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POLICY FRAMEWORK

The UTS Policy Framework governs the development, approval, implementation and review of policies and policy-related instruments.

The types of policy instruments are:

- Policies
- Vice-Chancellor’s Operational Directives
- Standard Operating Principles and Procedures
- Guidelines for Decision-making.

The UTS Policy Framework is published online on the University’s policies website at:

COUNCIL’S AND VICE-CHANCELLOR’S OPERATIONAL DIRECTIVES

The following directives were approved in 2005:

- Council Directives for UTS Commercial Activities
- UTS Corporate Credit Card Vice-Chancellor’s Directives
- UTS Facilities Hire Vice-Chancellor’s Directives
- UTS Procurement Policy and Directives
- Potential and actual violent and disruptive behaviour on campus – Vice-Chancellor’s Directives

These directives are available online at:

POLICIES AND PRINCIPLES PUBLISHED IN FULL

Selected policies are published in full below. These and other policies are published online on the University’s policies website at:

ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES

Background

The University is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. Increased legislation pertaining to information technology and telecommunications is compelling all organisations to review their internal policies and procedures to ensure compliance. The cost to the University of providing information technology facilities and in particular Internet access has risen dramatically over the last few years requiring increased management of the use of these resources. The UTS is committed to providing an appropriate work and study environment supported by its policy framework.

Objectives

The University communications network and all computing devices are provided for the purpose of teaching, learning, research, professional development and administration. This policy informs users of their rights and responsibilities in relation to their use of this technology. It applies to all users of the University’s information technology (IT) facilities and is consistent with the provision of an environment that respects freedom of inquiry and expression, privacy and confidentiality, the law and due process.

Information technology facilities

This policy governs the use of:

- all network services, computer equipment and software, owned, leased or used under licence by the University
- computer facilities maintained by other bodies but available for use through an agreement or agreements with the University.

The University cannot guarantee the availability of its IT facilities and reserves the right for them to be unavailable from time to time for either planned or unforeseen circumstances.

User rights

Users have the right to access and use the University’s IT facilities for legitimate work, study and related purposes. Personal use of IT facilities is a privilege and is to be kept to an incidental level.

User responsibilities

Through the use of the information technology facilities users agree to abide by this policy. Persons using the IT facilities are responsible for their own actions, and are subject to relevant State and Federal laws and to University statutes, regulations and policies.

Compliance

The University reserves the right to undertake periodic audits to ascertain compliance with this policy.

Network and System Administrators treat the content of electronic communications and data as confidential.
A. Ethical use

Users should observe ethical standards of conduct.

Unethical activities may include:

- denying access to other authorised users
- obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorisation
- granting access to unauthorised users
- using another person’s computer account (even with the owner’s permission)
- disclosing their own or attempting to discover any other computer user’s password
- attempting to modify system facilities, illegally obtain extra resources, degrade the performance of any system or attempt to subvert the restrictions associated with any computer system, computer account or network service
- sending bulk unsolicited mail (commonly known as SPAM)
- utilising access for commercial or personal gain not associated with the University’s mission
- more than an incidental level of personal use
- illegitimate monitoring of individual users.

B. Socially responsible use

Users must ensure that their use of the University’s facilities is socially responsible. In particular Commonwealth and State laws and University policy prohibit harassment and discrimination, vilification or victimisation on grounds such as race, gender, religious belief, political conviction, sexual preference, or disability.

University IT facilities must not be used to humiliate, intimidate or offend others particularly on the basis of any attribute prescribed under these laws and policies. This includes the sending of offensive emails, displaying inappropriate screen saver images and accessing inappropriate material, which may inadvertently be observed by others. Pornography and other material that can cause offence to others may not be accessed, held or displayed on any IT facilities at UTS except as is necessary to accommodate legitimate research or study needs. Users unsure if their activities fall within these parameters should seek advice from appropriate supervisors.

All users should ensure that they are familiar with the UTS policy on the prevention of harassment, or contact the Equity and Diversity Unit if they require further information.

C. Legal use

Users must ensure their use of the IT facilities complies with all relevant Federal and State legislation as well as all University statutes and regulations. Illegal activities may include:

- intentional damage of facilities
- violating a software licence
- unauthorised access by ‘hacking’
- theft of equipment, software or data
- creation, possession or distribution of illegal pornography (e.g. child pornography)
- any other unlawful activity.

D. Academic standards of conduct

Users of the IT facilities must observe standards of conduct expected in an academic environment. Unacceptable activities include:

- plagiarism
- unauthorised publication on behalf of the University
- breach of copyright
- unauthorised experimenting with, or demonstrating of network or system vulnerability.

E. Competent use

Users should ensure that they are competent in the general use of network and computing facilities and services. In particular users should:

- choose a secure password and change it periodically
- know how to back up programs and data for which they are responsible
- understand their responsibilities under the IT Security policy
- assume responsibility for the maintenance and protection of data and software in their charge
- take all practicable measures to ensure current local virus protection mechanisms are in place
- seek assistance if they do not know how to competently use the facilities.

In addition users must accept that the University cannot be held responsible for any inaccuracies in results or output as a consequence of their use of IT facilities.

F. Efficient use

Users should ensure technology resources are utilised in the most effective manner to reduce wastage and costs incurred by the University in providing data storage, access and network capacity. In particular, users will need to adopt responsible approaches to activities that can result in wasteful use of resources including:

- storage of excess mail
- processing and storage of large documents (e.g. video, audio and high resolution images)
- storing excessive personal data or files
- downloading of large files from the internet
- wasteful printing.

Individual IT resource needs vary widely across the University – this policy does not endeavour to put finite limits on IT usage only to ensure that individual use is relative to the users legitimate needs.
Breach of policy
While the University would generally employ an educative approach, breach of this policy could lead to:

- counselling and / or user education
- appropriate administrative or disciplinary action (which may lead to dismissal or exclusion) in accordance with the rules, policies and enterprise agreements of the University
- immediate termination of the right to use IT facilities on a temporary or permanent basis
- criminal or other legal proceedings in accordance with State and Commonwealth legislation.

Relevant and related legislation includes:
- Commonwealth Copyright Act 1968 – Copyright Amendment (Digital Agenda) Act 2000 (Cwlth)
- Commonwealth Telecommunications Act 1997 and associated Acts
- Commonwealth Crimes Act 1914
- Broadcasting Services Act 1992 (Cwlth) and associated Acts
- Privacy and Personal Information Protection Act (NSW) 1998
- State Records Act (NSW) 1998
- Crimes Act (NSW) 1900
- State and Commonwealth anti-discrimination legislation
- Freedom of Information Act 1982 (Cwlth) and Freedom of Information Act 1989 (NSW)

Relevant University policy and regulations include:
- UTS Code of Conduct
- Rules of the University
- Intellectual Property policy (under review)
- Information Technology Security policy
- UTS policy on the Prevention of Harassment
- UTS Equal Opportunity policy statement
- Privacy of Student Records policy
- UTS disciplinary policies
- Disciplinary provisions in the support and academic staff enterprise agreements
- UTS policy on Handling Staff Grievances
- Corporate Records policies

Need help?
Users requiring assistance with interpretation of this policy, or who wish to report an incident should contact one of the following:
- Registrar
- Director, Information Technology Division
- Equity and Diversity Unit
- Human Resources Unit.

The Acceptable Use of Information Technology Facilities policy is also published online at:

ADMISSIONS POLICY

Intent
The University of Technology, Sydney (UTS) is committed to ensuring that its admissions policies and practices support its mission and functions. Part of this commitment is the formulation of this policy which will provide a framework to ensure that admission of students is supported by fair, transparent, consistent and timely procedures.

Policy objectives
The objectives of this policy are:

- To provide a framework for the selection and admission of students.
- To set out clearly UTS’s policy on the selection and admission of students.

Policy scope
This policy provides information about admissions policy, practice and requirements for all UTS award courses and subjects, and for certain non-award programs and subjects.

Policy statement
UTS shall ensure that applicants are admitted by fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable criteria.

Definitions
For the purposes of this policy, the following words shall have the meanings given below:

admission means the process of applying for, being made an offer, accepting the offer of admission and being admitted to an award course or a program of study at the University.

Australian Development Scholarship Scheme (ADS) means the scheme which provides opportunities for people from selected developing countries to undertake post-secondary level study in Australia.

ADS applicant means a person who is applying for admission to the University under the Australian Development Scholarship (ADS) scheme.

advanced standing, see ‘Recognition of Prior Learning’.

applicant means a person who has applied to the University or its agent for admission to an award course or a program of study at the University.

articulation means an approved agreement or approved structure which recognises that:

(a) the completion of requirements in one course contributes to the satisfaction of course requirements of another course;

(b) admission to the subsequent course may be dependent, and possibly guaranteed, upon satisfactory completion of the prior course at a specified level;

(c) credit for study completed in one course which is to be recognised for the requirements of a subsequent course must be approved as part of an articulation agreement with an external provider, or as part of the UTS course structure if only UTS courses are involved.

Articulation can be internal articulation or external articulation.

award course means an integrated collection of academic subjects which constitute study for the award of a UTS degree, diploma or certificate.
Bachelor Honours course means an additional year of full-time study (or equivalent) undertaken by students who demonstrate a high level of achievement at an earlier stage in a related bachelor degree course, and involves some research work.

challenge means the process by which a student demonstrates prior learning equivalent to that of an award subject by attempting an assessment designed by the relevant Subject Coordinator.

credit points means the value attached to each academic subject in terms of its contribution to the completion of an award course.

credit transfer, see ‘Recognition of Prior Learning’.

cross-institutional student means a student who is enrolled in a program of study at UTS as part of an award course for which they are enrolled at another Australian university.

current school leaver (CSL) means a person who will complete or has completed a recognised Australian Year 12 or overseas equivalent in the year immediately preceding that for which the applicant seeks admission.

dual program of study means a program of study that results in two awards for students who meet the requirements for graduation for a UTS course offered with a similar discipline course from an international university as the result of a formally approved cross-credited arrangement.

Educational Access Scheme means a scheme which allows approved applicants to enter UTS with a lower Universities Admissions Index (UAI) score than is normally required.

Equity and Diversity Unit means the unit responsible for coordinating the UTS Educational Access Schemes and for providing specialist advice and support to all areas of the University on student and staff equity and diversity matters, including policy development, program implementation and equity-related grievance resolution.

exchange student means a student of an overseas exchange partner university with UTS who is attending UTS for a specified period of time (usually one or two semesters) to undertake specified subject(s).

external articulation is the form of articulation which provides for approval and recognition by UTS of a course taught by an external provider as being equivalent to a component part of a UTS course.

foundation studies course means a course offered by an external provider which may provide an alternative basis for entry to UTS award courses.

inpPTS Educational Access Scheme means the scheme which allows approved applicants to enter a UTS specified undergraduate course with a lower UAI score than is normally required, in recognition of applicants’ long term educational disadvantage.

Institute for International Studies (IIS) means the UTS unit responsible for coordinating admissions of all international students.

internal articulation is the form of articulation which provides for approval and recognition by UTS of an approved suite of interlinked UTS courses, usually in the series of Graduate Certificate, Graduate Diploma, Master. The approved structure may provide for an ‘early exit’ option upon completion of the requirements for a lower level award and also for admission to a higher level course in the suite with full credit for study completed satisfactorily as part of the lower level course.

internal course transfer means the process by which current UTS students can transfer from one award course to another where that process is not administered by UAC.

International English Language Testing System (IELTS) means a test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study in the medium of English.

International Office (IO) means the UTS unit responsible for coordinating admissions of all international students to award courses and study abroad programs.

international student means a student who is not a citizen or permanent resident of Australia and includes those who have student visas, provisional residency, temporary residency, bridging visas etc.

local student means a student who is an Australian citizen (including Australian citizens with dual citizenship) or a student who is a New Zealand citizen or a student who has Permanent Resident Status.

National Office of Overseas Skills Recognition (NOOSR) means the office that provides information about skills and qualifications obtained overseas.

non-award student means a student who has been admitted to an academic subject or group of subjects that do not lead to a degree, diploma or certificate of the University. The student completes all formal assessments related to the subject/s and the assessment results are recorded on the UTS Student System.

non-current school leaver (CSXL) means a student who does not meet the criteria for current school leavers (see above).

offer means a formal invitation to a prospective student to commence an award course or a program of study at UTS.

offshore student means a person who is enrolled in a course of study the majority of which is conducted at a location outside Australia.

program of study means a collection of academic subjects which may or may not be integrated, and do not in themselves lead to a UTS award of degree, diploma or certificate.

provisional status means an applicant who has been offered admission to an undergraduate award course on the basis of his/her academic progress being reviewed at the end of two semesters of enrolment.

recognition of prior learning (RPL) means the process of recognising for credit towards a course what an individual student knows or can do, regardless of where or how the student may have acquired the knowledge or skills.

Refugee Academic Skills Assessment Test means the special test conducted by the ELSSA Centre and the relevant faculty for non-current school leaver TVF Scholarship applicants and non-current Special Admission–Refugee applicants who cannot provide documentation of previous educational qualifications due to refugee-related circumstances.

selection criteria means a specification of requirements (by list or otherwise) designed to establish eligibility and to enable ranking of applicants (where necessary) for an award course or a program of study.

Special Admissions Scheme means the scheme which allows approved applicants including non-current school leavers, refugees and elite athletes/performers to enter a UTS course with a lower entry score than is normally required, in recognition of applicants’ long term educational disadvantage.
student means a person who has been admitted to an award course or specified subjects of the University and has an active enrolment in that course or specified subjects.

Study Abroad student means a student normally enrolled in an overseas tertiary institution who is attending UTS for a specified period of time (usually one semester) to undertake specified subject(s).

Student Administration Unit (SAU) means the UTS unit responsible for coordinating admissions of all local undergraduate and postgraduate coursework award students and non-award and cross-institutional students.

TPV Scholarship Scheme means the scheme which provides fee-exempt scholarships to refugees who hold Temporary Protection Visas.

Universities Admissions Centre (UAC) means the organisation established by the NSW and ACT universities to coordinate admissions to their award courses.

Universities Admissions Index (UAI) means a score given to current school leaver applicants for admission to an award course in a NSW or ACT university on the basis of their performance in the NSW Higher School Certificate or its equivalent.

University Graduate School (UGS) means the UTS unit responsible for coordinating admissions of all local research degree students and interacting with IO in coordinating admissions of all international research degree students.

1.  **Overarching principles**

1.1 Processes for the selection and admission of students shall be governed by the following overarching principles:

- Fairness
- Consistency
- Transparency
- Timeliness
- Merit.

1.2 Processes shall be in accord with the University’s Mission Statement and Strategic Plans.

1.3 Membership of a particular group shall not be considered to be a relevant requirement for selection and admission. The University shall take into account the educational disadvantages experienced by a particular applicant when determining selection and admission.

2.  **Relevant legislation**

2.1 Higher Education Support Act 2003 (Cwlth)

2.2 Education Services for Overseas Students (ESOS) Act (Cwlth) which regulates the provision of education and training services to international students in Australia and stipulates student visa conditions

2.3 University of Technology, Sydney, Act, Part 5, 28 (By-laws) (1) (m)

2.4 University of Technology, Sydney, By-law 1995, Chapter 4 (Rules), Division 3, 46, (2), (d)

2.5 Student Rules (Section 5 Admission)

3.  **Admissions – general provisions for all UTS students**

3.1 Authorities for setting and maintaining selection criteria

3.1.1 Academic Board is the official body of the University which approves the selection criteria for its award courses on the advice of the relevant Faculty Boards.

3.1.2 The selection criteria for students must be specified in a register maintained by the Registrar and any changes or additions made by faculty boards must be submitted annually to the Registrar for ratification by Academic Board.

3.1.3 Academic Board shall approve annually the specific selection algorithms to be used for admission to undergraduate and postgraduate courses coordinated by UAC.

3.1.4 Academic Board, on the advice of its Courses Accreditation Committee, shall review the selection criteria for all award courses and for all types of student at least every five years.

3.2 Admissions procedure manuals

3.2.1 Faculties and units such as SAU, IO, UGS, EDU and IIS which are responsible for selection and/or admissions must establish for all courses an Admissions Procedure Manual of operational protocols which are in accordance with UTS Admissions policy and are based on a common template developed by the Registrar, for ratification by Academic Administration Committee of Academic Board.

3.2.2 Admissions Procedure Manuals shall be reviewed by Academic Administration Committee on a three-yearly basis, or when judged by the Registrar to be necessary because of changes in the internal or external regulatory environment.

3.3 Coordination of admissions

3.3.1 Applications for admission of local students to Commonwealth Supported and fee-paying places in the majority of UTS undergraduate and postgraduate coursework award courses are coordinated by UAC. A small number of direct entry award courses are coordinated by SAU.

3.3.2 Applications for admission of international students who apply directly to UTS for undergraduate and postgraduate coursework award courses, both onshore and offshore, and study abroad programs of study are coordinated by IO.

3.3.3 International students who have completed Year 12 studies in Australia may apply through UAC for admission to undergraduate award courses.

3.3.4 Applications for admission or transfer to one-year fulltime (or equivalent) Bachelor Honours programs are coordinated by SAU.

3.3.5 Applications for admission to research degree award courses are coordinated by UGS.

3.3.6 Applications for admission to undergraduate and postgraduate courses under educational access schemes for disadvantaged students are coordinated by SAU, with assessment and selection of applicants being undertaken by EDU.

3.3.7 Applications for admission to non-award and cross-institutional programs of study are coordinated by SAU.

3.3.8 Applications for exchange programs of study for international students are coordinated by IIS.

3.3.9 Applications for transfer to an undergraduate course offered by another faculty or to another postgraduate course are normally considered to be a new admission and are coordinated by the unit responsible for such admissions. The Registrar has authority to determine exceptions to this requirement.
3.4 Recognition of prior learning

3.4.1 An applicant may apply for an assessment of their prior learning normally only at the time of applying for entry to an award course of the University, in accordance with the UTS policy on Recognition of Prior Learning.

3.4.2 Assessment of prior learning for all applicants, local and international onshore or offshore, must be done by expert staff from the faculties.

3.4.3 Where possible, for international students and postgraduate coursework students, RPL shall be assessed by the faculty offering the course prior to admission and shall be a part of the formal offer of a place at UTS. Such applicants may or may not be granted recognition of prior learning in the form of credit transfer, subject exemptions or subject substitution.

3.4.3.1 Where it is not possible to give such students a definitive assessment of RPL prior to admission, the faculty shall indicate a minimum level of RPL which the student will receive on admission, as part of the formal offer of a place at UTS. In such cases a definitive assessment of RPL and the associated specific subject exemptions shall normally be confirmed at enrolment, after an interview with the student.

3.4.3.2 Where all or part of the assessment of RPL involves challenge, it may not be possible to complete the assessment until enrolment.

3.4.4 Criteria and assessment processes for RPL must be approved by the relevant Faculty Board and included in the Admissions Procedure Manual of the faculty.

3.4.5 Each faculty must maintain a record of precedents for RPL.

3.4.6 Each faculty must publish its position regarding RPL on its website, and publish annually the grade requirements for prior TAFE and all other accredited RPL on its website, and publish annually the grade requirements for prior TAFE and all other accreditation for RPL.

3.5 Personal statements/questionnaires

3.5.1 Compulsory or optional personal statements or questionnaires are used normally in relation to admission of local, non-current school leavers to undergraduate award courses, but are used also for some postgraduate courses, for international students applying for admission to some undergraduate courses and for TPV Scholarship applicants. A small number of undergraduate award courses which involve an interview may also require the submission of a personal statement.

3.5.2 In cases where an applicant is required or offered the option to submit a personal statement or to complete a faculty specific questionnaire with their application, the applicant must explain why they believe they should be admitted to the course, and what personal qualities and experiences they would bring to the course.

3.5.3 Criteria for assessing personal statements or questionnaires must be determined by the relevant faculty board and included in the Admissions Procedure Manual for the faculty. Information about the criteria used to assess personal statements or questionnaires must be available to applicants on request from the relevant faculty.

3.5.4 Processes for assessing personal statements or questionnaires must be determined by the relevant faculty board and included in the Admissions Procedure Manual for the faculty.

3.6 Recognition of foundation studies courses

3.6.1 The Courses Accreditation Committee, with the advice of relevant Faculty Boards, will assess proposals for recognition of foundation studies courses offered by external providers as a basis for entry to UTS award courses. The Committee will assess the extent to which a proposed foundation studies course is consistent with UTS admission requirements, course standards and any other relevant requirements set by Academic Board.

