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STUDYING AT UTS

STUDENT INQUIRIES

UTS Student Centres

City campus

Communication; Engineering

Building 1 Student Centre — CB01.4
Foyer (Level 4), Building 1 (Tower)
15 Broadway, Ultimo

Communication: telephone +61 2 9514 2300

Engineering: telephone +61 2 9514 2606

Design, Architecture and Building; Science

Building 6 Student Centre — CB06.4M
Level 4, Building 6
702–730 Harris St, Ultimo

Design, Architecture and Building: telephone
+61 2 9514 8913/9514 8978

Science: telephone +61 2 9514 1756

Education; Information Technology; Nursing, Midwifery and Health

Building 10 Student Centre — CB10.2
Foyer (Level 2), Building 10
235 Jones St, Ultimo

Education: telephone +61 2 9514 3900

Information Technology: telephone +61 2 9514 1803

Nursing, Midwifery and Health: telephone
+61 2 9514 4911

Business; Law (undergraduate)

Haymarket Student Centre — CM05.1
Block C, Level 1, Building 5
cnr Quay St and Ultimo Rd, Haymarket

Business: telephone +61 2 9514 3500

Law: telephone +61 2 9514 3444

Business; Law (postgraduate)

Haymarket Student Centre — CM05.5
Block B, Level 5, Building 5
cnr Quay St and Ultimo Rd, Haymarket

Business and Law: telephone +61 2 9514 3660

Kuring-gai campus

Kuring-gai Student Centre — KG01.5
Foyer (Level 5), Building 1
Eton Rd, Lindfield

Business: telephone +61 2 9514 5355

Education: telephone +61 2 9514 5621

Nursing, Midwifery and Health: telephone
+61 2 9514 5021

Opening hours

UTS Student Centre opening hours are available at:
www.uts.edu.au/students/centres.html

Postal address

UTS Student Centre
University of Technology, Sydney
PO Box 123
Broadway NSW 2007

General inquiries

telephone +61 2 9514 1222

fax +61 2 9514 1200

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

www.sau.uts.edu.au

UTS International

CB01.3A

City campus, Broadway

telephone +61 2 9514 1531

1800 774 816 (freecall within Australia)

+61 3 9627 4816 (calling from overseas)

email international@uts.edu.au

www.uts.edu.au/international

CRICOS provider code 00099F

Postal address

UTS International

PO Box 123

Broadway NSW 2007

Australia

University Graduate School

CB01.7

City campus, Broadway

telephone +61 2 9514 1336

fax +61 2 9514 1588

email ugs@uts.edu.au

www.gradschool.uts.edu.au

STUDENT ADMINISTRATION UNIT

The Student Administration Unit is responsible for the administrative processes associated with the UTS Student Centres, admission, enrolment, assessment and progression of all undergraduate and postgraduate coursework students, non-award and cross-institutional students, and administration of the timetable, student records, student fees and charges and Commonwealth Scholarships. 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 implements rules relating to students. The Student and Related Rules cover all areas of undergraduate, postgraduate and non-award study, including admission, 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.

The Student and Related Rules are published in chapter 8 of this Calendar and at:

www.gsu.uts.edu.au/rules

UTS Student Centres

The five UTS Student Centres, at City and Kuring-gai campuses, are the principal areas of contact between students, the public and the University's central administration. The centres provide information on and assistance with all student administrative matters.

Application requirements

Applications for most undergraduate and postgraduate courses are processed through the Universities Admissions Centre (UAC). Students are required to lodge a UAC online application.

On-time undergraduate applications close in the last week of September each year. Postgraduate coursework applications are processed progressively through the year.

The UAC Guide is available from participating newsagents, from UAC and at:

www.uac.edu.au

Application forms for the limited number of undergraduate and postgraduate courses offered by direct application are available from the UTS website or from the UTS Student Centres; from August to February for admissions in Autumn semester and from April to July for admissions in Spring semester. 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. Further information is available at:

www.gradschool.uts.edu.au

International fee-paying applicants must apply through UTS International.

www.uts.edu.au/international

Formerly-enrolled UTS students seeking readmission 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 UTS Student Centre 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 University's Admissions Policy is available at:

www.gsu.uts.edu.au/policies/admissionspolicy.html

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 Arts and Social Sciences) in the International English Language Testing System (IELTS) test. Students should refer to the Minimum English Language Requirements in Schedule A of the Admissions Policy.

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 access and admission schemes section below.

Note: Students in teacher education and nursing, midwifery and health courses who are required to complete clinical or teaching placements must undergo criminal records checks before placements.

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. 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, available in chapter 8, and the Recognition of Prior Learning Policy, available at:

www.gsu.uts.edu.au/policies/priorlearning.html

Deferment

Admission to all undergraduate courses can be deferred on request, except for bachelor honours courses and the Bachelor of Information Technology. Deferred enrolment is approved for one year, however, a deferred place will lapse if the student enrolls in an undergraduate or postgraduate degree, advanced diploma, diploma or associate degree course at post-secondary level 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.

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 from 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. Closing dates apply.

Further information on cross-institutional and non-award study is available from the UTS Student Centres and at:

www.uts.edu.au/study/nonaward.html

Access and admission schemes

There are a number of alternative pathways to study at UTS. Information on special admission schemes and alternative entry to UTS is available at:

www.uts.edu.au/study/alternative.html

Special admissions

The following special admission schemes are available to eligible students.

- Special admission — educational disadvantage
- Special admission — refugees
- Special admission — elite athletes and/or performers.

www.equity.uts.edu.au/education/getting/special.html

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.

Application forms are available from August each year from the Universities Admissions Centre (UAC) and the UTS information day in late August. Applicants must submit their applications, with relevant documentation, to UAC by the end of September.

www.uac.edu.au/uac/eas.html

www.equity.uts.edu.au/education/getting/inp_uts

Equity scholarships program

A wide range of scholarships are available to commencing and continuing students who demonstrate financial disadvantage and other types of educational disadvantage. Applicants must submit applications online and send relevant documentation to UAC by the end of October.

www.uac.edu.au/equity/equityschols.html

Inquiries

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

Admission program for Aboriginal and Torres Strait Islander students

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

Prospective applicants who are considering tertiary education are encouraged to apply through Jumbunna's alternative admissions program, which is held annually in early December.

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

Inquiries

Jumbunna Indigenous House of Learning
CB01.17, City campus
telephone +61 2 9514 1902
or tollfree 1800 064 312
fax +61 2 9514 1894
www.jumbunna.uts.edu.au

Enrolment

New students receive offers of enrolment by post or online for applications through the Universities Admissions Centre (UAC), by post for direct applicants, and online for UTS internal course transfer applicants. Information provided with the offer directs students to a UTS enrolment website where applicants can accept their offer and register for an enrolment session.

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 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 November/December for the following year are required to check, after the release of examination results, that subject prerequisites have been satisfied and, if necessary, adjust their programs 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 a semester.

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

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

My Student Admin is an online application that is available for students to do most of their study management. My Student Admin is available at:

www.sau.uts.edu.au/managing/msa.html

Timetable

The University timetable for all teaching periods (except Summer session) is published online in early November each year for the coming year. The Summer session timetable is usually published in mid-October each year.

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

Fees and charges

The payment of fees and charges is covered by the Rules of the University. The Rules are published in chapter 8 and at:

www.gsu.uts.edu.au/rules

Registered students who have not paid all due fees and charges by the published final date for payment have their access to UTS online services blocked, are unable to amend their study plan, have their examination results withheld and are not permitted to graduate. Students who do not comply with both the University's rules for tuition fee payments and the *Higher Education Support Act 2003* may also have enrolment in their course and enrolment in their subjects cancelled immediately, with no grades 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.

