
- a Student Code of Conduct for Fieldwork Excursions form (Appendix 4)<sup>1</sup> (completed by each student member participating in the fieldwork activity/excursion).

The Fieldwork Excursion Leader is also responsible for:

- notifying the appropriate emergency services in the event of an emergency situation during fieldwork activities/excursions. The Fieldwork Excursion Leader must notify the school, department or unit of the situation at the first practicable opportunity

- the care and correct use of all University assets and equipment taken on fieldwork excursions.

To assist Fieldwork Excursion Leaders, a Fieldwork Procedures checklist is provided in Appendix 5<sup>1</sup> that summarises the various steps to be completed before commencing fieldwork.

### 3.3 Academic supervisors

Academic supervisors are responsible for ensuring that postgraduate and Honours students receive appropriate training and that they are not encouraged to undertake fieldwork in situations where they do not feel sufficiently confident of their safety. Supervisors are responsible for foreseeing and assessing potential risks and for ensuring that their students are adequately equipped and possess the necessary technical and practical skills.

### 3.4 Persons undertaking solo fieldwork activities

Persons undertaking solo fieldwork activities are also required to ensure that the trip has been properly planned and that the health and safety requirements have been properly addressed. Persons undertaking solo fieldwork excursions must:

- complete all necessary documentation (i.e. Appendices 1 to 4)
- ensure that the fieldwork excursion is approved by their supervisor and Head of School/Departmental Head/Unit Leader or Director beforehand, and
- ensure that all requirements as listed in Appendix 5<sup>1</sup> have been met.

### 3.5 All participants

All participants in fieldwork activities are under the obligation to work and behave appropriately in the field, and to take care to protect their own health, safety and welfare and that of fellow fieldwork participants. All participants are subject to the jurisdiction of the Fieldwork Excursion Leader and delegated officers for the entire duration of the fieldwork activity or excursion and must follow all lawful instructions and advice of that leader. In particular they must strictly follow any instructions or directions that are necessary to ensure the safety, health and welfare of all or any members of the fieldwork party.

Students must read the Student Code of Conduct for Field Excursions (Appendix 4)<sup>1</sup> and must sign the Acknowledgement and Declaration before participating in any fieldwork activity.

### 3.6 Fines and penalties

All participants are personally responsible for any fines or penalties incurred by them during fieldwork excursions for prohibited activities including, but not limited to: parking fines, driving fines, boating infringements, and fishing without a licence.

## 4. Insurance

### 4.1 UTS staff and students

Staff members and students are insured while they are participating in UTS approved activities, for example, fieldwork excursions. Staff members and students are not covered by UTS insurance when they depart from UTS approved activities, for example if they break the law. While participating in UTS approved activities which are part of field trips, (i.e. university business):

- staff members and students travelling within a 50km radius of the University and their place of residence are covered by the UTS personal accident and public liability policies
- staff members and students are covered by UTS Travel Insurance for all travel in excess of a 50km radius of UTS and the insured person's place of residence, and
- staff members are also covered by the University's workers' compensation policy for injuries and illnesses arising out of the course of their employment.

### 4.2 Non-UTS staff and students

Volunteers who participate in UTS fieldwork excursions must seek the approval of the Fieldwork Excursion Leader in writing before the fieldwork excursion commences. The written approval document should be retained at the faculty / school / unit for insurance purposes. Approved volunteers are covered by the UTS personal accident policy.

## 5. Accident/incident reporting

Incidents or accidents must be reported to the Head of School/Head of Department/Unit Leader or Director as soon as reasonably possible and not later than upon return to campus. An Accident / incident report form must be completed by the Fieldwork Excursion Leader at this time.

## 6. Size and composition of a fieldwork party

The minimum size of a fieldwork party should be determined by risk assessment and under normal circumstances should be at least two. However, while it is preferable that staff members or students do not work alone in remote locations, this may be permitted by the Head of School/Departmental Head/Unit Leader or Director if he or she judges that it is reasonable in all the circumstances. For staff members, research degree students, Honours students and postgraduate students, the necessary documentation (i.e. Appendices 1 to 4)<sup>1</sup> must be completed. The fieldwork must be discussed with and authorised by their supervisor and approved by the Head of School/Departmental Head/Unit Leader or Director.

Fieldwork involving undergraduate students must have an acceptable student to staff member ratio depending on: the prior training and experience of the students; the nature of and risks involved in the fieldwork; and logistics (for example, transport). As a guide, a ratio of 15 students per staff member is suggested as a maximum.

## 7. Fieldwork activities

### 7.1 Diving

Diving is considered to be a high-risk fieldwork activity and is regulated by Australian/New Zealand Standard 2299 Occupational Diving. All diving work must be carried out under the supervision of experienced and qualified divers. All staff members, students and volunteers involved in diving as part of fieldwork must have specific approval to dive and must comply with the UTS Scientific Diving Procedures, including completing the specified risk assessments. No diving shall occur without appropriate supervision as detailed in the procedures, or in the absence of a buddy diver.

## 7.2 Boating

Fieldwork Excursion Leaders must check with NSW Maritime (telephone 13 12 36) to ensure that the requirements regarding the registration of vessels and the licensing of boat drivers are met and, where applicable, that the vessels are in survey suitable for charter. For excursions/activities outside New South Wales, it is the responsibility of Fieldwork Excursion Leaders to ensure that boating field trips comply with the requirements of the maritime legislation in that State, in particular in relation to licences and boat registration. Any regulations must be followed, including load and speed limits.

Police, National Parks and Wildlife Service rangers and certain other Government Department officers are authorised, where appropriate, to give on-the-spot fines for breaches of boating regulations.

Staff members, or persons qualified to drive and who are engaged for the purpose, are the only authorised drivers of watercraft used for fieldwork purposes. Students may only drive watercraft in an emergency, such as for urgent medical assistance when it is not reasonable or possible for a staff member or other qualified person to undertake this task.

## 7.3 Driving

Fieldwork may involve driving vehicles on sealed or dirt roads and bush tracks. Vehicles may be used for a variety of activities and may carry varying combinations of passengers, equipment and foodstuffs.

University-owned vehicles may only be driven by staff members who are licensed, qualified, trained, authorised and insured to do so. All drivers of vehicles must have a current vehicle licence that covers the vehicle being used for the fieldwork.

Students may only drive University-owned vehicles in an emergency, such as for urgent medical assistance, when it is not possible or reasonable for a staff member to undertake this task.

Students using their own private vehicles as transport to a fieldwork location should park the vehicle according to instructions given by staff members. The vehicle normally will not be used during the excursion without the permission of the Fieldwork Excursion Leaders, who have the right to restrict its use, or to give specific directions as to route, speed, and number of passengers.

### 7.3.1 Recommended limits on driving

It is recommended that:

- drivers travelling alone should not exceed more than two hours of continuous driving without a break away from the vehicle of at least 10 minutes
- when driving is shared, drivers change over every two hours
- cumulative driving time for any one driver should not exceed 10 hours in a 24-hour period
- log books are used for any journey of more than four hours' continuous duration.

### 7.3.2 Restrictions on use of University vehicles for fieldwork activities

Alcohol and drugs must not be consumed within eight hours of the commencement of the fieldwork excursion by any person undertaking driving duties or within eight hours of driving during an excursion. This includes medically prescribed drugs which may impair the operation of equipment, motor vehicles or boats.

A person who is physically or mentally impaired shall not undertake driving duties. The Fieldwork Excursion Leader shall ensure that trips are planned to allow for sufficient rest and recuperation. A person with a disability which requires the provision of a modified vehicle shall not operate a vehicle which is not appropriately modified.

### 7.3.3 Vehicle Licences

Vehicle users are required to hold and present a valid open and unrestricted New South Wales RTA Class C licence or Class LR licence if a light bus is to be driven, or a New South Wales RTA-approved equivalent.

## 8. Permits

All permits and/or licences that are necessary for particular activities (for example, entry to National Parks, aboriginal sites, fishing, and so on) must be obtained in advance of the fieldwork activity by the Fieldwork Excursion Leader.

## 9. First aid

First aid equipment and facilities must be readily available for use by personnel in the field. One first aid kit per 10 people is recommended as a guideline for fieldwork. For remote fieldwork an extended first aid kit may be necessary.

A qualified first aid officer with current certification is mandatory on fieldwork excursions to any location in which it is reasonable to expect that it would take more than half an hour to get medical aid to an injured or ill person.

The Fieldwork Excursion Leader (or first aid officer where there is one) must ensure that First Aid Kits are restocked as soon as practicable and/or at the completion of each fieldwork excursion.

## 10. Communication

For all fieldwork activities, agreed communication protocols must be set in place before departure.

- All persons undertaking fieldwork activities must be instructed or trained in the use of the communication equipment and signalling devices to be used on the excursion.
- Regular call-in schedules should be agreed on prior to departure.
- A mobile telephone or satellite phone should be taken and used in areas where this type of communication is suitable.
- Vehicles used for remote fieldwork should be fitted with global positioning systems and a two-way radio, or the fieldwork party must be equipped with another suitable two-way communication system.

## 11. Equipment

Equipment used for fieldwork must be carefully selected in relation to suitability for purpose. It must comply with all necessary legislative requirements and standards, and should be thoroughly checked and tested prior to use. Fieldwork participants using the equipment should have appropriate levels of training and competence in its use, and where necessary appropriate qualifications or certifications.

## 12. Breaches of these Guidelines

### 12.1 Staff members

Staff members are governed by the UTS Code of Conduct – Staff. While on an excursion, all members of staff are under special obligation to consider and protect the health, safety and welfare of all members of the party and to protect the reputation of the University. Any breach of these guidelines by staff members will be treated as a breach of that Code and will be dealt with in accordance with the Code.

### 12.2 Students

12.2.1 Students are governed by the University Rules. While on an excursion, students must behave at all times during the excursion in a lawful and reasonable manner, taking proper care to ensure the health, safety and welfare of all members of the party and to protect the reputation of the University. In particular, students must comply with all lawful directives and instructions of the Fieldwork Excursion Leader and other members of UTS staff during the whole period of the excursion. Any breach of such instructions or of these guidelines by students is deemed non-academic misconduct and will be dealt with in accordance with University Rules.

12.2.2 In certain circumstances, misconduct by a student may result in the student being required to return home prior to completion of the fieldwork activity. Where a student is directed by the Fieldwork Excursion Leader or a staff member authorised by that Leader to return home prior to completion of the fieldwork activity due to misconduct, the student must follow that direction promptly and will be responsible for all costs incurred in returning home.

## 13. Definitions

For the purposes of these guidelines, the following definitions apply:

**fieldwork** means any work, study or research authorised by the University and carried out by staff members and students at sites (generally outdoors and including sites outside Australia) other than the regular campuses of the University and involving overnight stays or longer. It does not include activities such as distance education, student exchange programs, offshore teaching, conferences, visits to other universities or workplaces or work placements or practical classes involving visits to parks and sites during scheduled tutorials.

**staff member** means an employee or an honorary appointee of the University, or staff of another university in the case of joint excursions.

**student** means any person enrolled in any degree, diploma, course, subject or unit offered by the University whether on a full-time or part-time basis, or at an undergraduate and postgraduate level, or an award or non-award student.

**University** means the University of Technology, Sydney.

## 14. Related policies/guidelines

- Code of Conduct – Staff
- Environment, Health and Safety policy
- Rules of the University relating to Student Conduct
- UTS Scientific Diving Procedures

## 15. Related information

- *Occupational Health and Safety Act 2000* (NSW)
- *Occupational Health and Safety Regulation 2001* (NSW)
- Australian/New Zealand Standard 2299 Occupational Diving
- *Construction Safety Act 1912*
- *Maritime Services Act 1935* (NSW) Civil and criminal legislation

### Footnote:

- 1 For further information regarding the following forms referred to as Appendices in these Guidelines, see the online version of these Guidelines at:  
<http://www.gsu.uts.edu.au/policies/index.html>  
Appendix 1 – Fieldwork Excursion Form  
Appendix 2 – Risk Assessment Form  
Appendix 3 – Medical Information Form for Fieldwork Excursions  
Appendix 4 – Student Code of Conduct for Fieldwork Excursions and Declaration  
Appendix 5 – Fieldwork Procedures Checklist

## **GUIDELINES FOR THE AWARD OF UTS MEDALS**

The following set of minimum guidelines will be used by each faculty board in determining candidates for the award of University medals, within the limits prescribed from time to time by the Academic Board.