3.6.1.2 Taking account of the advice of the Courses Accreditation Committee and relevant Faculty Boards, and after conducting appropriate due diligence, the Deputy Vice-Chancellor may approve such a course where it is generally consistent with standards approved by Academic Board, and may decline to recognise a course which does not meet approved standards. Approval of an external foundation studies course should include whether it is recognised for pan-University admission or only for specific UTS faculties / courses.

3.6.1.3 The Courses Accreditation Committee or the Deputy Vice-Chancellor may refer any proposal for recognition of a foundations studies course to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, there are matters which should be considered by Academic Board as the authority on UTS academic standards. The Courses Accreditation Committee or the Deputy Vice-Chancellor must refer any proposal for recognition of a foundations studies course to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, the proposal would be equivalent to a lower standard than currently approved by Academic Board but nevertheless merits consideration.

3.6.1.4 No foundation studies course shall be recognised by a faculty without the approval of the Deputy Vice-Chancellor or Academic Board.

3.6.4 A register of approved foundation studies courses must be maintained by the Registrar (see 3.13 below).

3.6.5 An annual report is to be submitted to Academic Board on recognised foundations studies courses.

3.7 External articulation arrangements

3.7.1 The University has a number of articulation arrangements with public and private educational institutions. These arrangements often involve guaranteed admission to an award course of UTS provided the student has achieved specified grades.
3.7.2 All external articulation arrangements must be in accordance with UTS Rules and UTS policies on language levels and RPL, and take account of admissions standards for the courses to which they apply. Academic Board may, from time to time, amend the requirements for articulation arrangements to take account of policy changes in relation to admissions.

3.7.3 All external articulation arrangements must be submitted to the relevant faculty board for consideration before being referred to the Courses Accreditation Committee.

3.7.3.1 The Courses Accreditation Committee, with advice from relevant Faculty Boards, will assess requests for approval of external articulation arrangements. The Committee will assess the extent to which a proposed external articulation arrangement is consistent with UTS admission requirements, course standards and any other relevant requirements set by Academic Board.

3.7.3.2 Taking account of the advice of the Courses Accreditation Committee and relevant Faculty Boards, and after conducting appropriate due diligence, the Deputy Vice-Chancellor may approve such an arrangement where it is generally consistent with standards approved by Academic Board, and may decline to recognise an arrangement which does not meet approved standards.

3.7.3.3 The Courses Accreditation Committee or the Deputy Vice-Chancellor may refer any proposal for recognition of an external articulation arrangement to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, there are matters which should be considered by Academic Board as the authority on UTS admissions standards. The Courses Accreditation Committee or the Deputy Vice-Chancellor must refer any proposal for recognition of an external articulation arrangement to Academic Board for decision if, in the view of the Committee or Deputy Vice-Chancellor, the proposal would be equivalent to a lower standard than currently approved by Academic Board but nevertheless merits consideration.

3.7.4 A register describing the key characteristics of each new and existing external articulation arrangement must be maintained by the Registrar in a standard format showing admission standards, credit transfer and exemptions, faculty or faculties involved, length of agreement and arrangements for review, and any other relevant information. (Also see 3.13 below.)

3.7.4.1 The register shall form the basis of an annual report to be submitted to Academic Board on external articulation arrangements.

3.8 Internal course transfers

3.8.1 Faculty boards must develop and approve an ‘Internal Course Transfer’ process, together with assessment criteria and nomination of an appropriate responsible officer. This information must be included in the Admissions Procedure Manual of the faculty.

3.8.2 Local students (both Commonwealth supported and fee-paying) who wish to transfer from their current award course to another course which is offered by a different faculty must apply for admission to that course through UAC, using the processes as specified for local non-current school leavers in 4.2.3 below. The Registrar has the authority to determine exceptions to this requirement.

3.8.3 International students who wish to transfer from their current award course to another course offered by a different faculty must apply for admission to that course through SAU, which coordinates an internal course transfer with the faculty to which the student wishes to transfer. Subsequent changes to the student’s visa shall be arranged by IO.

3.8.4 Students who wish to transfer from their current course to another course offered by the same faculty, including a combined degree, must use the ‘Internal Course Transfer’ process. Students must demonstrate their ability to undertake the alternative course with documentary evidence.

3.8.5 Students who are undertaking a combined degree and who wish to transfer to a related single degree must use the ‘Internal Course Transfer’ process of the faculty of enrolment for the single degree of their choice. Students must demonstrate their ability to undertake the alternative course with documentary evidence.

3.9 Verification of qualifications

3.9.1 Undergraduate and postgraduate coursework applicants who apply to UTS through UAC must submit evidence of their qualifications, which will be verified according to documentation verification procedures as set out in the UAC Guide.

3.9.2 For applicants who apply individually to UTS and those covered by block articulation arrangements, UTS admissions staff must sight an original or certified copy of the transcript and the degree/diploma/certificate, as well as a certified official translation of any document not in English.

3.9.3 Refugees and ADS applicants who cannot provide documentation of previous educational qualifications due to circumstances existing in their home country must provide a statutory declaration stating the qualification and their inability to obtain documentation. These applicants must undertake the Refugee Academic Skills Assessment conducted by the ELSSA Centre and the relevant faculty.

3.9.4 SAU is responsible for document verification for local undergraduate and postgraduate coursework applicants, UGS for local research degree applicants, and IO for all international onshore and offshore applicants. Expert staff from the faculties may provide assistance with difficult cases of document verification.
3.10 **Excluded students**

3.10.1 In accordance with the University Rules, applicants may not apply for admission to UTS during a period of exclusion from UTS or any other higher education institution.

3.10.2 Applicants who have completed a period of exclusion must provide details of the exclusion penalties which were applied to them either at this University or at another higher education institution, regardless of whether this information is included on their academic transcript.

3.10.3 Applicants who do not disclose details of exclusion which are subsequently discovered by UTS staff must have the processing of their application stopped and must be asked to provide an explanation as to why the information was not supplied with the application.

3.10.4 Applicants who have met the admissions requirements but who have been excluded previously from a course of study at this University or at another higher education institution must demonstrate that they have an improved likelihood of success in the course for which they are applying.

3.11 **Provisional admission**

3.11.1 Applicants may be admitted to an undergraduate award course of UTS on a provisional basis if:

- The basis for admission is other than the NSW HSC or approved course of the NSW Department of Technical and Further Education, or
- They are being admitted under an Educational Access or Special Admissions Scheme, or
- They have a record of failure at UTS or another tertiary institution, or
- They have been admitted under the general authority accorded to Academic Board.

3.11.2 A student who has been admitted to a course on a provisional basis must have his/her academic progress reviewed at the end of two semesters of enrolment in accordance with standard specified requirements. If progress is considered unsatisfactory, the provisional admission must be withdrawn and no further enrolment by that student in that course will be permitted.

3.12 **Minimum English language requirements**

3.12.1 **Courses taught in English**

3.12.1.1 The authority for determining the minimum levels of English language requirements for admission to UTS courses is the Academic Board of UTS. However, faculty boards may recommend to Academic Board an amendment to a minimum level.

3.12.1.2 The minimum English language entry requirement for students from a language background other than English, and whose education prior to studying at UTS was not in English, is an overall IELTS band score of 6.5 (academic), with a score of 6.0 in writing obtained fewer than two years prior to enrolling at UTS.

3.12.1.3 Approved variations to these levels are listed in Section 1 of Schedule A. Any new variation to these levels which is approved by Academic Board must be recorded in Schedule A.

3.12.1.4 Academic Board will from time to time determine what constitutes equivalent English Language proficiency and these equivalents are listed in Section 2 of Schedule A.

3.12.1.5 English language entry requirements apply to:

- international students, Study Abroad and local undergraduate and postgraduate (by coursework) students, and to postgraduate (by research) students, both international and local
- exchange students, unless they come from ‘pilot scheme’ European countries (currently Austria, France, Germany, the Netherlands and Switzerland). Students from ‘pilot scheme’ countries may be required to complete a subject in academic English during their first semester at UTS.

3.12.1.6 The minimum English language entry requirement for students from a language background other than English may be amended for students applying for admission to specialist programs taught in English offshore, provided that approval for varying the minimum requirement has been obtained from the Deputy Vice-Chancellor. Any variations approved by the Deputy Vice-Chancellor will be recorded in Schedule A.

3.12.2 **Courses taught in a LOTE**

3.12.2.1 For entry to UTS courses which are offered in Australia and are conducted in languages other than English (LOTE), students are expected to reach a level of proficiency of the language specified for the course and they may be required by Academic Board to take a special test for that language. Students must also demonstrate a reasonable English proficiency to a level which enables their participation in university and social activities in Australia. The levels required are IELTS (academic strand) score of 5.0 or equivalent.

3.12.2.2 For entry to UTS courses which are offered offshore and are conducted in languages other than English (LOTE), students must be proficient in the language specified for the course and they may be required by Academic Board to take a special test for that language.

3.13 **Monitoring admissions standards**

3.13.1 The Registrar has overall responsibility for establishing and maintaining a register of admissions standards for all courses and categories of student, and submitting the register to Academic Board for review at five-yearly intervals. The following senior officers are responsible to the Registrar for ongoing maintenance of the register:

- **Director, SAU:** local undergraduate, Honours, postgraduate coursework, non-award and cross-institutional students
- **Dean, UGS:** research degree students, local and international
- **Director, IO:** international onshore and offshore, and study abroad students
- **Director, IIS:** international exchange students
3.13.2 The Registrar has overall responsibility for establishing and maintaining a register of approved foundation studies courses and external articulation arrangements. The Director, Governance Support Unit is responsible to the Registrar for ongoing maintenance of the register. Appropriate details of approved foundation studies courses and external articulation arrangements are also to be recorded in the admissions standards register. The register must be submitted to Academic Board for review at five-yearly intervals.

3.13.3 As part of annual monitoring of Course Performance, the Pro-Vice-Chancellor (Teaching and Learning) shall provide a report to Academic Board showing relationships between entry levels and annual course outcomes, such as grade point average and retention rates, for students in each undergraduate course. For courses in which student numbers are sufficient, comparisons between student cohorts should be made. Such cohorts could include local current and non-current school leavers, onshore and offshore international students and students from articulated programs.

3.13.4 Academic Board may request faculties to recommend adjustments to admission standards for some cohorts on the basis of trend data from these annual reports.

3.14 Non-award students

3.14.1 Applicants who are not enrolled in award courses may wish to undertake an individual subject or a program of subjects out of interest or in order to obtain professional registration or to improve their vocational position. Such applicants may be admitted to UTS as non-award students.

3.14.2 Applicants must be able to demonstrate their reasons for wishing to undertake a non-award program and to provide documentary evidence which allows UTS to assess the likelihood of their being able to complete the program successfully.

3.14.3 Admissions to non-award programs are coordinated by SAU and are subject to approval by a Responsible Academic Officer in the relevant faculty and to the availability of class places.

3.14.4 Any applicant who has been excluded from a university will not be permitted to undertake a non-award program during the period of exclusion.

3.14.5 Current school leavers who are unsuccessful applicants for an award course, and whose UAI is no more than 5 points below the minimum cut-off for that course, may be admitted as non-award students in an approved one-semester special access program of 24 credit points in subjects from that course.

3.14.5.1 The non-award special access program must be completed in the semester of admission and must be offered only to current school leavers.

3.14.5.2 Applicants who have satisfactorily completed 24 credit points in the non-award special access program may be admitted to the related award course in the following semester or year, as appropriate, with RPL for the completed subjects. They must apply through UAC as CSLX applicants and meet the same selection criteria and admissions standards as other CSLX applicants.

3.14.5.3 Faculty boards are responsible for determining which award courses will have related non-award special access programs and for providing details of these to Academic Board for ratification.

3.14.5.4 Admissions to such special access programs are subject to approval by a Responsible Academic Officer in the faculty and to the availability of class places.

3.14.6 Non-award programs of study must not exceed 36 credit points, and the maximum load for a semester is 26 credit points. A student who fails a subject for a second time will not be permitted to re-enrol in that subject as a non-award student.

3.14.7 A student who is admitted to a non-award program must pay tuition fees as set out in the official Schedule of Fees.

3.15 Cross-institutional students

3.15.1 Applicants from another higher education institution in Australia may wish to undertake a UTS subject or subjects concurrently as part of their award course. UTS may require applicants to provide documentary evidence that their own institution has approved the concurrent enrolment and that the proposed subject(s) is/are appropriate for the student.

3.15.2 Admissions for cross-institutional students are coordinated by SAU and are subject to the approval of the Responsible Academic Officer in the relevant faculty and to the availability of class places.

3.15.3 Applicants wishing to undertake cross-institutional study at UTS must enrol as non-award students, unless covered by the conditions under 3.15.4.

3.15.4 For subjects where there is a formalised agreement between UTS and another university, applicants will be able to study as cross institutional students at UTS with Commonwealth support.

3.16 Study Abroad Students

3.16.1 UTS admits international students to one or two semester programs of study which may be counted towards a degree at their home university. Students must apply individually to UTS.

3.16.2 Admissions for Study Abroad students are coordinated by IO and the program of study is determined by IO in consultation with the student. In cases where the admissions officer in IO is unsure whether the student has sufficient prerequisite knowledge, a Responsible Academic Officer from an appropriate faculty must be consulted.

3.16.3 To assist in the development of appropriate programs of study, faculties must provide IO with a list of subjects not available for study by Study Abroad students due to space or resource requirements. In cases where a subject requested by the student may not be generally available for Study Abroad students due to space and resource limitations, IO must seek approval from a Responsible Academic Officer in the faculty for the student to enter that subject.

3.16.4 Programs of study for one semester attract a standard tuition fee and may be between 18 and 24 credit points, according to the personal preferences of the student. IO must inform faculties of the subjects contained in a program as soon as the Study Abroad student is admitted.

3.16.5 Applicants for admission to a Study Abroad program must have completed previous tertiary studies with a GPA of not less than 3 or its equivalent.
3.16.6 Applicants from universities where the language of instruction is not English must reach the appropriate English language level as indicated in Section 3.12.1.2 of this policy. Academic Board has approved a program of language support and testing for study abroad students, and this is provided by the ELSSA Centre.

3.17 Exchange students
3.17.1 Exchange agreements with overseas universities may be entered into for the purposes of UTS and international students completing one or two semester programs of international study which count towards the degree in their home university.

3.17.2 Admissions for exchange students are coordinated by IIS and the program of study is determined normally by IIS in consultation with the overseas university to ensure that the program is educationally appropriate for the student and that the student has appropriate prerequisite knowledge. Individual applications are not accepted from exchange students.

3.17.3 To assist in the development of appropriate programs of study, faculties must provide IIS with a list of subjects not available for study by exchange students due to space or resource requirements. In cases where a subject requested by the student may not be generally available for exchange students due to space and resource limitations, IIS must seek approval from a Responsible Academic Officer in the faculty for the student to enter that subject.

3.17.4 Programs of study must be between 18 and 26 credit points per semester and IIS must inform faculties of the subjects contained in a program as soon as the exchange student is admitted.

3.17.5 Exchange students from universities where the language of instruction is not English must reach the appropriate English language level as indicated in Section 3.12.1.2 of this policy. Academic Board has approved a program of language support and testing for exchange students, and this is provided by the ELSSA Centre.

3.18 Dual programs of study
3.18.1 Students may apply for admission to UTS dual programs of study either as fee-paying international students, or as international exchange students through a reciprocal exchange student scheme.

3.18.2 Exchange students may only apply to be admitted to dual programs of study if specific prior arrangements exist for the maintenance of an appropriate reciprocal dual program of study.

3.18.2 A Register describing the key characteristics of each dual program of study, including admission requirements, is to be maintained by UTS Offshore.

3.19 Educational Access Schemes
3.19.1 Applicants who have experienced a range of disadvantageous circumstances in their previous education may be eligible for special consideration for admission to UTS award courses under one of three access schemes:
  - UTS inpUTS Educational Access Scheme (for undergraduate courses only)
  - UTS Special Admissions Scheme
  - UTS TPV Scholarship Scheme

3.19.2 The inpUTS Educational Access Scheme is available to current and non-current school leavers who have never enrolled in a TAFE course at Diploma level or above or in a university course in Australia or overseas, and whose education during Years 11 and/or 12 (equivalent) has been seriously affected beyond their control. They must be Australian citizens or hold permanent residency.

3.19.3 The Special Admissions Scheme is available to current and non-current school leavers whose tertiary preparation studies or the provision of evidence of these studies were seriously affected either by circumstances beyond their control or because they had sporting or performance commitments as elite athletes or performers. They must not have lodged previously an Illness/Misadventure Appeal with the NSW Board of Studies or equivalent.

3.19.3.1 The Special Admissions Scheme provides for three categories of applicant:
  - Undergraduate applicants demonstrating educational disadvantage, who are ineligible for entry under the inpUTS Educational Access Scheme or did not know of its existence in time to lodge an application by the formal closing date.
  - Australian citizens or permanent residents who hold or have held in the past, refugee status, and who demonstrate educational disadvantage.
  - Those who could be reasonably classified as elite athletes or performers, and who demonstrate educational disadvantage.

3.19.4 The TPV Scholarship Scheme is available to CSL and CSLX applicants who are holders of Temporary Protection Visas and who demonstrate educational disadvantage, potential for tertiary study, and meet the minimum UTS English language proficiency standard as outlined in Section 1.3 of Schedule A.

3.19.4.1 Eligible CSL TPV Scholarship applicants will be ranked according to merit against each other. Eligible CSLX TPV Scholarship applicants will be ranked according to merit against each other using previous qualifications and the UTS Refugees Academic Skills Assessment.

3.19.5 Eligible undergraduate applicants under the inpUTS Educational Access Scheme, and Special Admissions Scheme categories of educational disadvantage and refugee status receive a concession of up to 10 UAI points. Eligible undergraduate applicants in the elite athletes or performers category receive a concession of up to 5 UAI points.

3.19.5.1 Applicants eligible under more than one of the Educational Access Schemes may receive concession points in one category only.

3.19.6 Eligible postgraduate applicants under the Special Admissions Scheme and TPV Scholarship scheme receive appropriate special consideration as determined by the relevant faculty board and, if appropriate, the TPV Scholarship Guidelines.

3.19.7 Assessments of applications under Educational Access Schemes are coordinated by EDU, with assistance in the assessment of disadvantage or elite status being provided by representatives from faculties and the Student Services Unit.
3.19.8 A quota of up to 10% of Commonwealth supported places must be reserved by Deans ‘off the top’ of existing course quotas for UTS-eligible applicants. Eligible applicants under the Special Admissions Scheme are included in the normal faculty quota of Commonwealth supported places.

3.19.9 The Director of SAU must report to Academic Board annually on admissions under each of the educational access schemes.

3.20 Offshore students

3.20.1 Offshore students are admitted to UTS award courses offered in conjunction with an overseas business partner involved in tertiary education, in accordance with a formal agreement between the business partner and UTS.

3.20.2 Responsibility for admission of all offshore students lies with IO, and it applies admissions standards approved by Academic Board to be equivalent to those for onshore international students enrolled in that award course. Expert staff from the faculties may assist with difficult cases and with assessment of personal statements and recognition of prior learning, where necessary.

3.20.3 The overseas business partner submits all applications to IO for assessment and verification. Offers of a place are made by IO either to individual applicants or to the business partner, as stated in the agreement, and IO admits the student on receipt of information from the UTS Fees Office that the initial fee has been paid.

3.21 Admissions arrangements for minors

3.21.1 Minors, defined as persons under the age of 18, may enrol in UTS courses (with or without parental consent), provided they meet the admissions standard for their chosen course and comply with any age restrictions as listed in 3.21.2.

3.21.2 Courses which have a compulsory component of practicum or industry experience may have age restrictions imposed by third parties such as employers, health and education authorities so that they can meet their obligations under legislation such as OH&S. UTS reserves the right to refuse admission to these courses until a minor has reached an age which complies with the restrictions imposed by the third party.

3.21.3 The Registrar, on the advice of the relevant Responsible Academic Officer, will determine whether or not an applicant for admission who is a minor meets the requirements of 3.21.1 and 3.21.2.

4. Undergraduate award course students

4.1 Admissions standards

4.1.1 The minimum level of entry for all UTS undergraduate local students is the median UAI score (approximately 66) or its equivalent.

