## 2 STUDENT INFORMATION AND SERVICES

<table>
<thead>
<tr>
<th>Student administration information</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student inquiries</td>
<td>40</td>
</tr>
<tr>
<td>Student Info &amp; Admin Centre</td>
<td>40</td>
</tr>
<tr>
<td>International Office</td>
<td>40</td>
</tr>
<tr>
<td>University Graduate School</td>
<td>40</td>
</tr>
<tr>
<td>Faculty student offices</td>
<td>40</td>
</tr>
<tr>
<td>Student Administration Unit</td>
<td>41</td>
</tr>
<tr>
<td>Student Info &amp; Admin Centre</td>
<td>41</td>
</tr>
<tr>
<td>Application requirements</td>
<td>41</td>
</tr>
<tr>
<td>Eligibility for admission</td>
<td>41</td>
</tr>
<tr>
<td>Admission with advanced standing,</td>
<td>42</td>
</tr>
<tr>
<td>subject exemption, credit transfer</td>
<td>42</td>
</tr>
<tr>
<td>Cross-institutional and non-award</td>
<td>42</td>
</tr>
<tr>
<td>study</td>
<td>42</td>
</tr>
<tr>
<td>Educational access and assistance</td>
<td>42</td>
</tr>
<tr>
<td>schemes</td>
<td>42</td>
</tr>
<tr>
<td>Enrolment</td>
<td>42</td>
</tr>
<tr>
<td>Deferment</td>
<td>43</td>
</tr>
<tr>
<td>Payment of fees and charges</td>
<td>43</td>
</tr>
<tr>
<td>Payment Allocation Schedule</td>
<td>43</td>
</tr>
<tr>
<td>Refund of fees</td>
<td>43</td>
</tr>
<tr>
<td>Remissions</td>
<td>44</td>
</tr>
<tr>
<td>Student service fees and charges</td>
<td>44</td>
</tr>
<tr>
<td>Academic attendance and progression</td>
<td>45</td>
</tr>
<tr>
<td>Awards and graduation</td>
<td>45</td>
</tr>
<tr>
<td>University Graduate School</td>
<td>46</td>
</tr>
<tr>
<td>Advice to students on UTS rules and</td>
<td>47</td>
</tr>
<tr>
<td>policies</td>
<td>47</td>
</tr>
<tr>
<td>What students need to know</td>
<td>47</td>
</tr>
<tr>
<td>Rules relating to students</td>
<td>47</td>
</tr>
<tr>
<td>Policies particularly relevant to</td>
<td>48</td>
</tr>
<tr>
<td>students</td>
<td>48</td>
</tr>
<tr>
<td>Key information sources</td>
<td>48</td>
</tr>
<tr>
<td>Advice for students</td>
<td>48</td>
</tr>
<tr>
<td>Useful online addresses</td>
<td>48</td>
</tr>
</tbody>
</table>

## Services for students

<table>
<thead>
<tr>
<th>Services for students</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University Library</td>
<td></td>
</tr>
<tr>
<td>Inquiries</td>
<td>48</td>
</tr>
<tr>
<td>Services</td>
<td>48</td>
</tr>
<tr>
<td>Resources</td>
<td>49</td>
</tr>
<tr>
<td>IT Services at UTS</td>
<td>50</td>
</tr>
<tr>
<td>Services</td>
<td>50</td>
</tr>
<tr>
<td>General access computer</td>
<td>50</td>
</tr>
<tr>
<td>laboratories</td>
<td>50</td>
</tr>
<tr>
<td>IT Support Centres</td>
<td>50</td>
</tr>
<tr>
<td>Student Services</td>
<td>50</td>
</tr>
<tr>
<td>Careers Service</td>
<td>50</td>
</tr>
<tr>
<td>Counselling</td>
<td>50</td>
</tr>
<tr>
<td>Financial assistance</td>
<td>51</td>
</tr>
<tr>
<td>Health</td>
<td>51</td>
</tr>
<tr>
<td>Housing</td>
<td>51</td>
</tr>
<tr>
<td>Orientation</td>
<td>51</td>
</tr>
<tr>
<td>Peer Network Program</td>
<td>51</td>
</tr>
<tr>
<td>Special Needs Service</td>
<td>51</td>
</tr>
<tr>
<td>Academic Liaison Officers</td>
<td>51</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>51</td>
</tr>
</tbody>
</table>

## Support for student learning

<table>
<thead>
<tr>
<th>Support for student learning</th>
<th>52</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELL Program</td>
<td>52</td>
</tr>
<tr>
<td>Chemistry Learning Resources</td>
<td>52</td>
</tr>
<tr>
<td>Centre</td>
<td>52</td>
</tr>
<tr>
<td>Child care</td>
<td>52</td>
</tr>
<tr>
<td>ELSSA Centre</td>
<td>53</td>
</tr>
<tr>
<td>Equity and Diversity at UTS</td>
<td>53</td>
</tr>
<tr>
<td>Students</td>
<td>53</td>
</tr>
<tr>
<td>Staff</td>
<td>54</td>
</tr>
<tr>
<td>Aboriginal and Torres Strait</td>
<td>54</td>
</tr>
<tr>
<td>Islander people</td>
<td>54</td>
</tr>
<tr>
<td>People with disabilities</td>
<td>54</td>
</tr>
<tr>
<td>People with a language</td>
<td>54</td>
</tr>
<tr>
<td>background other than English</td>
<td>54</td>
</tr>
<tr>
<td>Women</td>
<td>54</td>
</tr>
<tr>
<td>Grievances</td>
<td>54</td>
</tr>
<tr>
<td>Jumbunna Indigenous House of</td>
<td>54</td>
</tr>
<tr>
<td>Learning – Student Support</td>
<td>54</td>
</tr>
<tr>
<td>Unit</td>
<td>54</td>
</tr>
<tr>
<td>Mathematics and ICT Study</td>
<td>55</td>
</tr>
<tr>
<td>Centre</td>
<td>55</td>
</tr>
<tr>
<td>Parking at UTS</td>
<td>55</td>
</tr>
<tr>
<td>Physics Learning Centre</td>
<td>55</td>
</tr>
<tr>
<td>Student Ombud</td>
<td>55</td>
</tr>
<tr>
<td>Students with disabilities</td>
<td>56</td>
</tr>
<tr>
<td>Workplace learning and</td>
<td>56</td>
</tr>
<tr>
<td>fieldwork requirements</td>
<td>56</td>
</tr>
<tr>
<td>Students’ Association</td>
<td>56</td>
</tr>
<tr>
<td>Services and locations</td>
<td>56</td>
</tr>
<tr>
<td>UTS Union</td>
<td>57</td>
</tr>
<tr>
<td>Management</td>
<td>57</td>
</tr>
<tr>
<td>Fees</td>
<td>57</td>
</tr>
<tr>
<td>Catering</td>
<td>57</td>
</tr>
<tr>
<td>Retail shops</td>
<td>57</td>
</tr>
<tr>
<td>Activities</td>
<td>57</td>
</tr>
<tr>
<td>Publications</td>
<td>57</td>
</tr>
<tr>
<td>Sport</td>
<td>57</td>
</tr>
<tr>
<td>Financial assistance and</td>
<td>57</td>
</tr>
<tr>
<td>grants</td>
<td>57</td>
</tr>
</tbody>
</table>