1. Each faculty is permitted to award University medals at each graduation ceremony, provided that the awardee meets the minimum requirements.
2. Normally, the maximum number of medals awarded at a graduation ceremony in Autumn and Spring semesters for each faculty (approximately proportional to the numbers of eligible graduates and taking account of the spread of undergraduate courses) will be as follows and in no calendar year will it exceed twice this number for each faculty:

Business	3
Design Architecture and Building	3
Education	3
Engineering	3
Humanities and Social Sciences	2
Information Technology	2
Law	2
Nursing, Midwifery and Health	2
Science	3



3. The student with the highest Weight Average Mark (WAM) or Grade Point Average (GPA) in each substantive program or program area in each graduating cohort is considered by the relevant Examination Review Committee, School Board or Faculty Board.
4. Individual cases are debated to determine whether in the opinion of the Committee (or Board) they are of exceptional merit.
5. In general, they will have achieved a WAM greater than 85 (or equivalent GPA) together with meeting other particular faculty requirements such as a certain level of achievement in an Honours or undergraduate research project, a certain WAM in the final or last two years of the course, and/or a certain level of Honours if it is an Honours course.
6. No award is recommended if no student is judged to be of exceptional merit.
7. Two candidates of equal merit in a program or program area may be recommended for a joint award (aeq) of the University medal.

These guidelines are also published online at:  
<http://www.gsu.uts.edu.au/policies/utsmedalguide.html>

## MANAGEMENT AND PROTECTION OF PERSONAL STUDENT INFORMATION

The University treats information on students as confidential and will only reveal such information with the permission of the student or where access is limited to staff required to fulfil the legitimate and authorised purposes of the University.

### Policy intent

The University of Technology, Sydney (UTS) respects the privacy of each individual's personal and health information and is committed to protecting the information it holds and uses about all individuals. This policy provides a framework to ensure that personal student information and health information will be managed in such a way as to protect the privacy of students.

UTS is required to comply with the *Privacy and Personal Information Protection Act 1998* (NSW), and the *Health Records and Information Privacy Act 2002*, which contain information protection principles. The Principles establish standards for the collection, use, management and disclosure of personal and health information to which all public sector agencies in NSW, including universities, must adhere. They apply to any personal and health information that a person provides to UTS or which UTS creates or collects about a student. In this privacy policy, a reference to 'information' is a reference to both personal information and health information.

UTS holds some information about students which is a matter of public record (for example, details of an individual student's graduation) and which can be provided to a third party when requested. In addition, UTS has the right to confirm to a third party whether a document which purports to be either a UTS testimonial or a UTS academic transcript is an authentic UTS document and whether its contents are consistent with UTS's official records.

## Policy objectives

The objectives of this policy are:

- to provide a clear statement about how UTS will collect, manage, use and disclose personal student information
- to provide a clear understanding of the rights and responsibilities of students, staff and others under this policy and within the context of the relevant legislation.

## Policy scope

This policy applies to all staff and students of UTS and to all others engaged by UTS (whether as a consultant, contractor or otherwise) to provide services to UTS, which may require their having access to personal student information.

## Policy statement

UTS treats personal information on individual students as confidential. Personal student information should only be accessed and utilised by staff for official University purposes and should only be revealed to other persons where there is proper permission or where the law requires it.

It should be noted that whilst UTS respects the privacy of personal student information and will use its best endeavours to protect it, nevertheless there is no guarantee that all personal student information (for example, UTS student email addresses) is completely protected by the measures UTS is able to implement.

## Definitions

For the purposes of this policy, the following words shall have the meanings given below.

**disclosure** means the act of making known personal information relating to students of UTS.

**health information** means personal information that is information or an opinion about:

- the physical or mental health or a disability of an individual
- an individual's express wishes about the future provision of health services to him or her
- a health service provided, or to be provided, to an individual
- other personal information collected in connection with the donation of human tissue
- genetic information that is or could be predictive of the health of an individual or their relatives or descendants
- any other personal information collected to provide, or in providing a health service.

**identifier** means an identifying name or code (usually a number) assigned by an organisation to an individual to uniquely identify that individual for the purposes of the operations of the organisation. This does not include an identifier that consists only of the individual's name.

**non-private information** means information about a student which is a matter of public record, i.e. details of a student's graduation.

**personal information** means information or an opinion (including information or an opinion forming part of a database) that is recorded in any form about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes paper documents and files, electronic records, photographs, genetic material and biometric information such as fingerprints.

**primary purpose** means the purpose for which the information was collected, i.e. an official university purpose which is related to the functions of the University as defined by the *University of Technology, Sydney, Act 1989* and for which the individual concerned could reasonably expect their information to be used. Collection of information for this purpose may be mandatory or optional.

**secondary purpose** means a purpose which is directly related to the primary purpose although this relationship may not necessarily be apparent to the individual concerned, or within their reasonable expectations. Collection of the information for this purpose may be mandatory or optional.

**student** means any person, whether or not they also have another role at UTS, such as that of staff member, who has previously been enrolled at, is currently enrolled at, or is applying to be enrolled at, UTS or its antecedent organisations. This includes those enrolled in faculty-based short courses and continuing professional education.

## 1. Collection of personal information

- 1.1 In accordance with the current legislation:
  - UTS will not collect personal information about an individual unless that information is necessary for one or more of its functions
  - UTS will collect personal information about an individual only by lawful and fair means and not in an unreasonably intrusive manner.
- 1.2 When UTS collects personal information directly from an individual, it will take reasonable steps to ensure that the individual is aware of:
  - the fact that the information is being collected
  - the purposes for which the information is being collected
  - the intended recipients of the information
  - UTS's contact details
  - any law that requires the collection of the particular information, and
  - any consequences (if any) arising from the failure to provide any requested information.
- 1.3 UTS will collect personal information directly from an individual to whom the information relates where it is reasonable and practicable to do so. Where UTS collects information about an individual from a third party (for example, if a student authorises a parent, spouse or partner to act for them on their behalf), UTS will take reasonable steps to ensure that the individual is aware of the details set out above.
- 1.4 While UTS generally collects personal information directly from the relevant individual, in some instances it may be collected from a third party, such as the Universities Admissions Centre (UAC) or other public bodies/organisations.
- 1.5 UTS is required by law to collect certain personal information so that it can provide this information to government bodies/organisations, such as the Department of Education, Science and Training (DEST), the Australian Taxation Office (ATO), Centrelink, and the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

## 2. Creation of personal student information

Throughout an individual student's course of study at UTS, certain personal information will be created which relates to that particular student, including examination/assessment results and reports. Personal student information of this nature will be accorded the same levels of management and protection as personal student information provided to UTS by the student or a third party, (as set out in Section 1), except where it is regarded as non-private student information (i.e. a matter of public record).

## 3. Location of personal student information

UTS's principal repository of physical and electronic files of student information is the Student Administration Unit. By virtue of a provider/client relationship, the following units may also hold personal student information:

- faculties, schools, departments, centres and institutes
- individual academics responsible for the conduct of subjects and courses, assessments, and other academic and related purposes
- the Student Ombud
- the Equity and Diversity Unit
- the University Library which keeps records relating to a student's use of library facilities
- the Registrar's Division which keeps records relating to others including:
  - records of formal committee deliberations, graduations and student disciplinary matters
  - records relating to individual students including medical, counselling and other services provided to students
- the University Graduate School which keeps records relating to research degree candidature and scholarships
- the Human Resources Unit which may keep records relating to the employment at UTS of students
- the International Office which keeps records relating to overseas students
- The Research and Innovation Office which may keep records relating to research projects in which students have participated
- UTS Graduate Connections which may keep records relating to alumni of UTS.

## 4. Use and disclosure

In the use and disclosure of personal student information, UTS will not use or disclose personal information about an individual for a purpose other than that for which it was collected or created (the stated primary purpose) unless:

- for a secondary purpose that is related to the primary purpose, or
- it was reasonable for the individual to expect UTS to use or disclose the information for a secondary purpose, or
- the individual has consented to use of the information for a secondary purpose, or

- an authorised officer of UTS has determined that its use or disclosure is necessary to lessen or prevent:
  - ♦ a serious and imminent threat to an individual's life, health or safety, and
  - ♦ a serious threat to public health or public safety, or
- the use or disclosure is required or authorised by or under law.

## 5. Quality of data

UTS will take all reasonable steps to ensure that any personal student information it collects, creates, uses or discloses is accurate, complete and up to date.

## 6. Security

6.1 UTS will take all reasonable measures to ensure that personal student information is held securely and is protected from misuse, loss, and unauthorised access, modification or disclosure.

6.2 UTS will destroy or permanently de-identify personal student information when required by, and in accordance with, legislative requirements.

6.3 Personal information may be stored in hard copy documents, as electronic data, or in UTS's software or systems. UTS protects personal student information in the following ways:

- confidentiality requirements on the use of information by UTS staff and students
- policies and procedures on document storage, retention and security
- security measures for access to UTS's computer systems
- controlling access to those parts of UTS's premises where data is stored
- website protection measures.

6.4 UTS expects each student to respect the privacy of fellow students' personal information, whether the information is stored in hard copy documents, as electronic data, in UTS's software or systems, or in the records management systems of partner institutions outside NSW.

## 7. Access to personal information

7.1 UTS will, on request, inform an individual about the nature of personal information that it holds relating to that individual, the main purposes for which the information is used, and the individual's entitlement to gain access to that information.

7.2 Upon request, UTS will provide an individual with access to the information UTS holds relating to that individual unless there is an exception applying under law such as:

- access would pose a serious threat to the life or health of any individual
- access would have an unreasonable impact on the privacy of others
- access would be unlawful or the denial of access is required or authorised by law
- access would prejudice enforcement activities relating to criminal activities and other breaches of law
- the information is to be used for legal dispute resolution proceedings.

7.3 If a request for access to personal student information is refused, UTS will provide written reasons for the refusal, stating where possible which of the above exceptions has been relied upon.

7.4 Any request to provide access to personal student information will be dealt with in a reasonable time and UTS may recover from a student the reasonable cost of accessing and supplying this information.

## 8. Amendment of personal student information provided to UTS

8.1 Students are required under the Rules of the University to notify the Registrar of any change in contact details. This should be done in writing or online using 'My Student Admin'.

8.2 From time to time students may wish to amend other personal information that they have provided to UTS if they believe that it is out of date, incorrect or inaccurate. Substantiating documents showing evidence of the change necessitating the amendment of personal student information may be required. For record-keeping purposes, documentation of the changes that are made may need to be kept.

8.3 If a request for amendment to personal student information is refused, UTS will provide written reasons for the refusal.

8.4 If UTS is not prepared to make amendments to personal information in accordance with a request from an individual, in appropriate circumstances UTS may make arrangements to attach to that information a statement provided by that individual setting out their reasons for request for amendment and the reasons for the request being denied.

8.5 Any request to alter information will be dealt with in a reasonable time and UTS may recover from a student the reasonable cost of accessing, considering the request, and if appropriate, altering such information.

## 9. Amendments to personal student information created by UTS

9.1 A student who considers that information created by UTS is not recorded correctly on their student record should forward a request for amendment, together with relevant supporting documentary evidence, to the Director, Student Administration Unit. Each case will be considered on its merit and the University will determine whether the information should or should not be amended.

9.2 A student who disagrees with the substance of an academic or administrative action, process or outcome, as distinct from the issue of whether the record of the University correctly documents it, retains the right to pursue these matters as part of any relevant academic appeal or grievance process as provided for by Rules and policies of the University. When in these situations, a student should in the first instance direct inquiries to the relevant faculty office.

## 10. Commonwealth and State government identifiers

10.1 UTS will not use Commonwealth or State government identifiers as its own identifier nor will it disclose such identifiers to other parties, except where required by law.

10.2 UTS provides its own identifier where necessary in the form of a student identification number.

## 11. Transborder data flows

11.1 In the course of its business, UTS may provide personal student information to organisations outside New South Wales. UTS will only provide this information under the following conditions:

- where it is required by law to do so, or
- where an individual consents to the transfer of information, and
- where the relevant staff member at UTS has reasonably concluded that the recipient is subject to similar privacy laws and policies to its own.