All students must pay all course fees by the required date to ensure continued access to all University services. A late payment fee may be levied if course fees remain outstanding after the due date. Failure to pay by the census date places enrolment at risk of cancellation.

Further information about fees is available at:

www.sau.uts.edu.au/fees

Commonwealth-supported students

Student contribution amounts for Commonwealth-supported places (CSP) are determined within ranges set by the Australian Government under the *Higher Education Support Act 2003*. All commencing undergraduate award students and some designated postgraduate award students occupy these places.

The Student Learning Entitlement (SLE) applies for all CSP students under the Higher Education Support Act. The SLE gives all CSP students 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. Tuition fees are reviewed annually.

Undergraduate fees

www.sau.uts.edu.au/fees/undergraduate/domestic.html

Postgraduate fees

www.sau.uts.edu.au/fees/postgraduate/domestic.html

International students

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

The international fees schedule is available at:

www.uts.edu.au/international/prospective/studying/fees

Annual fee increases

Fees increase annually and students should anticipate a fee increase each year. Fees are set annually both by the Department of Education, Employment and Workplace Relations for Commonwealth-supported places and by the University for full-fee-paying places. Any projections regarding the tuition fee cost of obtaining a degree need to incorporate annual fee increases. As the University's costs increase each year, fees are adjusted annually to ensure a high standard of teaching and to enhance the student experience while keeping the cost to students as affordable as possible.

Payment allocation schedule

The University allocates payments received in accordance with the payment allocation schedule.

www.sau.uts.edu.au/fees/payment/schedule.html

Refund of fees

Students who formally withdraw from their course, take leave of absence or withdraw from any unit(s) of study, and who apply before the census date in each semester or session, are eligible for a refund of all or part of any tuition fees already paid for that semester or session. Variation of study programs or other actions requested after the census date forfeit fees already paid.

www.sau.uts.edu.au/fees/refunds

International students

Refunds are not granted if a student withdraws after the census date. The policy on fees refunds for international students is available at:

www.uts.edu.au/international/prospective/studying/fees

Remissions

Students who do not withdraw before the census date, but are unable to successfully complete subjects due to special circumstances, may apply to have a:

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

Further information on what constitutes 'special circumstances', the remission application process and application forms can be found at:

www.sau.uts.edu.au/fees/refunds/special.html

Attendance, examinations and progression

Information about the University's assessment policies, procedures and guidelines is available in the Coursework Assessment Policy and Procedures Manual.

www.gsu.uts.edu.au/policies/coursewkassess.html

Course and subject variation

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

www.sau.uts.edu.au/managing/msa.html

Specific dates apply (see the calendar of dates for 2009) and course fees apply after the census date for each teaching period.

Census dates for all teaching periods are available at:

www.sau.uts.edu.au/dates/census

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

Examinations and results

Onshore centrally conducted examinations are held at the end of each semester and Summer session. The examination timetable and other information on examinations is available at:

www.sau.uts.edu.au/assessment/exams/central.html

The examination timetable is published five weeks before the commencement of an official examination period and in late December for Summer session. Students who have more than one examination scheduled at the same time or have scheduling difficulties with the timetable (e.g. three examinations scheduled within 24 hours) must notify a UTS Student Centre immediately.

Students who have a physical disability or students in their first year of study who have difficulties with English are required to submit an application for special conditions with supporting documentation (medical certificates, counsellor's assessment to the special needs service for students with a disability or a medical condition; or approval from the ELSSA Centre for students from non-English-speaking backgrounds) at least six weeks before the beginning of examinations. If applications are approved by the faculty academic liaison officer or ELSSA Centre students are informed of the special conditions under which they sit their examinations.

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.

Applications must be lodged at:

www.sau.uts.edu.au/assessment/exams/missed.html

Semester results are available in late July and late December each year. Summer session results are available from late February. Results can be obtained from My Student Admin or through the Interactive Voice Response system (Autumn and Spring semester results only) 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 a UTS Student Centre.

All students are advised to carefully read the Rules relating to examinations:

www.gsu.uts.edu.au/rules/9-index.html

Review of assessment results

Students may lodge an application for review of assessment results at the relevant UTS Student Centre. Applications that have met the specified criteria are considered by the relevant faculty's Student Assessment Review Committee.

Progression, academic caution and exclusion

Students are 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 in the Rules:

www.gsu.uts.edu.au/rules/10-index.html

Further information is available at:

www.sau.uts.edu.au/academic/progress.html

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.

Local undergraduate students must reapply through the Universities Admissions Centre, and all other students as directed in the notice of 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:

www.gsu.uts.edu.au/rules/11-index.html

Course completion and graduation

Students must complete the total credit points required for their course and pay any outstanding debts to be eligible to graduate. Students must have displayed a course status of 'passed' on My Student Admin by one of the following dates:

- 27 February for April ceremonies at Kuring-gai campus
- 27 February for May ceremonies at City campus
- 6 August for September ceremonies at City campus.

Details of online registration are sent to potential graduands approximately six weeks before the ceremonies. Students can check their status at:

www.uts.edu.au/onestop/studentadmin

Further details, including details of mid-year international ceremonies held in Shanghai, Hong Kong and Kuala Lumpur, are available at:

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 a black gown in the traditional Cambridge style. It is worn with a black trencher with black tassel on the right front quadrant.

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 colours are:

Arts and Social Sciences

Uluru, PMS 1675

Business

Eau de Nil, PMS 5483

Design, Architecture and Building

Chartreuse, PMS 457

Education

Jade, PMS 327

Engineering
Scarlet, PMS 186

Information Technology
Electric Blue, PMS 3015

Law
Amethyst, PMS 2735

Nursing, Midwifery and Health
Fuchsia, PMS 247

Science
Wattle Yellow, PMS 123

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 on the right side.

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 on the right side.

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 on the right side.

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. No cap is worn.

The Chancellor, Deputy-Chancellor, Vice-Chancellor and Deputy Vice-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). No cap is worn.

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@uts.edu.au
www.gsu.uts.edu.au/graduation

UTS INTERNATIONAL

International students

UTS International is the focal point for all inquiries from international students. It provides advice and assistance with visa renewal and compliance, health cover, enrolment/re-enrolment, course options, application procedures, scholarships and referrals to other University services.

UTS International maintains contact with government organisations such as the Australian Trade Commission (Austrade), the Department of Education, Employment and Workplace Relations (DEEWR), the Department of Immigration and Citizenship (DIAC), AusAID (Australian Agency for International Development) and Medibank Private.

Together with the Student Services Unit, UTS International 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.

There are international student advisers in UTS International who are available to assist students with personal, practical and academic issues.

The network cafe, a student initiative, matches new international students with experienced UTS students to help them settle into Sydney and the UTS community.

Inquiries

UTS International
CB01.3A, City campus
telephone +61 2 9514 1531
or 1800 774 816 (freecall within Australia)
or +61 3 9627 4816 (from outside Australia)
fax +61 2 9514 1530
email international@uts.edu.au
www.uts.edu.au/international

Postal address

PO Box 123
Broadway NSW 2007
Australia

Admission requirements

International students need to satisfy the normal UTS entry requirements including language proficiency.

IELTS test

UTS International is the largest Sydney test centre for the International English Language Testing System (IELTS) test. The IELTS test is a preferred test for entry to Australian universities. This international test of English proficiency is available in more than 120 countries with more than 350 approved test centres. More than 700,000 people around the world have taken the test and recognise IELTS as a secure, valid and reliable indicator of true-to-life ability to communicate in English for education, immigration and professional accreditation. The IELTS centre holds tests at least two to three times a month with results mailed within two to three weeks.

www.uts.edu.au/international/ielts

Study abroad

Students currently enrolled in degree programs at international universities may apply to study at UTS for one or two semesters. The subjects studied at UTS may be credited to their programs at their home universities.

www.uts.edu.au/international/prospective/studying/abroad

International exchange student program

Students currently enrolled at UTS who have completed one year of full-time study may be eligible to apply for an international exchange to one of UTS's partner universities.