## Financial assistance

<table>
<thead>
<tr>
<th>Financial assistance</th>
<th>58</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher education</td>
<td>58</td>
</tr>
<tr>
<td>reforms</td>
<td>58</td>
</tr>
<tr>
<td>HECS-HELP</td>
<td>58</td>
</tr>
<tr>
<td>FEE-HELP</td>
<td>58</td>
</tr>
<tr>
<td>OS-HELP</td>
<td>58</td>
</tr>
<tr>
<td>Commonwealth Learning</td>
<td>58</td>
</tr>
<tr>
<td>Scholarships</td>
<td>58</td>
</tr>
<tr>
<td>Educational Access</td>
<td>58</td>
</tr>
<tr>
<td>Scholarships</td>
<td>58</td>
</tr>
<tr>
<td>Youth Allowance/Austudy</td>
<td>58</td>
</tr>
<tr>
<td>Abstudy</td>
<td>59</td>
</tr>
<tr>
<td>UTS Student Loan Fund</td>
<td>59</td>
</tr>
<tr>
<td>and Grants Scheme</td>
<td>59</td>
</tr>
<tr>
<td>Postgraduate assistance</td>
<td>59</td>
</tr>
</tbody>
</table>
STUDENT ADMINISTRATION INFORMATION

STUDENT INQUIRIES

Student Info & Admin Centre
City campus
CB01.4 (Foyer, Tower Building)
Kuring-gai campus
KG01.6 (Level 6, main building)

Postal address
Student Info & Admin Centre
University of Technology, Sydney
PO Box 123
Broadway NSW 2007
telephone +61 2 9514 1222
fax +61 2 9514 1200
eemail via https://servicedesk.uts.edu.au
http://www.sau.uts.edu.au

International Office
CB01.3 (Level 3, Tower Building)
City campus
telephone +61 2 9514 1531
1800 774 816 (within Australia)
+61 3 9627 4816 (overseas)
email international@uts.edu.au
http://www.uts.edu.au/international/io
CRICOS Provider Code 00099F

University Graduate School
CB10.6
City campus
telephone +61 2 9514 1336
email ugs@uts.edu.au
http://www.gradschool.uts.edu.au

Faculty student offices

Faculty of Business
Undergraduate inquiries
City campus (Haymarket)
CM05C.1.02
Quay Street, Haymarket
telephone +61 2 9514 3500
fax +61 2 9514 3654

Kuring-gai campus (Lindfield)
KG01.5.46
Eton Road, Lindfield
telephone +61 2 9514 5355
fax +61 2 9514 5398
eemail undergraduate.business@uts.edu.au

Postgraduate inquiries
Graduate Student Office
CM05B.5.25
Quay Street, Haymarket
telephone +61 2 9514 3660
fax +61 2 9514 3554
eemail graduate.business@uts.edu.au
http://www.business.uts.edu.au/gsb

Offshore inquiries
Offshore Programs Office
CM05C.04.18
Quay Street, Haymarket
telephone +61 2 9514 3746
fax +61 2 9514 3963
eemail graduate.business@uts.edu.au

Faculty of Design, Architecture and Building
CB06.5
City campus
telephone +61 2 9514 8913
eemail dab.info@uts.edu.au
http://www.dab.uts.edu.au

Faculty of Education
CB10.05.430
City campus
telephone +61 2 9514 3900
KG02.3.33
Kuring-gai campus
telephone +61 2 9514 5621
eemail education@uts.edu.au
http://www.education.uts.edu.au

Faculty of Engineering
CB02.4.16
City campus
telephone +61 2 9514 2666
eemail engineering@uts.edu.au
http://www.eng.uts.edu.au

Faculty of Humanities and Social Sciences
Faculty Student Centre
CB10.3.510
City campus
telephone +61 2 9514 2300
eemail hss.studentcentre@uts.edu.au

Faculty Research Office
CB02.7.075
City campus
telephone +61 2 9514 1959
eemail hss.research.degrees@uts.edu.au

Faculty of Information Technology
Faculty Student Centre
CB10.3.510
City campus
telephone +61 2 9514 1803
eemail info@it.uts.edu.au
http://it.uts.edu.au

Faculty of Law
CM05B.3.03
City campus, Haymarket
telephone +61 2 9514 3444
eemail info@law.uts.edu.au
http://www.law.uts.edu.au

Faculty of Nursing, Midwifery and Health
KG05.3.97
Kuring-gai campus
telephone +61 2 9514 5021 or +61 2 9514 4911
eemail nmh@uts.edu.au
http://www.nmh.uts.edu.au
Applicants for most undergraduate and some postgraduate courses are processed through the Universities Admissions Centre (UAC). The UAC Guide, including application forms, is available from participating newsagents and from UAC and the UAC website (http://www.uac.edu.au). On-time applications close in the last week of September each year.