4.1.2 Quotas places for each course determine the UAI cut-offs for the admission of local Commonwealth Supported and fee-paying places are assessed through UAC on the basis of performance in the final years of secondary study as indicated by a UAI score.

4.1.3 For international students for whom an equivalent UAI is calculated, Academic Board determines a common minimum UAI cut-off for admission for undergraduate award courses offered in a particular faculty, after considering advice from the Faculty Board on an appropriate cut-off level. This cut-off may be varied by Academic Board for specific award courses, on the recommendation of the Deputy Vice-Chancellor.

4.1.4 Entry levels for local and international students covered by formal articulation arrangements are determined by Academic Board at the time of approving the arrangement, and are designed to achieve comparability of admissions standards across the various student cohorts admitted to an award course.

4.2 Local students

4.2.1 Applications for admission from local current school leavers (CSL) for Commonwealth Supported and fee-paying places are normally assessed through UAC on the basis of performance in the final years of secondary study as indicated by a UAI score.

4.2.2 Selection of CSL applicants for admission to award courses is based on the applicant’s UAI score. For certain courses, faculties may choose to include an interview or personal statement as an additional part of the selection process, and this may result in the addition of UAI concession points, as described in the relevant UAC selection algorithm approved annually by Academic Board.

4.2.3 Applications for admission from local non-current school leavers (CSLX) for Commonwealth Supported and fee-paying places are assessed through UAC on the basis of academic qualifications and additional information on their educational and work experience.

4.2.3.1 CSLX applicants who have completed year 12 (or equivalent) in previous years and who have not attempted any further studies will be considered for admission on the basis of their UAI. Applicants who have completed further studies may have their UAI adjusted in accordance with the relevant UAC selection algorithm approved annually by Academic Board.

4.2.3.2 CSLX applicants who have not completed year 12 (or equivalent) in previous years will be considered for admission on the basis of previous studies completed and/or work experience. In certain circumstances they may be required to complete a Special Tertiary Admissions Test (STAT).

4.2.3.3 CSLX applicants for certain award courses may be required or offered the option to submit a personal statement or questionnaire. Selection for such courses will be made on the basis of academic qualifications and the additional information provided.

4.2.4 All selection and admissions procedures for local CSL and CSLX applicants for Commonwealth Supported and fee-paying places are coordinated by SAU through UAC, and the Director of SAU is responsible for maintaining an Admissions Procedure Manual. Assessment and selection of Educational Access Scheme applicants is coordinated by EDU.

4.2.5 The Director of SAU must ensure that faculties receive timely reports of applications, acceptances and admissions so as to assist effective class planning before teaching commences.
4.3 International students

4.3.1 International applicants for admission to an undergraduate course must have appropriate educational qualifications which are deemed by the University to be equivalent to the qualifications required of local applicants. Applicants may be required to complete a personal statement or questionnaire and may be asked to submit a portfolio.

4.3.2 International applicants who have completed Year 12 studies in Australia may apply through UAC and have their applications assessed on the basis of their UAI, as is the case for local students.

4.3.3 All other international applicants, both onshore and offshore, must apply directly to UTS. The applications are assessed through IO, which is assisted by expert staff from the faculties and EDU, where necessary, with difficult cases and with assessments of personal statements and recognition of prior learning.

4.3.4 The educational qualifications of those applying directly to UTS and not covered by an approved articulation agreement are assessed for equivalence by IO using the National Office of Overseas Skills Recognition Assessment (NOOSR) Manual. An equivalent UAI is calculated using the conversion tables in that Manual. Applicants without documentation of previous educational qualifications are assessed using the Refugee Academic Skills Assessment test administered by the ELSSA Centre and the relevant faculty.

4.3.5 International applicants must meet the minimum language requirements, in English and in LOTE where appropriate, as approved by Academic Board and as set out in 3.12 of this policy.

4.3.6 International applicants who are covered by an approved articulation agreement must meet the entry level cut-off approved by Academic Board as part of the agreement.

4.3.7 International applicants not covered by an articulation agreement must achieve an equivalent UAI not less than the level set by Academic Board and listed in 4.1.4 above.

4.3.8 The Director of IO is responsible for maintaining an Admissions Procedure Manual for admissions of international students, both onshore and offshore, who apply for admission directly to UTS, and the Director of SAU is responsible for maintaining a similar protocol for those applying through UAC.

4.3.9 The Directors of IO and SAU must ensure that faculties receive timely reports of international applications, acceptances and admissions so as to assist effective class planning before classes commence.

4.4 Bachelor Honours students

4.4.1 Applicants for admission to a one-year full time (or equivalent) Bachelor Honours program must have completed the requirements for a Bachelor degree in a relevant discipline with a minimum grade average of credit or equivalent in the relevant stages of the course, and satisfy any other requirements approved by Academic Board on the recommendation of the relevant Faculty Board.

4.4.2 Applicants for admission to a four-year full time (or equivalent) combined program leading to a Bachelor Honours degree must meet the approved entry level for admission, as for other undergraduate applicants to UTS. In addition, they must maintain an approved grade average during the course to be allowed to continue on to the fourth-year Honours program.

4.4.3 Students who are admitted to a four-year combined program and who do not maintain an appropriate level of achievement during the first three years of the program may be required to transfer to the related Bachelor degree program.

4.4.4 Faculties are responsible for decisions on admissions or transfers in relation to Bachelor Honours programs, and SAU is responsible for coordinating the procedures.

4.4.5 The Director of SAU is responsible for maintaining an Admissions Procedure Manual for admissions or transfers of Bachelor Honours students.

4.4.6 The Director of SAU must ensure that faculties receive timely reports of applications, acceptances and admissions or transfers so as to assist effective class planning before classes commence.

4.4.7 The requirements listed in 4.4.2 to 4.4.6 do not apply to undergraduate award courses which offer some students an award ‘with honours’ or ‘with distinction’ on the basis of meritorious results in one or more specific subjects in the award course.

5. Postgraduate award course students

5.1 Coursework students – Graduate Certificate, Graduate Diploma, Masters by coursework

5.1.1 Applicants for admission to a Graduate Certificate, Graduate Diploma or Masters degree by coursework will normally have completed the following:
(i) a Bachelor’s degree of UTS in a related field of study; or
(ii) an equivalent qualification; or
(iii) completion of a higher qualification; or
(iv) other general and professional qualifications which satisfy the relevant Faculty Board that the applicant possesses the educational preparation and capacity to pursue graduate studies.

5.1.2 Applicants to a Masters degree by coursework who do not meet the criteria for admission may be admitted to a related Graduate Certificate or Graduate Diploma course. Students who complete that course at a grade level approved by Academic Board as part of the course accreditation documentation are then eligible for admission to the related Masters degree.

5.1.3 Students who have completed the requirements for a related Graduate Certificate or Graduate Diploma must graduate with the award. If they wish to do so, they may then seek admission to the related Masters by coursework.

5.1.4 Applications by local students for admission to postgraduate degrees by coursework should be made to UAC, except for applications for courses designated by both the Deputy Vice-Chancellor and the Registrar, which should be made in accordance with 5.1.5 below. Assessments of personal statements and recognition of prior learning are coordinated by SAU and conducted by the members of staff designated with the appropriate authority.

5.1.4.1 The Deputy Vice-Chancellor and the Registrar shall make available annually the criteria for courses designated in 5.1.4 above (i.e. those to be exempted from the UAC application process). Applications for exemptions will be assessed on an annual basis, and any exemptions must be listed in a schedule attached to this policy.
5.1.5 Applications by local students for admission to the postgraduate coursework degrees designated by the Deputy Vice-Chancellor and the Registrar under 5.1.4 above should be made directly to UTS and will be coordinated by SAU. Assessments and decisions on admission are made by the members of staff designed with the appropriate authority.

5.1.6 Applications by international students, both onshore and offshore, for admission to postgraduate degrees by coursework are made to IO. Faculty staff may assist, where necessary, with difficult cases and with assessments of personal statements and recognition of prior learning.

5.1.7 International applicants must meet the same educational criteria for admission as local applicants. In addition, they must meet the minimum language requirements, in English and in LOTE where appropriate, as approved by Academic Board and as set out in 3.12 of this policy.

5.1.8 The Directors of SAU and IO must maintain an Admissions Procedure Manual for local and international admissions to postgraduate coursework degrees.

5.1.9 The Directors of IO and SAU must ensure that faculties receive timely reports of postgraduate coursework applications, acceptances and admissions so as to assist effective class planning before classes commence.

5.2 Research degrees

5.2.1 Applicants for admission to a Masters degree by research will normally have completed the following:

(i) a Bachelors degree of UTS in a related field of study; or
(ii) an equivalent qualification; or
(iii) a higher qualification; or
(iv) other general and professional qualifications which satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.

5.2.2 Applicants for admission to a Doctoral degree will normally have completed the following:

(i) a Bachelor Honours degree of UTS with First Class or Second Class Division 1 Honours or a Masters by research degree of UTS; or
(ii) an equivalent qualification; or
(iii) a higher qualification; or
(iv) other general and professional qualifications which satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.

5.2.3 Deleted.

5.2.4 Applicants for admission to a Doctoral degree by publication must satisfy the requirements as set out in 5.2.2 above and must provide prima facie evidence of appropriate publications which can form the body of a thesis to the satisfaction of the relevant faculty.

5.2.4.1 A preliminary application for a Doctoral degree by publication shall be made on the prescribed form to the University Graduate School Board and shall include:

- identification of the faculty or other academic unit with which the contribution to scholarship is considered to be most closely associated; and
- a list of the publications which the applicant intends to include in the thesis to be presented for examination.

5.2.4.2 In the event that the faculty confirms there is prima facie evidence for the Doctoral degree to be awarded in due course, the applicant shall be required to complete the normal procedures for application for candidature.

5.2.5 International applicants for admission to research degrees must also meet the minimum language requirements, in English and in LOTE where appropriate, as approved by Academic Board and set out in 3.12 of this policy.

5.2.6 Applications for admission to research degrees at UTS are coordinated and ultimately approved by UGS. All applications are assessed by faculties according to criteria and procedures established by faculty boards in accordance with Academic Board resolutions. IO also assists with the assessment of international applicants.

5.2.7 The Dean of UGS must maintain an Admissions Procedure Manual for admissions and transfers of research degree students.

5.2.8 The Dean of UGS must ensure that faculties receive timely reports of research degree applications, acceptances and admissions so as to assist effective planning before students commence their course.

5.2.9 Students admitted to a Masters by research degree may apply for transfer to a doctoral program. Criteria and procedures for decisions on transfer are established by faculty boards in accordance with Academic Board resolutions. Faculty recommendations on admission of such students are approved by the University Graduate School Board.

Schedule A
Minimum English language requirements

1. Approved variations to the minimum levels

1.1 This policy does not apply to undergraduate programs and research degree programs in the Faculty of Engineering. For these programs the Academic Board has approved for a trial period of three years (2002-2005) a minimum IELTS score of 6.0 for admission.

1.2 IELTS scores of 7.0 are required for students who apply for teacher education courses in the Faculty of Education and all courses in the Faculty of Humanities and Social Sciences and research programs in the Faculty of Nursing, Midwifery and Health.

1.3 Special consideration on English language requirements may be given to the following students:

- students sponsored through aid programs (such as AusAID, World Bank, etc.) need to demonstrate an overall IELTS band score of 5.5 (Academic), with a score of 5.0 in writing (or equivalent) and compulsory completion of 200 hours of English for Academic Purposes during their first 6 months in Australia, funded by the UTS host faculty
- other sponsored students.
2. **Recognised English language proficiency**

2.1 The following English language proficiency tests are recognised as being at least equivalent to an IELTS score of 6.5:

- Combined Universities Language Test (CULT) conducted by the Institute of Languages at the University of New South Wales – overall result of at least 65 per cent is required
- General Certificate of Education from Britain or Singapore
- General Certificate of Secondary Education O levels – B pass in English and C pass or above in remaining subjects
- Cambridge Certificate of Proficiency in English – B pass
- International Baccalaureate
- International English Language Testing System (IELTS) band score of 6.5 (academic), with a score of 6.0 in writing
- Hong Kong Advanced Level Examination – C pass, Use of English
- Sweden, Norway or Denmark High School English mark equal to or greater than 75 per cent
- Australian TAFE and Private Provider Studies – completed AQF Diploma or completed RATE Associate Diploma or Diploma
- Australian TAFE (NSW) Certificate IV in English for Academic Purposes
- Insearch: Direct English Entry Program (DEEP); all pathway admissions of international students from Insearch to UTS are required to achieve the equivalent of IELTS 6.5 which may be demonstrated by completion of an academic English examination as part of one of the subjects in their pathway program
- Test of English as a Foreign Language (TOEFL) (for students who come from countries where the IELTS test is not readily available). The minimum TOEFL score is 575 with 4.5 in the Test of Written English (TWE) section (paper-based test), or 231 with essay rating 4.5 (computer-based test)
- Completion of a government accredited public or private secondary/post-secondary course which was taught in English and which was no less than the equivalent of one year full-time study.

Tertiary preparation or tertiary foundation course equivalent to two semesters fulltime duration, where the course has been developed in affiliation with an Australian institution and where students have (i) entered the preparation program or foundation course by achieving a minimum of 5.5 in IELTS or 500 in TOEFL and (ii) completed a unit of study in English, or equivalent, of one semester full-time duration.

**Related policies/guidelines**

1. Recognition of Prior Learning policy
2. Report on Special Admission at UTS

The Admissions policy is also published online at:


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**ADVICE TO STUDENTS ON GOOD ACADEMIC PRACTICE**

Students come to university for a variety of reasons including to gain a specific qualification, to pursue their interest in a particular field and to broaden their education. Good academic practice demands personal integrity and respect for scholarship. For example, academic staff are responsible for marking assessment fairly and consistently, and providing feedback within a reasonable timeframe, and students are responsible for submitting work that represents their own efforts to meet the stated requirements.

Student learning will be more effective and enjoyable if basic principles of good academic practice are followed. These include the following:

- academic integrity
- self-motivation and commitment to learning
- awareness of requirements
- participation
- respecting the rights of others
- seeking timely help from appropriate sources
- acceptable use of information technology facilities at UTS.

**Academic integrity**

Academic integrity involves a good measure of trust between students, and between students and academic staff. Cheating, whether in the form of plagiarism, bringing unauthorised material into exams, submitting false requests for alternative exams or special consideration, or any other form, is a breach of this trust. Cheating also diminishes the aims and value of students’ studies. In certain courses, this may have serious consequences for public health and safety.

Students should also be aware that cheating diminishes the good reputation of the University. The continuing value of a UTS award in the opinions of potential employers, other institutions and the community at large depends on UTS maintaining its reputation as a university that has utterly reliable credentials.

**Self-motivation and commitment to learning**

In general, there is an emphasis at university on developing independent learning skills, understanding ideas, and interacting critically with material and raising questions about it. University requires a level of self-motivation from students. The onus is on students to complete the requirements of each subject. This demands reasonably high levels of personal discipline, self-motivation and organisation.

**Awareness of requirements**

It is the student’s responsibility to ensure they are fully informed of all aspects of the assessment process. Students need to be very clear about what is required in each subject. These requirements are provided in subject outlines that are given to students at the beginning of each semester (or Summer/Winter teaching session). Different subjects have quite different requirements. These might include preparation for classes, participation in tutorials or online discussions, completing an independent learning task or working with other students on a collaborative project. Students should also refer to course outlines in the UTS: Handbook and the UTS: Calendar for additional requirements affecting assessment.
Participation
Students are encouraged to participate in those classes that are set aside for discussion. Listening to and considering other views and framing and expressing opinions about a topic assist in developing critical and analytical skills.

Staff responsibilities
Students may expect UTS staff to undertake their responsibilities as academics in accordance with the UTS code of conduct – staff, published below.

Respecting the rights of others
All students have the right to:
(i) express their views with consideration of others and have those views respected
(ii) attend classes that are free from harassment, intimidation, discrimination or unnecessary interruption
(iii) expect that resources such as computing and library facilities will be available to them and not be misused or monopolised by other students.

Acceptable use of information technology facilities at UTS
The University is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. The policy on acceptable use of information technology facilities is published in this Chapter.

Advice to Students on Good Academic Practice is also published online at:

CODE OF CONDUCT – STAFF
1. Introduction
As staff of UTS we are expected to perform all duties associated with our positions skillfully, impartially and diligently to the extent possible in order to contribute to the efficient and economic achievement of the University’s goals.

This code aims to clarify for all staff of the University community the conduct expected in the performance of our duties and the consequences of not doing so, thereby maintaining public trust and confidence in the integrity and professionalism of the services provided by the University.

This code of conduct is written as a set of general principles rather than detailed prescriptions. The code cannot address all possible issues which we may face in our employment at the University. The successful development of an ethical environment relies upon our having responsibility for our own professional behaviour taking into consideration the provisions of this code, policies of the University and advice of senior colleagues. Staff should be guided in their conduct by the principles established by this code.

If there is any doubt as to the applicability of the code, or the appropriate course of action to be adopted, the matter should be discussed with an appropriate senior member of staff.

2. Personal and professional behaviour
As UTS staff, our personal and professional behaviour must contribute to a productive and harmonious workplace and reflect favourably on us, our profession and the University. As UTS staff members we are required to:
(a) comply with legislative, industrial or administrative requirements, and lawful and reasonable directions given by persons in authority
(b) maintain and develop knowledge in our professional fields and areas of responsibility
(c) exercise our best judgment in the interests of the University
(d) be aware of the requirements of anti-discrimination and occupational health and safety legislation and the responsibilities these place on each of us
(e) make decisions fairly and without bias using the best factual information available
(f) maintain adequate documentation to support decisions made
(g) respect the dignity of the public, students and other staff by treating them with courtesy, honesty and sensitivity to their rights
(h) implement and abide by University policy
(i) comply with any and all conditions of access to the University’s communication facilities
(j) act responsibly when becoming aware of any unethical behaviour or wrong doing by any other staff member. This may involve a report to a senior member of staff. Known or suspected corrupt conduct or activities must be reported to a senior member of staff
(k) treat others in the workplace fairly and with respect, and not harass, victimise or discriminate against staff, students or others in work practices or the provision of educational services on the grounds of sex, pregnancy, potential pregnancy, sexuality, transgender status, race, colour, ethnic or religious background, descent or national identity, marital status, disability, age, political conviction or religious belief, carers’ responsibilities or other grounds covered by relevant legislation
(l) comply with the University’s research ethics and safety policies and guidelines in relation to the ethical conduct of research for both students and staff and the National Statement on Ethical Conduct in Research Involving Humans.

3. Use and security of official information
All staff have a right to expect confidentiality and privacy with respect to personal information obtained by other members of the University community in the course of their employment. Similarly, each of us has a duty to maintain the confidentiality, integrity and security of official information for which we are responsible.

As staff we are expected to respect the personal privacy of others. Staff must comply with University data protection and privacy policies and staff and student records policies.

Official information may occur in the form of paper, documents, registers, files, photographs, microfilm, data or information stored in hardcopy or electronic form, or passwords. Unless formal authority is granted, you must not disclose or use official information which would not normally be available to the public other than as part of official duties. Formal disclosure mechanisms include freedom of information legislation or court orders such as subpoenas.

As staff we must not take, or seek to take, improper advantage of any official information which we may have access to as a result of our job, in order to gain a financial or other benefit for ourself or any other person or group. To do so may be in breach of privacy legislation and could lead to criminal action which may result in fines and imprisonment.
4. **Publication of information**

Care should be taken when publishing information, in paper form, or electronically to ensure that staff do not engage in practices which would be considered unethical and/or unlawful. Staff are expected to comply with the University’s policies and codes of conduct on electronic communication usage.

When publishing academic work and the results of research, staff should be aware of the ethical and legal requirements with regard to authorship and the acknowledgement of work done by others, in particular students.

5. **Conflicts of interest**

The University’s adherence to the principle of respect for the individual entails a strict regard for the privacy and dignity of each staff member and student. The University will therefore not routinely involve itself in the private lives of its staff and students. However, a conflict of interest may arise where a staff member engages in activities or advances or inhibits personal interests at the expense of the University’s interests or the interests of other staff.

It is often difficult to avoid placing ourselves in situations where there is a potential conflict of interest. However, as staff we are required to disclose to our supervisor or senior manager immediately any financial, personal or other interest or potential interest which could directly or indirectly compromise the performance of our duties or conflict with the University’s interest, and take action to avoid the conflict. It should be recognised that hostility as well as friendship can be perceived as a conflict of interest.