UTS has exchange partnerships with over 120 universities in 26 countries. Eligibility to participate in the exchange program is contingent on students meeting the application requirements for an international exchange.

www.uts.edu.au/international/exchange

International relations

Establishing strategic relationships and sharing knowledge and resources with universities and academic communities throughout the world is an important part of UTS's mission. The International Relations and Policy section of UTS International 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.

International sponsored students

International students at UTS who are sponsored or have been awarded a scholarship by the Australian Government, government agencies under a bilateral agreement, their home government or employer, are provided with support and assistance by UTS International which includes management of the sponsor's contractual obligation.

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

Scholarships for international students

Applicants who are neither citizens nor permanent residents of Australia may apply for a number of scholarships. Further information is available at:

www.uts.edu.au/study/scholarships

UTS Offshore

UTS Offshore provides project management support and services to faculties and institutes to facilitate their development and academic management of offshore activities.

www.uts.edu.au/international/offshore

UTS's policy on offshore activities is available at:

www.gsu.uts.edu.au/policies/offshore.html

A list of courses offered offshore is published in the UTS: Handbook.

UNIVERSITY GRADUATE SCHOOL

Information on the University Graduate School is available in chapter 4.

UTS RULES AND POLICIES

UTS is committed to providing an education that enables 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.

What students need to know

The Rules and policies of the University provide guidance on what is required of all students and staff. These should be read in conjunction with the Student Charter, which outlines the rights and responsibilities staff and students have to each other and to the University community.

www.gsu.uts.edu.au/policies/studentcharter.html

As a guideline, all students need to:

- respect each others' 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 available in chapter 8 and at:

www.gsu.uts.edu.au/rules

Breaching the rules

Some of the consequences of breaching the 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.

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.

Disciplinary penalties apply if students lend their ID card, or allow anyone else to use their computer login, and misconduct occurs.

The Rules relating to the use of student ID (section 2.2) are available at:

www.gsu.uts.edu.au/rules/2-2.html

Using UTS property

UTS property includes:

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

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

The Rules regarding UTS Equipment Loans (section 15) and the Rules regarding Use of the University Library (section 18) are available at:

www.gsu.uts.edu.au/rules/15-index.html

www.gsu.uts.edu.au/rules/18-index.html

Seeking special treatment

In certain circumstances, students may seek special consideration (e.g. where illness or misadventure has affected their studies).

However, students must not seek special treatment, favouritism or advantage in a way that breaches the 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. Students face UTS disciplinary penalties if they plagiarise from any source or cheat in any other way.

Plagiarism occurs when a student copies another person's work. This includes unreferenced copying, paraphrasing or summarising from any source (e.g. 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.

Information on referencing is available at:

www.bell.uts.edu.au/referencing

Policies particularly relevant to students

- Student Charter
www.gsu.uts.edu.au/policies/studentcharter.html
- Admissions Policy
www.gsu.uts.edu.au/policies/admissionspolicy.html
- Acceptable Use of Information Technology Facilities
www.gsu.uts.edu.au/policies/itfacilities.html
- Advice to Students on Good Academic Practice
www.gsu.uts.edu.au/policies/academicpractice.html
- Coursework Assessment Policy and Procedures
www.gsu.uts.edu.au/policies/coursewkassess.html
- Environment, Health and Safety Policy
www.gsu.uts.edu.au/policies/environmenthealthsafety.html
- Expression and Practice of Religious, Political and Other Values, Beliefs and Ideas at UTS
www.gsu.uts.edu.au/policies/expressionandpractice.html
- Handling Student Complaints
www.gsu.uts.edu.au/policies/complaintspolicy.html
- Information Technology Security Policy
www.gsu.uts.edu.au/policies/itsecurity.html
- Intellectual Property Policy
www.gsu.uts.edu.au/policies/intellectualproperty.html
- Management and Protection of Personal Student Information
www.gsu.uts.edu.au/policies/studentinfo-policy.html
- Prevention of Harassment
www.gsu.uts.edu.au/policies/preventharass.html
- Recognition of Prior Learning
www.gsu.uts.edu.au/policies/priorlearning.html
- UTS Email Policy
www.gsu.uts.edu.au/policies/emailpolicy.html

- UTS Fieldwork Guidelines
www.gsu.uts.edu.au/policies/fieldworkguidelines.html
- UTS Staff Code of Conduct
www.hru.uts.edu.au/manual/7leg/legal.html#7.3

Further policies are available at:

www.gsu.uts.edu.au/policies

Assistance for students

Students can obtain advice and assistance from the following.

- UTS Student Centres
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.

UNIVERSITY MEDAL

Information on the University Medal is available from Rule 13.8:

www.gsu.uts.edu.au/rules/13-8.html

The Guidelines for the Award of UTS Medals are available at:

www.gsu.uts.edu.au/policies/utsmedalguide.html

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 University 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

The ATN provides 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 to a related course in another ATN university. ATN students who are considering transfer to another capital city are encouraged to ask for details from their home institution.

Inquiries

UTS Student Centres
telephone +61 2 9514 1222
Service Desk <https://servicedesk.uts.edu.au>
www.atn.edu.au

INSEARCH LTD

INSEARCH is a controlled entity of UTS and this 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.

In 2004, INSEARCH was accredited as a higher education institution, the only institution in New South Wales 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 partners are regularly undertaken to ensure the consistent delivery of high standards and to identify areas for improvement. Graduate tracking of INSEARCH students is becoming increasingly sophisticated, allowing INSEARCH to adjust programs for continuous improvement.

INSEARCH's courses include:

- English — UTS direct-entry English, academic English, business English, general English, IELTS preparation
- diploma courses leading into courses in the UTS faculties of Arts and Social Sciences; Business; Design, Architecture and Building; Engineering and Information Technology; Nursing, Midwifery and Health; and Science
- study tours, combining English courses with specialist studies in multimedia, information technology, management and many other fields
- English language teacher training programs.

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.

Inquiries

The Registrar
Ground floor, 10 Quay Street
Haymarket NSW 2000
telephone +61 2 9218 8688
fax +61 2 9281 9875
email courses@insearch.edu.au
www.insearch.edu.au

SERVICES AT UTS

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 to meet the information needs of the UTS community. It is innovative in its use of resources and technology and is a vibrant and dynamic organisation. The library aims to empower users to become information literate, independent and self-sufficient learners and researchers.

Services are provided to the UTS community online, from two campus libraries, at other key locations around the campus, as well as remotely within Australia and overseas.

Inquiries

For general inquiries, loans, renewals and hours, telephone +61 2 9514 3666

www.lib.uts.edu.au

For Library Corporate Services contact:

telephone +61 2 9514 3330

email library-admin@uts.edu.au

Services

Library services

As well as printed and digital resources, library services include assistance with information retrieval and evaluation, email and instant messaging reference services, telephone inquiry services, loans, reservations, inter-campus document delivery, inter-library loans from Australian and international sources, reciprocal borrowing with other institutions, printing and photocopying.

UTSeScholarship

Established in 2004, UTSeScholarship provides an avenue for the publication of high-quality, peer-reviewed, scholarly publications through UTSePress and a secure, stable, digital home for the scholarly output of the University's staff and, where appropriate, students through UTSiResearch. UTSePress publishes scholarly journals, books and conference proceedings which are peer reviewed and growing in reputation and impact. They are harvested by and searchable via Google Scholar. UTSeScholarship is also home to the Australian Social Sciences Data Archive NSW node and the national host of the Aboriginal and Torres Strait Islander Data Archive.