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

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

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

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


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

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

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

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

Note: Students in Teacher Education and Nursing, Midwifery and Health who are required to complete clinical or teaching placements must undergo criminal records checks before placements (see note on NSW Child Protection Legislation in Chapter 14 of this Calendar).
Admission with advanced standing, subject exemption, credit transfer or recognised prior learning
Applicants who receive an offer of enrolment from UTS and have previously completed appropriate subjects at recognised tertiary education institutions or Australian technical colleges may apply for subject exemptions in their offered UTS course. UTS also recognises that credit may be awarded to other forms of recognised prior learning (RPL) in cases where work experience, life experience or courses undertaken outside the university or TAFE systems are related to assessable components of a UTS course. In some cases, offers with recognised credit transfer will be made. Admission with advanced standing, subject exemption or credit transfer may be approved by a faculty, subject to the provisions in the Rules of the University and the Recognition of Prior Learning Policy adopted by UTS (published in Chapter 14 of this Calendar).

Cross-institutional and non-award study

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

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

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

Closing dates apply and further details on cross-institutional and non-award study are available from the Student Info & Admin Centre and online at: http://www.sau.uts.edu.au/admissions/non_award.html

Educational access and assistance schemes

inUTS Educational Access Scheme
The inUTS Educational Access Scheme is designed to assist UTS undergraduate applicants who have academic potential and whose education has been disadvantaged over a substantial period of time by circumstances beyond their control. Such disadvantages may include:
- disrupted schooling
- severe family disruption
- excessive family responsibilities
- English language difficulty
- attending a disadvantaged or rural/isolated school
- financial hardship
- adverse study conditions
- personal illness or disability.

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

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

Inquiries
For further information on this scheme or on student equity and access matters, contact:
Equity and Diversity Unit
CB01.17.22, City campus
telephone +61 2 9514 1084
fax +61 2 9514 1883
http://www.equity.uts.edu.au/students/inputs.html

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

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

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

Inquiries
For further information regarding Jumbunna IHL and the Admission Scheme for Aboriginal and Torres Strait Islander students, contact:
Jumbunna Indigenous House of Learning
CB01.17, City campus
telephone +61 2 9514 1902 or
toll free 1800 064 312
fax +61 2 9514 1894

Special admissions
The following special admission schemes are also available to eligible students:
- Special Needs – Educational Disadvantage
- Special Admission – Refugees
- Special Admission – Elite Athletes and/or Performers.

Inquiries
For further information on special admission schemes, see the alternative entry to UTS website at: http://www.uts.edu.au/study/alternative.html

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

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

Continuing students are required to re-enrol annually. These students are now able to enrol online during Spring semester. Information about enrolment, subject registration and available electives is made available to all continuing students.
students in September/October. Continuing students who enrol in subjects in September/October for the following year will need to check, after the release of examination results, that subject prerequisites have been satisfied and if necessary adjust their program accordingly.

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

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

Students should be aware that it is their responsibility to ensure:
- that their personal details are correct and that the University is informed of any changes as they occur
- that their enrolment details are correct and that their subject choices can be credited toward the award in which enrolled.

**Deferment**

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

All students must reapply as directed upon completion of their approved deferment period. Deferment of enrolment in postgraduate courses at UTS is not permitted.

**Payment of fees and charges**

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

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

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

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

Further information about fees is available online at:

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

**Commonwealth supported students**

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

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

**Domestic award fee-paying students**

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

- **Undergraduate fees**

- **Postgraduate fees**

Tuition fees are reviewed annually.

**International students**

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

The International Fees Schedule is published online at:


**Payment Allocation Schedule**

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


**Refund of fees**

**Course and student service fees and charges**

Service fees will apply in Autumn semester 2006. Fees and charges may be refunded or cancelled only in special circumstances. Students who formally withdraw completely from their Study Plans, or take leave of absence, and who apply before the census date in each semester or session, may be eligible for a refund of all or part of any tuition fees and student service fees already paid for that semester. Variation of study programs or other actions requested after the census date in each semester will not be allowed without forfeit of related fees already paid. These are not normally refunded.

The refund policy is published online at:


**International students**

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


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

**Footnote:**

1 Voluntary Student Unionism (VSUI) legislation will take effect from July 2006 and student service fees will be phased out.
Remissions
Students who enrolled in a subject, did not withdraw before the census date and were unable to successfully complete the subject due to special circumstances may apply to have a:

- remission of HECS-HELP balance
- remission of FEE-HELP balance
- recredit of Student Learning Entitlements (SLE) where applicable
- refund of up-front student contribution payments.
Further information and application forms are available online at:

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

Student service fee components
UTS Union Fee $139.00
Students' Association Fee $35.00
Student Accommodation Levy $34.00

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

To apply for service fee exemption students must complete the application form available from the Student Info & Admin Centre or online at:
http://www.sau.uts.edu.au/forms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Applying for exemption
To apply for service fee exemption students must complete the application form available from the Student Info & Admin Centre, or online at:
http://www.sau.uts.edu.au/forms

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

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

Course and subject variation

Students wishing to add or delete subjects must apply online via My Student Admin at:
http://www.uts.edu.au/onestop/studentadmin

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

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

Formal examinations and results

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

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

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

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

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

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

Applications must be lodged online at:

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.