11.2 UTS will take all reasonable steps to ensure that any information which is transferred to a partner institution outside New South Wales is held, used or disclosed on a basis that is substantially similar to that required by this policy.

11.3 UTS will also take all reasonable steps to ensure that any information which is created at a partner institution outside NSW (including offshore partner institutions) is held, used or disclosed on a basis that is substantially similar to that required by this policy.

## 12. Grievances

If an individual believes that there has been a breach of the principles expressed in this policy, they should contact the Privacy Officer. The Privacy Officer will advise them of the most appropriate means of having their complaint considered, and will assist them with contacting the relevant person.

## 13. Breach of this policy

### Breaches by staff

13.1 If a staff member breaches this policy, depending upon the circumstances, appropriate disciplinary action may be taken.

### Breaches by a student

13.2 If a student breaches this policy, and the breach is considered to constitute an offence under the Rules of the University, appropriate disciplinary action may be taken.

### Related information

- *University of Technology, Sydney, Act 1989*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Privacy Act 1988 (Cwlth)*
- *Health Records and Information Privacy Act 2002*
- *Freedom of Information Act 1989*
- *State Records Act 1998*

This policy is also supplemented online by the following:

- Requirements for Staff on the Management and Protection of Personal Student Information
- Requirements for Students on the Management and Protection of Personal Student Information

This policy and related material are published online at:

<http://www.gsu.uts.edu.au/policies/studentinfo-policy.html>

## PRINCIPLES FOR TRANSITION SUPPORT FOR STUDENTS AT UTS

Good teaching and effective learning are based on sound pedagogy, clear goals and assessment methods, and timely feedback, all of which contribute to a supportive learning environment for students. The University of Technology, Sydney is committed to forging an active partnership between students and the University to facilitate successful learning and a positive student experience, and to provide a range of student-focused learning and support services at critical times and for critical issues. In addition:

- (a) The University aims to provide all students with opportunities to assist them in the process of transition and adaptation from one environment to another, including school, the workforce, other countries, other institutions, family responsibilities or non-current school leaver backgrounds;
- (b) All students can expect a reasonable level of support at critical times during their candidature to assist students to achieve their academic goals;
- (c) The University recognizes that some transition issues are specific to certain student groups at certain points in their candidature, and that identification of these issues is essential in order to maximize learning outcomes;
- (d) The University acknowledges that during a course of study, there may be various occasions when students may experience challenges to their academic progress. At the same time it is also acknowledged that negotiating such challenges may contribute to the building of personal and professional competencies;
- (e) The University encourages students to play a part in taking personal responsibility for recognizing and negotiating these challenges;
- (f) The University expects all students to attend university including scheduled classes and Orientation programs (or equivalent activities for students enrolling offshore or distance learning programs).

The adoption of the above principles will:

- (a) articulate the University's commitment to providing a student focused environment;
- (b) provide the overarching principles and a broad framework for parties concerned to develop various implementation programs in furtherance to these principles, including the orientation programs and other programs to meet specific student needs; and
- (c) allow flexibility for further developments in view of the changing learning environment and student needs.

## PUBLISHING ON THE UTS WEB

### 1. Policy intent

The purpose of this policy is to manage the integrity of the information published on the UTSWeb, so as to ensure that the information is both accurate and complies with relevant legal requirements. The range of information that is permitted to be published on the UTSWeb, as well as the conditions that must be observed, are defined by this policy document.

The proactive adoption and support of consistent and professional web management practices will enable UTS to maximise the benefits of the web, as well as ensure that the UTSWeb continues to portray a positive public image of the University.

### 2. Policy objectives

- 2.1 Establish protocols, standards and practices for the management of information published on the UTSWeb
- 2.2 Establish responsibilities and accountabilities for authoring and publishing information on the UTSWeb
- 2.3 Establish quality assurance methodologies and audit practices to ensure that all information published on the UTSWeb complies with UTS policies and relevant Commonwealth and State government legislation

### 3. Policy scope

This policy applies to all information published on the UTSWeb. In acknowledgement of the need for academic freedom of expression, information within the UTSWeb has been classified into a category system that enables a clear distinction to be made between the different types of information generated from time to time that may need to be published.

#### 3.1 Classification of information

##### Category 1 – core UTS information

Refers to the official authoritative source of UTS information regarding the UTS Act, By-law, Rules, policies, legislative compliance, Council and its committees, and courses and subjects.

##### Category 2 – UTS business information

Refers to all information relating to the official business of UTS's executive, divisions, units, faculties, institutes and centres.

##### Category 3 – UTS teaching and research information

Refers to all materials that have been recorded on the UTS Digital Resource Register, which UTS staff are authorised to use for teaching purposes.

##### Category 4 – UTS staff and student information

Refers to all information published on websites or webpages by UTS staff and students that relates to their role and /or area of teaching, research or study at UTS.

##### Category 5 – UTS controlled entities information

Refers to all information associated with the official business activities of UTS controlled entities that is published on websites of controlled UTS entities or within Category 2 information.

##### Category 6 – other organisations associated with UTS information

Refers to all information on any of the organisations that the University has agreed to host their websites or webpages on the UTSWeb.

### 4. Definitions

- 4.1 **UTSWeb** includes all websites that contain the domain name uts.edu.au, or other names as registered by UTS from time to time.
- 4.2 **Owners of Information** refers to all persons who have delegated authority to both author and approve the content of information that is to be published on the UTSWeb.
- 4.3 **Authorising Officer** refers to all persons who have delegated authority to publish preapproved information on a webpage or website housed within the UTSWeb.
- 4.4 **UTS Web Standards** refers to the agreed standards that will be used to ensure the practices associated with the publication and management of information on the UTSWeb are undertaken in a consistent and standardised way to enable compliance with legal requirements and UTS policies (see footnote). The standards will be used as a single reference point to check compliance.
- 4.5 **UTS Web Standards Coordinator** refers to the University staff member appointed by the University's Registrar to undertake the coordination responsibilities for agreed UTS Web Standards.

### 5. Policy provisions

This policy should be used in conjunction with the UTS Web Standards developed from time to time to operationalise the implementation of this policy.

#### 5.1 Authority to publish on the UTSWeb

##### 5.1.1 Publication of Category 1, 2 and 3 UTS information

The Vice-Chancellor, VCMG members, Deans and Directors are both the Owners of Information and the Authorising Officers for the creation and publication of information on their relevant area of responsibility. These Officers can, where appropriate, delegate approval to staff members within their area of responsibility to author, approve the content of information, or publish information that is to be stored on the UTSWeb. Details of all staff allocated authority to author, approve the content of information, or publish on the UTSWeb, must be registered with the Web Standards Coordinator.

##### 5.1.1.1 Identification of Category 1, 2 or 3 UTS information

All websites or webpages containing Category 1, 2 or 3 UTS information, must conform with the UTS web style guidelines and standards established by IML from time to time for the publication of Categories 1, 2 and 3 UTS information.

##### 5.1.2 Publication of Category 4 information

UTS staff members and students are permitted to publish on the UTSWeb subject to the following conditions:

- information published by a staff member or student must be associated with their area of teaching, research or study at UTS

- the staff member or student is considered both the owner of the information and the Authorising Officer, and must comply with the relevant conditions for the publication of information as documented at clause 5.2, and
- the staff member or student must include an appropriate disclaimer statement on their site and, furthermore, must not use the UTS logo or emblems unless special approval has been granted.

### **5.1.3 Publication of Category 5 information**

UTS controlled entities are permitted to publish on the UTSWeb subject to the following conditions:

- information published within a UTS controlled entity's website must be associated with the official business activities of the UTS controlled entity
- the published information must not expose the University to the risk of a legal liability or contradict UTS policies
- the Chief Executive Officer of the UTS controlled entity, or their nominated representative, must approve all information prior to publication on the UTSWeb
- the entity must include a disclaimer statement on their site, which states the views expressed on their site are the views of their organisation and do not reflect the views of UTS and, furthermore, must not use the UTS logo or emblems unless special approval has been granted, and
- UTS controlled entities must comply with the relevant conditions for the publication of information as documented at clause 5.2.

### **5.1.4 Publication of Category 6 information**

The Executive Director Organisational Support, or nominee, may approve the hosting of external organisations' websites or webpages on the UTSWeb. Approved external organisations must comply with the same terms and conditions as for Category 5 information as documented at clause 5.1.3.

## **5.2 Conditions for publication of information**

### **5.2.1 Category 1 – core UTS information**

An authoritative source of information regarding UTS legislation, By-law, Rules, policies, course fees, and courses and subjects will be stored within the UTSWeb. This core information can only be displayed on other sites or pages within the UTSWeb via the inclusion of a link to or feed from the authoritative source.

### **5.2.2 Inclusion of links to external websites**

Links to external websites can only be included within a website on the UTSWeb, if the information contained within these sites clearly relates to the core business activities of the University, or a staff member's or student's area of teaching, research or study at UTS. The Authorising Officer for a website or webpage is responsible for approving the inclusion of links to external websites within that page. A link to the UTSWeb homepage disclaimer statement, which includes a provision regarding external links, must be included in the footer of all pages containing external links.

### **5.2.3 Compliance with legal requirements and UTS policies and Rules**

All information stored on the UTSWeb must be published in accordance with legal requirements and UTS policies and Rules. Particular attention should be paid to the following:

#### **5.2.3.1 Copyright**

The Owners of Information are accountable for ensuring compliance with copyright legislation.

#### **5.2.3.2 Privacy**

The Owners of Information are responsible for ensuring the principles of the NSW *Privacy and Personal Information Protection Act 1998* are adhered to during the compilation of information. The UTS Privacy Statement must be included as a link in the footer of all websites containing Category 1, 2 or 3 UTS information.

#### **5.2.3.3 Anti-discrimination**

Category 1, 2 or 3 UTS information published on the UTSWeb must be prepared in accordance with the Guidelines for the Use of Non-Discriminatory Language at UTS. All information published on the UTSWeb must observe the principles of the NSW *Anti-Discrimination Act 1999*.

#### **5.2.3.4 Record keeping and archiving**

The UTSWeb is considered an official record of the University and as such must be treated in the same way as an official paper-based record. The authorising officers for Category 1, 2 or 3 UTS information are responsible for establishing an appropriate version control register to record updates to the information they publish on the UTSWeb. The UTS Record Keeping and Archiving Web Standard should be consulted (see note below).

#### **5.2.3.5 Accessibility**

All websites created on the UTSWeb must be designed and structured in accordance with the web content accessibility guidelines established by IML from time to time (see note below).

#### **5.2.3.6 Disclaimers**

The Owners of Information for all categories of information permitted to be published on the UTSWeb must ensure the appropriate disclaimer statement is provided for inclusion in the footer of relevant websites, as detailed in the UTSWeb Disclaimer Web Standard (see note below).

### **5.2.4 Responsibility of Owners of Information**

The Owners of Information are responsible for ensuring that:

- information conforms with relevant legislation and UTS policies and Web Standards;
- confidential material is stored in a safe location and is only made available to those people who have approval to access the information;
- the accuracy and currency of the information is maintained; and
- an internal quality assurance process is implemented within their area for the review of information prior to making it available for publishing.

### 5.2.5 Responsibility of Authorising Officer

The Authorising Officer for each website or webpage is responsible for ensuring that:

- information published is not duplicating information published elsewhere on the UTSWeb
- their website conforms with relevant legislation and UTS policies and Web Standards
- information of an offensive or illegal nature is not contained within their site
- appropriate security control mechanisms (passwords, etc.) have been put in place to manage access to information published on the UTSWeb, in particular confidential information, or restricted access information stored on their website, and
- regular audits are conducted on the information published on their site.

### 5.3 Authority for approving amendments to information

The Owners of Information must approve all amendments to the information prior to the publishing of the changes on the UTSWeb.

### 5.4 Authority for removal of information

The University of Technology, Sydney reserves the absolute right to remove any information published on the UTSWeb, if it considers the information is offensive, illegal or contravenes UTS policies and/or its legislative obligations. The Registrar has authority to issue instructions for the removal of any illegal or non-compliant information published on the UTSWeb.