Digital resources register and digitisation service

The University's digital resources register and digitisation service is managed by the library and ensures digitised teaching resources comply with copyright law. The service locates, digitises, registers, and makes available for teaching, electronic copies of lecture notes, book extracts, journal articles and other print publications used for online teaching at UTS.

Information skills

The library's information skills program is designed to develop the UTS community's information and research skills and includes training in finding, evaluating, managing and using information. Librarians work in collaboration with academic staff to deliver course-related training, integrated into the curriculum and delivered in appropriate online and face-to-face formats.

Introductory tours and classes and online tutorials are also available.

www.lib.uts.edu.au/students/discover-your-library

Library staff also offer online and face-to-face assistance.

www.lib.uts.edu.au/students/need-help

Information services

The library has a strong commitment to providing a high-quality information service through a team of information services librarians who, in partnership with other staff in the library and academic staff, assist students and other researchers in achieving their educational, informational and research objectives. There are three teams focused on clusters of disciplines: Arts and Social Sciences (arts, design, education, humanities and social sciences), Business and Law (business, law and regulation), and Sciences and Technology (engineering, health, information technology, nursing and science).

Students with special needs

The library provides support for students with disabilities or ongoing illnesses to ensure they have equitable access to library services and information resources. A range of adaptive software and hardware is available in special needs rooms and library material can be borrowed for extended loan periods. Library liaison officers provide personal assistance and training.

The UTS alternative formats service, operated jointly by the library and the Student Services Unit, makes course materials available in alternative formats for special needs students. Print material is converted to digital format and accessed using assistive technology software.

www.lib.uts.edu.au/students/discover-your-library/specialised-services

Public program

The markets forum program is a series of topical and challenging presentations promoting the expertise of UTS staff and industry specialists to UTS and the broader community.

www.lib.uts.edu.au/about-uts-library/news-and-communication/markets-forum

Resources

The University Library houses more than 790,000 books, journals and audiovisual items.

Through its website, the library provides access to an extensive range of information resources including:

- the library's online catalogue
- general and subject-specific databases
- more than 28,000 online journals and more than 49,000 electronic books
- 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 more than 450 computers in the library, through computers connected to the UTS network and from remote locations via the internet.

Campus libraries

Blake library

The Blake library at City campus is located on the corner of Quay Street and Ultimo Road, Haymarket.

The library collects and provides 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, nursing, midwifery and health, physical sciences, social sciences and traditional Chinese medicine.

The Blake library provides study areas, silent and group study rooms, presentation practice rooms, training facilities, wireless access to the University network and internet and a library-wide learning commons offering computers with the full suite of student software.

Baya Ng'ara Nura

Baya Ng'ara Nura is a learning place in which Indigenous students, along with non-Indigenous students, can study and learn together 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).

www.lib.uts.edu.au/about-uts-library/facilities/blake-library/baya-ngara-nura

Australian Culture Lounge

The Australian Culture Lounge features a collection of Australian literature. It enables students to sample some of the literature through which the Australian identity has been explored and expressed.

www.lib.uts.edu.au/about-uts-library/facilities/blake-library/australian-culture-lounge

International Cultural and News Centre

The International Cultural and News Centre (ICNC) allows students to 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 access to international newspapers and magazines, language resources, travel guides and other relevant, interesting sites. The ICNC has listening posts, designed to allow students to plug in their headphones and listen to television programs in other languages. Three large TV monitors screen programs in Chinese, Italian, French, Spanish and German — all languages taught at UTS.

www.lib.uts.edu.au/about-uts-library/facilities/blake-library/icnc

Scholars' Centre

The Scholars' Centre, a dedicated centre for UTS postgraduate research students and staff, is specifically designed to enhance and complement scholarly research. The centre is equipped with research desks, computers, laptop with wireless access, reading areas and a meeting room. It provides a quiet, comfortable area from which students and staff 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.

www.lib.uts.edu.au/about-uts-library/facilities/blake-library/scholars-centre

George Muir library

The George Muir library at Kuring-gai campus is located on Eton Road, Lindfield.

The primary collection topics are business, education, leisure and tourism, nursing, midwifery and health and a curriculum collection associated with education studies. The library provides study areas, group study rooms, a presentation practice room, training facilities and a library-wide learning commons offering computers with the full suite of student software.

Olympic and event studies collection

The Olympic and event studies collection consists of material relating to the development of the modern Olympic Games and the study of event management, including rare Olympic memorabilia, archival records and documents as well as the latest scholarly and industry publications.

www.lib.uts.edu.au/students/finding-information/collections/olympic-and-event-studies

Rare and special collections

Rare and special collections consist of over 600 important volumes, the majority of which are first editions. Subjects covered include early Australiana and the practice and history of Australian education, as well as a fine collection of children's fiction. The Margaret Trask bookmark collection, a collection of over 1,000 bookmarks from around the world, is also displayed.

IT FACILITIES AND SERVICES

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

www.itd.uts.edu.au

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's 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
- initiation and assistance 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
- photographic, video and DVD production and duplication.

Computer laboratories

UTS provides computer laboratories for students at the City and Kuring-gai campuses. Students can choose from Apple Macintosh and Windows PC laboratories. The laboratories provided are for UTS coursework and private study only.

www.itd.uts.edu.au/services_facilities/computer_facilities.html

IT support centres

IT support centres are the first point of contact for staff and students with computing problems or inquiries.

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.

To search the IT support centre knowledge base, or to log a request, go to the Service Desk.

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

Inquiries

IT support centre
CB02.4.12, City campus
telephone +61 2 9514 2222

STUDENT SERVICES

Staff in the Student Services Unit attend to students' health, counselling, housing, financial assistance, career and personal development needs. Staff also assist in the development of learning skills and provision for students with special needs. All services are strictly confidential.

www.ssu.uts.edu.au

Careers

The 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 campus recruitment program.

Inquiries

CB01.3.07
telephone +61 2 9514 1471
fax +61 2 9514 1474
email careers@uts.edu.au
www.ssu.uts.edu.au/careers

Chaplaincy

Visiting chaplains and worship rooms are available to students. Chaplains represent different Christian denominations as well as Buddhism, Judaism, Baha'i and Islam.

Inquiries

CB01.3.16E, City campus
 telephone +61 2 9514 2523
 email uts.chaplaincy@uts.edu.au
www.ssu.uts.edu.au/chaplaincy

Counselling

Counsellors are available at City and Kuring-gai campuses. They can assist local and international 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.

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.

Inquiries

City campus

CB01.6
 telephone +61 2 9514 1177
 fax +61 2 9514 1172

Kuring-gai campus

KG01.5
 telephone +61 2 9514 5342
 fax +61 2 9514 5537
www.ssu.uts.edu.au/counselling

Financial assistance

The financial assistance officer assists students with personal financial matters, as well as provides information related to student finances including budgeting and advice on Centrelink claims. Financial assistance programs include student loans, equity grants and computer recycling.

Further information is available from the financial assistance section in this chapter.

Inquiries

City campus

CB01.6
 telephone +61 2 9514 1177
 fax +61 2 9514 1172

Kuring-gai campus

KG01.5
 telephone +61 2 9514 5342
 fax +61 2 9514 5537

Health

The health service provides friendly and confidential medical services for students and staff. Bulk billing is available. This service is available at City campus, Broadway.

Inquiries

CB01.6, City campus
 telephone +61 2 9514 1177
 fax +61 2 9514 7887
www.ssu.uts.edu.au/health

Housing

The housing service provides a range of accommodation services for UTS students and staff. The housing service manages five student residences, all within walking distance of City campus. This includes accommodation for people with disabilities.