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

All students are advised to carefully read the Rules to understand the regulations concerning examinations (Section 9). The Rules are published in Chapter 11 of this Calendar, and online at:
http://www.gsu.uts.edu.au/rules

Review of assessment results

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

Progression, academic caution and exclusion

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

Readmission after exclusion

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

Postgraduate research discontinuation of registration

Students at Master’s or Doctoral level may have their registration discontinued for unsatisfactory progress. Full details and the appeal regulations are given in the Rules, published in Chapter 11 of this Calendar, and online at:
http://www.gsu.uts.edu.au/rules

Awards and graduation

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

To be eligible to graduate, students must achieve a course status of ‘passed’ by one of the following dates:
- 23 February for April ceremonies at Kuring-gai campus
- 17 March for May ceremonies at City campus
- 9 August for September ceremonies at City campus.

Students can check their status online via My Student Admin at:
http://www.uts.edu.au/onestop/studentadmin
Details of online registration are sent to potential graduands approximately six weeks before the ceremonies. Further details (including details of mid-year international ceremonies held in Hong Kong and Kuala Lumpur) are published on the UTS Graduations website at: http://www.gsu.uts.edu.au/graduation

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

All diplomates and graduates to the level of Master’s wear black gowns in the traditional Cambridge style. Diplomates are denoted by a tucked sash of faculty colour on the outside, lined with cream and finished with a tassel of faculty colour.

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

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

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

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

The faculty colours are:

**Business**  
Eau de Nil, PMS 5483

**Design, Architecture and Building**  
Chartreuse, PMS 437

**Education**  
Jade, PMS 327

**Engineering**  
Scarlet, PMS 186

**Humanities and Social Sciences**  
Uluru, PMS 1675

**Law**  
Amethyst, PMS 2735

**Information Technology**  
Electric Blue, PMS 3015

**Nursing, Midwifery and Health**  
Fuchsia, PMS 247

**Science**  
Wattle Yellow, PMS 123

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

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

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

The Higher Doctorate gown is red with gold silk facings and collar. It is worn with a black velvet soft bonnet with gold cord and tassel.

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

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

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

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

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

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

Inquiries  
Graduations  
Governance Support Unit  
CB01.26  
City campus  
telephone +61 2 9514 1329  
fax +61 2 9514 1232  
email graduations.gsu@uts.edu.au  
http://www.gsu.uts.edu.au/graduations

UNIVERSITY GRADUATE SCHOOL

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

The University Graduate School provides:

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

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

Inquiries  
University Graduate School  
CB10.6, City campus  
telephone +61 2 9514 1336  
fax +61 2 9514 1588  
email ugs@uts.edu.au  
http://www.gradschool.uts.edu.au
ADVICE TO STUDENTS ON UTS RULES AND POLICIES

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

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

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

What students need to know

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

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

Useful principles

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

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

Rules relating to students

All students should read and understand the Rules of the University, published in Chapter 11 of this Calendar, and online at:
http://www.gsu.uts.edu.au/rules

Breaching the rules

Some of the consequences of breaching UTS rules include:

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

Policies particularly relevant to students

• Student Charter
• Admissions Policy
• Acceptable Use of Information Technology Facilities
• Advice to Students on Good Academic Practice
• Assessment Procedures
• Disclosure of Assessment Results
• Environmental Health and Safety Policy
• Information Technology Security Policy
• Policy for Handling Student Complaints
• Policy on Management and Protection of Personal Student Information
• Policy on the Prevention of Harassment
• UTS Email Policy
• UTS Fieldwork Guidelines
• UTS Staff Code of Conduct.

Some of these policies or notes about them are published in Chapter 14 of this Calendar, and these and other policies are published online at:
http://www.gsu.uts.edu.au/policies

Using student ID

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

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

Students must not share their computer password with anyone else.

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

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

Using UTS property

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

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

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

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

Seeking special treatment

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

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

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

Submitting academic work

All students must respect other people’s work and avoid plagiarism. Plagiarism occurs when a student copies other people’s work. This includes unreferenced copying, paraphrasing or summarising from any source.
(for example, any document, audiovisual material, computer-based material or artistic piece). Plagiarism is cheating.

If using other people’s work in assignments, students must make sure it is not presented as their own work by giving a clear reference to the work and its author. This includes work done by fellow students, published and unpublished material, computer data, etc. The faculties can advise their students on guidelines for the preparation of assignments. Further information on referencing is available online at:
http://www.bell.uts.edu.au/referencing
Students will face UTS disciplinary penalties if they plagiarise from any source or cheat in any other way.

**Key information sources**
The key online sources of Rules and policies are:
- Rules of the University
- Policies of the University

**Advice for students**
Students can obtain advice on Rules and policies from many sources, including:
- faculty student information offices
- Student Info & Admin Centre
  telephone +61 2 9514 1222
- Counselling Service
  telephone +61 2 9514 1177
- Student Discipline and Appeals
  telephone +61 2 9514 7882
- Students’ Association
  telephone +61 2 9514 1155.

**Useful online addresses**
Environment, Health and Safety
http://www.hru.uts.edu.au/ehs
Equity and Diversity Unit
http://www.equity.uts.edu.au
Information Technology Division
http://www.itd.uts.edu.au
Student Administration Unit
http://www.sau.uts.edu.au
Student Help Web
http://www.studenthelp.uts.edu.au
Student Services Unit
http://www.uts.edu.au/div/ssu
UTS: Handbook
http://www.handbook.uts.edu.au
UTS Legislation, Rules and Policies
http://www.gsu.uts.edu.au/lrp.html
UTS Students’ Association
http://www.sa.uts.edu.au
UTS Union
http://www.utsunion.uts.edu.au
UTS Webmail
http://www.uts.edu.au/email
UTS website
http://www.uts.edu.au

**SERVICES FOR STUDENTS**

**THE UNIVERSITY LIBRARY**
The University Library supports the teaching, learning and research needs of UTS staff and students. The Library provides a high-quality, client-centred service relevant to the information resource needs of the UTS community, is innovative in its use of resources and technology and is a vibrant and dynamic organisation. It aims to empower users to become information literate, independent and self-sufficient.