### 5.5 Advertising and sponsorship

The UTSWeb must not be used to promote an external organisation's advertising material that is not clearly related to the core business activities of the University. Approval must be sought from the Vice-Chancellor or nominee before a paid or unpaid advertisement from an external organisation is published on the UTSWeb.

## 6. Enforcement of the policy

The Registrar has overall accountability for ensuring information published on the UTSWeb is compliant with legal requirements and therefore, is responsible for enforcing the University's Publishing on the UTSWeb policy.

## 7. Breaches of the policy

The Registrar is responsible for taking corrective action to rectify all breaches of the University's Publishing on the UTSWeb policy and must also report any illegal activities to the appropriate authorities.

### 7.1 Reporting breaches

All suspected breaches of this policy should, in the first instance, be reported to the UTS Web Standards Coordinator. Suspected breaches of a serious nature should be reported directly to the Registrar. All reports received will be treated with appropriate concern for the law and privacy.

### 7.2 Penalties for breaches

Punishment for breaches of this policy will be administered in accordance with Rules of the University relating to staff and student discipline and any codes of conduct issued from time to time. Staff and students should be aware that they might also be subject to criminal or civil proceedings for publication of material considered illegal or offensive.

## 8. Exclusions to the policy

External websites cited within information published on the UTSWeb are excluded from this policy. Only websites within the UTSWeb are covered by this policy.

### Related policies, Rules, management plans and guidelines

#### Policies

- Acceptable Use of Information Technology Facilities policy (published in this chapter)
- Code of Conduct – Staff (published in this chapter)
- Equal Opportunity policy statement
- Intellectual Property policy (under review)
- Information Technology Security policy (published in this chapter)
- policy on the Prevention of Harassment
- policy on Management and Protection of Personal Student Information (published in this chapter)
- Records Management policy
- Rules of the University (published in Chapter 11 of this Calendar)
- Rules Relating to Staff Discipline and Appeals Committees (published in Chapter 11 of this Calendar)

#### Management Plans

- Records Management Plan (available soon)
- Privacy Management Plan

#### Guidelines

- Copyright at UTS
- Student Discipline and Appeals Guidelines
- Guidelines for the Use of Non-Discriminatory Language at UTS

#### *Publishing on the UTSWeb administrative contact details*

##### Policy Implementation Officer

Michele Poepjes  
Deputy Director  
Governance Support Unit  
email [UTSwebpublishing@uts.edu.au](mailto:UTSwebpublishing@uts.edu.au)

##### UTS logo and emblem

To apply for approval to use the UTS logo and/or the UTS emblem on the UTSWeb, contact:

Mary Coull  
Executive Assistant  
Governance Support Unit  
telephone (02) 9514 1321  
fax (02) 9514 1232  
email [Mary.Coull@uts.edu.au](mailto:Mary.Coull@uts.edu.au)

#### Administrative note:

The associated web standards and guidelines are currently under development and will be implemented progressively.

This policy and related policies and guidelines are published or linked online at:

<http://www.gsu.uts.edu.au/policies/webpolicy.html>

## RECOGNITION OF PRIOR LEARNING

### Policy intent

UTS provides the opportunity for students to apply to have prior learning considered for credit towards a UTS course where the prior learning is related to assessable components of the course. Forms of prior learning include previous study from recognised tertiary organisations, relevant work or life experience or courses undertaken outside a recognised tertiary education organisation.

### Objectives

- To recognise and support the legitimate interests of students in obtaining credit for prior learning.
- To ensure public availability and scrutiny of Recognition of Prior Learning (RPL) provisions.
- To ensure a consistent and equitable approach to the granting of credit for prior learning.

### Scope

This policy is applicable to all undergraduate and postgraduate coursework programs of the University and it covers the granting of credit towards a UTS award on the basis of:

- prior learning at tertiary or credentialed institutions
- prior learning in non-credentialed settings.

It should be noted that eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

### Definitions and Categories

#### 1. Basis of Recognition

Credentialed prior learning – course-related learning leading to the award of a tertiary qualification. This includes learning from:

- completed university subjects and courses
- completed TAFE subjects and courses
- VETAB accredited courses
- overseas qualifications from National Office of Overseas Skills Recognition (NOOSR) recognised higher education institutions.

Uncredentialed prior learning – informal learning from work experience, life experience or courses taken outside the university and TAFE systems.

#### 2. Form of recognition

**Exemption** – the process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit.

**Substitution** – releasing a student from undertaking a subject and specifying alternative subject(s) of equivalent credit point value which must be completed in order to achieve equivalent academic credit.

**Credit transfer** – recognition that a block or group of subjects and their associated equivalent academic credit, that have been completed at different institutions, are being recognised as a valid component of a student's enrolled UTS course.

#### 3. Components of the course that are recognised

**Individual specified credit** – equivalent to a subject exemption. Credit is granted where there is one-to-one, equivalent-level correspondence between the applicant's prior learning (credentialed or uncredentialed) and UTS subject outcomes. Only full subject credit can be granted, up to the limit allowable for the course.

**Individual unspecified credit** – credit granted where the prior learning (credentialed or uncredentialed) of the applicant is judged to be relevant to the course at the appropriate level but may not directly correspond to specific course subjects. Unspecified credit is usually granted towards meeting the elective requirements of a program.

**Block credit** – credit granted under pre-determined arrangements for study at TAFE or other tertiary providers. Block credit usually refers to a block of subject exemptions either specified or unspecified, or a combination of both.

### Policy provisions

1. Recognition of Prior Learning (RPL) for the purposes of this policy is the process of recognising for credit, in the form of specified or unspecified credit, what an individual knows or can do, wherever and however they may have acquired the knowledge and/or skills.
2. UTS recognises two types of prior learning:
  - credentialed prior learning and
  - uncredentialed prior learning.
3. Applicants for RPL on the basis of uncredentialed prior learning may be required to demonstrate their learning through the completion of some type of assessment or activity such as testing or compiling a portfolio of learning and/or experience.
4. Applicants who have relevant prior learning may apply for recognition of this prior learning and, if their application is successful, they are granted either exemptions or substitutions from either specified or unspecified components of their UTS course.
5. Eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.
6. Applicants for RPL may be granted any combination of recognition as described above subject to the University's Rules which state that, except with the approval of the Academic Board, no student shall receive credit that totals more than:
  - two-thirds of a course of three years or less full-time duration, or
  - three-fourths of a course of more than three years full-time duration.
7. Regardless of the nature or amount of recognition granted, any specific requirements of an award must be fulfilled, including any conditions associated with the professional recognition of the award.
8. Applications for RPL will normally only be considered at the time of admission. Where this is not possible, or where circumstances change, a second or later application will be considered only prior to final re-enrolment in the UTS award course for which RPL is being sought. A second or later application for RPL must be made in writing to the Responsible Academic Officer, must make full disclosure of the initial application and must set the circumstances which prevented an initial application or the changed circumstances which justify a second application.

This does not preclude a student's right at any time to cancel exemptions or substitutions that have been granted previously. (It should be noted that cancellation of exemptions or substitutions often has fee implications for students.)
9. Students wishing to cancel previously approved credit must do so prior to their final (re-)enrolment.



10. In determining whether credit may be granted, the University must be confident of the currency of the applicant's knowledge. Applications for RPL will be considered on a course-by-course basis, where currency of learning can be demonstrated to the satisfaction of the faculty.
11. Undergraduate subjects will only be accepted for credit towards postgraduate courses in the following cases:
  - (a) for existing courses, through approval by Academic Board of the conditions either for individual courses or for groups of courses; and
  - (b) for new courses, in the course accreditation proposal either by explicit definition or by reference to existing approved conditions, as per (a).
12. Previously acquired credentialed or uncredentialed learning may only be counted once as approved RPL exemptions for any course offered by the University.
13. Where students do not meet the faculty standard on grade requirements, any relevant applications for RPL shall be rejected automatically and, where TAFE courses do not provide a grade, or where faculties have not set the criteria, applications are to be redirected to faculties for individual consideration.
14. In the case of one faculty delivering a subject in the course of another faculty, the delivering faculty is responsible for defining the criteria and process for RPL in respect of the delivered subject. Decisions regarding the recognition of prior learning may be made either by the delivering faculty or the home faculty of the student, in accordance with these criteria.
15. Students accepted under this policy may be required by their faculty to complete a bridging program.
16. The normal UTS procedures should be followed for students appealing against unsuccessful applications for RPL, or disputing any decisions made in respect of approved credit.
17. Wherever possible, NOOSR guidelines should be used for assessing applications for RPL on the basis of overseas study.
18. All areas of the University should apply the Procedures for Managing RPL Applications in administering this policy.

### Responsibilities

Faculty Boards shall be responsible for the application of this policy and may delegate all or part of their powers, in accordance with the authority granted by Council (see Faculty Management in Chapter 13 of this Calendar, 6.2 (xvi), Duties and powers of Faculty Boards)

In recognising prior learning, faculties shall have due regard for the academic standards of the University, equity principles, promptness in processing applications and consistency of application of the policy between faculties.

Each faculty shall maintain a record of precedents to facilitate the formulation of the above. Faculties should develop and publish on their websites their own position regarding previously acquired credentialed and uncredentialed learning. Faculties should also publish annually the grade requirements for prior TAFE and all other accredited study accepted in the previous year for RPL.

### Related Information

The Australian Vice-Chancellors' Committee (AV-CC) Credit Transfer information under policies/program on the AV-CC website:

<http://www.avcc.edu.au>

## STUDENT CHARTER

### UTS mission

The University of Technology, Sydney is an Australian university with an international focus. It provides higher education to enhance professional practice, to serve the community at large and to enable students to reach their full personal and career potential.

The University contributes to the advancement and integration of knowledge, professional skills and technology, and their intelligent, sustainable and enterprising application for the benefit of humanity.

In pursuing its mission, the University of Technology, Sydney is committed to offering a wide range of support programs and services to optimise students' academic success and employability. In return, UTS expects students to honour their responsibilities to their studies and invites each student to contribute to the life of the University. Together, the staff of the University and the student body will strive to ensure that every student is given the opportunity to enjoy a fulfilling and rewarding learning experience which will promote their academic, social and personal growth.

### Purpose

The UTS Student Charter recognises that UTS students and staff have rights and responsibilities to each other and to the University community. The statements outlined in this Charter complement, but should not be regarded as a substitute for, the provisions of the UTS Act and the By-law, Rules, policies and procedures made pursuant to the Act. Rather, the Charter acts as a ready reference to students' rights, responsibilities and expectations and to assist students' understanding of the University environment.

### Students' rights

In pursuing its mission, the University recognises the following rights of its students:

#### Academic matters

Students have a right to expect:

- that courses be of a level consistent with Australian standards and, where appropriate, satisfy the requirements of relevant professional societies and organisations
- that course content will be up to date and based on research, study and academic discussion in the field
- that feedback on course content and delivery will be actively sought and results communicated back to students
- to receive at the beginning of each semester from subject coordinators full information in respect of each subject including:
  - ♦ objectives/goals
  - ♦ assessment tasks and their relative importance and general assessment guidelines
- to have reasonable access throughout the semester to lecturers, coordinators and general staff including access to teaching staff outside class times in person or by other means
- to have access to information and guidelines to enable them to appropriately acknowledge sources of information used in assignments.

### Learning support

Students have a right to expect:

- to have access to a supportive learning environment, including appropriate and properly maintained facilities such as classrooms, study facilities and use of computer workstations
- to have a core entitlement of access to Library facilities, UTS network facilities and access to the Internet for legitimate study and related purposes
- to receive support through counsellors or other appropriate staff for students experiencing personal, academic or disability-related difficulties.

### Administrative matters

Students have a right to expect:

- fair, accessible and efficient administrative procedures including accurate, timely and helpful information regarding course of study, enrolment, financial obligations
- full and accurate information and advice about University activities, policies, procedures and regulations including:
  - a workable means to acquaint themselves with University Rules, policies, codes of conduct and procedures, including any changes
  - access to University policies on academic misconduct including cheating, plagiarism and making up or falsification of data
  - access to information about rights and procedures in relation to University appeals mechanisms
  - access to information about the mechanisms/ processes for dealing with grievances in a fair and even-handed manner
  - clear policies and guidelines on the utilisation of University facilities and equipment
  - access to information about the University's health and safety regulations/practices
- to have access to their own information which is held by the University in accordance with the laws of NSW
- to be provided with opportunities to participate in all aspects of University life.