The housing service also offers an online listings service to help students and staff locate short or long-term accommodation in the private rental market.

The service can also assist international and rural students to find a temporary place to live upon their arrival in Sydney, prior to considering long-term housing options.

Visitor accommodation

The housing service can assist UTS staff with booking accommodation for visiting academics, staff and conference guests.

Inquiries

CB01.3, City campus
 telephone +61 2 9514 1529
 fax +61 2 9514 1527
 email housing.services@uts.edu.au
www.housing.uts.edu.au

University student residences

telephone +61 2 9514 1199

Network cafe

Network cafe is a social networking program that allows new international students to meet experienced UTS students (peer networkers) over the semester to help them settle into Sydney and the UTS community.

Inquiries

CB01.3, City campus
 telephone +61 2 9514 2463
 fax +61 2 9514 1172
www.ssu.uts.edu.au/networkcafe

Orientation

Orientation 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.

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 peer network is designed to connect current students with new students during the international and local student orientation programs.

www.ssu.uts.edu.au/peernetwork

Inquiries

CB01.3, City campus
 telephone +61 2 9514 2463
 fax +61 2 9514 1172

U:PASS UTS peer assisted study success

U:PASS is a program that assists students with subjects that are perceived as especially challenging. Peer assisted learning sessions are run for selected subjects and are designed as an additional resource for learning alongside lectures and tutorials.

U:PASS sessions are run by trained students, called peer leaders, who have previously performed well in that particular subject and have a good overall academic record. Groups are informal, flexible and responsive to students' abilities and needs.

Inquiries

CB01.3, City campus
telephone +61 2 9514 1314
fax +61 2 9514 1172

www.ssu.uts.edu.au/peerlearning

Special needs service

The special needs service works with other University staff to ensure that appropriate support is available for students with disabilities, ongoing illnesses and students admitted through the inpUTS educational access scheme and special admission. Disability services officers are the central point of contact for students with disabilities and ongoing illnesses, and provide a range of services. The service can also provide information and advice to prospective students.

Inquiries

City campus

CB01.6
telephone +61 2 9514 1177
fax +61 2 9514 1172
TTY +61 2 9514 1164

Kuring-gai campus

KG01.5
telephone +61 2 9514 5342
fax +61 2 9514 5537

www.ssu.uts.edu.au/sneeds

Academic liaison officers

Each faculty has one or more academic liaison officer (ALO). ALOs are members of academic staff and provide the following services:

- to act as an academic contact for students with disabilities and illnesses, and students with significant carer responsibilities (e.g. students who are the primary carer for small children)
- to decide what adjustments need to 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 before seeing their ALO)
- to act as an academic contact for students who experience difficulties in their studies because of family commitments.

The current list of ALOs is available at:

www.ssu.uts.edu.au/sneeds/services/assessment/alo.html

UTS:ALUMNI

UTS:Alumni develops and maintains relationships between UTS and members of its alumni community, including graduates of the University and its antecedent institutions, former staff, friends and supporters.

UTS:Alumni strives to facilitate and nurture enduring and mutually beneficial partnerships between members of the alumni community and the University.

Membership

Those who have studied at UTS automatically become members of the alumni community, upon their degrees being conferred. In order to receive regular updates on the University and its graduates, on events and activities, alumni should visit www.alumni.uts.edu.au or telephone +61 2 9514 9861 to ensure their contact details are up to date.

Alumni can:

- access a range of alumni services and participate in networking activities
- access discounts and free offers
- attend events to enhance career development
- receive the bi-annual alumni magazine *Stay Connected* and monthly electronic newsletter *e:Connect*
- participate in online communities and register their details on the online business directory
- join local and international alumni networks.

Publications

Award-winning alumni magazine *Stay Connected* highlights the achievements of graduates and key initiatives at UTS. It is distributed to over 100,000 members of the UTS:Alumni community in spring and autumn.

The alumni newsletter *e:Connect* is distributed electronically each month to alumni and includes special offers, information on upcoming events, plus the latest news and updates on events and research at UTS.

Story suggestions for either publication, including UTS news, research or graduate profiles, can be emailed to alumni@uts.edu.au

Networks

Alumni networks allow graduates from the same faculty / discipline area, geographical region, industry or area of interest to come together.

Alumni are closely involved in coordinating network activities with support from UTS:Alumni. Graduates can join an existing alumni network or can establish new networks with assistance from UTS:Alumni.

Local networks

- Business
- Engineering
- Law
- Leisure, Sport and Tourism
- Media Arts and Production
- Nonprofit
- Science
- Sustainability
- Writers'

International networks

- Beijing
- Europe
- Hong Kong
- Indonesia
- Malaysia
- Shanghai
- Thailand
- United Kingdom
- United States of America

Further information on alumni networks is available at:

www.alumni.uts.edu.au/networks

Inquiries

UTS:Alumni Relations
 PO Box 123
 Broadway NSW 2007
 telephone +61 2 9514 9861
 fax +61 2 9514 9872
 email alumni@uts.edu.au
www.alumni.uts.edu.au

UTS:Development

UTS welcomes the support of alumni and friends of the University across a range of areas — student support, learning and teaching, research support and capital projects.

A list of current University fundraising priorities is available at:

www.alumni.uts.edu.au

Inquiries

UTS:Development
 PO Box 123
 Broadway NSW 2007
 telephone +61 2 9514 9825
 fax +61 2 9514 9872

STUDENT SUPPORT**BELL PROGRAM**

The BELL program, coordinated by the University Library, helps students develop skills and capabilities that assist them not only with the challenges of study but also later in the workplace. The program is a collection of online self-learning modules designed to enhance skills in assignment writing, project management, teamwork, ethics, academic writing and speaking, referencing, statistics, mathematics and information skills.

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.

Inquiries

Rosemary Ward
 telephone +61 2 9514 1729
 fax +61 2 9514 1460
 email Rosemary.Ward@uts.edu.au
www.science.uts.edu.au/clrc

ELSSA CENTRE

Information on the ELSSA Centre is available in chapter 4.

FINANCIAL ASSISTANCE**Going to Uni**

The Australian Government's Going to Uni website provides information on fees, loans and scholarships associated with study at university. It also contains information about higher education reforms.

www.goingtouni.gov.au

HECS-HELP

Since 1 January 2005, Commonwealth-supported places have replaced HECS places. Eligible students (Australian citizens and permanent humanitarian visa holders only) have access to HECS-HELP assistance. This allows students to request a HECS-HELP loan and defer payments through the Australian Taxation Office or to receive a HECS-HELP discount for upfront payments over \$500.

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. Over a lifetime, the FEE-HELP maximum limit is \$83,313 (in 2009). Students who access FEE-HELP for a full-fee undergraduate place also incur a 20 per cent loan fee.

Commonwealth Higher Education Student Support Number

All Commonwealth-supported students and FEE-HELP students are issued with a Commonwealth Higher Education Student Support Number (CHESSN). The CHESSN is a unique identifier that tracks an individual's student learning entitlement and use of Commonwealth assistance (including HECS-HELP and FEE-HELP).

As a condition of enrolment, students provide informed consent for the University to share their personal information with the Department of Education, Employment and Workplace Relations so that the University can comply with legislative requirements. The information provided by students is used to generate the CHESSN. Students can access their entitlement balance via MyUniAssist on the Going to Uni website at:

www.goingtouni.gov.au/myuniassist/forms/logon.aspx

OS-HELP

OS-HELP is a loan scheme that helps eligible Commonwealth-supported students undertake some of their study overseas. The scheme provides up to \$5,410 (in 2009) per six-month study period for up to two study periods to help students with a range of expenses such as airfares and accommodation.

www.uts.edu.au/international/exchange

Austudy/Youth Allowance

There are two major Commonwealth Government benefits for tertiary students: Austudy and Youth Allowance. Both are income and assets tested. Austudy is for students aged 25 and over when commencing a course, while Youth Allowance is for students up to 25 years old. Youth Allowance recipients may be eligible for a rent allowance.