Services are provided to the UTS community in two campus libraries, at other key locations around the campus and to remote users. The University Library’s website provides access to and information about the Library’s services and resources, at:
http://www.lib.uts.edu.au

**Inquiries**
Fides Datu Lawton
University Librarian (Acting)
telephone +61 2 9514 3332
email Fides.Lawton@uts.edu.au

**Services**

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

The Library’s Information Skills program is designed to develop the UTS community’s information and research skills, and includes training in database and Internet searching, and bibliographic management software.
http://www.lib.uts.edu.au/information
Training is conducted in the campus libraries, and online at:
*Information skills training*
http://www.lib.uts.edu.au/information/training

*Online tutorials*
http://www.lib.uts.edu.au/online_tutorials

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

*UTS BELL Program*
http://www.bell.uts.edu.au

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

Inquiries

General

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

Information Services

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

Daphne Freeder
Business Librarian
telephone +61 2 9514 3342
e-mail Daphne.Freeder@uts.edu.au

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

Christian Langeveldt
Education Librarian
telephone +61 2 9514 3397
e-mail Christian.Langeveldt@uts.edu.au

Janet Chelliah
Engineering Librarian
telephone +61 2 9514 3311
e-mail Janet.Chelliah@uts.edu.au

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

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

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

Vacant
Law Librarian
telephone +61 2 9514 3341

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

Steven Byrnes
Science Librarian
telephone +61 2 9514 3316
e-mail Steven.Byrnes@uts.edu.au

Resources

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

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

- the University Library’s online catalogue
- bibliographic and citation databases
- more than 16,000 full-text journals (unique titles)
- more than 70,000 electronic books, including 40,000 Chinese books
- image databases
- UTS exam papers, lecture notes and prescribed reading
- links to other Australian and overseas library catalogues
- links to a wealth of information resources available on the Internet.

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

Inquiries

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

Public program

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

http://www.lib.uts.edu.au/markets_forum

Campus libraries

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

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

Blake Library (City campus)

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

Baya Ng’ara Nura

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

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

The International Cultural and News Centre (ICNC)

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

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

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

Inquiries
For general inquiries, loans, renewals and opening hours, telephone +61 2 9514 3666. Opening hours are also posted in the libraries and on the website at: http://www.lib.uts.edu.au

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

Services
ITD provides the following services:
- computing resources and consulting to academic staff, support staff and students, both centrally and in computing laboratories located at various campuses
- provision and support of systems to meet the administrative needs of the University
- design, implementation and performance of data and voice telecommunication networks, including the University connection to the Internet
- design, installation and management of audiovisual presentation systems for teaching and learning
- support of desktop computing technology for academic and administrative staff and support to academic staff using lecture theatre and classroom facilities
- management and provision of desktop computing education programs and facilities for staff
- operation of a help desk for user inquiries and problems
- operation of support centres for academic and student assistance
- initiating and assisting in the introduction of new technology to UTS
- purchasing of computing equipment and software
- provision and support of systems to meet the flexible learning needs of students
- audiovisual classroom and event services
- printing services, incorporating the Resource Centre, providing comprehensive general, online, on-demand digital printing and imaging, large-format and colour printing, high-volume photocopying, thesis binding, CD duplication and supply and management of multifunctional devices
- webmail and website hosting services
- management and supply of audiovisual equipment for teaching and event services, and
- photographic, video and DVD production and duplication.

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

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

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

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

To search the IT Support Centre knowledge base, or to log a request, go to: https://servicedesk.uts.edu.au

For general information about the services provided by the Information Technology Division, go to: http://www.itd.uts.edu.au

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

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

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

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

Learning skills counselling

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

Financial assistance

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

Health

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

Housing

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

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

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

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

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

Orientation

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

For more information, see:

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

Peer Network Program

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

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

Special Needs Service

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

Academic Liaison Officers

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

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

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


Chaplaincy

The Chaplaincy is coordinated through Student Services. Visiting Chaplains and Worship Rooms are available to students. Chaplains represent different Christian denominations as well as Judaism, Judaism, Bahá’í and Islam.

For further information, see the Chaplaincy website at:

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

Inquiries

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

City campus

Careers Service

C01.3.07, City campus
telephone +61 2 9514 1471
fax +61 2 9514 1474
email careers@uts.edu.au

Counselling, Financial Assistance, Special Needs

Student Services Unit
C01.6, City campus
telephone +61 2 9514 1177
fax +61 2 9514 1172
TTY +61 2 9514 1164
**Support for student learning**

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

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

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

**Inquiries**
Rosemary Ward
telephone +61 2 9514 1729
fax +61 2 9514 1460
email Rosemary.Ward@uts.edu.au

**Child care**

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

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

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

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

**City campus**

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

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

**Kuring-gai campus**

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

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

Inquiries

City campus

Magic Pudding Child Care Centre
Corner of Mary Ann and McKee Streets, Ultimo
telephone +61 2 8289 8400
Blackfriars Children’s Centre
Buckland Street, Chippendale
telephone +61 2 9514 2960

Kuring-gai campus

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

ELSSA CENTRE

ELSSA, the UTS centre for academic and professional English, provides free programs to UTS students and staff. These include Summer and Winter vacation programs as well as semester programs, non-credit classes, and elective subjects for credit. The Centre runs day and evening courses for both undergraduate and postgraduate students on academic English, writing, speaking, seminar presentation and communication for employment. The ELSSA Centre also offers an Advanced Diploma in Australian Language and Culture for international and exchange students. The ELSSA Centre collaborates with the University Graduate School and faculties in offering workshops and consultations for research students.