### Participation in the University community

Students have a right to expect:

- that the University management will take all reasonable steps to ensure a safe campus
- that UTS staff will adhere to the UTS Code of Conduct (published in this chapter)
- to be treated equitably and with courtesy and respect, irrespective of gender, sexual orientation, race, disability or medical condition, cultural background, religion, marital status, age, political conviction and family responsibilities and to enjoy a learning environment which is free from sexual, racial, or gender-based harassment and other forms of intimidation
- to have personal privacy respected by staff of the University and other students
- to communicate freely and to be able to voice alternative points of view in rational discussion and debate
- to contribute their opinions and recommendations on aspects of their courses such as course content, structure, assessment and workload requirements, and quality of teaching through such means as student membership of Council and committees and through the completion of student surveys

- to have access to student organisations which can legitimately represent students' interests in all aspects of University life.

### Students' responsibilities

In exercising their rights, the University expects students to also meet the following responsibilities:

#### Academic matters

Students have a responsibility to:

- read the information given in respect of each subject and ensure they are familiar with subject requirements
- work to the best of their abilities and to make genuine attempts to progress successfully through each subject by meeting subject requirements, deadlines for assignments and punctual attendance at lectures/tutorials
- display an ethical approach to study including refraining from:
  - cheating and plagiarism
  - making up or falsification of data
  - unauthorised use of facilities and equipment
- provide constructive feedback or comment to academic staff on their teaching and quality of units of study (subjects) through appropriate University evaluation processes and channels in a responsible and accountable manner
- honour the Rules on use of copyright material.

#### Learning support

Students have a responsibility to:

- respect and use University property in a way that is consistent with University policies
- make appropriate use of such facilities and services as the Library, computing and laboratory resources and counselling which the University provides to support teaching and learning.

#### Administrative matters

Students have a responsibility to:

- ensure that their enrolments are valid, and comply with requirements of courses for which they are enrolled, and that the information provided at enrolment is accurate and is kept up to date
- meet their financial commitments to the University
- read and reply in a timely manner to all official communications to them from the University
- ensure regular electronic contact with UTS via their email account
- avail themselves of appeals and other review mechanisms at the earliest time in seeking avenues of appeal
- respect the rights of others and the confidentiality of material relating to others
- acquaint themselves (and, where changes have been made, update themselves) with University rules, policies, codes of conduct and procedures relevant to their enrolment and course of study including:
  - ♦ *UTS: Calendar*
  - ♦ *UTS: Handbook*
  - ♦ University Rules, policies and codes of conduct
- be fair and responsible in raising grievances and in following processes designed to resolve them.

## Participation in the University community

Students have a responsibility to:

- treat all members of the University community and visitors to the University with respect and courtesy and to refrain from harassing or discriminating against other members of the University and visitors to the University on the basis of gender, race, ethnicity, sexuality, religion, age, disability, background or family responsibilities
- comply with instructions for health and safety given by the University members of staff and others who are appropriately authorised to give such instructions
- behave in a manner which does not jeopardise the safety of other students, staff or visitors to the University.

## Related University policies and procedures

### Academic matters

- Rules of the University (published in Chapter 11 of this Calendar)
- Coursework Assessment policy and procedures
- Disclosure of Assessment Results
- Advice to Students on Good Academic Practice (published in this chapter)
- Guidelines for the Provision of study guides / lecture notes to students
- Statement of Postgraduate Coursework Students' Rights and Responsibilities
- Code of Practice for Supervisors, Advisors, Research Degree Candidates
- Help with Academic Complaints

### Learning support

- Acceptable Use of Information Technology Facilities (published in this chapter)
- Library Information Skills
- Assistance with Academic Writing and Study Skills – ELSSA Centre
- UTS Student Help Web
- Special Needs Services for Students
- Counselling
- Work, Study and Carers' Responsibilities

### Administrative matters

- Rules of the University
- UTS Student Help Web
- UTS Email policy (published in this chapter)
- Rules Relating to Discipline and Appeals for Students (published in Chapter 11 of this Calendar)
- Policy on Handling Student Complaints
- Management and Protection of Personal Student Information (published in this chapter)

### Participation in the University community

- UTS Code of Conduct – Staff (published in this chapter)
- Equal Opportunity policy statement
- Policy on the Prevention of Harassment
- Environmental Health and Safety policy
- UTS Students' Association
- Peer network
- Clubs

The Student Charter is also published online, with links to many of the above related policies and procedures, at:

<http://www.gsu.uts.edu.au/policies/studentcharter.html>

## STUDENT OMBUD TERMS OF REFERENCE

### 1. Appointment

- 1.1 The Council of the University shall appoint a person to be Student Ombud and may appoint one or more persons as Assistant Student Ombud with the same authority and responsibilities as the Student Ombud, save that of the management of the Office of Student Ombud.
- 1.2 The Student Ombud and Assistant Student Ombud shall be responsible to the member of senior UTS management nominated by the Vice-Chancellor.

### 2. Authority to inquire

- 2.1 The Student Ombud has the authority to conduct inquiries relating to complaints by registered students against decisions or conduct of staff, Committees, Boards or any unit or group either within the University or acting under the authority or auspices of the University.
- 2.2 On receipt of a written complaint signed by a registered student or a person who was a registered student at the time of the conduct complained of, the Student Ombud shall have authority to inquire into that complaint.
- 2.3 The Student Ombud may, for any reason including possible conflict of interests, refer a complaint to an Assistant Student Ombud.
- 2.4 On receipt of a complaint, the Student Ombud shall decide, by inquiry if necessary, whether or not the complaint falls within the role and functions of the Student Ombud. The complaint shall be dismissed if the Student Ombud is of the opinion that:
  - 2.4.1 the complaint is frivolous, trivial, or not in good faith
  - 2.4.2 the complainant has an insufficient interest in the matter
  - 2.4.3 the conduct complained of occurred at too remote a time to justify investigation
  - 2.4.4 in relation to the conduct complained of, there is available to the complainant an alternative and satisfactory means of redress
  - 2.4.5 in disputes involving the assessment of a student's academic performance, the Student Ombud shall normally investigate the complaint only if the complainant has attempted other avenues available under University regulations and procedures. The role of the Student Ombud shall normally be confined to being satisfied that the procedures of assessment for the course(s) in question have been followed and are reasonable in all the circumstances
- 2.4.6 the conduct complained of is not of a character that concerns the University within its functions, responsibilities and powers as defined in the University Act, By-law, Rules, and policies.

Where the complaint has been dismissed by the Student Ombud, the complainant shall be informed of the reasons for the decision.
- 2.5 If during an investigation being carried out by the Student Ombud it becomes known that the complaint is the subject matter of a hearing or appeal under the University Act or By-law, the Student Ombud shall proceed no further with investigating the complaint until the hearing or appeal has been concluded.
- 2.6 The Student Ombud shall be given access to all University records and documents relating to the complaint.

### 3. Conduct of inquiry

- 3.1 The Student Ombud shall decide the form and procedures to be adopted in investigating a complaint. All persons involved shall be given reasonable opportunity to explain their views and encouraged to reach agreement.
- 3.2 If the complaint is not settled by informal consultation and discussion, the Student Ombud may proceed with the inquiry by methods such as:
  - 3.2.1 providing a written copy of the complainant's statement to the person(s) against whom the complaint has been made, or
  - 3.2.2 at the request of either the complainant or the person(s) complained against, or in any case where the Student Ombud deems it desirable, convening a conference to discuss the complaint.
- 3.3 Where the Student Ombud believes that during an inquiry a situation arises which requires attention to avoid further problems, the Student Ombud may make recommendations to any appropriate person.
- 3.4 Where the Student Ombud believes that during an investigation there arises a matter of principle affecting other sectors of the University, the Student Ombud may submit to the Deputy Vice-Chancellor a written interim report. In such a case, the Student Ombud shall inform the relevant persons that such a report has been made and shall indicate to them what, if anything, has been recommended.

### 4. Report of investigation

- 4.1 At the conclusion of an inquiry, if in the opinion of the Student Ombud:
  - 4.1.1 the complaint has been settled, no further action will be taken other than under 5 below, or
  - 4.1.2 the complaint has not been settled, a written report may be made to the Deputy Vice-Chancellor (or Vice-Chancellor or Chancellor in appropriate cases) and to the persons involved; the Student Ombud's views on the matter and recommendations would normally be included. In such a case, persons involved shall be informed that they may make a submission in writing to the Deputy Vice-Chancellor (or Vice-Chancellor or Chancellor in appropriate cases), or
  - 4.1.3 the complaint warrants no further action, or no further action can be taken, the Student Ombud may decline to proceed further.
5. The Student Ombud may bring to the attention of the Deputy Vice Chancellor any matter:
  - (1) arising from an inquiry, or
  - (2) any matter relating to processes, procedures, Rules or policies of the University.

### 6. Annual Report

In February of each year the Student Ombud shall present to the Deputy Vice-Chancellor an annual report for the previous year. The report shall be statistical in character and shall contain no reference to named individuals.

#### Inquiries

Student Ombud  
CB02.4.02  
City campus  
telephone +61 29514 2575

The Student Ombud Terms of Reference are also published online at:

<http://www.gsu.uts.edu.au/policies/studentombud.html>

## UTS OFFSHORE ACTIVITIES POLICY

A UTS offshore activity is one where UTS operates beyond the borders of Australia, either on its own or in cooperation with one or more international partners.

### 1. Policy objectives

- 1.1 This statement of policy has been developed and approved to:
  - achieve parity of outcomes and equivalence in procedures for UTS wherever it operates
  - emphasise the need for, and importance of, appropriate academic and other relevant standards, and of appropriate quality assurance practices to and in respect of all UTS offshore activities, and
  - provide an effective and efficient framework for the development and administration of offshore activities to enable the University to meet its statutory and regulatory requirements.
- 1.2 This policy applies to all activities where UTS engages in agreements or otherwise operates beyond the borders of Australia. These may include:
  - research cooperation
  - research training opportunities
  - the delivery of programs of teaching and learning
  - the supply of teaching and learning services
  - academic arrangements that provide entry to UTS programs of teaching and learning in Sydney
  - provision of professional consultancy
  - community outreach activities.
- 1.3 In order to ensure the implementation of this policy in each area of activity the Vice-Chancellor will approve specific principles and procedures as appropriate, from time to time.

### 2. Strategic basis

- 2.1 UTS conducts offshore activities of an appropriate nature, quality and standing to further the objects and functions of the University in one or more of the following ways:
  - promote the development of international communities of knowledge, professional practice, and learning,
  - build and sustain strategic alliances with overseas institutions of higher education, learned bodies and industry groups that adds value to the learning experience of all UTS students,
  - provide opportunities for international students to complete a UTS program while staying in their home country or region.
- 2.2 In order to ensure achievement of these objects and functions, assessment of a new or continuing offshore activity will include an assessment of the extent to which the activity meets one or more of the following:
  - assisting UTS to leverage its international research opportunities,
  - attracting high quality students to undertake postgraduate research degrees at UTS,
  - raising the UTS profile,
  - developing cohorts of students who will complete their UTS degree in Sydney,

- aiding in the recruitment of international students to onshore programs
- enabling UTS to expand its capacity for growth beyond the physical limits imposed onshore,
- contributing to Australia's provision of pro bono aid and assistance and the work of international governmental organisations in developing countries or countries undergoing major political and social change, and
- providing opportunities for UTS staff development.

### 3. Principles of implementation

3.1 All decisions concerning the establishment, enhancement, continuation and discontinuation of UTS offshore activities must be guided by the following principles, values and considerations:

- (a) the extent to which the activity fulfils the mission, values and strategic plans of the University in furtherance of the object and functions of the University,
- (b) the degree to which the activity embodies and maintains high academic and professional standards, consistent with those of other UTS programs and activities regardless of their location,
- (c) the prospects for the activity to be afforded official recognition and accreditation in the host country. It is preferable that where appropriate and possible UTS programs of teaching and learning delivered offshore are accredited at the highest possible level and obtain national approval in the higher education system of the host country,
- (d) the extent to which the activity is, or is likely to become financially viable and sustainable,
- (e) the extent to which the project is, or is likely to, reflect favourably on, and promote and enhance the academic reputation of UTS,
- (f) the ability of the offshore activity and the relevant partners to meet the requirements of UTS principles and procedures for academic endeavour,
- (g) the development of a UTS offshore teaching and learning activity should not occur at the expense of onshore activities.