Commonwealth legislation sets strict requirements for Austudy and Youth Allowance over which the University has no control. It is important that students understand these requirements.

Students who receive Austudy or Youth Allowance and decide to drop subjects during the semester must be aware that to remain eligible they must be enrolled in a minimum of 18 credit points, or have a HECS-HELP or FEE-HELP liability for the semester of .375 equivalent full-time student units. Exceptions may be made for some students with disabilities which impact on their studies, students who are single supporting parents or, in exceptional cases, those who have been directed by the University to reduce their study load.

Application forms and information about eligibility for both Austudy and Youth Allowance are available from the Student Services Unit at City and Kuring-gai campuses.

Application forms for both Austudy and Youth Allowance should be lodged as soon as possible with any Centrelink office.

www.centrelink.gov.au

Inquiries

City campus

Student Services Unit
telephone +61 2 9514 1177

Kuring-gai campus

Student Services Unit
telephone +61 2 9514 5342

Abstudy

Abstudy assists Aboriginal and Torres Strait Islander tertiary students by providing income support and other assistance.

Inquiries

Jumbunna Indigenous House of Learning
CB01.17, City campus
telephone +61 2 9514 1902
or tollfree 1800 064 312
fax +61 2 9514 1894
www.jumbunna.uts.edu.au

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.

City campus

telephone +61 2 9514 1177

Kuring-gai campus

telephone +61 2 9514 5342

Prizes and scholarships

All prizes and scholarships are searchable at:

www.uts.edu.au/study/scholarships

A complete listing of all prizes and awards is available at:

<http://datasearch.uts.edu.au/study/scholarships/prizes.cfm>

UTS policy on the award of prizes

Scholarships and prizes 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 scholarship or prize will be offered only when funds permit. Most scholarships and prizes 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 scholarships and prizes, a number of scholarships and prizes are available from external sources.

The University's policy and procedures for the administration of prizes are available at:

www.gsu.uts.edu.au/policies/prizesadmin.html

The University's guidelines for the acceptance of new prizes are available at:

www.gsu.uts.edu.au/policies/prizesnew.html

Commonwealth scholarships

Commonwealth scholarships assist Commonwealth-supported students from low socioeconomic 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 Scholarships (\$2,207 per year for up to four years) and Commonwealth Accommodation Scholarships for students from rural and regional areas (\$4,415 per year for up to four years).

www.uts.edu.au/study/cls.html

Postgraduate research scholarships

All permanent residents/citizens of Australia applying for a higher research degree can also apply for a scholarship. Broadly, there are two types of scholarship.

- Scholarships with stipend — provide periodical payments to students while they are studying and an exemption from any tuition fees.
- Scholarships without stipend — provide no payments to students but offer an exemption from any tuition fees. These scholarships, provided by the Commonwealth Government, are called research training schemes. As there is no stipend, students do not receive any payment to help with their study.

Further information is available at:

www.gradschool.uts.edu.au

Scholarships for international students

Applicants who are neither citizens nor permanent residents of Australia may apply for a number of scholarships. Further information is available at:

www.uts.edu.au/study/scholarships

JUMBUNNA INDIGENOUS HOUSE OF LEARNING

Jumbunna Indigenous House of Learning is a central meeting place for approximately 300 Australian Indigenous students within the University.

Jumbunna supports UTS objectives to achieve higher levels of subject completions and graduation rates of Australian Indigenous students.

To achieve this, student support staff attract Australian Indigenous students to UTS courses, provide educational guidance and support services, and monitor students' progress during their studies.

Staff also manage the Indigenous Tutorial Assistance Scheme, offer supplementary courses for Australian Indigenous students, issue scholarships to encourage academic participation and organise cultural events on campus.

Inquiries

CB01.17, City campus
telephone +61 2 9514 1902
or tollfree 1800 064 312
fax +61 2 9514 1894

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 students from all faculties. The centre is equipped with computing and audiovisual equipment. Staff can assist with common computing packages such as word-processing, spreadsheets, presentation managers, Mathematica, Minitab and SPSS.

Subjects and workshops

The centre runs subjects to assist with particular courses, e.g. e-skills for education and workshops such as examination preparation. If there is sufficient need, subjects can be tailored to meet the needs of particular groups. Many bridging and support subjects are programmed at weekends.

Bridging courses in mathematics, statistics and computing

Short bridging courses, free for UTS students, are run in February and, subject to demand, also in July. The courses cover the mathematical or statistical content students need for their degree programs. Computing for beginners is also available.

Peer tutoring

Third- and fourth-year students assist first-year students on a voluntary basis during semester.

Research and curriculum development

Centre staff are active in education research and in the development of resources. The centre is a member of the Bridging Mathematics Network and several international academics visit the centre each year.

Inquiries

City campus

Dr Mary Coupland
Director, Mathematics and ICT Study Centre
CB01.16.15, City campus
telephone +61 2 9514 2241
fax +61 2 9514 2248
email Mary.Coupland@uts.edu.au

Kuring-gai campus

KG02.2.51
telephone +61 2 9514 5186
www.science.uts.edu.au/msc

PHYSICS LEARNING CENTRE

The Department of Physics and Advanced Materials operates a drop-in Physics Learning Centre (as demand requires) on level 11 of the Tower Building at City campus, Broadway. Academic staff members are available at certain times during the semester to assist students with problems they have with their first-year physics studies.

Inquiries

Associate Professor Les Kirkup
telephone +61 2 9514 2218
fax +61 2 9514 2219
email Les.Kirkup@uts.edu.au
www.science.uts.edu.au/plc

STUDENT OMBUD

Enrolled or registered students with a complaint against decisions of University staff may seek assistance from the Student Ombud's office.

Students who believe that they have been dealt with improperly by staff at the University, 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. The Student Ombud Terms of Reference are available at:

www.gsu.uts.edu.au/policies/studentombud.html

All matters are treated in the strictest confidence and in accordance with proper processes.

Staff

Layna Groen
Student Ombud and Senior Lecturer
Faculty of Science

Bronwen Dalton
Assistant Student Ombud and Senior Lecturer
Faculty of Business

Angela Dwyer
Assistant Student Ombud and Senior Lecturer
Faculty of Law

Maxine Evers
Assistant Student Ombud and Lecturer
Faculty of Law

Jenny Murphy
Administration Manager

Inquiries

CB02.4.02, City campus
telephone +61 2 9514 2575
fax +61 2 9514 2771
email ombuds@uts.edu.au
www.ombuds.uts.edu.au

STUDENTS WITH DISABILITIES

UTS is committed to making education accessible to people with disabilities and accommodates the needs of students with disabilities to the greatest extent possible in arrangements for fieldwork and workplace learning.

Some courses at UTS require students to undertake fieldwork and/or workplace learning as a prerequisite to satisfactory completion of a course.

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 or other suitable person within the relevant faculty.

The UTS Fieldwork Guidelines are available at:

www.gsu.uts.edu.au/policies/fieldworkguidelines.html

Inquiries

Marie Flood
Special Needs Coordinator
CB01.6, City campus
telephone +61 2 9514 1183
fax +61 2 9514 1172
email Marie.Flood@uts.edu.au
www.ssu.uts.edu.au/sneeds

CAMPUS LIFE

BEQUESTS AND DONATIONS

The University welcomes philanthropic support of its objectives and mission. Donations and bequests are gratefully received.

To inquire about making a donation or bequest to UTS, contact the Development Office. When writing a will, the University recommends that benefactors seek professional advice.