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

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

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

Inquiries

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

or

ELSSA Centre
KG02.5.22 (above the main library)
Kuring-gai campus
telephone +61 2 9514 5160
fax +61 2 9514 5524
email elssa.centre@uts.edu.au
http://www.elssa.uts.edu.au

EQUITY AND DIVERSITY AT UTS

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

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

The Equity and Diversity Unit aims to:

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

Students

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

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

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

Aboriginal and Torres Strait Islander people
Wingara, the UTS Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy, was officially launched in 1996. Wingara (an Eora word meaning ‘to think’) aims to increase permanent employment opportunities for Aboriginal or Torres Strait Islander people in a wide range of occupations and levels, in both academic and general staff classifications, across all UTS campuses. It also provides training and development opportunities to support continuing employment. The UTS Reconciliation Statement reflects the University’s strong commitment to providing an education and employment environment which includes Indigenous Australian perspectives and experiences. Further information is available from the Equity and Diversity Unit. The Wingara Strategy and the UTS Reconciliation Statement are published in Chapter 14 of this Calendar.

People with disabilities
The UTS Disability Action Plan (DAP) reflects the University’s commitment to eliminating discrimination against people with disabilities in all areas of University life, including employment, teaching and learning and access to technology and the physical environment. The DAP was first adopted in 1997 in accordance with the Disability Discrimination Act 1992, and was renewed in 2003. Currently UTS provides a wide range of services and support for staff and students with disabilities such as Auslan interpreters, scribes, work placement opportunities, and accessible parking.

People with a language background other than English
The University has developed an Ethnic Affairs Priorities Statement (available from the Equity and Diversity Unit) outlining its commitment to key strategies which specifically focus on support for and celebration of the racial–ethnic diversity of its community. Diversity is valued for its potential to benefit UTS through enhanced understandings, improvements in teaching practices, better provision of service to our culturally diverse student body and staff, and increased international competitiveness.

Women
Strategies to improve women’s representation at all levels of the organisation are specifically addressed in UTS equity planning and are given a high priority throughout the University. The Women@UTS Professional Development and Community Building program features a range of programs including comprehensive and structured career development seminars and workshops for female staff. The University is implementing a range of recommendations from the Report on Women in Non-traditional Fields at UTS to increase representation in these areas. Recommendations from the Report on Research Issues for Women at UTS are also being implemented to increase research participation and provide networks and mentoring for female researchers.

Grievances
The Equity and Diversity Unit provides confidential equity-related grievance advice to both students and staff who feel they may have been discriminated against or harassed on the grounds of sex (including pregnancy); sexual preference; transgender status; race; colour; ethnic or ethno-religious background; descent or national identity; marital status; carers’ responsibilities; disability; age; political conviction; or religious belief.

The Unit provides advice and support on UTS policies and processes, legislative requirements, and other related matters.

Inquiries
Equity and Diversity Unit
CB01.17.22, City campus
telephone +61 2 9514 1084
fax +61 2 9514 1883
http://www.equity.uts.edu.au

JUMBUNNA INDIGENOUS HOUSE OF LEARNING – STUDENT SUPPORT UNIT

Jumbunna CAISER was established in 1987 as an Aboriginal student support centre and has since grown to become one of the most successful academic, research and support centres in Australia with more than 38 Indigenous undergraduate and postgraduate students studying throughout UTS. In 2001 it was re-launched as Jumbunna Indigenous House of Learning.

Jumbunna IHL’s role within UTS is to contribute to Australia’s educational and social development by making UTS staff and students aware of Indigenous Australian cultures, experiences and associated issues. Jumbunna IHL is committed to improving the quality of teaching and research at UTS by facilitating active links with the Indigenous community and other higher education institutions and professionals with a particular emphasis on Australia’s growth as a multicultural nation.

Jumbunna IHL has a wide-ranging, long-term agenda which includes:

- involving Indigenous Australians in institutional decision-making and consultative structures, academic policy development and curriculum, and strengthening partnerships between Jumbunna IHL and UTS faculties, schools and centres
- broadening the awareness and acceptance of Indigenous Australian cultures, achievements, contributions, and contemporary issues by developing appropriate teaching subjects and awards
- broadening economic, social and political opportunities for Indigenous Australians, in particular expanding employment and income opportunities
- enhancing the teaching and coordination of postgraduate studies in Indigenous studies
- the provision of consultancy services to community, government and the private sector, and
- improving accessibility, retention and graduation rates of Indigenous Australians who study at UTS.
Mathematics and ICT Study Centre

The Mathematics and ICT Study Centre coordinates mathematics, statistics and basic computing assistance across the University and offers services to help students from all faculties. The Centre is equipped with computing and audiovisual equipment for use by students. Staff can assist students with common computing packages such as word-processing, spreadsheets, presentation managers, Mathematica, Minitab and SPSS. The Centre provides a free service for UTS students.

Opening hours
At City campus, the Centre is open every weekday. At Kuring-gai campus, the Centre is open three days per week. Students can use the Centre at either campus. A detailed program with opening hours and details of staff expertise is available at the Centre and on the website.

Subjects and workshops
The Centre runs subjects to assist with particular courses, for example, e-skills for Education, and workshops such as Examination Preparation for Business. Details are available at the Centre. If there is sufficient need, subjects can be tailored to meet the needs of particular groups. Many bridging and support subjects are programmed on weekends. These have been extremely popular.

Bridging courses in mathematics, statistics and computing
Short bridging courses, free for UTS students, are run in February and July. The courses cover the mathematical or statistical content students will need for their degree program. Computing for beginners is also available.

Peer tutoring
Third- and fourth-year students assist first-year students on a voluntary basis during semester. This gives all students involved in this process an opportunity to learn.

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

Inquiries
City campus
CB01.16.15, Broadway, City campus
Leigh Wood, Director
telephone +61 2 9514 2268
fax +61 2 9514 2248
email Leigh.Wood@uts.edu.au
Narelle Smith
telephone +61 2 9514 2239
email Narelle.Smith@uts.edu.au

Kuring-gai campus
KG02.2.51, Kuring-gai campus
telephone +61 2 9514 5186
http://www.science.uts.edu.au/msc

Parking at UTS
The Vice Chancellor’s Directive regarding UTS parking applies to all staff, students and visitors. Applications for staff parking spaces are considered by the Vice Chancellor’s Management Group. Any government taxes payable are borne by the individual.