Managers must effectively resolve any conflicts of interest that arise in their work areas. Possible action may result in arrangements being made to remove the staff member from the duties where the conflict has arisen or employees may be directed to cease providing support to a third party whose actions may conflict with the University’s interest. Conflicts of interest may include, but are not limited to, the following:

(a) **Financial interests**

An example of a financial conflict of interest which may arise is where a staff member who has a financial interest in a company is in a position to influence contracts for business between that company and the University.

(b) **Personal interests**

Staff are expected not to use or manipulate their official position in order to gain personal benefit. For example, arranging paid overseas travel ostensibly for work purposes as a means to undertake personal study or to visit relatives.

(c) **Personal and family relationships between staff**

University is aware that situations may well occur where staff are working with family members or with persons with whom they develop close relationships (of hostility as well as friendship).

Where such relationships exist between staff or with prospective staff the University does not wish to interfere unnecessarily but stresses that they may have the potential to create a conflict of interest if a staff member is:

1. involved in a decision relating to the selection, appointment or promotion of another
2. in a supervisory relationship to another and is responsible for employment-related decisions.

(d) **Personal and family relationships between staff and students**

As staff we have a responsibility to our students to assess their work fairly, objectively and consistently across the candidature for their particular subject/course. A personal or family relationship between a staff member and a student has the potential to compromise this responsibility directly by creating a conflict of interest where the staff member is responsible for the supervision, teaching and/or administration and assessment of that student, or indirectly by affecting a student’s interaction with the University.

In many cases only the individual staff member will be aware of the potential conflict and each individual’s situation will be different. All senior staff assisting the resolution of conflict of interest must ensure that the process is conducted fairly, that information disclosed is treated confidentially (where appropriate) and that where possible, a resolution is arrived at which is agreed to by the individual staff member concerned. Managers will appropriately record all reports of actual or potential conflict of interest and all directions given about handling each case. Reports will be kept on the staff member’s personal file in the Human Resources Unit.

6. **Disclosures**

The University protects and supports staff making any disclosures under the *Protected Disclosures Act, 1994* (NSW) from any reprisals. (Human resources policy: reporting of suspected corruption maladministration and serious waste within UTS, sets out the reporting procedures for handling complaints made under the Act).

7. **Public comment**

We should ensure that our public comments (either verbal or written) made in a private capacity are not attributed as official comment of the University. In this regard, we should not use official stationary for private correspondence or for purposes not related to our official duties.

8. **Use of the University’s resources**

Our aim as staff should be to ensure that resources (i.e. materials, funds, personnel, equipment, plant, facilities, electronic communications, University logo and letterhead, etc.) entrusted to us are used efficiently, carefully, lawfully and honestly. Unless permission has been granted, University resources are not to be used for private purposes.

9. **Acceptance of gifts and benefits**

It is unethical for us as staff to solicit any gifts, benefits or additional money for ourselves or another employee. Nor should we accept gifts or benefits which might in any way compromise or influence us in our official capacity. We must not influence or try to influence our colleagues by giving them gifts, or other inducements.

As a general rule, a line can be drawn in situations where a gift could be seen by others as an inducement which could place a staff member under an obligation. Gifts of nominal value generally used for promotional purposes by the donor or moderate acts of hospitality may be accepted. Often it is difficult for individuals to determine whether they have been compromised through receipt of a gift or benefit. Gifts of more than nominal value and benefits or other inducements offered or received by staff should be reported to the staff member’s supervisor. If in doubt, guidance should be sought from supervisor(s) in specific instances.
10. Outside work and private practice
UTS staff are permitted under certain conditions to engage in outside work, provided such employment does not adversely affect their work performance at the University or does not give rise to a conflict or potential conflict of interest. (Human Resources policy on outside work sets out the conditions under which staff may undertake consulting and private professional practice).

11. Responsibilities after leaving UTS
As staff we must not disclose any official information after leaving the University that was our duty not to disclose while employed by the University.

12. Responsibilities of managers
Managers' responsibilities include, but are not limited to:
(a) ensuring that staff have access to copies of the code of conduct and other relevant documents and policies
(b) ensuring that the requirements of the code of conduct are reflected in the day-to-day management of staff
(c) ensuring staff maintain high standards of conduct in the workplace
(d) supporting staff who disclose information regarding corrupt conduct
(e) taking all necessary steps to resolve any conflicts that arise in the workplace and ensuring any conflict is avoided in the future
(f) appropriately recording all reports of actual or potential conflict of interest and all directions given about handling each case.

13. Failure to comply with requirements
This code of conduct is designed to promote and enhance the ethical behaviour of all staff at UTS. If you are found to have breached the code, the University may decide to take action against you. Such action may include disciplinary action for ‘misconduct’ or ‘serious misconduct’ under the University’s enterprise agreements for support and academic staff. Any such action may result in sanctions imposed, including, and up to, termination of employment. Action may also be taken under the University’s General Rules.

Breaches of the Code may also result in action being taken by a statutory authority and/or agency where breaches of relevant legislation may be evident and may result in criminal action, fines or imprisonment.

The Code of Conduct – Staff is also published online at: http://www.hru.uts.edu.au/manual/7leg/legal.html#7.3

EMAIL POLICY

1.1 Policy intent
This statement of policy clarifies the applicability of legal and other University requirements to electronic mail (email). In general, use of University email services is governed by policies that apply to the use of all University computing and networking facilities and in particular by the Acceptable Use of Information Technology Facilities policy. Further information on the detail of this policy can be found in the Guidelines for the Use of Email that should be read in conjunction with this policy.

1.2 Policy objectives
The purpose of this policy is to ensure that:
• the University community is informed about the applicability of policies and laws with regard to email
• email services are used in compliance with those policies and laws
• users of email services are informed about how concepts of privacy and security apply to email, and,
• disruptions to University email and other services and activities are minimised.

1.3 Policy scope
This policy applies to all email services provided by the University and to all users and uses of such services; and to all University records in the form of email in the possession of University employees or other users of email services provided by the University.

This policy covers the use of email as a mechanism for general communications within the University. Faculties and Divisions are able to supplement the general policy to accommodate specific needs in accordance with paragraph 6 below.

1.4 Definitions
email services: information technologies used to create, send, forward, receive, store, or print email.
University record (in the form of email): any email that is in support of University business, whether or not the equipment, software, or facilities used to create, or store the email record are owned by the University.
use of email services: to create, send, forward, reply, copy, store, print, or possess email messages. For the purpose of this policy, receipt of email is excluded from this definition to the extent that the email user does not have control over the email received.
email address/email account: the officially recognised UTS email address as allocated by ITD on enrolling as a student or joining UTS as staff.

2. Use of email services

2.1 Overview
University email services are University facilities and are intended for use in support of the University’s mission.

2.2 Purpose of email services
2.2.1 The University provides an email account to every staff member and student of the University for the purposes of teaching and learning, research, administration and community service.
2.2.2 The University permits this account to be used for limited incidental personal purposes. However, it is most concerned to ensure that the account is used as effectively as possible in support of the above purposes and to facilitate the work of the University. A University email account may not be used for engaging in non-UTS business or for personal gain, except if permitted by other University policies.

2.2.3 The email address supplied by the university is considered to be the official email contact point for University staff and students, and official University email correspondence will be delivered to this address. The University will specify, from time to time, the types of communication (both sent and received) that may be made principally or exclusively by email to and from members of staff and students, and the conditions that will need to be met if such an email is to be relied on by the University or the member of staff or student as an adequate or sufficient communication.

2.2.4 Email accounts may also be used for the submission and return of student assignments and other specific uses, but only where the relevant Faculty or Unit has specifically authorised this, and where the guidelines and conditions for such submission/return, which have been specified by that Faculty or Unit, have been fully complied with.

2.3 Regular accessing of emails

It is important for members of staff and students to access and read email messages sent to their UTS email account on a timely basis, and they will be presumed to do so for the purposes of the types of emails specified in paragraph 2.2.3 above.

2.4 Broadcast emails

The use of broadcast emails from the University will be kept to a minimum level and will only be used for purposes of official University business.

2.5 University property

2.5.1 University email services are University facilities; all University email addresses are owned by the University; and all email which is in support of University business, whether or not the equipment, software, or facilities used to create or store the email record are owned by the University, are University records.

2.5.2 The University reserves the right to install and operate filtering equipment, software or procedures to prevent the entry into UTS of email traffic that is contrary to law or which is incompatible with the objectives of the University.

2.6 University records

2.6.1 Email, whether or not created or stored on University-owned equipment, may constitute a University record subject to disclosure under the Freedom of Information laws or as a result of litigation, and as such it must be properly retained for record management purposes. However, prior to such disclosure, the University evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law.

2.6.2 Emails that are sent or received using a non-UTS address but which relate to official UTS business constitute official UTS records. In these cases, normal record keeping requirements must be observed.

2.6.3 The University provides an online directory service of all staff email addresses to facilitate communication between members of University staff on the one hand, and between University staff and students on the other. This directory is accessible to the general public. As the email addresses it provides are University email addresses, this is consistent with the requirements of the Privacy law (Privacy Act 1988). An opt-out procedure will be available to a staff member who believes they have a good reason not to have their University email address included in the directory.

2.7 Student records

A student’s email address forms part of a student’s record. The University will provide relevant staff members with student email addresses to facilitate communication on matters of University business. As is the case with other aspects of a student’s records, student email addresses will only be available for use by appropriate University staff members for official University purposes.

2.8 Service restriction

Use of University email services is a privilege that may be restricted by the University, without the prior consent of the user of such services, as provided in paragraph 4.3. The University reserves the right, through the Vice-Chancellor or person expressly authorised by the Vice-Chancellor, to designate those categories of user to whom it will provide access to email and may revoke access at any time to persons who misuse the services. The Guidelines for Use of Email will specify the grounds and procedures for denial or revocation of access.

2.9 Storing and viewing of mail

In accepting access to email services, users consent to their email being stored and viewed when necessary as provided in paragraph 4.3 of this policy.

2.10 Responsible use

Email services must be used in accordance with the University’s Acceptable Use of Information Technology Facilities policy.

2.11 Anonymous email

University email users shall not employ a false identity or send email anonymously.

3. Security and confidentiality

3.1 Email owner responsibilities

Users of the University’s email services are required to take necessary precautions to protect the confidentiality of email containing personal or confidential information.

3.2 Duties of administrators of email services

To operate its email service, the University has been required to establish procedures to provide for the physical security of email records, data, and programs. Users should be aware that on occasion network and computer operations personnel and system administrators might, during the performance of their duties, inadvertently see the contents of email messages. Except as provided elsewhere in the policy, such personnel are not permitted to do so intentionally or disclose or otherwise use what they have seen.
4. **Inspection and monitoring of email**

4.1 **Privacy**

The University respects the privacy of email users. In general, it cannot and does not wish to be the arbiter of the contents of email. The University respects academic freedom, free speech, and privacy of information. The University therefore does not permit retrieval, inspection, monitoring, or disclosure of email messages without the prior consent of the addressee of such messages except as provided for in paragraph 3.2 and paragraph 4.3.

4.2 **Consent and compliance**

The email addressee’s consent shall normally be sought by the University prior to any inspection, monitoring or disclosure of University email records, except as provided for in paragraph 3.2 and paragraph 4.3. To comply with this and other University policies, and to enable the University to meet its business and legal obligations, University staff are expected to comply with management requests for copies of email that pertain to the business of the University. In the event of failure to comply with such requests the provisions of paragraph 4.3 apply.

4.3 **Inspection of email without consent**

The University shall only permit the inspection, monitoring or disclosure of email without the consent of the holder of such email when:

1. required by and consistent with law
2. the Vice-President (Organisational Support), Registrar or other person specifically authorised by the Vice-Chancellor has substantiated reason to believe that violations of law or designated provisions of University policy have taken place, or
3. in exceptional cases, to meet time-dependent, critical operational needs and reasonable attempts to obtain consent have failed.

4.4 **Designation and register of provisions of University Policy**

The Vice-Chancellor shall designate these provisions of University Policy to which paragraph 4.3(ii) applies. The Registrar shall maintain a Register of the provisions so designated from time to time and shall advise Council at least annually of the contents of the Register.

5. **Rule and policy violations**

Violations of University rules and policies governing the use of University email services may result in restriction of access to University information technology resources in addition to any disciplinary action that may be applicable under other University rules, policies, guidelines, disciplinary procedures, or collective bargaining agreements, up to and including dismissal and exclusion.

6. **Accountability**

The Vice-President (Organisational Support) is responsible for ensuring that the Email policy is observed.

The Head of each Faculty/Unit is responsible for ensuring that all staff and students associated with their area are made aware of the Email policy.

Faculties should issue addendum or Faculty policy where appropriate to clarify or expand on the content of this document while not contravening it. Faculty additions to this document should be forwarded to the Vice-President (Organisational Support) for review and inclusion as part of this policy.

7. **Responsibility**

The Vice-President (Organisational Support) is the officer responsible for the control and administration of the Email policy.

8. **Related information**

- Guidelines for the Use of Email
- Acceptable Use of Information Technology
- Facilities policy (published in this chapter)
- Information Technology Security policy
- Management and Protection of Personal
- Student Information (published in this chapter)
- Records Management policy
- UTS Code of Conduct (published in this chapter)
- Rules of the University (published in Chapter 11 of this Calendar)
- policy on the Prevention of Harassment
- UTS Equal Opportunity policy statement

The Email policy and the related guidelines for the use of email are published online at:


**FIELDWORK GUIDELINES**

1. **Introduction**

The University recognises that in a number of academic disciplines, fieldwork is an essential part of the core teaching, learning and research functions. The University supports the incorporation of fieldwork activities in its teaching, learning and research programs, and requires that the conduct of fieldwork is undertaken in a safe and responsible manner.

These guidelines have been prepared to ensure that all fieldwork activities are properly planned, managed and coordinated in such a way as to meet the best interests of the University while protecting the safety of staff members, students and the wider community. The guidelines complement the UTS Environment, Health and Safety policy and should be read in conjunction with the policy.

The purpose of these Guidelines is:

- to provide a framework which encourages high quality teaching and research through the pursuit of field activities whilst ensuring the health, safety and welfare of staff members and students
- to provide a clear understanding of the accountabilities, rights and responsibilities of staff members and students and to protect the interests of the University and its members, and
- to document the procedures which should be followed in order to ensure the health, safety and welfare of staff members and students and the protection of the environment.
These guidelines apply to all staff members and students of UTS and, where the context permits, to all others engaged by UTS (whether as consultants, contractors or otherwise) to provide services to UTS.

2. Relevant legislation

Current legislation, Australian Standards and Policies, and Rules of the University set out responsibilities of staff members and students participating in fieldwork activities. These include, but are not limited to:

- the Occupational Health and Safety Act 2000 (NSW) and the Occupational Health and Safety Regulation 2001 (NSW): these identify the responsibilities of the employer, managers and supervisors of the employer for the health, safety and welfare of staff members and students. The University is required to identify foreseeable hazards arising from its activities with the potential to harm staff members and others, including students. The University must also assess and either eliminate or control these risks (Clauses 2.9–2.11, Occupational Health and Safety Regulation 2001). This requirement extends to fieldwork activities
- civil and criminal laws
- Australian/New Zealand Standard 2299 Occupational Diving
- UTS Environment, Health and Safety policy, which commits the University to conformity with legislation about occupational health and safety
- UTS Rules which are concerned with student conduct, penalties for student misconduct and appeal procedures.

3. Responsibilities in fieldwork

The safety of the fieldwork party is the responsibility of all persons participating in fieldwork. A person who has been appointed Fieldwork Excursion Leader (for fieldwork involving undergraduate students) has a particular responsibility for ensuring that proper procedures are followed in the planning and execution of fieldwork, and for dealing with any incidents that affect the health, safety and welfare of all members of the fieldwork party in the field. For fieldwork activities without a staff member (for example, involving postgraduate or Honours students), whilst a Fieldwork Excursion Leader may not have been formally appointed, it is incumbent upon all participants in the fieldwork excursion to ensure that proper procedures are followed to ensure the health, safety and welfare of all members in the fieldwork party (see also Section 3.3 Academic supervisors).

3.1 Head of school/departmental head/unit leader or director

The head of school/departmental head/unit leader or director is ultimately responsible for the implementation and observance of these guidelines as they apply to the School’s fieldwork activities and must give the final approval for all fieldwork activities on the appropriate Fieldwork Excursion form (Appendix 1).

The head of school/departmental head/unit leader or director shall ensure that:

- a Fieldwork Excursion Leader has been appointed for each fieldwork excursion or activity which is a required component of an undergraduate subject
- all staff members involved in fieldwork are suitably qualified (for example, possess any necessary boat licence, first aid qualifications, etc.) and that any specialist training required (for example, diving certificates, off-road driving skills) has been undertaken before commencement of any fieldwork activities
- a Fieldwork Excursion form (Appendix 1) is completed by the Fieldwork Excursion Leader for all fieldwork activities
- a Fieldwork Risk Assessment form (Appendix 2) is completed by the Fieldwork Excursion Leader for all fieldwork activities
- the Fieldwork Excursion Leader has obtained a signed Medical Information form (Appendix 3) from each participant in fieldwork involving overnight absences. Copies of the signed forms shall be retained in a fieldwork register in the administration area of the relevant school or department, or unit
- for fieldwork activities not involving staff members (for example, postgraduate or Honours students), Appendices 1 to 4 inclusive are completed and authorised by the student’s supervisor.

3.2 Fieldwork Excursion Leader

The Fieldwork Excursion Leader is responsible for the health, safety and welfare of all participating persons for the duration of the fieldwork activity and for ensuring that participants have received any necessary briefing, training or induction prior to the fieldwork. The Fieldwork Excursion Leader is responsible for ensuring that the following forms are completed for all fieldwork activities:

- a Fieldwork Excursion form (Appendix 1) (approved by the head of school/departmental head/unit leader or director)
- a Fieldwork Risk Assessment form (Appendix 2)
- a Medical Information form (Appendix 3) (completed by each member participating in the fieldwork activity/excursion; these must be filed securely within the school/department but copies must be taken to the fieldwork location for use in case of an emergency
- a Deed of Release signed by a parent or caregiver for any student aged under 18 who is participating in the fieldwork activity/excursion
- a Student Code of Conduct for Fieldwork Excursions form (Appendix 4) (completed by each student member participating in the fieldwork activity/excursion).

The Fieldwork Excursion Leader is also responsible for:

- notifying the appropriate emergency services in the event of an emergency situation during fieldwork activities/excursions. The Fieldwork Excursion Leader must notify the school, department or unit of the situation at the first practicable opportunity

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• the care and correct use of all University assets and equipment taken on fieldwork excursions.

To assist Fieldwork Excursion Leaders, a Fieldwork Procedures checklist is provided in Appendix 5 that summarises the various steps to be completed before commencing fieldwork.

3.3 Academic supervisors
Academic supervisors are responsible for ensuring that postgraduate and Honours students receive appropriate training and that they are not encouraged to undertake fieldwork in situations where they do not feel sufficiently confident of their safety. Supervisors are responsible for foreseeing and assessing potential risks and for ensuring that their students are adequately equipped and possess the necessary technical and practical skills.

3.4 Persons undertaking solo fieldwork activities
Persons undertaking solo fieldwork activities are also required to ensure that the trip has been properly planned and that the health and safety requirements have been properly addressed. Persons undertaking solo fieldwork excursions must:

• complete all necessary documentation (i.e. Appendices 1 to 4)
• ensure that the fieldwork excursion is approved by their supervisor and Head of School/Departmental Head/Unit Leader or Director beforehand, and
• ensure that all requirements as listed in Appendix 5 have been met.

3.5 All participants
All participants in fieldwork activities are under the obligation to work and behave appropriately in the field, and to take care to protect their own health, safety and welfare and that of fellow fieldwork participants. All participants are subject to the jurisdiction of the Fieldwork Excursion Leader and delegated officers for the entire duration of the fieldwork activity or excursion and must follow all lawful instructions and advice of that leader. In particular they must strictly follow any instructions or directions that are necessary to ensure the safety, health and welfare of all or any members of the fieldwork party.

Students must read the Student Code of Conduct for Field Excursions (Appendix 4) and must sign the Acknowledgement and Declaration before participating in any fieldwork activity.