3.2 UTS offshore partners will usually be institutes of higher education with high educational reputations and academic standing. Any other partners must be of such an academic standing and reputation to satisfy the Vice-Chancellor that they are appropriate UTS offshore partners.

### 4. Authority and accountability

4.1 The Vice-Chancellor is responsible for the effective implementation of the strategic and policy objectives outlined in this document. The Vice-Chancellor may issue principles on any aspect of offshore activities consistent with this document, Council's Directives for UTS Commercial Activities (which include relevant delegations of authority) and any other relevant legislation or University policy.

4.2 The Vice-Chancellor may authorise specific offshore activities that would otherwise not be in conformance with the requirements set out in this document where the Vice Chancellor:

- (i) determines it would be in the best interests of the University and in furtherance of its objectives and functions, and
- (ii) advises Council of the nature and scope of each course in such instance and the reasons for authorising it.

4.3 The Pro-Vice-Chancellor (International) has responsibility for coordinating all UTS offshore activities and for ensuring that they are conducted in conformity with these strategic objectives, policy, principles, and procedures.

### 5. Definitions

For the purposes of this statement, the following words shall have the meanings given below:

**admission** means the process of applying for, being made an offer to, accepting the offer of admission and being admitted to an award course or a program of study at the University

**award course** means an integrated collection of academic subjects which constitute study for the award of a UTS degree, diploma or certificate

**International Office (IO)** means the UTS unit responsible for marketing and coordinating admissions of all international students to award courses and study abroad programs

**international student** means a student who is not a citizen or permanent resident of Australia and includes those who have student visas, provisional residency, temporary residency, bridging visas, etc.

**National Office of Overseas Skills Recognition (NOOSR)** means the Commonwealth of Australia office that provides information about skills and qualifications obtained overseas

**offer** means a formal invitation to a prospective student to commence an award course or program of study at UTS.

**offshore activity** means an activity where UTS engages in an agreement or operates beyond the borders of Australia, either on its own or in cooperation with one or more international partners

**offshore partner** means an institution (usually a higher education provider) with whom UTS cooperates in an offshore activity

**offshore program** means a UTS award course or program of study approved for delivery to students at a location outside Australia through cooperation with an international partner

**offshore student** means a person who is enrolled in an offshore program, short course or research degree program taught offshore

**program of study** means a collection of academic subjects which may or may not be integrated, and do not in themselves lead to a UTS award of degree, diploma or certificate

**quality assurance** means the review and improvement of processes and outcomes to ensure a high level of quality is maintained

**Student** means a person who has been admitted to an award course or specified subjects of the University and has an active enrolment in that course or specified subjects

**UTS Offshore** means the UTS unit responsible for coordinating the University's offshore activities.

## 6. Enforcement of the policy and directives

The Pro-Vice-Chancellor (International) is accountable to the Vice-Chancellor for the conduct of UTS offshore activities and therefore, is responsible for enforcing the policy on UTS Offshore Activities and ensuring the implementation of all associated principles and procedures that support their operation.

## 7. Breaches of the policy and directives

The Pro-Vice-Chancellor (International) or nominee is responsible for authorising corrective action to rectify all breaches of the policy on UTS Offshore Activities and must also report any activities that may involve corrupt conduct, maladministration or serious and substantial waste of public funds to the Vice-Chancellor or the Director Internal Audit as appropriate.

### 7.1 Reporting breaches

All suspected breaches of this policy should, in the first instance, be reported to the relevant supervisor, dean or director. Suspected breaches of a serious nature should be reported directly to the Pro-Vice-Chancellor (International) or the Director Internal Audit. All reports received will be treated with appropriate concern for the law and privacy.

### 7.2 Penalties for breaches

Breaches of this policy will be dealt with in accordance with the relevant Enterprise Agreement, the Rules of the University relating to staff discipline and the Code of Conduct.

## 8. Exclusions to the policy

- Programs of study organised by the UTS International Exchange Student Scheme.
- Programs of In-country Study organised as part of the International Studies Program (leading to the BA or MA in International Studies).
- Agency arrangements for marketing and the recruiting of international students managed through the UTS International Office and its terms of business.

## 9. Other related UTS Rules, policies, procedures and guidelines

### Contractual and legal requirements

All UTS offshore programs and projects will comply with the relevant legal and regulatory requirements of Australia and the country in which the offshore activities take place. The relevant Australian requirements include:

- Protocol 4: Delivery Arrangements for Higher Education Institutions Involving Other Organisations, National Protocols for Higher Education Processes, MCEETYA 2000
- AVCC Principles for Provision of Education by Australian Universities – Code of Ethical Practice and Guidelines for Provision of Education to International Students, 2005
- *University of Technology Sydney Act 1989* (NSW), Part 5, 28 (By-laws) (1) (m) (published in Chapter 9 of this Calendar)

- *University of Technology, Sydney, By-law 1995* (NSW), Chapter 4 (Rules), Division 3, 46 (2) (d)
- Student and Related Rules (Section 5)
- *Education Services for Overseas Students (ESOS) Act 2000* (Cwlth) which regulates the provision of education and training services to international students in Australia and stipulates student visa conditions. (Note: While this Act is not strictly relevant to the provision of education to offshore students, it has been included in order to demonstrate UTS's commitment to the principles it enshrines.)

### Supporting implementation procedures and guidelines

- Online Course Approval Process (OCAP)
- Principles and procedures for UTS offshore teaching and learning activities (under development)
- Council Directives for Commercial Activities (approved by Council, June 2005)
- Framework for Dual Programs of Study (approved by Academic Board, May 2005)
- UTS International Partnerships (approved by VCC, October 2004)

### Other related Rules, policies, procedures and guidelines

- Admissions policy (published earlier in this chapter)
- Minimum English Language Requirements for admission to all courses (Schedule A to the Admissions policy, published earlier in this chapter)
- Policy on the Management and Protection of Personal Student Information (published earlier in this chapter)
- Policy on Nomenclature of Award Courses at UTS
- Statement of course equivalence

The policy on UTS Offshore Activities is also published online at:

<http://www.gsu.uts.edu.au/policies/offshoreactivitiespolicy.html>

## UTS RECONCILIATION STATEMENT

The University of Technology, Sydney, acknowledges the Cadigal and Guring-gai people of the Eora Nation upon whose ancestral lands the University now stands.

The University recognises Indigenous Australian people as the first people of this continent, and understands that the history and knowledge developed over many thousands of years by Indigenous Australian people was severely disrupted at the time of early colonial settlements. The past two hundred years have left many Indigenous people at the crossroads with poor health, education and employment prospects.

This Statement of Reconciliation is to reassert an ongoing commitment by the University to provide educational opportunities in the higher education sector for Indigenous people and, through research and education, the restoration of their histories and knowledge systems.

As part of this ongoing commitment, the University will strive to build an educational environment that is genuinely inclusive of the Indigenous people. This will be done through the following:

- ongoing collaboration with Indigenous people to develop and implement in all faculties educational programs / courses / subjects that recognise Australian Indigenous people, knowledge and experience
- increasing the representation of Indigenous staff and students throughout the University, through the active implementation of the Aboriginal Education Strategy and the Wingara Employment Strategy and through other strategies as required
- continuing to develop a supportive organisational culture which values and respects Indigenous culture and accommodates cultural differences wherever possible within the University's policies and practices
- supporting activities and programs in all faculties that explore contemporary social justice issues
- supporting activities and programs that foster communication and collaboration between Indigenous and non-Indigenous staff, students and community members
- establishing relationships with Indigenous staff, students and community members based on the principles of self-determination, social justice, equal partnership, and equity, and,
- promoting across the broader community awareness and appreciation of Australia's Indigenous heritage, and the importance of protection and preservation of significant Indigenous sites across the land.

This Reconciliation Statement demonstrates the University of Technology, Sydney's continuing commitment to provide opportunities for Indigenous Australian people in the higher education sector.

#### **Inquiries**

Equity and Diversity Unit  
CB01.17.22  
City campus  
telephone +61 29514 1084

The UTS Reconciliation Statement is also published online at:

<http://www.gsu.uts.edu.au/policies/reconciliation.html>

## **NOTES ON SELECTED POLICIES AND GUIDELINES**

### **ASSESSMENT PROCEDURES**

The University's Coursework Assessment Policy and Procedures Manual is available on the UTS website at:

<http://www.gsu.uts.edu.au/policies/index.html>

The Table of Results and Grades is now published as Schedule 3 to the Student and Related Rules (see Chapter 11 of this Calendar).

### **CREDIT POINT SYSTEM**

A credit point is the unit of measure of workload for individual subjects. The UTS credit point system, introduced in 1992, provides a uniform measure of total student coursework workload, in all of its various forms across all undergraduate and postgraduate award courses of the University.

The policy, A Credit Point System for UTS Coursework Award Courses, was approved in 2005, and is published online at:

<http://www.gsu.uts.edu.au/policies/creditpoints.html>

### **CODE OF PRACTICE FOR SUPERVISORS, ADVISORS AND RESEARCH DEGREE CANDIDATES**

The purpose of this document is to provide both supervisors / advisors and research degree candidates with a framework in which they can negotiate the actual details of the research and supervision. At the outset it is important to acknowledge that the nature of the candidate-supervisor relationship cannot be mandated, largely because it needs to be flexible and take into account the particular circumstances of the research project, the candidate and the supervisor. Notwithstanding this the University acknowledges that research candidates have a right to effective supervision and research education. An essential part of this is the advice, guidance and critical feedback of the supervisor and other advisors. For their part, candidates have a responsibility to maintain satisfactory progress, adhere to University Rules and procedures, communicate with their supervisors and respond appropriately to critical feedback received. It is also important for supervisors and candidates to acknowledge that research education extends beyond any particular supervisor-candidate relationship.

The full Code of Practice can be downloaded from the University Graduate School's website at:

<http://www.gradschool.uts.edu.au/policies/index.html>

### **COMMERCIAL ACTIVITIES OF THE UNIVERSITY**

*The University of Technology, Sydney Act 1989 No 69, s6 (3(a)) states that 'the University may exercise commercial functions comprising the commercial exploitation or development, for the University's benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others'.*

The Commercial Activities Committee advises Council on all matters relating to the University's commercial activities, and takes action as appropriate, to assess, approve, monitor and report on UTS commercial activities.

The Council Directives for UTS Commercial Activities are available online at:

<http://www.gsu.uts.edu.au/policies/index.html>

## **ENVIRONMENT, HEALTH AND SAFETY POLICY AND MANAGEMENT SYSTEM**

The University is committed to providing a safe and healthy workplace for students, staff and visitors. UTS will adopt a responsible approach towards protecting and sustaining the environment.

The UTS Environment, Health and Safety (EHS) Management System is based on a University-wide EHS Strategic Plan and faculty- and unit-based EHS Plans. The Strategic Plan outlines the systems and programs which will enable it to effectively and efficiently manage risks to the environment, health and safety. The implementation mechanism for these programs, EHS Planning, provides a flexible approach to the adoption of EHS programs and procedures that are appropriate and workable in each faculty and unit. Each faculty or unit develops an EHS Plan which lists the practical procedures in place for managing hazards, accidents, emergencies, waste. The faculty/unit EHS Plan also includes specific responsibilities, co-ordination and consultation mechanisms as well as the process for provision of information and training.

For further information see the EHS website at:

<http://www.ehs.uts.edu.au>

## **HANDLING STUDENT COMPLAINTS**

The University is committed to providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. All students and staff have a responsibility to contribute to the achievement of a productive, safe and equitable study and work environment at UTS.

### **Principles for complaint handling at UTS**

The University's complaint handling procedures for students are based on confidentiality, impartiality, protection from victimisation and prompt resolution wherever possible. The initial approach will be to resolve the complaint at the lowest possible level of management.

Students have a responsibility not to make complaints with mischievous or malicious intent, to participate in the grievance resolution process in good faith, to cooperate in any investigation process and to assist in reaching a satisfactory resolution wherever possible.