Taxation

UTS is endorsed as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997*. 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.

Inquiries

UTS:Development
PO Box 123
Broadway NSW 2007
telephone +61 2 9514 9825
fax +61 2 9514 9872

Cultural Gifts Program

The University accepts donations and gifts of significant artworks to the collection under the Australian Government's Cultural Gifts Program (formerly the Taxation Incentives for the Arts Scheme).

Inquiries

Tania Creighton
Curator, UTS Gallery and Art Collection
telephone +61 2 9514 1284
fax +61 2 9514 1228
email Tania.Creighton@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 UTSCC board 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 (85 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 is high. It is essential that parents 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 Child Care 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 8am to 6.30pm, 50 weeks a year. There are also 15 evening care places for babies to 10-year-olds available until 9.30pm, Monday to Thursday, during semester periods only. This is subject to demand and interest should be registered with the centre's director. Enrolment is available on a full-time, part-time 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 8am to 6.30pm, 50 weeks a year. Enrolment is available on a full-time, part-time or emergency basis. Some occasional care may be available during the December to February period.

Inquiries

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

Blackfriars Children's Centre
4-12 Buckland Street, Chippendale
telephone +61 2 9514 2959

Kuring-gai campus

Kids' Campus Children's Centre is situated next to the sports oval on Kuring-gai campus, and provides 68 day care places for babies to five-year-olds, from 7.45am to 6.15pm, 50 weeks a year. There may also be 10 evening care places for babies to 12-year-olds until 10pm, 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.

Inquiries

Kids' Campus Children's Centre
Eton Road, Lindfield
telephone +61 2 9514 5105
www.childcare.uts.edu.au

CO-OP BOOKSHOP

The Co-op Bookshop stocks prescribed textbooks on students' reading lists, as well as a large range of general books. Branches are located at City and Kuring-gai campuses. Both branches sell computer software and a selection of giftware. The City campus branch also sells Apple computers and iPods.

The Co-op Bookshop offers a service in tracking down titles and special orders. It also offers a member's program with many benefits, and online shopping is available.

Inquiries

City campus
3 Broadway (cnr of Broadway and Harris Street)
telephone +61 2 9212 3078
email uts@coop-bookshop.com.au

Kuring-gai campus

Eton Road, Lindfield
telephone +61 2 9514 5318
email kuringai@coop-bookshop.com.au
www.coop-bookshop.com.au

EQUITY AND DIVERSITY

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, family 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 (Teaching, Learning and Equity). The University's commitment goes beyond the requirements of Equal Employment Opportunity (EEO) legislation and encourages staff and students to recognise and value diversity.

The Equity and Diversity Unit supports the goal of employment and educational equity by developing, implementing and monitoring policies and programs to provide a supportive and open culture in which all students and staff are able to develop to their full potential.

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
- advise UTS managers or supervisors about appropriate equity-related grievance-handling processes.

Students

The UTS student equity strategy provides outreach and access programs and aims to increase the participation and graduation rates of educationally disadvantaged groups within the UTS catchment area, including high school students attending NSW priority funded schools, people from low socioeconomic backgrounds, people with disabilities, people from language backgrounds other than English, refugees, women in non-traditional areas and postgraduate study, and rural and isolated students.

Aboriginal and Torres Strait Islander students are included in a separate plan coordinated by the 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. 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 progress in these matters is reported each year to the University Council via the Equity Reference Group, and in an annual report to the 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 Indigenous Australian Employment and Career Development Strategy, was officially launched in 1996. Wingara (an Eora word meaning 'to think') aims to increase employment opportunities for Aboriginal and Torres Strait Islander people at UTS. It also provides professional 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.

The reconciliation statement is available at:

www.gsu.uts.edu.au/policies/reconciliation.html

People with disabilities

The UTS disability action plan (DAP) reflects the University's commitment to eliminating discrimination against people with disabilities. The DAP was first adopted in 1997 in accordance with the *Disability Discrimination Act 1992* and was renewed in 2003 and 2009. 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 outlining its support for and celebration of the racial-ethnic diversity of the UTS community. Diversity is valued for its potential to benefit UTS through enhanced understandings, improvements in teaching practices, better provision of services and increased international competitiveness.

Women

Strategies to improve women's representation at all levels of the University 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. UTS has been an EOWA employer of choice for women since 2001.

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 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.

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
email equity.diversity.unit@uts.edu.au
www.equity.uts.edu.au

ENVIRONMENT, HEALTH, SAFETY AND SECURITY

The University is committed to providing a safe and healthy workplace for students, staff, contractors 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 steps taken to protect health and safety and not wilfully place at risk the health, safety or wellbeing of others.

Emergency procedures

To report emergencies to security, dial '6' from any internal telephone or 1800 249 559 (freecall, 24 hours).

Let the security officer know:

- the nature of the problem (e.g. fire, medical emergency, assault)
- the location, and
- name and telephone extension.

See the emergency procedures posters near lifts for details on evacuation procedures. See also the 'escape from UTS' evacuation video at:

www.fmu.uts.edu.au/emergency

Hazards and risks

Report hazards to a staff member or security officer.

To report a serious hazard, contact security immediately by dialling '6' from any internal telephone or 1800 249 559 (freecall, 24 hours).

Safe work practices

Always follow safe work practices, including wearing any personal protective equipment (e.g. gloves, safety glasses, protective mask, etc.). Ask for help if unsure about how to use a piece of equipment or undertake a task, particularly before carrying out new or unfamiliar work.

Accident/incident reporting

Report any accident or incident to a staff member or security officer and then complete an accident/incident report form available from:

www.ehs.uts.edu.au/forms

If the accident is serious, contact security immediately by dialling '6' from any internal telephone or 1800 249 559 (freecall, 24 hours).

First aid

The name, location and phone number of first aid officers are available from first aid posters in work or study areas and at:

www.fao.uts.edu.au

If a first aid officer cannot be located, contact security by dialling '6' from any internal telephone or 1800 249 559 (freecall, 24 hours).

Security systems

All buildings are accessible by a Personal Identification Number (PIN). PINs are not transferable and must not be misused.

Smoking

Smoking is not permitted inside any building on any University campus, or in any University vehicle. This ban is legally enforceable. Dispose of cigarette butts in the bins provided outside University buildings.

Recycling

UTS has facilities for recycling paper, cardboard, glass and aluminium.

Lost and found

The security office on 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 become the property of the finder if unclaimed. Report lost items to:

email lostnfound@uts.edu.au

Inquiries

Environment, Health and Safety

telephone +61 2 9514 1062
email ehs.branch@uts.edu.au
www.ehs.uts.edu.au

Security

telephone 6 (from any internal telephone)
or 1800 249 559 (freecall within Australia, 24 hours)
www.fmu.uts.edu.au/security

City campus, Broadway

telephone +61 2 9514 1192
email security.general@uts.edu.au

City campus, Haymarket

telephone +61 2 9514 3399
email security.haymarket@uts.edu.au

Kuring-gai campus

telephone +61 2 9514 5551
email security.kuring-gai@uts.edu.au

FACILITIES HIRE

UTS Commercial manages a wide variety of facilities that are available for hire by external clients, faculties and other internal groups for purposes such as conferences, seminars, workshops, launches and private functions. Facilities are available at both City and Kuring-gai campuses.

Inquiries

City and Kuring-gai campuses

UTS Commercial
telephone +61 2 9514 7483
or +61 2 9514 4684
or +61 2 9514 4011
fax +61 2 9514 2887
email 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

TRANSPORT

Parking

The Vice-Chancellor's Operational Directive regarding UTS parking applies to all staff, students and visitors. The directive is available at:

www.gsu.uts.edu.au/policies/parking.html

Students with special needs should contact the special needs service.

email special.needs@uts.edu.au
www.ssu.uts.edu.au/sneeds

Staff should contact the Equity and Diversity Unit.

email equity.diversity.unit@uts.edu.au
www.equity.uts.edu.au

Bicycle storage

Bicycle racks are located outside major buildings, such as those at the Alumni Green, City campus, and in the courtyard of B Block, Haymarket campus, and are often covered by a security camera. Bicycle parking is not permitted in front of the Tower Building (CB01).