3.6 Fines and penalties
All participants are personally responsible for any fines or penalties incurred by them during fieldwork excursions for prohibited activities including, but not limited to: parking fines, driving fines, boating infringements, and fishing without a licence.

4. Insurance
4.1 UTS staff and students
Staff members and students are insured while they are participating in UTS approved activities, for example, fieldwork excursions. Staff members and students are not covered by UTS insurance when they depart from UTS approved activities, for example if they break the law. While participating in UTS approved activities which are part of field trips, (i.e. university business):

• staff members and students travelling within a 50km radius of the University and their place of residence are covered by the UTS personal accident and public liability policies
• staff members and students are covered by UTS Travel Insurance for all travel in excess of a 50km radius of UTS and the insured person’s place of residence, and
• staff members are also covered by the University’s workers’ compensation policy for injuries and illnesses arising out of the course of their employment.

4.2 Non-UTS staff and students
Volunteers who participate in UTS fieldwork excursions must seek the approval of the Fieldwork Excursion Leader in writing before the fieldwork excursion commences. The written approval document should be retained at the faculty/school/unit for insurance purposes. Approved volunteers are covered by the UTS personal accident policy.

5. Accident/incident reporting
Incidents or accidents must be reported to the Head of School/Head of Department/Unit Leader or Director as soon as reasonably possible and not later than upon return to campus. An Accident/incident report form must be completed by the Fieldwork Excursion Leader at this time.

6. Size and composition of a fieldwork party
The minimum size of a fieldwork party should be determined by risk assessment and under normal circumstances should be at least two. However, while it is preferable that staff members or students do not work alone in remote locations, this may be permitted by the Head of School/Departmental Head/Unit Leader or Director if he or she judges that it is reasonable in all the circumstances. For staff members, research degree students, Honours students and postgraduate students, the necessary documentation (i.e. Appendices 1 to 4) must be completed. The fieldwork must be discussed with and authorised by their supervisor and approved by the Head of School/Departmental Head/Unit Leader or Director.

Fieldwork involving undergraduate students must have an acceptable student to staff member ratio depending on: the prior training and experience of the students; the nature of and risks involved in the fieldwork; and logistics (for example, transport). As a guide, a ratio of 15 students per staff member is suggested as a maximum.

7. Fieldwork activities
7.1 Diving
Diving is considered to be a high-risk fieldwork activity and is regulated by Australian/New Zealand Standard 2299 Occupational Diving. All diving work must be carried out under the supervision of experienced and qualified divers. All staff members, students and volunteers involved in diving as part of fieldwork must have specific approval to dive and must comply with the UTS Scientific Diving Procedures, including completing the specified risk assessments. No diving shall occur without appropriate supervision as detailed in the procedures, or in the absence of a buddy diver.
**7.2 Boating**

Fieldwork Excursion Leaders must check with NSW Maritime (telephone 13 12 36) to ensure that the requirements regarding the registration of vessels and the licensing of boat drivers are met and, where applicable, that the vessels are in survey suitable for charter. For excursions/activities outside New South Wales, it is the responsibility of Fieldwork Excursion Leaders to ensure that boating field trips comply with the requirements of the maritime legislation in that State, in particular in relation to licences and boat registration. Any regulations must be followed, including load and speed limits.

Police, National Parks and Wildlife Service rangers and certain other Government Department officers are authorised, where appropriate, to give on-the-spot fines for breaches of boating regulations.

Staff members, or persons qualified to drive and who are engaged for the purpose, are the only authorised drivers of watercraft used for fieldwork purposes. Students may only drive watercraft in an emergency, such as for urgent medical assistance when it is not reasonable or possible for a staff member or other qualified person to undertake this task.

**7.3 Driving**

Fieldwork may involve driving vehicles on sealed or dirt roads and bush tracks. Vehicles may be used for a variety of activities and may carry varying combinations of passengers, equipment and foodstuffs.

University-owned vehicles may only be driven by staff members who are licensed, qualified, trained, authorised and insured to do so. All drivers of vehicles must have a current vehicle licence that covers the vehicle being used for the fieldwork.

Students may only drive University-owned vehicles in an emergency, such as for urgent medical assistance, when it is not possible or reasonable for a staff member to undertake this task.

Students using their own private vehicles as transport to a fieldwork location should park the vehicle according to instructions given by staff members. The vehicle normally will not be used during the excursion without the permission of the Fieldwork Excursion Leaders, who have the right to restrict its use, or to give specific directions as to route, speed, and number of passengers.

**7.3.1 Recommended limits on driving**

It is recommended that:
- drivers travelling alone should not exceed more than two hours of continuous driving without a break away from the vehicle of at least 10 minutes
- when driving is shared, drivers change over every two hours
- cumulative driving time for any one driver should not exceed 10 hours in a 24-hour period
- log books are used for any journey of more than four hours’ continuous duration.

**7.3.2 Restrictions on use of University vehicles for fieldwork activities**

Alcohol and drugs must not be consumed within eight hours of the commencement of the fieldwork excursion by any person undertaking driving duties or within eight hours of driving during an excursion. This includes medically prescribed drugs which may impair the operation of equipment, motor vehicles or boats.

A person who is physically or mentally impaired shall not undertake driving duties. The Fieldwork Excursion Leader shall ensure that trips are planned to allow for sufficient rest and recuperation. A person with a disability which requires the provision of a modified vehicle shall not operate a vehicle which is not appropriately modified.

**7.3.3 Vehicle Licences**

Vehicle users are required to hold and present a valid open and unrestricted New South Wales RTA Class C licence or Class LR licence if a light bus is to be driven, or a New South Wales RTA-approved equivalent.

**8. Permits**

All permits and/or licences that are necessary for particular activities (for example, entry to National Parks, aboriginal sites, fishing, and so on) must be obtained in advance of the fieldwork activity by the Fieldwork Excursion Leader.

**9. First aid**

First aid equipment and facilities must be readily available for use by personnel in the field. One first aid kit per 10 people is recommended as a guideline for fieldwork. For remote fieldwork an extended first aid kit may be necessary.

A qualified first aid officer with current certification is mandatory on fieldwork excursions to any location in which it is reasonable to expect that it would take more than half an hour to get medical aid to an injured or ill person.

The Fieldwork Excursion Leader (or first aid officer where there is one) must ensure that First Aid Kits are restocked as soon as practicable and/or at the completion of each fieldwork excursion.

**10. Communication**

For all fieldwork activities, agreed communication protocols must be set in place before departure.
- All persons undertaking fieldwork activities must be instructed or trained in the use of the communication equipment and signalling devices to be used on the excursion.
- Regular call-in schedules should be agreed on prior to departure.
- A mobile telephone or satellite phone should be taken and used in areas where this type of communication is suitable.
- Vehicles used for remote fieldwork should be fitted with global positioning systems and a two-way radio, or the fieldwork party must be equipped with another suitable two-way communication system.
11. Equipment
Equipment used for fieldwork must be carefully selected in relation to suitability for purpose. It must comply with all necessary legislative requirements and standards, and should be thoroughly checked and tested prior to use. Fieldwork participants using the equipment should have appropriate levels of training and competence in its use, and where necessary appropriate qualifications or certifications.

12. Breaches of these Guidelines

12.1 Staff members
Staff members are governed by the UTS Code of Conduct – Staff. While on an excursion, all members of staff are under special obligation to consider and protect the health, safety and welfare of all members of the party and to protect the reputation of the University. Any breach of these guidelines by staff members will be treated as a breach of that Code and will dealt with in accordance with the Code.

12.2 Students

12.2.1 Students are governed by the University Rules. While on an excursion, students must behave at all times during the excursion in a lawful and reasonable manner, taking proper care to ensure the health, safety and welfare of all members of the party and to protect the reputation of the University. In particular, students must comply with all lawful directives and instructions of the Fieldwork Excursion Leader and other members of UTS staff during the whole period of the excursion. Any breach of such instructions or of these guidelines by students is deemed non-academic misconduct and will be dealt with in accordance with University Rules.

12.2.2 In certain circumstances, misconduct by a student may result in the student being required to return home prior to completion of the fieldwork activity. Where a student is directed by the Fieldwork Excursion Leader or a staff member authorised by that Leader to return home prior to completion of the fieldwork activity due to misconduct, the student must follow that direction promptly and will be responsible for all costs incurred in returning home.

13. Definitions

For the purposes of these guidelines, the following definitions apply:
fieldwork means any work, study or research authorised by the University and carried out by staff members and students at sites (generally outdoors and including sites outside Australia) other than the regular campuses of the University and involving overnight stays or longer. It does not include activities such as distance education, student exchange programs, offshore teaching, conferences, visits to other universities or workplaces or work placements or practical classes involving visits to parks and sites during scheduled tutorials.

staff member means an employee or an honorary appointee of the University, or staff of another university in the case of joint excursions.

student means any person enrolled in any degree, diploma, course, subject or unit offered by the University whether on a full-time or part-time basis, or at an undergraduate and postgraduate level, or an award or non-award student.

University means the University of Technology, Sydney.

14. Related policies/guidelines

- Code of Conduct – Staff
- Environment, Health and Safety policy
- Rules of the University relating to Student Conduct
- UTS Scientific Diving Procedures

15. Related information

- Occupational Health and Safety Act 2000 (NSW)
- Occupational Health and Safety Regulation 2001 (NSW)
- Australian/New Zealand Standard 2299 Occupational Diving
- Construction Safety Act 1912
- Maritime Services Act 1935 (NSW) Civil and criminal legislation

Footnote:
1 For further information regarding the following forms referred to as Appendices in these Guidelines, see the online version of these Guidelines at:

Appendix 1 – Fieldwork Excursion Form
Appendix 2 – Risk Assessment Form
Appendix 3 – Medical Information Form for Fieldwork Excursions
Appendix 4 – Student Code of Conduct for Fieldwork Excursions and Declaration
Appendix 5 – Fieldwork Procedures Checklist

GUIDELINES FOR THE AWARD OF UTS MEDALS

The following set of minimum guidelines will be used by each faculty board in determining candidates for the award of University medals, within the limits prescribed from time to time by the Academic Board.

1. Each faculty is permitted to award University medals at each graduation ceremony, provided that the awardee meets the minimum requirements.

2. Normally, the maximum number of medals awarded at a graduation ceremony in Autumn and Spring semesters for each faculty (approximately proportional to the numbers of eligible graduates and taking account of the spread of undergraduate courses) will be as follows and in no calendar year will it exceed twice this number for each faculty:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Number of Medals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>3</td>
</tr>
<tr>
<td>Design Architecture and Building</td>
<td>3</td>
</tr>
<tr>
<td>Education</td>
<td>3</td>
</tr>
<tr>
<td>Engineering</td>
<td>3</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Information Technology</td>
<td>2</td>
</tr>
<tr>
<td>Law</td>
<td>2</td>
</tr>
<tr>
<td>Nursing, Midwifery and Health</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
</tbody>
</table>
3. The student with the highest Weight Average Mark (WAM) or Grade Point Average (GPA) in each substantive program or program area in each graduating cohort is considered by the relevant Examination Review Committee, School Board or Faculty Board.

4. Individual cases are debated to determine whether in the opinion of the Committee (or Board) they are of exceptional merit.

5. In general, they will have achieved a WAM greater than 85 (or equivalent GPA) together with meeting other particular faculty requirements such as a certain level of achievement in an Honours or undergraduate research project, a certain WAM in the final or last two years of the course, and/or a certain level of Honours if it is an Honours course.

6. No award is recommended if no student is judged to be of exceptional merit.

7. Two candidates of equal merit in a program or program area may be recommended for a joint award (aeq) of the University medal.

These guidelines are also published online at: http://www.gsu.uts.edu.au/policies/utsmedalguide.html

**MANAGEMENT AND PROTECTION OF PERSONAL STUDENT INFORMATION**

The University treats information on students as confidential and will only reveal such information with the permission of the student or where access is limited to staff required to fulfil the legitimate and authorised purposes of the University.

**Policy intent**

The University of Technology, Sydney (UTS) respects the privacy of each individual’s personal and health information and is committed to protecting the information it holds and uses about all individuals. This policy provides a framework to ensure that personal student information and health information will be managed in such a way as to protect the privacy of students.

UTS is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW), and the Health Records and Information Privacy Act 2002, which contain information protection principles. The Principles establish standards for the collection, use, management and disclosure of personal and health information to which all public sector agencies in NSW, including universities, must adhere. They apply to any personal and health information that a person provides to UTS or which UTS creates or collects about a student. In this privacy policy, a reference to ‘information’ is a reference to both personal information and health information.

UTS holds some information about students which is a matter of public record (for example, details of an individual student’s graduation) and which can be provided to a third party when requested. In addition, UTS has the right to confirm to a third party whether a document which purports to be either a UTS testamur or a UTS academic transcript is an authentic UTS document and whether its contents are consistent with UTS’s official records.

**Policy objectives**

The objectives of this policy are:

- to provide a clear statement about how UTS will collect, manage, use and disclose personal student information
- to provide a clear understanding of the rights and responsibilities of students, staff and others under this policy and within the context of the relevant legislation.

**Policy scope**

This policy applies to all staff and students of UTS and to all others engaged by UTS (whether as a consultant, contractor or otherwise) to provide services to UTS, which may require their having access to personal student information.

**Policy statement**

UTS treats personal information on individual students as confidential. Personal student information should only be accessed and utilised by staff for official University purposes and should only be revealed to other persons where there is proper permission or where the law requires it.

It should be noted that whilst UTS respects the privacy of personal student information and will use its best endeavours to protect it, nevertheless there is no guarantee that all personal student information (for example, UTS student email addresses) is completely protected by the measures UTS is able to implement.

**Definitions**

For the purposes of this policy, the following words shall have the meanings given below.

- **disclosure** means the act of making known personal information relating to students of UTS.
- **health information** means personal information that is information or an opinion about:
  - the physical or mental health or a disability of an individual
  - an individual’s express wishes about the future provision of health services to him or her
  - a health service provided, or to be provided, to an individual
  - other personal information collected in connection with the donation of human tissue
  - genetic information that is or could be predictive of the health of an individual or their relatives or descendants
  - any other personal information collected to provide, or in providing a health service.
- **identifier** means an identifying name or code (usually a number) assigned by an organisation to an individual to uniquely identify that individual for the purposes of the operations of the organisation. This does not include an identifier that consists only of the individual’s name.
- **non-private information** means information about a student which is a matter of public record, i.e. details of a student’s graduation.
- **personal information** means information or an opinion (including information or an opinion forming part of a database) that is recorded in any form about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes paper documents and files, electronic records, photographs, genetic material and biometric information such as fingerprints.
primary purpose means the purpose for which the
information was collected, i.e. an official university purpose
which is related to the functions of the University as defined
by the University of Technology, Sydney, Act 1989 and for
which the individual concerned could reasonably expect
their information to be used. Collection of information for
this purpose may be mandatory or optional.

secondary purpose means a purpose which is directly
related to the primary purpose although this relationship
may not necessarily be apparent to the individual
concerned, or within their reasonable expectations. Collection of the information for this purpose may be
mandatory or optional.

student means any person, whether or not they also have
another role at UTS, such as that of staff member, who
has previously been enrolled at, is currently enrolled at,
or is applying to be enrolled at, UTS or its antecedent
organisations. This includes those enrolled in faculty-based
short courses and continuing professional education.

1. Collection of personal information

1.1 In accordance with the current legislation:
• UTS will not collect personal information about an individual unless that information
  is necessary for one or more of its functions
• UTS will collect personal information about an individual only by lawful and fair means and
  not in an unreasonably intrusive manner.

1.2 When UTS collects personal information directly
from an individual, it will take reasonable steps to
ensure that the individual is aware of:
• the fact that the information is being collected
• the purposes for which the information is being collected
• the intended recipients of the information
• UTS’s contact details
• any law that requires the collection of the particular information, and
• any consequences (if any) arising from the failure to provide any requested information.

1.3 UTS will collect personal information directly from
an individual to whom the information relates where
it is reasonable and practicable to do so. Where UTS
collects information about an individual from a third
party (for example, if a student authorises a parent,
spouse or partner to act for them on their behalf),
UTS will take reasonable steps to ensure that the
individual is aware of the details set out above.

1.4 While UTS generally collects personal information
directly from the relevant individual, in some
instances it may be collected from a third party,
such as the Universities Admissions Centre (UAC)
or other public bodies/organisations.

1.5 UTS is required by law to collect certain personal
information so that it can provide this information
to government bodies/organisations, such as the
Department of Education, Science and Training
(DEST), the Australian Taxation Office (ATO),
Centrelink, and the Department of Immigration and
Multicultural and Indigenous Affairs (DIMIA).

2. Creation of personal student information

Throughout an individual student’s course of study
at UTS, certain personal information will be created
which relates to that particular student, including
examination/assessment results and reports. Personal student information of this nature will
be accorded the same levels of management and
protection as personal student information provided
to UTS by the student or a third party, (as set out in
Section 1), except where it is regarded as non-private
student information (i.e. a matter of public record).

3. Location of personal student information

UTS’s principal repository of physical and
electronic files of student information is the Student
Administration Unit. By virtue of a provider/client
relationship, the following units may also hold
personal student information:
• faculties, schools, departments, centres and
  institutes
• individual academics responsible for the
  conduct of subjects and courses, assessments,
  and other academic and related purposes
• the Student Ombud
• the Equity and Diversity Unit
• the University Library which keeps records
  relating to a student’s use of library facilities
• the Registrar’s Division which keeps records
  relating to others including:
• records of formal committee deliberations,
  graduations and student disciplinary
  matters
• records relating to individual students
  including medical, counselling and other
  services provided to students
• the University Graduate School which keeps
  records relating to research degree candidature
  and scholarships
• the Human Resources Unit which may keep
  records relating to the employment at UTS of
  students
• the International Office which keeps records
  relating to overseas students
• The Research and Innovation Office which
  may keep records relating to research projects
  in which students have participated
• UTS Graduate Connections which may keep
  records relating to alumni of UTS.

4. Use and disclosure

In the use and disclosure of personal student
information, UTS will not use or disclose personal
information about an individual for a purpose other
than that for which it was collected or created (the
stated primary purpose) unless:
• for a secondary purpose that is related to the
  primary purpose, or
• it was reasonable for the individual to expect
  UTS to use or disclose the information for a
  secondary purpose, or
• the individual has consented to use of the
  information for a secondary purpose, or
5. **Quality of data**

UTS will take all reasonable steps to ensure that any personal student information it collects, creates, uses or discloses is accurate, complete and up to date.

6. **Security**

6.1 UTS will take all reasonable measures to ensure that personal student information is held securely and is protected from misuse, loss, and unauthorised access, modification or disclosure.

6.2 UTS will destroy or permanently de-identify personal student information when required by, and in accordance with, legislative requirements.

6.3 Personal information may be stored in hard copy documents, as electronic data, or in UTS’s software or systems. UTS protects personal student information in the following ways:

- confidentiality requirements on the use of information by UTS staff and students
- policies and procedures on document storage, retention and security
- security measures for access to UTS’s computer systems
- controlling access to those parts of UTS’s premises where data is stored
- website protection measures.

6.4 UTS expects each student to respect the privacy of fellow students’ personal information, whether the information is stored in hard copy documents, as electronic data, in UTS’s software of systems, or in the records management systems of partner institutions outside NSW.

7. **Access to personal information**

7.1 UTS will, on request, inform an individual about the nature of personal information that it holds relating to that individual, the main purposes for which the information is used, and the individual’s entitlement to gain access to that information.

7.2 Upon request, UTS will provide an individual with access to the information UTS holds relating to that individual unless there is an exception applying under law such as:

- access would pose a serious threat to the life or health of any individual
- access would have an unreasonable impact on the privacy of others
- access would be unlawful or the denial of access is required or authorised by law
- access would prejudice enforcement activities relating to criminal activities and other breaches of law
- the information is to be used for legal dispute resolution proceedings.

7.3 If a request for access to personal student information is refused, UTS will provide written reasons for the refusal, stating where possible which of the above exceptions has been relied upon.

7.4 Any request to provide access to personal student information will be dealt with in a reasonable time and UTS may recover from a student the reasonable cost of accessing and supplying this information.

8. **Amendment of personal student information provided to UTS**

8.1 Students are required under the Rules of the University to notify the Registrar of any change in contact details. This should be done in writing or online using ‘My Student Admin’.