### **What is a complaint?**

In a large and complex community such as UTS, interactions between students and staff are many and varied. The University recognises that critical comment and response are integral to improve the quality of educational programs and community life. In some cases, students may feel that they have experienced unreasonable treatment or disadvantage which they want to make a complaint about.

A statement of concern becomes a grievance when it is reported to a person in authority at UTS and the student requests a specific action or outcome, or when UTS policies and procedures require action. A grievance can be about a situation, a process, a person or people.

General feedback and comment from students and staff about administration, academic programs and services would not normally be viewed as a grievance unless specific action was requested.

Students may make a complaint about other students of the University; staff; visitors to the University; or external parties with whom students may interact in the course of their University studies (e.g. as part of an approved work experience program/industrial or clinical placement, etc.). Students may make a complaint about any matter which relates to their program of study at UTS even if the incident which is the basis of the complaint did not occur on campus, e.g. incidents arising from field trips, external placements, exchanges, UTS social functions, etc.

### **Steps in the student complaint process**

If the matter is about study, academic or administrative decisions, students should raise their complaint directly with the person concerned if they feel comfortable doing so. If this does not successfully resolve the complaint, the matter should be referred to another person in authority within the faculty or school. If the complaint relates to an administrative or support service within the University, students should approach the director of the unit. When all these avenues have been used but have been unsuccessful in resolving the complaint, the student's complaint can be taken to the Office of the Student Ombud.

If the matter relates to allegations of unlawful behaviour, for example, discrimination, harassment, assault, etc., students should contact the Equity and Diversity Unit.

If the complaint is about a staff member, students should take the complaint to a person in authority in the faculty or unit where the staff member works.

If the complaint is about another student, students should take the complaint to a person in authority in the faculty or unit where the matter that led to the complaint occurred.

If the complaint is about a person external to the University (such as someone from a field trip, etc.), students should take the complaint to a person in authority in the faculty or unit coordinating the program.

If the complaint is about the UTS Students' Association, the UTS Union or Insearch (or another organisation affiliated with UTS), students should take the complaint to a person in authority in that organisation.

If a student is not satisfied with the outcome, they can take their complaint to the Registrar.

Students may also wish to seek advice and assistance in lodging a complaint from one of the specialist support units of the University – the Equity and Diversity Unit (if the complaint relates to illegal discrimination or harassment) or the Student Services Unit (for counselling and support). The Students' Association also provides advice and advocacy for students. Refer to the entries about these specialist units in Chapter 2 of this Calendar.

Online information is available at:

[http://www.equity.uts.edu.au/help\\_student/student.html](http://www.equity.uts.edu.au/help_student/student.html)

The policy on Handling Student Complaints is published online at:

<http://www.gsu.uts.edu.au/policies/complaintspolicy.html>



## HUMAN RESOURCES POLICIES

In order to meet the University's vision, UTS seeks to foster an environment for staff which will challenge, develop and support them at work. The success of the University in achieving its objectives is dependent upon its ability to attract, motivate, retain and develop staff of high quality.

The information contained in these policies and guidelines provides a framework for human resources at UTS. They enable managers and supervisors to fulfil their human resources responsibilities effectively by providing parameters and guidance for decision making. The availability of the policies and guidelines online provides staff with user-friendly and accessible information.

The University's human resources policies are available on the Human Resources website at:

<http://www.hru.uts.edu.au/manual/index.html>

## INFORMATION TECHNOLOGY SECURITY

The University of Technology, Sydney, acknowledges an obligation to ensure appropriate security for all its information technology data, equipment and processes. All members of the University share this obligation to some extent. The policy is an overall statement of IT security principles for the University. The policy provides at a high level the measures and controls to protect corporate information.

The Information Security policy is published online at:

<http://www.gsu.uts.edu.au/policies/itsecurity.html>

## INTELLECTUAL PROPERTY POLICY

The Intellectual Property policy is currently under review. The revised version, when approved, will replace the existing version online, at:

<http://www.gsu.uts.edu.au/policies/intellectualprop.html>

## LANGUAGE STANDARDS REQUIRED FOR ADMISSION

This information now forms part of the Admissions policy (see section 3.12 and Schedule A), published earlier in this chapter, and online at:

<http://www.gsu.uts.edu.au/policies/admissionspolicy.html>

## OUTSIDE WORK – STAFF

Staff engage in a variety of outside work, including consulting, teaching at other institutions and professional practice, which contributes to the advancement and integration of knowledge advances their professional interests and benefits the University. The University wishes to encourage staff to engage in professional activities in order to be an influential and enterprising university with a strong and relevant community presence. The University also acknowledges that staff may engage in other types of outside work that are important to them and primarily for their own benefit.

The University's policy and guidelines on outside work aim to encourage staff participation in high-quality professional activities while protecting the University's interests. They provide a flexible framework to cover the diverse nature of outside work which may be undertaken by UTS staff, outlining the conditions under which such work can be undertaken and the rights and obligations of both staff and the University.

The policy and guidelines may be accessed online at:

*Outside Work – Policy 7.7*

<http://www.hru.uts.edu.au/manual/7leg/legal.html#7.7>

*Outside Work – Guidelines 7.8*

<http://www.hru.uts.edu.au/manual/7leg/legal.html#7.8>

## PREVENTION OF HARASSMENT

UTS is committed to ensuring that all students and staff are treated fairly and equitably, and can work and study in an environment free of harassment. Discrimination, harassment and victimisation are unlawful, undermine professional relationships, diminish the experience of university life, and will not be tolerated at UTS.

All students and staff have a responsibility to contribute to the achievement of a productive, safe and equitable study and work environment by avoiding practices which lead to, support or condone harassment. This responsibility extends to all campus participants, namely:

- students (including local, international and exchange students)
- academic and support staff (including continuing staff, contract or casual, visiting appointments, guest lecturers, etc.)
- sub-contractors working on campus
- visitors to the University, and
- people external to UTS with whom students or staff interact as part of their work or study, e.g. in work experience, industrial or clinical placements, exchanges or work-based learning units.

Managers and supervisors are accountable for ensuring that staff and students understand their rights and responsibilities in relation to this policy.

The University's procedures for handling complaints are based on confidentiality, impartiality, procedural fairness, protection from victimisation and prompt resolution. Any complaints of harassment will be dealt with promptly, seriously, and without victimisation of those involved. Processes for handling complaints are outlined in the policy on handling staff grievances (for complaints made by staff), and the policy on handling student complaints (for complaints made by students). Disciplinary action may be taken against students or staff who are found to have harassed other students or staff.

Staff experiencing harassment should refer the matter to an immediate supervisor in the first instance, or seek confidential information and advice from the Equity and Diversity Unit or the Human Resources Unit. Staff may also wish to contact their union.

Students should seek advice from the Equity and Diversity Unit (if the complaint relates to unlawful harassment) on telephone +61 2 9514 1084, or from the Student Services Unit (for counselling and support related to any complaint) on telephone +61 2 9514 1177. The Students' Association, on telephone +61 2 9514 1155, also provides advice and advocacy for students.

Further information is available online at:

<http://www.equity.uts.edu.au/about/preventing/index.html>

The policy on Prevention of Harassment is published online at:

<http://www.gsu.uts.edu.au/policies/preventharass.html>

## REPORTING FRAUD, CORRUPTION, MALADMINISTRATION AND SERIOUS AND SUBSTANTIAL WASTE

The Reporting of Fraud, Corruption, Maladministration and Serious and Substantial Waste policy sets out the University's commitment to encourage an environment free of the above. It outlines procedures for staff to report suspected instances of fraud, corruption, maladministration and serious and substantial waste. The policy also provides for the proper investigation of the matter and protection from reprisals.

The full policy is available online at:

[http://www.uts.edu.au/div/hru/policy/7\\_4.pdf](http://www.uts.edu.au/div/hru/policy/7_4.pdf)

Further information on reporting can also be obtained by contacting:

Frederik Theron  
Director, Internal Audit Unit  
telephone +61 2 9514 3122

## RESEARCH ETHICS AND SAFETY AT UTS

Research ethics and safety has assumed increasing prominence within universities, as the amount of relevant legislation and guidelines has grown. Currently, UTS has three research ethics and safety committees:

- Animal Care and Ethics Committee (jointly with Royal North Shore Hospital)
- Biosafety Committee
- Human Research Ethics Committee.

The Ethics Secretariat, located in the Research and Innovation Office, is responsible for supporting these committees.

Further information relating to research ethics and safety, including the latest UTS policies, guidelines, forms and other information, can be obtained from the Research Ethics Officer on telephone +61 2 9514 9615, or online at:

<http://www.uts.edu.au/research/policies/ethics.html>

## STAFF GRIEVANCES AT UTS

UTS aims to provide a learning and working environment in which complaints are responded to promptly, with minimum distress and maximum protection to all parties.

A grievance can be about a situation, a process, a person or people. A statement of concern becomes a grievance when it is reported to a person in authority at UTS and the grievant requests a specific action or outcome, or when UTS policies and procedures require action. General feedback and comment about administration, programs and services would not normally be viewed as a grievance unless specific action was requested.

UTS is governed by two main grievance policies, which embed best-practice principles into UTS grievance handling practice. These policies emphasise the importance of attempting to resolve an issue at the lowest appropriate level of management.

1. UTS policy on the Handling of Staff Grievances (HRU Policy 6.12)  
[http://www.hru.uts.edu.au/manual/6man\\_dev/mandev.html#6.12](http://www.hru.uts.edu.au/manual/6man_dev/mandev.html#6.12)
2. UTS policy on the Handling of Student Complaints  
<http://www.gsu.uts.edu.au/policies/complaintspolicy.html>

Also see the UTS grievance handling website, at:

<http://www.grievancehandling.uts.edu.au>

Managers, staff and students can obtain advice from the following specialist units within UTS.

## Interpersonal, employment conditions, child protection

Human Resources Unit

CB10.6

City campus

telephone +61 2 9514 106

<http://www.hru.uts.edu.au/index.html>

## Workplace health and safety

HRU Environment, Health and Safety Branch

CB10.6

City campus

telephone +61 2 9514 1326

<http://www.hru.uts.edu.au/ehs>

## Discrimination or harassment

Equity and Diversity Unit

CB01.17.22

City campus

telephone +61 2 9514 1084

<http://www.equity.uts.edu.au>

## Personal and property safety

Security Services Unit

telephone +61 2 9514 1192

## STUDENT EQUITY STRATEGY

The UTS Student Equity Strategy 2005–2009 aims to assist students to reach their full personal and career potential by addressing systemic issues as well as individual disadvantage. In particular the Strategy reflects the University's strong commitment to its guiding principle of providing equitable access to education, indigenous cultures and the process of reconciliation.

The Strategy operates within the following four-part framework to improve access and outcomes for equity group students. Each part of the Strategy includes appropriate monitoring and evaluation measures.

1. **Outreach**
  - (a) schools/community partnerships
  - (b) UTS marketing
2. **Admission**
  - (a) Educational Access Schemes
  - (b) alternative pathways for non-current school leavers
  - (c) UTS selection criteria
3. **Progress and success**
  - (a) personal support
  - (b) financial support
  - (c) learning support
  - (d) inclusive curriculum
4. **Inclusive community**
  - (a) inclusive environments
  - (b) staying connected

## Inquiries

Equity and Diversity Unit

CB01.17.22

City campus

telephone +61 2 9514 1084

<http://www.equity.uts.edu.au/manager/student/index.html>

## STUDENT MISCONDUCT AND APPEALS

The Guidelines relating to Student Misconduct and Appeals, and the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct, are now respectively Schedules 4 and 5 to the Student and Related Rules (see Chapter 11 of this Calendar).

## UNIVERSITY CONSULTING

The University's policy on consulting promotes interaction with industry, business and government and provides guidelines for staff seeking to engage in such professional activity. All consulting activity requires the approval of the staff member's supervisor. The University has established a wholly owned subsidiary, accessUTS Pty Limited, to house the University's consultancy work. accessUTS Pty Limited has outsourced management of its operations to the Research and Innovation Office.

Inquiries regarding consulting may be directed to:

Research and Innovation Office  
telephone +61 2 9514 1253

Staff should also refer to the note relating to Outside Work in this chapter.