A specified number of parking spaces are reserved on each campus for the allocation of parking permits in accordance with the directive. Parking fees apply for Kuring-gai Campus only (for information, contact UTS Security). Space is also reserved for authorised visitor parking.

Penalties are imposed for parking offences by drivers who park contrary to signs or who fail to observe the directions of an authorised officer. Fines are linked to the Self-Enforcing Infringement Notice Scheme (SEINS) operated by the NSW Police Service Infringement Processing Bureau.

Students with disabilities requiring parking should contact the Special Needs Service in Student Services on telephone +61 2 9514 1177. Staff with disabilities requiring parking should contact the Equity and Diversity Unit on telephone +61 2 9514 1084.

Physics learning centre
The Applied Physics Department operates a drop-in Physics Learning Centre on level 11 of the Tower Building at City campus. Academic staff members are available at convenient times during the week to assist students with any problems they have associated with their first-year physics studies. In addition to the fixed schedule for personal tutorial assistance, there is a computer laboratory adjoining the Physics Learning Centre in which assistance can be obtained whenever the Physics Laboratory Office is open (normally 9.00 a.m. to 5.30 p.m.). There are also computer-aided learning programs and simulated textbook problems available for study by all first-year physics students.

Inquiries
Walter Kalceff
telephone +61 2 9514 2191
fax +61 2 9514 2219
email Walter.Kalceff@uts.edu.au

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

The Terms of Reference for the Student Ombud’s office are printed, in full, in Chapter 14 of this Calendar.

Students who believe that they have been dealt with improperly by University staff and who wish to make a formal complaint may consult the Student Ombud who will deal with the matter in accordance with the Terms of Reference.

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

Staff
Bronwyn Oliffe
Student Ombud and Senior Lecturer
Faculty of Law
Katherine Gordon
Assistant Student Ombud and Associate Dean (Teaching and Learning)
Faculty of Humanities and Social Sciences
The UTS Students’ Association (SA) is run by students for all students who study at UTS. The SA works to represent the needs and interests of students while at this University. All students are entitled to stand for election of the SA and to vote in the annual elections. The organisation is run by the SRC (Student Representative Council), which meets monthly and is elected on an annual basis, and all students automatically become members upon payment of student service fees.

The SA offers students various services, including academic representation and advocacy, research and general service provision. Professional staff can give confidential advice to students who may wish to appeal against assessment grades, University exclusion, charges of misconduct, or other academic problems. Students who may have problems or complaints about their lecturers or courses can receive advice about the most suitable action to take, and the SA Education Officers can help to explain the processes and workings of the bureaucracy from an independent perspective. The SA also runs and supports a number of specialised collective groups which deal with particular issues that may be current. These collectives organise awareness-raising campaigns, hold forums, produce publications, run activist workshops and organise actions. This level of group support also extends to the group of clubs that are resourced by the SA. It provides office and administrative support for them, as well as meeting spaces, funding and general resources. These clubs differ from the social clubs affiliated with the UTS Union, in that they tend to have a more political, ethno-cultural or religious focus.

The SA maintains close links with student organisations from other universities through cross-campus activist networks and the National Union of Students (NUS). All students at UTS are members of NUS.

**Services and locations**

The main office of the Students’ Association is located on Level 3 (CB01.3), City campus, near the bar and cafeteria.

- **telephone** +61 2 9514 1155
- **fax** +61 2 9514 1157
- **http://www.sa.uts.edu.au**

The Students’ Association second-hand bookshop is located opposite the SA Office at CB01.3, City campus.

- **telephone** +61 2 9514 7788
- **http://www.sa.uts.edu.au**

The Haymarket campus committee room is located at CM05.B.107, City campus, Haymarket.

- **telephone** +61 2 9514 3236

The St Leonards campus committee room is located on the ground floor of the Clinical Studies Building and is used by the Northern Campus Committee. A photocopying service is available.

- **telephone** +61 2 9514 4350

The Kuring-gai campus committee room is located at KG02.4.0, Kuring-gai campus.

- **telephone** +61 2 9514 5237
UTS UNION
The UTS Union enhances the quality of campus life and broadens the learning experiences of the UTS community. It provides a range of non-academic services and facilities, including food and drink services, lounges and recreational areas, comprehensive social and cultural programs, sports facilities and programs and stationery shops.

Management
The Union is controlled by a Board consisting of seven students, two staff representatives, three Council appointees and the CEO. Annual elections are usually held in September and all students and staff are eligible to stand for a position on the Board. The Union employs a staff of about 200, headed by the CEO.

Fees
All students pay student service fees, a part of which is allocated to the Union.

Fee exemptions
Students who have paid seven annual fees or equivalent to the UTS Union are currently entitled to exemption from that part of student service fees which is allocated to the Union. For further information, contact the Union Office (not the University).

Catering
The Union operates eat-in and takeaway food services on all campuses. Franchised food outlets also offer international dishes. The licensed Loft, Glasshouse, Markets and Kuring-gai bars provide entertainment and music, including special promotions and happy hours.

Functions Catering Service
The Functions Catering Service can cater for breakfasts, conferences, seminars, presentations, dinners, cocktail receptions and exhibitions at a range of venues across campuses.

Retail shops
Union shops operate on all campuses, stocking competitively priced stationery, art materials, gifts, UTS memorabilia and course notes, and providing newsagency services. Bill Express is also available at UTS Union shops at City (Broadway) and Kuring-gai campuses, accepting payment for utility bills and graduation gown hire.

Activities
The Union Activities Department arranges the social and cultural programs at UTS. These include parties, concerts, free films, barbecues, creative leisure courses, art exhibitions, skills development courses, lunchtime comedy and trivia nights. The Activities Officers are located in the Activities Centre in the Broadway Union Centre. The Activities Officer at Kuring-gai campus is located in the Activities Centre in the Broadway Union Centre.