8.2 From time to time students may wish to amend other personal information that they have provided to UTS if they believe that it is out of date, incorrect or inaccurate. Substantiating documents showing evidence of the change necessitating the amendment of personal student information may be required. For record-keeping purposes, documentation of the changes that are made may need to be kept.

8.3 If a request for amendment to personal student information is refused, UTS will provide written reasons for the refusal.

8.4 If UTS is not prepared to make amendments to personal information in accordance with a request from an individual, in appropriate circumstances UTS may make arrangements to attach to that information a statement provided by that individual setting out their reasons for request for amendment and the reasons for the request being denied.

8.5 Any request to alter information will be dealt with in a reasonable time and UTS may recover from a student the reasonable cost of accessing, considering the request, and if appropriate, altering such information.

9. **Amendments to personal student information created by UTS**

9.1 A student who considers that information created by UTS is not recorded correctly on their student record should forward a request for amendment, together with relevant supporting documentary evidence, to the Director, Student Administration Unit. Each case will be considered on its merit and the University will determine whether the information should or should not be amended.

9.2 A student who disagrees with the substance of an academic or administrative action, process or outcome, as distinct from the issue of whether the record of the University correctly documents it, retains the right to pursue these matters as part of any relevant academic appeal or grievance process as provided for by Rules and policies of the University. When in these situations, a student should in the first instance direct inquiries to the relevant faculty office.

10. **Commonwealth and State government identifiers**

10.1 UTS will not use Commonwealth or State government identifiers as its own identifier nor will it disclose such identifiers to other parties, except where required by law.

10.2 UTS provides its own identifier where necessary in the form of a student identification number.
11. Transborder data flows

11.1 In the course of its business, UTS may provide personal student information to organisations outside New South Wales. UTS will only provide this information under the following conditions:
- where it is required by law to do so, or
- where an individual consents to the transfer of information, and
- where the relevant staff member at UTS has reasonably concluded that the recipient is subject to similar privacy laws and policies to its own.

11.2 UTS will take all reasonable steps to ensure that any information which is transferred to a partner institution outside New South Wales is held, used or disclosed on a basis that is substantially similar to that required by this policy.

11.3 UTS will also take all reasonable steps to ensure that any information which is created at a partner institution outside NSW (including offshore partner institutions) is held, used or disclosed on a basis that is substantially similar to that required by this policy.

12. Grievances

If an individual believes that there has been a breach of the principles expressed in this policy, they should contact the Privacy Officer. The Privacy Officer will advise them of the most appropriate means of having their complaint considered, and will assist them with contacting the relevant person.

13. Breach of this policy

Breaches by staff

13.1 If a staff member breaches this policy, depending upon the circumstances, appropriate disciplinary action may be taken.

Breaches by a student

13.2 If a student breaches this policy, and the breach is considered to constitute an offence under the Rules of the University, appropriate disciplinary action may be taken.

Related information

- University of Technology, Sydney, Act 1989
- Privacy and Personal Information Protection Act 1998 (NSW)
- Privacy Act 1988 (Cwlth)
- Health Records and Information Privacy Act 2002
- Freedom of Information Act 1989
- State Records Act 1998

This policy is also supplemented online by the following:

- Requirements for Staff on the Management and Protection of Personal Student Information
- Requirements for Students on the Management and Protection of Personal Student Information

This policy and related material are published online at: http://www.gsu.uts.edu.au/policies/studentinfo-policy.html

PRINCIPLES FOR TRANSITION SUPPORT FOR STUDENTS AT UTS

Good teaching and effective learning are based on sound pedagogy, clear goals and assessment methods, and timely feedback, all of which contribute to a supportive learning environment for students. The University of Technology, Sydney is committed to forging an active partnership between students and the University to facilitate successful learning and a positive student experience, and to provide a range of student-focused learning and support services at critical times and for critical issues. In addition:

(a) The University aims to provide all students with opportunities to assist them in the process of transition and adaptation from one environment to another, including school, the workforce, other countries, other institutions, family responsibilities or non-current school leaver backgrounds;
(b) All students can expect a reasonable level of support at critical times during their candidature to assist students to achieve their academic goals;
(c) The University recognizes that some transition issues are specific to certain student groups at certain points in their candidature, and that identification of these issues is essential in order to maximize learning outcomes;
(d) The University acknowledges that during a course of study, there may be various occasions when students may experience challenges to their academic progress. At the same time it is also acknowledged that negotiating such challenges may contribute to the building of personal and professional competencies;
(e) The University encourages students to play a part in taking personal responsibility for recognizing and negotiating these challenges;
(f) The University expects all students to attend university including scheduled classes and Orientation programs (or equivalent activities for students enrolling offshore or distance learning programs).

The adoption of the above principles will:

(a) articulate the University’s commitment to providing a student focused environment;
(b) provide the overarching principles and a broad framework for parties concerned to develop various implementation programs in furtherance to these principles, including the orientation programs and other programs to meet specific student needs; and
(c) allow flexibility for further developments in view of the changing learning environment and student needs.
PUBLISHING ON THE UTS WEB

1. Policy intent
The purpose of this policy is to manage the integrity of the information published on the UTSWeb, so as to ensure that the information is both accurate and complies with relevant legal requirements. The range of information that is permitted to be published on the UTSWeb, as well as the conditions that must be observed, are defined by this policy document.

The proactive adoption and support of consistent and professional web management practices will enable UTS to maximise the benefits of the web, as well as ensure that the UTSWeb continues to portray a positive public image of the University.

2. Policy objectives
2.1 Establish protocols, standards and practices for the management of information published on the UTSWeb
2.2 Establish responsibilities and accountabilities for authoring and publishing information on the UTSWeb
2.3 Establish quality assurance methodologies and audit practices to ensure that all information published on the UTSWeb complies with UTS policies and relevant Commonwealth and State government legislation

3. Policy scope
This policy applies to all information published on the UTSWeb. In acknowledgement of the need for academic freedom of expression, information within the UTSWeb has been classified into a category system that enables a clear distinction to be made between the different types of information generated from time to time that may need to be published.

3.1 Classification of information
Category 1 – core UTS information
Refers to the official authoritative source of UTS information regarding the UTS Act, By-law, Rules, policies, legislative compliance, Council and its committees, and courses and subjects.

Category 2 – UTS business information
Refers to all information relating to the official business of UTS’s executive, divisions, units, faculties, institutes and centres.

Category 3 – UTS teaching and research information
Refers to all materials that have been recorded on the UTS Digital Resource Register, which UTS staff are authorised to use for teaching purposes.

Category 4 – UTS staff and student information
Refers to all information published on websites or webpages by UTS staff and students that relates to their role and/or area of teaching, research or study at UTS.

Category 5 – UTS controlled entities information
Refers to all information associated with the official business activities of UTS controlled entities that is published on websites of controlled UTS entities or within Category 2 information.

Category 6 – other organisations associated with UTS information
Refers to all information on any of the organisations that the University has agreed to host their websites or webpages on the UTSWeb.

4. Definitions
4.1 UTSWeb includes all websites that contain the domain name uts.edu.au, or other names as registered by UTS from time to time.

4.2 Owners of Information refers to all persons who have delegated authority to both author and approve the content of information that is to be published on the UTSWeb.

4.3 Authorising Officer refers to all persons who have delegated authority to publish preapproved information on a webpage or website housed within the UTSWeb.

4.4 UTS Web Standards refers to the agreed standards that will be used to ensure the practices associated with the publication and management of information on the UTSWeb are undertaken in a consistent and standardised way to enable compliance with legal requirements and UTS policies (see footnote). The standards will be used as a single reference point to check compliance.

4.5 UTS Web Standards Coordinator refers to the University staff member appointed by the University’s Registrar to undertake the coordination responsibilities for agreed UTS Web Standards.

5. Policy provisions
This policy should be used in conjunction with the UTS Web Standards developed from time to time to operationalise the implementation of this policy.

5.1 Authority to publish on the UTSWeb
5.1.1 Publication of Category 1, 2 and 3 UTS information
The Vice-Chancellor, VCMG members, Deans and Directors are both the Owners of Information and the Authorising Officers for the creation and publication of information on their relevant area of responsibility. These Officers can, where appropriate, delegate approval to staff members within their area of responsibility to author, approve the content of information, or publish information that is to be stored on the UTSWeb. Details of all staff allocated authority to author, approve the content of information, or publish on the UTSWeb, must be registered with the Web Standards Coordinator.

5.1.1.1 Identification of Category 1, 2 or 3 UTS information
All websites or webpages containing Category 1, 2 or 3 UTS information, must conform with the UTS web style guidelines and standards established by IML from time to time for the publication of Categories 1, 2 and 3 UTS information.

5.1.2 Publication of Category 4 information
UTS staff members and students are permitted to publish on the UTSWeb subject to the following conditions:
• information published by a staff member or student must be associated with their area of teaching, research or study at UTS
• the staff member or student is considered both the owner of the information and the Authorising Officer, and must comply with the relevant conditions for the publication of information as documented at clause 5.2, and
• the staff member or student must include an appropriate disclaimer statement on their site and, furthermore, must not use the UTS logo or emblems unless special approval has been granted.

5.1.3 Publication of Category 5 information

UTS controlled entities are permitted to publish on the UTSWeb subject to the following conditions:
• information published within a UTS controlled entity’s website must be associated with the official business activities of the UTS controlled entity
• the published information must not expose the University to the risk of a legal liability or contradict UTS policies
• the Chief Executive Officer of the UTS controlled entity, or their nominated representative, must approve all information prior to publication on the UTSWeb
• the entity must include a disclaimer statement on their site, which states the views expressed on their site are the views of their organisation and do not reflect the views of UTS and, furthermore, must not use the UTS logo or emblems unless special approval has been granted, and
• UTS controlled entities must comply with the relevant conditions for the publication of information as documented at clause 5.2.

5.1.4 Publication of Category 6 information

The Executive Director Organisational Support, or nominee, may approve the hosting of external organisations’ websites or webpages on the UTSWeb. Approved external organisations must comply with the same terms and conditions as for Category 5 information as documented at clause 5.1.3.

5.2 Conditions for publication of information

5.2.1 Category 1 – core UTS information

An authoritative source of information regarding UTS legislation, By-law, Rules, policies, course fees, and courses and subjects will be stored within the UTSWeb. This core information can only be displayed on other sites or pages within the UTSWeb via the inclusion of a link to or feed from the authoritative source.

5.2.2 Inclusion of links to external websites

Links to external websites can only be included within a website on the UTSWeb, if the information contained within these sites clearly relates to the core business activities of the University, or a staff member’s or student’s area of teaching, research or study at UTS. The Authorising Officer for a website or webpage is responsible for approving the inclusion of links to external websites within that page. A link to the UTSWeb homepage disclaimer statement, which includes a provision regarding external links, must be included in the footer of all pages containing external links.

5.2.3 Compliance with legal requirements and UTS policies and Rules

All information stored on the UTSWeb must be published in accordance with legal requirements and UTS policies and Rules. Particular attention should be paid to the following:

5.2.3.1 Copyright

The Owners of Information are accountable for ensuring compliance with copyright legislation.

5.2.3.2 Privacy

The Owners of Information are responsible for ensuring the principles of the NSW Privacy and Personal Information Protection Act 1998 are adhered to during the compilation of information. The UTS Privacy Statement must be included as a link in the footer of all websites containing Category 1, 2 or 3 UTS information.

5.2.3.3 Anti-discrimination

Category 1, 2 or 3 UTS information published on the UTSWeb must be prepared in accordance with the Guidelines for the Use of Non-Discriminatory Language at UTS. All information published on the UTSWeb must observe the principles of the NSW Anti-Discrimination Act 1999.

5.2.3.4 Record keeping and archiving

The UTSWeb is considered an official record of the University and as such must be treated in the same way as an official paper-based record. The authorising officers for Category 1, 2 or 3 UTS information are responsible for establishing an appropriate version control register to record updates to the information they publish on the UTSWeb. The UTS Record Keeping and Archiving Web Standard should be consulted (see note below).

5.2.3.5 Accessibility

All websites created on the UTSWeb must be designed and structured in accordance with the web content accessibility guidelines established by IML from time to time (see note below).

5.2.3.6 Disclaimers

The Owners of Information for all categories of information permitted to be published on the UTSWeb must ensure the appropriate disclaimer statement is provided for inclusion in the footer of relevant websites, as detailed in the UTSWeb Disclaimer Web Standard (see note below).

5.2.4 Responsibility of Owners of Information

The Owners of Information are responsible for ensuring that:
• information conforms with relevant legislation and UTS policies and Web Standards;
• confidential material is stored in a safe location and is only made available to those people who have approval to access the information;
• the accuracy and currency of the information is maintained; and
• an internal quality assurance process is implemented within their area for the review of information prior to making it available for publishing.
5.2.5 Responsibility of Authorising Officer

The Authorising Officer for each website or webpage is responsible for ensuring that:

- information published is not duplicating information published elsewhere on the UTSWeb
- their website conforms with relevant legislation and UTS policies and Web Standards
- information of an offensive or illegal nature is not contained within their site
- appropriate security control mechanisms (passwords, etc.) have been put in place to manage access to information published on the UTSWeb, in particular confidential information, or restricted access information stored on their website, and
- regular audits are conducted on the information published on their site.

5.3 Authority for approving amendments to information

The Owners of Information must approve all amendments to the information prior to the publishing of the changes on the UTSWeb.

5.4 Authority for removal of information

The University of Technology, Sydney reserves the absolute right to remove any information published on the UTSWeb, if it considers the information is offensive, illegal or contravenes UTS policies and/or its legislative obligations. The Registrar has authority to issue instructions for the removal of any illegal or non-compliant information published on the UTSWeb.

5.5 Advertising and sponsorship

The UTSWeb must not be used to promote an external organisation’s advertising material that is not clearly related to the core business activities of the University. Approval must be sought from the Vice-Chancellor or nominee before a paid or unpaid advertisement from an external organisation is published on the UTSWeb.

6. Enforcement of the policy

The Registrar has overall accountability for ensuring information published on the UTSWeb is compliant with legal requirements and therefore, is responsible for enforcing the University’s Publishing on the UTSWeb policy.

7. Breaches of the policy

The Registrar is responsible for taking corrective action to rectify all breaches of the University’s Publishing on the UTSWeb policy and must also report any illegal activities to the appropriate authorities.

7.1 Reporting breaches

All suspected breaches of this policy should, in the first instance, be reported to the UTS Web Standards Coordinator. Suspected breaches of a serious nature should be reported directly to the Registrar. All reports received will be treated with appropriate concern for the law and privacy.

7.2 Penalties for breaches

Punishment for breaches of this policy will be administered in accordance with Rules of the University relating to staff and student discipline and any codes of conduct issued from time to time. Staff and students should be aware that they might also be subject to criminal or civil proceedings for publication of material considered illegal or offensive.

8. Exclusions to the policy

External websites cited within information published on the UTSWeb are excluded from this policy. Only websites within the UTSWeb are covered by this policy.

Related policies, Rules, management plans and guidelines

Policies
- Acceptable Use of Information Technology Facilities policy (published in this chapter)
- Code of Conduct – Staff (published in this chapter)
- Equal Opportunity policy statement
- Intellectual Property policy (under review)
- Information Technology Security policy (published in this chapter)
- policy on the Prevention of Harassment
- policy on Management and Protection of Personal Student Information (published in this chapter)
- Records Management policy
- Rules of the University (published in Chapter 11 of this Calendar)
- Rules Relating to Staff Discipline and Appeals Committees (published in Chapter 11 of this Calendar)

Management Plans
- Records Management Plan (available soon)
- Privacy Management Plan

Guidelines
- Copyright at UTS
- Student Discipline and Appeals Guidelines
- Guidelines for the Use of Non-Discriminatory Language at UTS

Publishing on the UTSWeb administrative contact details

Policy Implementation Officer
Michele Poepjes
Deputy Director
Governance Support Unit
email UTSwebpublishing@uts.edu.au

UTS logo and emblem
To apply for approval to use the UTS logo and/or the UTS emblem on the UTSWeb, contact:
Mary Coull
Executive Assistant
Governance Support Unit
telephone (02) 9514 1321
fax (02) 9514 1232
e-mail Mary.Coull@uts.edu.au

Administrative note:
The associated web standards and guidelines are currently under development and will be implemented progressively.

This policy and related policies and guidelines are published or linked online at:
RECOGNITION OF PRIOR LEARNING

Policy intent

UTS provides the opportunity for students to apply to have prior learning considered for credit towards a UTS course where the prior learning is related to assessable components of the course. Forms of prior learning include previous study from recognised tertiary organisations, relevant work or life experience or courses undertaken outside a recognised tertiary education organisation.

Objectives

- To recognise and support the legitimate interests of students in obtaining credit for prior learning.
- To ensure public availability and scrutiny of Recognition of Prior Learning (RPL) provisions.
- To ensure a consistent and equitable approach to the granting of credit for prior learning.

Scope

This policy is applicable to all undergraduate and postgraduate coursework programs of the University and it covers the granting of credit towards a UTS award on the basis of:

- prior learning at tertiary or credentialed institutions
- prior learning in non-credentialed settings.

It should be noted that eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

Definitions and Categories

1. Basis of Recognition

Credentialed prior learning – course-related learning leading to the award of a tertiary qualification. This includes learning from:

- completed university subjects and courses
- completed TAFE subjects and courses
- VETAB accredited courses
- overseas qualifications from National Office of Overseas Skills Recognition (NOOSR) recognised higher education institutions.

Uncredentialed prior learning – informal learning from work experience, life experience or courses taken outside the university and TAFE systems.

2. Form of recognition

Exemption – the process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit.

Substitution – releasing a student from undertaking a subject and specifying alternative subject(s) of equivalent credit point value which must be completed in order to achieve equivalent academic credit.

Credit transfer – recognition that a block or group of subjects and their associated equivalent academic credit, that have been completed at different institutions, are being recognised as a valid component of a student’s enrolled UTS course.

3. Components of the course that are recognised

Individual specified credit – equivalent to a subject exemption. Credit is granted where there is one-to-one, equivalent-level correspondence between the applicant’s prior learning (credentialed or uncredentialed) and UTS subject outcomes. Only full subject credit can be granted, up to the limit allowable for the course.

Individual unspecified credit – credit granted where the prior learning (credentialed or uncredentialed) of the applicant is judged to be relevant to the course at the appropriate level but may not directly correspond to specific course subjects. Unspecified credit is usually granted towards meeting the elective requirements of a program.

Block credit – credit granted under pre-determined arrangements for study at TAFE or other tertiary providers. Block credit usually refers to a block of subject exemptions either specified or unspecified, or a combination of both.

Policy provisions

1. Recognition of Prior Learning (RPL) for the purposes of this policy is the process of recognising for credit, in the form of specified or unspecified credit, what an individual knows or can do, wherever and however they may have acquired the knowledge and/or skills.

2. UTS recognises two types of prior learning:

- credentialed prior learning and
- uncredentialed prior learning.

3. Applicants for RPL on the basis of uncredentialed prior learning may be required to demonstrate their learning through the completion of some type of assessment or activity such as testing or compiling a portfolio of learning and/or experience.

4. Applicants who have relevant prior learning may apply for recognition of this prior learning and, if their application is successful, they are granted either exemptions or substitutions from either specified or unspecified components of their UTS course.

5. Eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

6. Applicants for RPL may be granted any combination of recognition as described above subject to the University’s Rules which state that, except with the approval of the Academic Board, no student shall receive credit that totals more than:

- two-thirds of a course of three years or less full-time duration, or
- three-fourths of a course of more than three years full-time duration.

7. Regardless of the nature or amount of recognition granted, any specific requirements of an award must be fulfilled, including any conditions associated with the professional recognition of the award.

8. Applications for RPL will normally only be considered at the time of admission. Where this is not possible, or where circumstances change, a second or later application will be considered only prior to final re-enrolment in the UTS award course for which RPL is being sought. A second or later application for RPL must be made in writing to the Responsible Academic Officer, must make full disclosure of the initial application and must set the circumstances which prevented an initial application or the changed circumstances which justify a second application.

This does not preclude a student’s right at any time to cancel exemptions or substitutions that have been granted previously. (It should be noted that cancellation of exemptions or substitutions often has fee implications for students.)

9. Students wishing to cancel previously approved credit must do so prior to their final (re-)enrolment.
10. In determining whether credit may be granted, the University must be confident of the currency of the applicant’s knowledge. Applications for RPL will be considered on a course-by-course basis, where currency of learning can be demonstrated to the satisfaction of the faculty.