## WINGARA ABORIGINAL AND TORRES STRAIT ISLANDER RECRUITMENT AND CAREER DEVELOPMENT STRATEGY

UTS is strongly committed to implementing strategies that help redress the past exclusion of Aboriginal and Torres Strait Islander people from Australian universities. Wingara (an Eora word meaning 'to think') aims to increase permanent employment opportunities for Indigenous Australians in a wide range of occupations and levels, in both academic and general staff classifications, across all UTS campuses. The goal is to create a staff profile that is representative of the community which UTS serves and which exceeds the two per cent target of the NSW State Government. The Wingara Strategy also provides training and professional development opportunities to further the career aspirations of Indigenous staff, and cross-cultural training to support Indigenous staff in their employment.

A joint management committee with representatives from the Aboriginal community, the University and external funding agencies guides the strategy.

### Inquiries

Equity and Diversity Unit  
CB01.17.22  
City campus  
telephone +61 2 9514 1084

<http://www.equity.uts.edu.au/employment/indigenous/wingara/index.html>

This Strategy is published online at:

<http://www.gsu.uts.edu.au/policies/wingara.html>

## WORK, STUDY AND CARERS' RESPONSIBILITIES

UTS is committed to providing an accessible, supportive and flexible environment for all staff and students, including those with carers' responsibilities. UTS recognises that:

- the responsibilities of a carer impacts on all aspects of their life
- carers' responsibilities affect both men and women
- care relationships are diverse
- students and staff should have access to the same educational and employment conditions regardless of their carers' responsibilities.

### Provisions for children on campus

UTS is committed to:

- supporting and providing child care facilities for all students and employees who need them
- providing facilities which are accessible to those who are accompanied by children and which are, where practicable, compatible with children's use
- recognising the occasional need for students to bring children onto the University campus
- ensuring that leave and benefits will be reasonably provided to accommodate the competing roles of students and employees with respect to these responsibilities
- recognising the occasional need for staff and students to take their children into the Library, Union or any other non-teaching area, subject to any regulations which may apply in those areas.

**Note:** Children may not be admitted to some areas, such as workshops and laboratories, which are intrinsically hazardous.

### Provisions for students who have carers' responsibilities

If a student is the primary carer and this is likely to detrimentally affect their ability to deal with their studies in the same way as other students, then the student may consult an Academic Liaison Officer (ALO) about arrangements that can be put in place to help them cope with their studies.

Provisions for staff with carers' responsibilities

UTS provides a range of strategies to support the needs of staff with carers' responsibilities, including:

- personal leave
- family leave
- parental leave
- temporary transfer to fractional employment
- flexitime.

### Inquiries

Equity and Diversity Unit  
CB01.17.22  
City campus  
telephone +61 2 9514 1084

[http://www.equity.uts.edu.au/help\\_staff/carers.html](http://www.equity.uts.edu.au/help_staff/carers.html)

## COMPLIANCE WITH STATUTORY AND REGULATORY OBLIGATIONS

UTS must comply with legislative obligations under both the UTS Act and various Commonwealth and State government legislation. Some of the most pertinent of these are listed below to assist students and staff, however this list is by no means inclusive of all the University's statutory obligations. Staff and students are encouraged to become more aware of their own and the University's obligations by reviewing relevant legislation on the AustLII website at: <http://www.austlii.edu.au>

### ANTI-DISCRIMINATION ACT 1997

The University is bound by the provisions of the *Anti-Discrimination Act 1977* (NSW) and requires the behaviour and actions of all staff and students to be consistent with the provisions of the Act and with the policies of the University.

In terms of the University's activities, the primary issues are that it is against the law to treat a person unfairly on the basis of their responsibilities as a carer, their race, sex, disability, age, marital status, homosexuality, transgender status or that of a relative or associate in relation to:

- employment
- provision of goods and services
- education
- accommodation.

Staff who supervise other staff or students should familiarise themselves with their responsibilities by reference to the Human Resources Manual and the University's equity and diversity policies. These can be accessed online at:

<http://www.hru.edu.au>

<http://www.equity.uts.edu.au>

Students should be aware that the University disciplinary rules will be invoked where a student displays unacceptable behaviour in relation to other students or staff.

### CHILD PROTECTION LEGISLATION

#### Prohibited person declaration

The New South Wales child protection legislation requires students participating in practical training placements where they will have direct contact with children under 18 in designated child-related employment areas to complete a Prohibited Employment Declaration Form on enrolment. In some circumstances students may also be subject to employment screening. Screening is carried out only with the student's consent. Eligibility for participation in such programs is determined on the basis of information obtained through these checks. It is an offence under the Act to complete such a form if you are prohibited from working with children.

#### Nursing students

All Nursing students must complete a Prohibited Employment Declaration, undergo a Criminal Record Check and receive a NSW Health Department Clearance prior to undertaking a nursing practice placement. The check is conducted by the NSW Police Service and coordinated by the NSW Health Department. A consent form authorising this check must be completed, signed and lodged with the Faculty of Nursing, Midwifery and Health. Any refusal by a student to undergo this check may result in the student's being unable to complete the course requirements.

#### Education students

Students participating in internship or associate teacher programs which require them to supervise students without the presence of a qualified teacher are subject to a Working with Children Check by the NSW Department of Education and Training. On the basis of this check, eligibility for participation in such programs is determined. It is expected that such security checks will also apply to schools other than NSW departmental schools.

Working with Children Checks will be carried out only with the student's consent. Each student is also requested to complete a Consent to Employment Screening form. Any refusal by a student to undergo these checks may result in that student's being unable to complete the course requirements. Further information is available online at: <http://www.kids.nsw.gov.au>

### COPYRIGHT ACT 1968

The University is bound by the provisions of the *Copyright Act 1968* (Cwlth). The University and its academic staff are both producers and consumers of copyright materials, and all staff and students are required to respect the rights of copyright owners.

The Act contains specific provisions for the purposes of research and study and criticism and review. These allow a reasonable portion of a copyright work to be copied for those purposes. The underlying assumption of these provisions is that the consumer is making a copy for their own use. It is not relevant for the provision of classroom materials, where the University has licence agreements that are applicable.

In the case of a book, a reasonable portion would be one chapter or 10 per cent (whichever is the greater amount). In the case of a journal, a reasonable portion is one article from any one issue of the journal, unless there is more than one article on the same topic, in which case more than one article can be copied.

In the case of the Internet, a reasonable portion is 10 per cent of the number of words in the work. If it is divided into chapters then one chapter may be copied.

Material on the Internet, email, artworks and music may all be subject to copyright. The downloading of music from websites which contain illegal copies has been topical recently. Both students and staff should be aware that to load illegally copied music onto a University computer will render them liable to disciplinary action by the University as well as to prosecution for infringement of copyright.

The University has licence agreements with the Copyright Agency Limited (CAL) for print material, with Screenrights for film and video copyright owners, and with APRA for some music. Music should only be used after consultation with the Copyright Officer.

The CAL website provides useful information, at:

<http://www.copyright.com.au>

The University also has a website which provides responses to frequently asked questions regarding copyright, at:

<http://www.gsu.uts.edu.au/copyright/index>

For copyright inquiries at UTS, contact:

Helen Juillerat

Manager, Governance Policy and Projects

Governance Support Unit

CB01.26, City campus

telephone +61 2 9514 7810

fax +61 2 9514 1232

## FREEDOM OF INFORMATION ACT (FOI) 1989

All universities in NSW are bound by the *Freedom of Information Act 1989* (NSW). The purpose of this Act is to enshrine and protect the three basic principles of democratic government: openness, accountability and responsibility. Under the Act, individuals have the right to:

- apply for access to information held by government agencies
- ensure that records held by government agencies are complete, correct and up to date.

UTS fully supports the objectives of this Act and will strive to meet all reasonable requests for access to information or to amend personal records. Pursuant to the Act, the University publishes a Statement of Affairs (which describes the structure and functions of UTS) and a Summary of Affairs (which lists the University's policy documents). Individuals who require further or more specific information may have to lodge a formal application under the Act. Prospective applicants should contact the FOI Coordinator, who can advise them about other avenues for obtaining information or can provide them with the appropriate form.

The UTS Statement of Affairs, Summary of Affairs and information about the Act are available from the FOI Coordinator.

Further information is available online at:

<http://www.nswombudsman.nsw.gov.au>

For FOI inquiries at UTS, contact:

Deborah Edwards  
Coordinator, Records Management Services  
Governance Support Unit  
CB01.26  
City campus  
telephone +61 2 9514 1245  
fax +61 2 9514 1232

## HEALTH RECORDS AND INFORMATION PRIVACY ACT 2002

UTS is bound by this Act which protects a person's health information by regulating the collection, use and storage of health information collected by the University as a designated government agency. Health information is recognised by the Act and by the University as particularly sensitive information, and the University has established policies and systems consistent with the requirements of the legislation to allow the owner of the information to gain access to the records and to protect them from unauthorised access or use.

For inquiries at UTS, contact:

Helen Juillerat  
Manager, Governance Policy and Projects  
Governance Support Unit  
CB01.26  
City campus  
telephone +61 2 9514 7810  
fax +61 2 9514 1232

## PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

UTS is bound by this Act which protects personal information by regulating the collection, use and storage of personal information held by the University as a designated government agency. There is some overlap between this Act and the FOI Act. In particular, the *Privacy and Personal Information Protection Act 1998* aims to protect and regulate the use of personal information held by UTS and under the Act an individual may access that personal information. Again, the University fully supports the objectives of this Act and has policies in place both to facilitate access to one's personal records and to protect the privacy of students and staff.

Further information is available online at:

<http://www.lawlink.nsw.gov.au>

For inquiries at UTS, contact:

Helen Juillerat  
Manager, Governance Policy and Projects  
Governance Support Unit  
CB01.26  
City campus  
telephone +61 2 9514 7810  
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## STATE RECORDS ACT 1998

Universities in NSW are covered by the *State Records Act 1998* (NSW), the *State Records Amendment Act 2005* and the *State Records Regulations 2005*. Agencies covered by the Act are required to delegate responsibility for records management to all levels. For the University this includes the Chancellery, faculties, institutes, centres, units, etc., and all staff, whether academic or support.

The University is also required to have a Records Management Program and appropriate infrastructure to support records management activities across the whole agency.

Key requirements of the Act include:

- the creation and maintenance of full and accurate records of all business activities of the University, whether undertaken by an individual staff member at unit level, or by a major committee at University level
- maintaining appropriate accessibility of records by ensuring that the existence and location of files is recorded and maintained
- appropriately managing the accessibility of electronic and technology-dependent records, ensuring that they can be accessed over time
- ensuring that records are not destroyed without appropriate authorisation, consultation with disposal authorities and consideration of the University's legal, financial and administrative requirements
- ensuring that access and security of records is maintained, with records more than 30 years of age being subject to Access Directions lodged with the State Records Authority.

For more information on the Standards and Guidelines issued by the State Records Authority for State Agencies, see their website at:

<http://www.records.nsw.gov.au>

University Records has developed a policy and various procedures to enable all areas of the University to manage their records appropriately. These are available online via their website (see below).

#### **Inquiries**

Deborah Edwards  
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CB01.26, City campus  
telephone +61 2 9514 1245  
fax +61 2 9514 1232  
email [deborah.edwards@uts.edu.au](mailto:deborah.edwards@uts.edu.au)  
<http://www.records.uts.edu.au>

#### **UTS DISABILITY ACTION PLAN**

The UTS Disability Action Plan reflects the University's commitment to providing equitable access to education, employment and University facilities for people with a disability. Promoting inclusive practices to all members of the University community is integral to the plan. The Disability Action Plan 2003–2007 enables UTS to continue meeting its obligations under the *Disability Discrimination Act 1992* (Cwlth).

Associated organisations of UTS are also required to comply with the obligations of the Act and are encouraged to support and participate in the University's Disability Action Plan.

#### **Inquiries**

Equity and Diversity Unit  
CB01.17.22  
City campus  
telephone +61 2 9514 1084  
<http://www.equity.uts.edu.au/resources/da.html>  
The UTS Disability Action Plan is also published online at:  
<http://www.gsu.uts.edu.au/policies/disabilityaction.html>

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