Inquiries
City campus, Broadway
telephone +61 2 9514 1444
City campus, Haymarket
telephone +61 2 9514 3374
Kuring-gai campus
telephone +61 2 9514 5011
email unionoffice@uts.edu.au
http://www.utsunion.uts.edu.au
FINANCIAL ASSISTANCE

Higher education reforms
For information about the Commonwealth Government’s package of higher education reforms, particularly changes that will affect students, see the Going to Uni website at: http://www.goingtouni.gov.au

HECS-HELP
As of 1 January 2005, HECS places are now called Commonwealth supported places. Eligible students have access to deferred payment arrangements through HECS-HELP. The Information for Commonwealth supported students booklet 2006 is available online at: http://www.goingtouni.gov.au

FEE-HELP
FEE-HELP is a loan scheme for eligible full fee-paying domestic students. Under this scheme students can borrow up to the amount of the tuition fees being charged for units of study (subjects) with a maximum lifetime FEE-HELP limit of $50,950. The FEE-HELP Information booklet 2006 is available online at: http://www.goingtouni.gov.au

Commonwealth Higher Education Student Support Number (CHESSN)
All Commonwealth supported students and FEE-HELP students are issued with a unique identifier that allows access to information on an individual’s student learning entitlement and use of Commonwealth assistance (including HECS-HELP) from the Going to Uni website (http://www.goingtouni.gov.au). As a condition of enrolment students provide informed consent for the University to share students’ personal information with the Department of Employment, Science and Training so that the University can comply with legislative requirements. The information provided by students is used to generate a CHESSN. The CHESSN will stay with each student for their academic life and will provide students with a way to track their student learning entitlement and HELP loans.

OS-HELP
A loan scheme that helps eligible Commonwealth supported students undertake some of their study overseas. The scheme provides up to $5,000 per six-month study period for up to two study periods to help students with a range of expenses such as airfares and accommodation. Further information is available online at: http://www.goingtouni.gov.au

Commonwealth Learning Scholarships
Commonwealth Learning Scholarships assist Commonwealth supported students from low socio-economic backgrounds, who are Australian citizens or holders of permanent humanitarian visas, with costs associated with higher education. There are two types of scholarships: Commonwealth Education Costs Scholarship ($2,000 per year for up to four years) and Commonwealth Accommodation Scholarships for students from rural and regional areas ($4,000 per year for up to four years). Further information is available on the Admissions website at: http://www.sau.uts.edu.au/admissions/index.html

Educational Access Scholarships
UTS offers Commonwealth Learning Scholarships and Diversity Access Scholarships to students who demonstrate educational disadvantage. These scholarships aim to assist low-income students to participate in higher education. In keeping with the UTS educational access policy, scholarships will generally be awarded to students who demonstrate multiple disadvantages. Low-income students can provide additional evidence under the following criteria:
- Indigenous Australian
- English language difficulty
- Effects of trauma and/or abuse
- Long-term medical condition/disability
- Female studying in Engineering, Information Technology, Architecture or Building
- Sole parent/carer responsibilities.

Inquiries
For further information on educational access scholarships, contact:
Equity and Diversity Unit
CB01.17.22, City campus
telephone +61 2 9514 1084
http://www.uts.edu.au/div/eounit

Youth Allowance/Austudy
Youth Allowance provides financial help on an income- and assets-tested basis to students who are 16 years of age or over, and enrolled in a full-time tertiary program of study. Austudy is available to full-time tertiary students aged 25 or over.

At UTS, students should have a study load greater than .375 EFTSL in the relevant semester. There are some exceptions to this, including students with a disability and single supporting parents.

Application forms and guides are available from the Student Services Unit offices at City and Kuring-gai campuses.

Applicants are advised to make a copy of their completed application form and lodge it as soon as possible. Applications can be lodged at any Centrelink office.

Where to get help
The financial assistance officers located in the Student Services Unit at City and Kuring-gai campuses can help students with any problems or queries in relation to Austudy or the Youth Allowance.

Inquiries
To make an appointment, contact:
City campus
telephone +61 2 9514 1177
or
Kuring-gai campus
telephone +61 2 9514 5342
**Abstudy**

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

The basic rates of assistance are similar to Austudy, with additional assistance available to part-time students, pensioners and those over 21 years of age.

Aboriginal and Torres Strait Islander students may also be eligible for the supplement which gives Abstudy students the option of borrowing money to help cover their living expenses while studying. Abstudy payments are subject to income testing, but are not subject to assets testing.

Students should contact their local Centrelink office for information regarding Abstudy.

**UTS Student Loan Fund and Grants Scheme**

The Student Loan Fund provides interest-free loans to students enrolled at UTS. Students who have financial needs which they cannot meet from any other source may apply for a Student Loan. To receive a Student Loan, applicants must demonstrate a genuine need to borrow money to further their academic program. Normally the maximum amount applicants may borrow is $500 but in exceptional circumstances a greater amount may be borrowed.

The University does not lend money for course-related fees (enrolment charges, course fees or HECS). Loans are not usually available for computer or vehicle purchases. All Student Loan applications are confidential.

Students who are on low incomes and who have a particular need to access UTS resources from home because of a disability or illness, or because of carer responsibilities or remoteness from Sydney, may be eligible to borrow from the Computer Loan Fund.

**Grants Scheme**

In special circumstances, students may be provided with a non-repayable grant of $500–$1,000 to assist them to further their academic program.

**Inquiries**

To borrow from the Student Loan Fund students need to make an appointment with a Financial Assistance Officer in the Student Services Unit, by contacting:

City campus
telephone +61 2 9514 1177

or

Kuring-gai campus
telephone +61 2 9514 5342

**Postgraduate assistance**

Information regarding postgraduate scholarships and awards is included in Chapter 7 of this Calendar, and can also be obtained from the University Graduate School at:

CB10.6, City campus
http://www.gradschool.uts.edu.au