Campus shuttle bus

The University operates a number of shuttle bus services. Timetables are available at:

www.uts.edu.au/about/mapsdirections/shuttle.html

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. 2SER has been broadcasting across the Sydney metropolitan area, reaching as far as the Blue Mountains and Wollongong, since 1 October 1979.

2SER's charter is based on a commitment to social justice, lifelong learning, an independent media and the use of radio as a creative medium.

Both UTS and Macquarie University contribute an annual grant to 2SER. The station also relies upon revenue raised via programming, sponsorship, fundraising events and subscription.

In addition to a small team of paid staff, around 200 volunteers (including UTS staff and students) are involved in producing and presenting around 100 programs each week. 2SER features many music, arts and current affairs programs, as well as community-based, non-English language programs on Sundays.

2SER provides training courses for its volunteers which cover all facets of program-making and certificate-level courses via its radio school. Students are welcome to visit the studios on level 26 of the Tower Building, Broadway.

Inquiries

CB01.26, City campus
telephone +61 2 9514 9514
fax +61 2 9514 9599
email info@2ser.com
www.2ser.com

STUDENTS' ASSOCIATION

The Students' Association works to represent the needs and interests of students while at University. The Students' Representative Council (SRC) is a group of elected students who enact, direct and coordinate the work of the association. All students can stand for election to the SRC and vote in the annual elections.

The association offers a range of services including academic representation and advocacy. The association also researches important issues in the tertiary sector to keep abreast of issues affecting students. Other services include a peer tutoring program where students can get help from others who have successfully completed their subjects and a second-hand bookshop where students can buy and sell used textbooks.

The association also supports a number of specialised collective groups who deal with particular issues that may be current. These collectives organise awareness-raising campaigns, hold forums, produce publications, run workshops and organise actions.

Students may support the activities of the association by subscribing to the Students' Association membership program which provides both on and off campus benefits and guarantees the voice of all students remains represented at UTS.

Inquiries

City campus

CB01.3
telephone +61 2 9514 1155

Second-hand bookshop

CB01.3
telephone +61 2 9514 7788
<http://2bb.uts.edu.au>

Kuring-gai campus

KG02.4
telephone +61 2 9514 1155
www.sa.uts.edu.au

STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE

There are a number of ways students can participate in the governance of the University.

Council

There are two elected student members of Council, one undergraduate and one postgraduate student, each with a two-year term of office. The following existing Council groups have at least one student member: Student/Council Liaison Group and Equity Reference Group.

Council is scheduled to meet six times in 2009. Most of its committees meet four to 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 one postgraduate research student of the University. Student membership on the Academic Board is for a one-year term.

The Academic Board is scheduled to meet six times in 2009.

Faculty boards

Each of the seven 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.

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 beverage services, lounges and recreational areas, comprehensive social and cultural programs, sports facilities and programs and retail outlets.

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 the new board term of office commences on 7 October. The union employs a staff of about 200, headed by the CEO.

Fees

The then Coalition Government passed Voluntary Student Unionism (VSU) legislation (*Higher Education Support Amendment (Abolition of Compulsory Up-front Student Union Fees) Act 2005*) in December 2005. The legislation prohibits a higher education provider requiring a student to become a member of a student union or to pay a compulsory student union and amenities fee. As a result, the UTS Union has introduced the advantage program, a voluntary member benefits and discount program that is offered to all UTS students, staff and alumni. The membership fees collected via this program go towards helping the union continue to provide community services and facilities on campus. In November 2008, the Federal Labor Government announced its intention to amend the VSU legislation. At the time of writing the government is yet to announce the full details of the amendments.

Catering

The union operates eat-in and takeaway food and beverage services on all campuses. Franchised food outlets also offer a variety of international cuisines. The Loft and Glasshouse bars, as well as the union centres, are popular venues on campus for entertainment including live music, special promotions and happy hours. Advantage program members receive 15 per cent off at union catering outlets and bars.

Functions catering service

The Gallery Functions Centre caters 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. Advantage program members receive 15 per cent off selected art and stationery supplies at union shops.

Activities

The union arranges the social and cultural programs at UTS. These include semester parties, weekly live music, barbecues, skills development courses, a Ticketmaster outlet for arts, music and cultural events across Sydney and trivia nights. Advantage program members receive a minimum \$5 off union event tickets purchased.

telephone +61 2 9514 1140

Clubs and societies

The union assists more than 90 social and sporting clubs and societies that offer UTS students opportunities to build networks, develop professional skills and pursue new interests.

Sport

Fitness Centre

The UTS Fitness Centre at Broadway is part of union and features state-of-the-art exercise equipment, a cardio theatre, weight training, martial arts programs, exercise classes and fully-qualified staff. An outdoor basketball court is also available.

The fitness centre is located on the lower ground floor of Building 4 in the Harris Street wing. Advantage program members receive 20 per cent off three- and six-month memberships.

telephone +61 2 9514 2444

www.utsfitness.com.au

Sport and recreation

The UTS Union Sports Office, located next to the UTS Fitness Centre at Broadway, runs more than 30 sports and recreation clubs, as well as organising trips and adventures including day trips to popular tourist attractions across Sydney, hang-gliding and kayaking. Advantage program members receive 20 per cent off a wide range of trips.

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.

telephone +61 2 9514 2444

Intervarsities and interfaculty sports

The sports office sponsors UTS teams competing in state and national intervarsity meetings and organises numerous interfaculty competitions within the University.

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.

telephone +61 2 9797 9523

www.utshaberfieldclub.com.au

Financial assistance and grants

The union provides financial assistance to the UTS child care centres, University and faculty events, including orientation, information days and advisory days. The union also offers sports scholarships and a wide range of grants for sporting, social and cultural purposes.

Publications

The union produces many publications including a fortnightly magazine and 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. The union's website and e-newsletter also offer all the latest news about what's on campus.

Inquiries

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UTS GALLERY AND ART COLLECTION

The UTS Gallery is a dedicated public gallery located on level 4 of the Peter Johnson Building (Building 6, City campus), 702 Harris Street, Ultimo. Refurbished in 2008, the gallery presents an annual exhibition program across a broad range of media, by professional practitioners from Australia and overseas — incorporating curated, solo and collaborative projects. The gallery is committed to presenting innovative work by artists, designers and architects with a focus on critical practices that reflect and engage with contemporary issues.

Exhibitions related to contemporary art, fashion design, architecture and science feature in 2009. A series of public programs and publications will be produced, furthering the gallery's contribution to the cultural life and educational mission of UTS.

The UTS Art Collection performs a key role in the University community and the wider public, creating the opportunity to appreciate and interact with significant works of art. The collection comprises a diverse range of paintings, prints, photographs and sculptures primarily by late 20th century and contemporary Australian artists. The works are displayed in public spaces and rotated throughout University campuses.

The art collection accepts donations and gifts under the Australian Government's Cultural Gifts Program. The collection's publication, 'Points of View', is available upon request.

The UTS Gallery is available for functions and special events.

Inquiries

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UTS ARCHIVES — UNIVERSITY RECORDS

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, the School of Design of the Sydney College of the Arts, and the Acupuncture Colleges Australia. 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. Members of the public who wish to access the archives need to apply to the coordinator, University Records (access to the archives by members of the public is by appointment only).

Inquiries

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