11. Undergraduate subjects will only be accepted for credit towards postgraduate courses in the following cases:
   (a) for existing courses, through approval by Academic Board of the conditions either for individual courses or for groups of courses; and
   (b) for new courses, in the course accreditation proposals either by explicit definition or by reference to existing approved conditions, as per (a).

12. Previously acquired credentialed or uncredentialed learning may only be counted once as approved RPL exemptions for any course offered by the University.

13. Where students do not meet the faculty standard on grade requirements, any relevant applications for RPL shall be rejected automatically and, where TAFE courses do not provide a grade, or where faculties have not set the criteria, applications are to be redirected to faculties for individual consideration.

14. In the case of one faculty delivering a subject in the course of another faculty, the delivering faculty is responsible for defining the criteria and process for RPL in respect of the delivered subject. Decisions regarding the recognition of prior learning may be made either by the delivering faculty or the home faculty of the student, in accordance with these criteria.

15. Students accepted under this policy may be required by their faculty to complete a bridging program.

16. The normal UTS procedures should be followed for students appealing against unsuccessful applications for RPL, or disputing any decisions made in respect of approved credit.

17. Wherever possible, NOOSR guidelines should be used for assessing applications for RPL on the basis of overseas study.

18. All areas of the University should apply the Procedures for Managing RPL Applications in administering this policy.

**Responsibilities**

Faculty Boards shall be responsible for the application of this policy and may delegate all or part of their powers, in accordance with the authority granted by Council (see Faculty Management in Chapter 13 of this Calendar, 6.2 (xvi), Duties and powers of Faculty Boards).

In recognising prior learning, faculties shall have due regard for the academic standards of the University, equity principles, promptness in processing applications and consistency of application of the policy between faculties.

Each faculty shall maintain a record of precedents to facilitate the formulation of the above. Faculties should develop and publish on their websites their own position regarding previously acquired credentialed and uncredentialed learning. Faculties should also publish annually the grade requirements for prior TAFE and all other accredited study accepted in the previous year for RPL.

**Related Information**

The Australian Vice-Chancellors’ Committee (AV-CC) Credit Transfer information under policies/program on the AV-CC website:

http://www.avcc.edu.au

**STUDENT CHARTER**

**UTS mission**

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

The University contributes to the advancement and integration of knowledge, professional skills and technology, and their intelligent, sustainable and enterprising application for the benefit of humanity.

In pursuing its mission, the University of Technology, Sydney is committed to offering a wide range of support programs and services to optimise students’ academic success and employability. In return, UTS expects students to honour their responsibilities to their studies and invites each student to contribute to the life of the University.

Together, the staff of the University and the student body will strive to ensure that every student is given the opportunity to enjoy a fulfilling and rewarding learning experience which will promote their academic, social and personal growth.

**Purpose**

The UTS Student Charter recognises that UTS students and staff have rights and responsibilities to each other and to the University community. The statements outlined in this Charter complement, but should not be regarded as a substitute for, the provisions of the UTS Act and the By-law, Rules, policies and procedures made pursuant to the Act. Rather, the Charter acts as a ready reference to students’ rights, responsibilities and expectations and to assist students’ understanding of the University environment.

**Students’ rights**

In pursuing its mission, the University recognises the following rights of its students:

**Academic matters**

Students have a right to expect:

- that courses be of a level consistent with Australian standards and, where appropriate, satisfy the requirements of relevant professional societies and organisations
- that course content will be up to date and based on research, study and academic discussion in the field
- that feedback on course content and delivery will be actively sought and results communicated back to students
- to receive at the beginning of each semester from subject coordinators full information in respect of each subject including:
  - objectives / goals
  - assessment tasks and their relative importance and general assessment guidelines
- to have reasonable access throughout the semester to lecturers, coordinators and general staff including access to teaching staff outside class times in person or by other means
- to have access to information and guidelines to enable them to appropriately acknowledge sources of information used in assignments.
Learning support
Students have a right to expect:
• to have access to a supportive learning environment, including appropriate and properly maintained facilities such as classrooms, study facilities and use of computer workstations
• to have a core entitlement of access to Library facilities, UTS network facilities and access to the Internet for legitimate study and related purposes
• to receive support through counsellors or other appropriate staff for students experiencing personal, academic or disability-related difficulties.

Administrative matters
Students have a right to expect:
• fair, accessible and efficient administrative procedures including accurate, timely and helpful information regarding course of study, enrolment, financial obligations
• full and accurate information and advice about University activities, policies, procedures and regulations including:
  • a workable means to acquaint themselves with University Rules, policies, codes of conduct and procedures, including any changes
  • access to University policies on academic misconduct including cheating, plagiarism and making up or falsification of data
  • access to information about rights and procedures in relation to University appeals mechanisms
  • access to information about the mechanisms/processes for dealing with grievances in a fair and even-handed manner
  • clear policies and guidelines on the utilisation of University facilities and equipment
  • access to information about the University’s health and safety regulations/practices
• to have access to their own information which is held by the University in accordance with the laws of NSW
• to be provided with opportunities to participate in all aspects of University life.

Participation in the University community
Students have a right to expect:
• that the University management will take all reasonable steps to ensure a safe campus
• that UTS staff will adhere to the UTS Code of Conduct (published in this chapter)
• to be treated equitably and with courtesy and respect, irrespective of gender, sexual orientation, race, disability or medical condition, cultural background, religion, marital status, age, political conviction and family responsibilities and to enjoy a learning environment which is free from sexual, racial, or gender-based harassment and other forms of intimidation
• to have personal privacy respected by staff of the University and other students
• to communicate freely and to be able to voice alternative points of view in rational discussion and debate
• to contribute their opinions and recommendations on aspects of their courses such as course content, structure, assessment and workload requirements, and quality of teaching through such means as student membership of Council and committees and through the completion of student surveys
• to have access to student organisations which can legitimately represent students’ interests in all aspects of University life.

Students' responsibilities
In exercising their rights, the University expects students to also meet the following responsibilities:

Academic matters
Students have a responsibility to:
• read the information given in respect of each subject and ensure they are familiar with subject requirements
• work to the best of their abilities and to make genuine attempts to progress successfully through each subject by meeting subject requirements, deadlines for assignments and punctual attendance at lectures/tutorials
• display an ethical approach to study including refraining from:
  • cheating and plagiarism
  • making up or falsification of data
  • unauthorised use of facilities and equipment
• provide constructive feedback or comment to academic staff on their teaching and quality of units of study (subjects) through appropriate University evaluation processes and channels in a responsible and accountable manner
• honour the Rules on use of copyright material.

Learning support
Students have a responsibility to:
• respect and use University property in a way that is consistent with University policies
• make appropriate use of such facilities and services as the Library, computing and laboratory resources and counselling which the University provides to support teaching and learning.

Administrative matters
Students have a responsibility to:
• ensure that their enrolments are valid, and comply with requirements of courses for which they are enrolled, and that the information provided at enrolment is accurate and is kept up to date
• meet their financial commitments to the University
• read and reply in a timely manner to all official communications to them from the University
• ensure regular electronic contact with UTS via their email account
• avail themselves of appeals and other review mechanisms at the earliest time in seeking avenues of appeal
• respect the rights of others and the confidentiality of material relating to others
• acquaint themselves (and, where changes have been made, update themselves) with University rules, policies, codes of conduct and procedures relevant to their enrolment and course of study including:
  • UTS: Calendar
  • UTS: Handbook
  • University Rules, policies and codes of conduct
• be fair and responsible in raising grievances and in following processes designed to resolve them.
Participation in the University community

Students have a responsibility to:

- treat all members of the University community and visitors to the University with respect and courtesy and to refrain from harassing or discriminating against other members of the University and visitors to the University on the basis of gender, race, ethnicity, sexuality, religion, age, disability, background or family responsibilities
- comply with instructions for health and safety given by the University members of staff and others who are appropriately authorised to give such instructions
- behave in a manner which does not jeopardise the safety of other students, staff or visitors to the University.

Related University policies and procedures

Academic matters

- Rules of the University (published in Chapter 11 of this Calendar)
- Coursework Assessment policy and procedures
- Disclosure of Assessment Results
- Advice to Students on Good Academic Practice (published in this chapter)
- Guidelines for the Provision of study guides/lecture notes to students
- Statement of Postgraduate Coursework Students’ Rights and Responsibilities
- Code of Practice for Supervisors, Advisors, Research Degree Candidates
- Help with Academic Complaints

Learning support

- Acceptable Use of Information Technology Facilities (published in this chapter)
- Library Information Skills
- Assistance with Academic Writing and Study Skills – ELSSA Centre
- UTS Student Help Web
- Special Needs Services for Students
- Counselling
- Work, Study and Carers’ Responsibilities

Administrative matters

- Rules of the University
- UTS Student Help Web
- UTS Email policy (published in this chapter)
- Rules Relating to Discipline and Appeals for Students (published in Chapter 11 of this Calendar)
- Policy on Handling Student Complaints
- Management and Protection of Personal Student Information (published in this chapter)

Participation in the University community

- UTS Code of Conduct – Staff (published in this chapter)
- Equal Opportunity policy statement
- Policy on the Prevention of Harassment
- Environmental Health and Safety policy
- UTS Students’ Association
- Peer network
- Clubs

The Student Charter is also published online, with links to many of the above related policies and procedures, at:


STUDENT OMBUD TERMS OF REFERENCE

1. Appointment

1.1 The Council of the University shall appoint a person to be Student Ombud and may appoint one or more persons as Assistant Student Ombud with the same authority and responsibilities as the Student Ombud, save that of the management of the Office of Student Ombud.

1.2 The Student Ombud and Assistant Student Ombud shall be responsible to the member of senior UTS management nominated by the Vice-Chancellor.

2. Authority to inquire

2.1 The Student Ombud has the authority to conduct inquiries relating to complaints by registered students against decisions or conduct of staff, Committees, Boards or any unit or group either within the University or acting under the authority or auspices of the University.

2.2 On receipt of a written complaint signed by a registered student or a person who was a registered student at the time of the conduct complained of, the Student Ombud shall have authority to inquire into that complaint.

2.3 The Student Ombud may, for any reason including possible conflict of interests, refer a complaint to an Assistant Student Ombud.

2.4 On receipt of a complaint, the Student Ombud shall decide, by inquiry if necessary, whether or not the complaint falls within the role and functions of the Student Ombud. The complaint shall be dismissed if the Student Ombud is of the opinion that:

2.4.1 the complaint is frivolous, trivial, or not in good faith

2.4.2 the complainant has an insufficient interest in the matter

2.4.3 the conduct complained of occurred at too remote a time to justify investigation

2.4.4 in relation to the conduct complained of, there is available to the complainant an alternative and satisfactory means of redress

2.4.5 in disputes involving the assessment of a student’s academic performance, the Student Ombud shall normally investigate the complaint only if the complainant has attempted other avenues available under University regulations and procedures. The role of the Student Ombud shall normally be confined to being satisfied that the procedures of assessment for the course(s) in question have been followed and are reasonable in all the circumstances

2.4.6 the conduct complained of is not of a character that concerns the University within its functions, responsibilities and powers as defined in the University Act, By-law, Rules, and policies.

Where the complaint has been dismissed by the Student Ombud, the complainant shall be informed of the reasons for the decision.

2.5 If during an investigation being carried out by the Student Ombud it becomes known that the complaint is the subject matter of a hearing or appeal under the University Act or By-law, the Student Ombud shall proceed no further with investigating the complaint until the hearing or appeal has been concluded.

2.6 The Student Ombud shall be given access to all University records and documents relating to the complaint.
3. Conduct of inquiry
3.1 The Student Ombud shall decide the form and procedures to be adopted in investigating a complaint. All persons involved shall be given reasonable opportunity to explain their views and encouraged to reach agreement.

3.2 If the complaint is not settled by informal consultation and discussion, the Student Ombud may proceed with the inquiry by methods such as:

3.2.1 providing a written copy of the complainant’s statement to the person(s) against whom the complaint has been made, or

3.2.2 at the request of either the complainant or the person(s) complained against, or in any case where the Student Ombud deems it desirable, convening a conference to discuss the complaint.

3.3 Where the Student Ombud believes that during an inquiry a situation arises which requires attention to avoid further problems, the Student Ombud may make recommendations to any appropriate person.

3.4 Where the Student Ombud believes that during an investigation there arises a matter of principle affecting other sectors of the University, the Student Ombud may submit to the Deputy Vice-Chancellor a written interim report. In such a case, the Student Ombud shall inform the relevant persons that such a report has been made and shall indicate to them what, if anything, has been recommended.

4. Report of investigation
4.1 At the conclusion of an inquiry, if in the opinion of the Student Ombud:

4.1.1 the complaint has been settled, no further action will be taken other than under 5 below, or

4.1.2 the complaint has not been settled, a written report may be made to the Deputy Vice-Chancellor (or Vice-Chancellor or Chancellor in appropriate cases) and to the persons involved; the Student Ombud’s views on the matter and recommendations would normally be included. In such a case, persons involved shall be informed that they may make a submission in writing to the Deputy Vice-Chancellor (or Vice-Chancellor or Chancellor in appropriate cases), or

4.1.3 the complaint warrants no further action, or no further action can be taken, the Student Ombud may decline to proceed further.

5. The Student Ombud may bring to the attention of the Deputy Vice Chancellor any matter:
   (1) arising from an inquiry, or
   (2) any matter relating to processes, procedures, Rules or policies of the University.

6. Annual Report
   In February of each year the Student Ombud shall present to the Deputy Vice-Chancellor an annual report for the previous year. The report shall be statistical in character and shall contain no reference to named individuals.

Inquiries
Student Ombud
CB02.4.02
City campus
telephone +61 29514 2575

The Student Ombud Terms of Reference are also published online at:

UTS OFFSHORE ACTIVITIES POLICY

A UTS offshore activity is one where UTS operates beyond the borders of Australia, either on its own or in cooperation with one or more international partners.

1. Policy objectives
1.1 This statement of policy has been developed and approved to:
   • achieve parity of outcomes and equivalence in procedures for UTS wherever it operates
   • emphasise the need for, and importance of, appropriate academic and other relevant standards, and of appropriate quality assurance practices to and in respect of all UTS offshore activities, and
   • provide an effective and efficient framework for the development and administration of offshore activities to enable the University to meet its statutory and regulatory requirements.

1.2 This policy applies to all activities where UTS engages in agreements or otherwise operates beyond the borders of Australia. These may include:
   • research cooperation
   • research training opportunities
   • the delivery of programs of teaching and learning
   • the supply of teaching and learning services
   • academic arrangements that provide entry to UTS programs of teaching and learning in Sydney
   • provision of professional consultancy
   • community outreach activities.

1.3 In order to ensure the implementation of this policy in each area of activity the Vice-Chancellor will approve specific principles and procedures as appropriate, from time to time.

2. Strategic basis
2.1 UTS conducts offshore activities of an appropriate nature, quality and standing to further the objects and functions of the University in one or more of the following ways:
   • promote the development of international communities of knowledge, professional practice, and learning,
   • build and sustain strategic alliances with overseas institutions of higher education, learned bodies and industry groups that adds value to the learning experience of all UTS students,
   • provide opportunities for international students to complete a UTS program while staying in their home country or region.

2.2 In order to ensure achievement of these objects and functions, assessment of a new or continuing offshore activity will include an assessment of the extent to which the activity meets one or more of the following:
   • assisting UTS to leverage its international research opportunities,
   • attracting high quality students to undertake postgraduate research degrees at UTS,
   • raising the UTS profile,
   • developing cohorts of students who will complete their UTS degree in Sydney,
4.2 The Vice-Chancellor may authorise specific authority and accountability
4.1 The Vice-Chancellor is responsible for the effective implementation of the strategic and policy objectives outlined in this document. The Vice-Chancellor may issue principles on any aspect of offshore activities consistent with this document, Council’s Directives for UTS Commercial Activities (which include relevant delegations of authority) and any other relevant legislation or University policy.

4.2 The Vice-Chancellor may authorise specific offshore activities that would otherwise not be in conformance with the requirements set out in this document where the Vice Chancellor:

(i) determines it would be in the best interests of the University and in furtherance of its objectives and functions, and
(ii) advises Council of the nature and scope of each course in such instance and the reasons for authorising it.

4.3 The Pro-Vice-Chancellor (International) has responsibility for coordinating all UTS offshore activities and for ensuring that they are conducted in conformity with these strategic objectives, policy, principles, and procedures.

5. Definitions
For the purposes of this statement, the following words shall have the meanings given below:

admission means the process of applying for, being made an offer to, accepting the offer of admission and being admitted to an award course or a program of study at the University
award course means an integrated collection of academic subjects which constitute study for the award of a UTS degree, diploma or certificate
International Office (IO) means the UTS unit responsible for marketing and coordinating admissions of all international students to award courses and study abroad programs
international student means a student who is not a citizen or permanent resident of Australia and includes those who have student visas, provisional residency, temporary residency, bridging visas, etc.
National Office of Overseas Skills Recognition (NOOSR) means the Commonwealth of Australia office that provides information about skills and qualifications obtained overseas
offer means a formal invitation to a prospective student to commence an award course or program of study at UTS
offshore activity means an activity where UTS engages in an agreement or operates beyond the borders of Australia, either on its own or in cooperation with one or more international partners
offshore partner means an institution (usually a higher education provider) with whom UTS cooperates in an offshore activity
offshore program means a UTS award course or program of study approved for delivery to students at a location outside Australia through cooperation with an international partner
offshore student means a person who is enrolled in an offshore program, short course or research degree program taught offshore
program of study means a collection of academic subjects which may or may not be integrated, and do not in themselves lead to a UTS award of degree, diploma or certificate
quality assurance means the review and improvement of processes and outcomes to ensure a high level of quality is maintained
Student means a person who has been admitted to an award course or specified subjects of the University and has an active enrolment in that course or specified subjects
UTS Offshore means the UTS unit responsible for coordinating the University’s offshore activities.
6. Enforcement of the policy and directives
The Pro-Vice-Chancellor (International) is accountable to the Vice-Chancellor for the conduct of UTS offshore activities and therefore, is responsible for enforcing the policy on UTS Offshore Activities and ensuring the implementation of all associated principles and procedures that support their operation.

7. Breaches of the policy and directives
The Pro-Vice-Chancellor (International) or nominee is responsible for authorising corrective action to rectify all breaches of the policy on UTS Offshore Activities and must also report any activities that may involve corrupt conduct, maladministration or serious and substantial waste of public funds to the Vice-Chancellor or the Director Internal Audit as appropriate.

7.1 Reporting breaches
All suspected breaches of this policy should, in the first instance, be reported to the relevant supervisor, dean or director. Suspected breaches of a serious nature should be reported directly to the Pro-Vice-Chancellor (International) or the Director Internal Audit. All reports received will be treated with appropriate concern for the law and privacy.

7.2 Penalties for breaches
Breaches of this policy will be dealt with in accordance with the relevant Enterprise Agreement, the Rules of the University relating to staff discipline and the Code of Conduct.

8. Exclusions to the policy
- Programs of study organised by the UTS International Exchange Student Scheme.
- Programs of In-country Study organised as part of the International Studies Program (leading to the BA or MA in International Studies).
- Agency arrangements for marketing and the recruiting of international students managed through the UTS International Office and its terms of business.

9. Other related UTS Rules, policies, procedures and guidelines
Contractual and legal requirements
All UTS offshore programs and projects will comply with the relevant legal and regulatory requirements of Australia and the country in which the offshore activities take place. The relevant Australian requirements include:
- AVCC Principles for Provision of Education by Australian Universities – Code of Ethical Practice and Guidelines for Provision of Education to International Students, 2005
- University of Technology Sydney Act 1989 (NSW), Part 5, 28 (By-laws) (1) (m) (published in Chapter 9 of this Calendar)

Other related Rules, policies, procedures and guidelines
- University of Technology, Sydney, By-law 1995 (NSW), Chapter 4 (Rules), Division 3, 46 (2) (d)
- Student and Related Rules (Section 5)
- Education Services for Overseas Students (ESOS) Act 2000 (Cwlth) which regulates the provision of education and training services to international students in Australia and stipulates student visa conditions. (Note: While this Act is not strictly relevant to the provision of education to offshore students, it has been included in order to demonstrate UTS’s commitment to the principles it enshrines.)

Supporting implementation procedures and guidelines
- Online Course Approval Process (OCAP)
- Principles and procedures for UTS offshore teaching and learning activities (under development)
- Council Directives for Commercial Activities (approved by Council, June 2005)
- Framework for Dual Programs of Study (approved by Academic Board, May 2005)
- UTS International Partnerships (approved by VCC, October 2004)

The policy on UTS Offshore Activities is also published online at:

UTS RECONCILIATION STATEMENT
The University of Technology, Sydney, acknowledges the Cadigal and Guring-gai people of the Eora Nation upon whose ancestral lands the University now stands. The University recognises Indigenous Australian people as the first people of this continent, and understands that the history and knowledge developed over many thousands of years by Indigenous Australian people was severely disrupted at the time of early colonial settlements. The past two hundred years have left many Indigenous people at the crossroads with poor health, education and employment prospects.

This Statement of Reconciliation is to reassert an ongoing commitment by the University to provide educational opportunities in the higher education sector for Indigenous people and, through research and education, the restoration of their histories and knowledge systems.
As part of this ongoing commitment, the University will strive to build an educational environment that is genuinely inclusive of the Indigenous people. This will be done through the following:

- ongoing collaboration with Indigenous people to develop and implement in all faculties educational programs/courses/subjects that recognise Australian Indigenous people, knowledge and experience
- increasing the representation of Indigenous staff and students throughout the University, through the active implementation of the Aboriginal Education Strategy and the Wingara Employment Strategy and through other strategies as required
- continuing to develop a supportive organisational culture which values and respects Indigenous culture and accommodates cultural differences wherever possible within the University’s policies and practices
- supporting activities and programs in all faculties that explore contemporary social justice issues
- supporting activities and programs that foster communication and collaboration between Indigenous and non-Indigenous staff, students and community members
- establishing relationships with Indigenous staff, students and community members based on the principles of self-determination, social justice, equal partnership, and equity, and,
- promoting across the broader community awareness and appreciation of Australia’s Indigenous heritage, and the importance of protection and preservation of significant Indigenous sites across the land.

This Reconciliation Statement demonstrates the University of Technology, Sydney’s continuing commitment to provide opportunities for Indigenous Australian people in the higher education sector.

Inquiries
Equity and Diversity Unit
CB01.17.22
City campus
telephone +61 29514 1084

The UTS Reconciliation Statement is also published online at:

NOTES ON SELECTED POLICIES AND GUIDELINES

ASSESSMENT PROCEDURES
The University’s Coursework Assessment Policy and Procedures Manual is available on the UTS website at:
The Table of Results and Grades is now published as Schedule 3 to the Student and Related Rules (see Chapter 11 of this Calendar).

CREDIT POINT SYSTEM
A credit point is the unit of measure of workload for individual subjects. The UTS credit point system, introduced in 1992, provides a uniform measure of total student coursework workload, in all of its various forms across all undergraduate and postgraduate award courses of the University.

The policy, A Credit Point System for UTS Coursework Award Courses, was approved in 2005, and is published online at:

CODE OF PRACTICE FOR SUPERVISORS, ADVISORS AND RESEARCH DEGREE CANDIDATES

The purpose of this document is to provide both supervisors/advisors and research degree candidates with a framework in which they can negotiate the actual details of the research and supervision. At the outset it is important to acknowledge that the nature of the candidate–supervisor relationship cannot be mandated, largely because it needs to be flexible and take into account the particular circumstances of the research project, the candidate and the supervisor. Notwithstanding this the University acknowledges that research candidates have a right to effective supervision and research education. An essential part of this is the advice, guidance and critical feedback of the supervisor and other advisors. For their part, candidates have a responsibility to maintain satisfactory progress, adhere to University Rules and procedures, communicate with their supervisors and respond appropriately to critical feedback received. It is also important for supervisors and candidates to acknowledge that research education extends beyond any particular supervisor–candidate relationship.

The full Code of Practice can be downloaded from the University Graduate School’s website at:

COMMERCIAL ACTIVITIES OF THE UNIVERSITY

The University of Technology, Sydney Act 1989 No 69, s6(3(a)) states that ‘the University may exercise commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others’. 
ENVIRONMENT, HEALTH AND SAFETY POLICY AND MANAGEMENT SYSTEM
The University is committed to providing a safe and healthy workplace for students, staff and visitors. UTS will adopt a responsible approach towards protecting and sustaining the environment.

The UTS Environment, Health and Safety (EHS) Management System is based on a University-wide EHS Strategic Plan and faculty- and unit-based EHS Plans. The Strategic Plan outlines the systems and programs which will enable it to effectively and efficiently manage risks to the environment, health and safety. The implementation mechanisms for these programs, EHS Planning, provides a flexible approach to the adoption of EHS programs and procedures that are appropriate and workable in each faculty and unit. Each faculty or unit develops an EHS Plan which lists the practical procedures in place for managing hazards, accidents, emergencies, waste. The faculty/unit EHS Plan also includes specific responsibilities, co-ordination and consultation mechanisms as well as the process for provision of information and training.

For further information see the EHS website at:
http://www.ehs.uts.edu.au

HANDLING STUDENT COMPLAINTS
The University is committed to providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. All students and staff have a responsibility to contribute to the achievement of a productive, safe and equitable study and work environment at UTS.

Principles for complaint handling at UTS
The University’s complaint handling procedures for students are based on confidentiality, impartiality, protection from victimisation and prompt resolution wherever possible. The initial approach will be to resolve the complaint at the lowest possible level of management.

Students have a responsibility not to make complaints with mischievous or malicious intent, to participate in the grievance resolution process in good faith, to cooperate in any investigation process and to assist in reaching a satisfactory resolution wherever possible.

What is a complaint?
In a large and complex community such as UTS, interactions between students and staff are many and varied. The University recognises that critical comment and response are integral to improve the quality of educational programs and community life. In some cases, students may feel that they have experienced unreasonable treatment or disadvantage which they want to make a complaint about.

A statement of concern becomes a grievance when it is reported to a person in authority at UTS and the student requests a specific action or outcome, or when UTS policies and procedures require action. A grievance can be about a situation, a process, a person or people.

General feedback and comment from students and staff about administration, academic programs and services would not normally be viewed as a grievance unless specific action was requested.

Students may make a complaint about other students of the University; staff; visitors to the University; or external parties with whom students may interact in the course of their University studies (e.g. as part of an approved work experience program/industrial or clinical placement, etc.). Students may make a complaint about any matter which relates to their program of study at UTS even if the incident which is the basis of the complaint did not occur on campus, e.g. incidents arising from field trips, external placements, exchanges, UTS social functions, etc.

Steps in the student complaint process
If the matter is about study, academic or administrative decisions, students should raise their complaint directly with the person concerned if they feel comfortable doing so. If this does not successfully resolve the complaint, the matter should be referred to another person in authority within the faculty or school. If the complaint relates to an administrative or support service within the University, students should approach the director of the unit. When all these avenues have been used but have been unsuccessful in resolving the complaint, the student’s complaint can be taken to the Office of the Student Ombud.

If the matter relates to allegations of unlawful behaviour, for example, discrimination, harassment, assault, etc., students should contact the Equity and Diversity Unit.

If the complaint is about a staff member, students should take the complaint to a person in authority in the faculty or unit where the staff member works.

If the complaint is about another student, students should take the complaint to a person in authority in the faculty or unit where the matter that led to the complaint occurred.

If the complaint is about a person external to the University (such as someone from a field trip, etc.), students should take the complaint to a person in authority in the faculty or unit coordinating the program.

If the complaint is about the UTS Students’ Association, the UTS Union or Insearch (or another organisation affiliated with UTS), students should take the complaint to a person in authority in that organisation.

If a student is not satisfied with the outcome, they can take their complaint to the Registrar.

Students may also wish to seek advice and assistance in lodging a complaint from one of the specialist support units of the University – the Equity and Diversity Unit (if the complaint relates to illegal discrimination or harassment) or the Student Services Unit (for counselling and support). The Students’ Association also provides advice and advocacy for students. Refer to the entries about these specialist units in Chapter 2 of this Calendar.

Online information is available at:

The policy on Handling Student Complaints is published online at:
HUMAN RESOURCES POLICIES
In order to meet the University’s vision, UTS seeks to foster an environment for staff which will challenge, develop and support them at work. The success of the University in achieving its objectives is dependent upon its ability to attract, motivate, retain and develop staff of high quality.

The information contained in these policies and guidelines provides a framework for human resources at UTS. They enable managers and supervisors to fulfil their human resources responsibilities effectively by providing parameters and guidance for decision making. The availability of the policies and guidelines online provides staff with user-friendly and accessible information.

The University’s human resources policies are available on the Human Resources website at:

INFORMATION TECHNOLOGY SECURITY
The University of Technology, Sydney, acknowledges an obligation to ensure appropriate security for all its information technology data, equipment and processes. All members of the University share this obligation to some extent. The policy is an overall statement of IT security principles for the University. The policy provides at a high level the measures and controls to protect corporate information.

The Information Security policy is published online at:

INTELLECTUAL PROPERTY POLICY
The Intellectual Property policy is currently under review.

The revised version, when approved, will replace the existing version online, at:

LANGUAGE STANDARDS REQUIRED FOR ADMISSION
This information now forms part of the Admissions policy (see section 3.12 and Schedule A), published earlier in this chapter, and online at:

OUTSIDE WORK – STAFF
Staff engage in a variety of outside work, including consulting, teaching at other institutions and professional practice, which contributes to the advancement and integration of knowledge advances their professional interests and benefits the University. The University wishes to encourage staff to engage in professional activities in order to be an influential and enterprising university with a strong and relevant community presence. The University also acknowledges that staff may engage in other types of outside work that are important to them and primarily for their own benefit.

The University’s policy and guidelines on outside work aim to encourage staff participation in high-quality professional activities while protecting the University’s interests. They provide a flexible framework to cover the diverse nature of outside work which may be undertaken by UTS staff, outlining the conditions under which such work can be undertaken and the rights and obligations of both staff and the University.

The policy and guidelines may be accessed online at:
Outside Work – Policy 7.7

Outside Work – Guidelines 7.8
http://www.hru.uts.edu.au/manual/7leg/legal.html#7.8

PREVENTION OF HARASSMENT
UTS is committed to ensuring that all students and staff are treated fairly and equitably, and can work and study in an environment free of harassment. Discrimination, harassment and victimisation are unlawful, undermine professional relationships, diminish the experience of university life, and will not be tolerated at UTS.

All students and staff have a responsibility to contribute to the achievement of a productive, safe and equitable study and work environment by avoiding practices which lead to, support or condone harassment. This responsibility extends to all campus participants, namely:

- students (including local, international and exchange students)
- academic and support staff (including continuing staff, contract or casual, visiting appointments, guest lecturers, etc.)
- sub-contractors working on campus
- visitors to the University, and
- people external to UTS with whom students or staff interact as part of their work or study, e.g. in work experience, industrial or clinical placements, exchanges or work-based learning units.

Managers and supervisors are accountable for ensuring that staff and students understand their rights and responsibilities in relation to this policy.

The University’s procedures for handling complaints are based on confidentiality, impartiality, procedural fairness, protection from victimisation and prompt resolution. Any complaints of harassment will be dealt with promptly, seriously, and without victimisation of those involved.

Processes for handling complaints are outlined in the policy on handling staff grievances (for complaints made by staff), and the policy on handling student complaints (for complaints made by students). Disciplinary action may be taken against students or staff who are found to have harassed other students or staff.

Staff experiencing harassment should refer the matter to an immediate supervisor in the first instance, or seek confidential information and advice from the Equity and Diversity Unit or the Human Resources Unit. Staff may also wish to contact their union.

Students should seek advice from the Equity and Diversity Unit (if the complaint relates to unlawful harassment) on telephone +61 2 9514 1084, or from the Student Services Unit (for counselling and support related to any complaint) on telephone +61 2 9514 1177. The Students’ Association, on telephone +61 2 9514 1155, also provides advice and advocacy for students.

Further information is available online at:

The policy on Prevention of Harassment is published online at:
REPORTING FRAUD, CORRUPTION, MALADMINISTRATION AND SERIOUS AND SUBSTANTIAL WASTE

The Reporting of Fraud, Corruption, Maladministration and Serious and Substantial Waste policy sets out the University’s commitment to encourage an environment free of the above. It outlines procedures for staff to report suspected instances of fraud, corruption, maladministration and serious and substantial waste. The policy also provides for the proper investigation of the matter and protection from reprisals.

The full policy is available online at:

Further information on reporting can also be obtained by contacting:
Frederik Theron
Director, Internal Audit Unit
telephone +61 2 9514 3122

RESEARCH ETHICS AND SAFETY AT UTS

Research ethics and safety has assumed increasing prominence within universities, as the amount of relevant legislation and guidelines has grown. Currently, UTS has three research ethics and safety committees:

- Animal Care and Ethics Committee (jointly with Royal North Shore Hospital)
- Biosafety Committee
- Human Research Ethics Committee.

The Ethics Secretariat, located in the Research and Innovation Office, is responsible for supporting these committees.

Further information relating to research ethics and safety, including the latest UTS policies, guidelines, forms and other information, can be obtained from the Research Ethics Officer on telephone +61 2 9514 9615, or online at:

STAFF GRIEVANCES AT UTS

UTS aims to provide a learning and working environment in which complaints are responded to promptly, with minimum distress and maximum protection to all parties.

A grievance can be about a situation, a process, a person or people. A statement of concern becomes a grievance when it is reported to a person in authority at UTS and the grievant requests a specific action or outcome, or when UTS policies and procedures require action. General feedback and comment about administration, programs and services would not normally be viewed as a grievance unless specific action was requested.

UTS is governed by two main grievance policies, which embed best-practice principles into UTS grievance handling practice. These policies emphasise the importance of attempting to resolve an issue at the lowest appropriate level of management.

1. **Outreach**
   - (a) schools/community partnerships
   - (b) UTS marketing

2. **Admission**
   - (a) Educational Access Schemes
   - (b) alternative pathways for non-current school leavers
   - (c) UTS selection criteria

3. **Progress and success**
   - (a) personal support
   - (b) financial support
   - (c) learning support
   - (d) inclusive curriculum

4. **Inclusive community**
   - (a) inclusive environments
   - (b) staying connected

Inquiries
Equity and Diversity Unit
CB01.17.22
City campus
telephone +61 2 9514 1084

Staff Grievance Services Unit
telephone +61 2 9514 1192

INTERPERSONAL, EMPLOYMENT CONDITIONS, CHILD PROTECTION

Human Resources Unit
CB10.6
City campus
telephone +61 2 9514 106

WORKPLACE HEALTH AND SAFETY

HRU Environment, Health and Safety Branch
CB10.6
City campus
telephone +61 2 9514 1326
http://www.hru.uts.edu.au/ehs

DISCRIMINATION OR HARASSMENT

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

PERSONAL AND PROPERTY SAFETY

Security Services Unit
telephone +61 2 9514 1192

STUDENT EQUITY STRATEGY

The UTS Student Equity Strategy 2005–2009 aims to assist students to reach their full personal and career potential by addressing systemic issues as well as individual disadvantage. In particular the Strategy reflects the University’s strong commitment to its guiding principle of providing equitable access to education, indigenous cultures and the process of reconciliation.

The Strategy operates within the following four-part framework to improve access and outcomes for equity group students. Each part of the Strategy includes appropriate monitoring and evaluation measures.

1. **Outreach**
   - (a) schools/community partnerships
   - (b) UTS marketing

2. **Admission**
   - (a) Educational Access Schemes
   - (b) alternative pathways for non-current school leavers
   - (c) UTS selection criteria

3. **Progress and success**
   - (a) personal support
   - (b) financial support
   - (c) learning support
   - (d) inclusive curriculum

4. **Inclusive community**
   - (a) inclusive environments
   - (b) staying connected

Inquiries
Equity and Diversity Unit
CB01.17.22
City campus
telephone +61 2 9514 1084

Managers, staff and students can obtain advice from the following specialist units within UTS.
STUDENT MISCONDUCT AND APPEALS
The Guidelines relating to Student Misconduct and Appeals, and the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct, are now respectively Schedules 4 and 5 to the Student and Related Rules (see Chapter 11 of this Calendar).

UNIVERSITY CONSULTING
The University’s policy on consulting promotes interaction with industry, business and government and provides guidelines for staff seeking to engage in such professional activity. All consulting activity requires the approval of the staff member’s supervisor. The University has established a wholly owned subsidiary, accessUTS Pty Limited, to house the University’s consultancy work. accessUTS Pty Limited has outsourced management of its operations to the Research and Innovation Office.

Inquiries regarding consulting may be directed to:
Research and Innovation Office
telephone +61 2 9514 1253
Staff should also refer to the note relating to Outside Work in this chapter.

WINGARA ABORIGINAL AND TORRES STRAIT ISLANDER RECRUITMENT AND CAREER DEVELOPMENT STRATEGY
UTS is strongly committed to implementing strategies that help redress the past exclusion of Aboriginal and Torres Strait Islander people from Australian universities. Wingara (an Eora word meaning ‘to think’) aims to increase permanent employment opportunities for Indigenous Australians in a wide range of occupations and levels, in both academic and general staff classifications, across all UTS campuses. The goal is to create a staff profile that is representative of the community which UTS serves and which exceeds the two per cent target of the NSW State Government. The Wingara Strategy also provides training and professional development opportunities to further the career aspirations of Indigenous staff, and cross-cultural training to support Indigenous staff in their employment.

A joint management committee with representatives from the Aboriginal community, the University and external funding agencies guides the strategy.

Inquiries
Equity and Diversity Unit
CB01.17.22
City campus
telephone +61 2 9514 1084
This Strategy is published online at:

WORK, STUDY AND CARERS’ RESPONSIBILITIES
UTS is committed to providing an accessible, supportive and flexible environment for all staff and students, including those with carers’ responsibilities. UTS recognises that:

- the responsibilities of a carer impacts on all aspects of their life
- carers’ responsibilities affect both men and women
- care relationships are diverse
- students and staff should have access to the same educational and employment conditions regardless of their carers’ responsibilities.

Provisions for children on campus
UTS is committed to:

- supporting and providing child care facilities for all students and employees who need them
- providing facilities which are accessible to those who are accompanied by children and which are, where practicable, compatible with children’s use
- recognising the occasional need for students to bring children onto the University campus
- ensuring that leave and benefits will be reasonably provided to accommodate the competing roles of students and employees with respect to these responsibilities
- recognising the occasional need for staff and students to take their children into the Library, Union or any other non-teaching area, subject to any regulations which may apply in those areas.

Note: Children may not be admitted to some areas, such as workshops and laboratories, which are intrinsically hazardous.

Provisions for students who have carers’ responsibilities
If a student is the primary carer and this is likely to detrimentally affect their ability to deal with their studies in the same way as other students, then the student may consult an Academic Liaison Officer (ALO) about arrangements that can be put in place to help them cope with their studies.

Provisions for staff with carers’ responsibilities
UTS provides a range of strategies to support the needs of staff with carers’ responsibilities, including:

- personal leave
- family leave
- parental leave
- temporary transfer to fractional employment
- flexitime.

Inquiries
Equity and Diversity Unit
CB01.17.22
City campus
telephone +61 2 9514 1084
COMPLIANCE WITH STATUTORY AND REGULATORY OBLIGATIONS

UTS must comply with legislative obligations under both the UTS Act and various Commonwealth and State government legislation. Some of the most pertinent of these are listed below to assist students and staff, however this list is by no means inclusive of all the University’s statutory obligations. Staff and students are encouraged to become more aware of their own and the University’s obligations by reviewing relevant legislation on the AustLII website at: http://www.austlili.edu.au

ANTI-DISCRIMINATION ACT 1997

The University is bound by the provisions of the Anti-Discrimination Act 1977 (NSW) and requires the behaviour and actions of all staff and students to be consistent with the provisions of the Act and with the policies of the University.

In terms of the University’s activities, the primary issues are that it is against the law to treat a person unfairly on the basis of their responsibilities as a carer, their race, sex, disability, age, marital status, homosexuality, transgender status or that of a relative or associate in relation to:

- employment
- provision of goods and services
- education
- accommodation.

Staff who supervise other staff or students should familiarise themselves with their responsibilities by reference to the Human Resources Manual and the University’s equity and diversity policies. These can be accessed online at:

http://www.hru.edu.au
http://www.equity.uts.edu.au

Students should be aware that the University disciplinary rules will be invoked where a student displays unacceptable behaviour in relation to other students or staff.

CHILD PROTECTION LEGISLATION

Prohibited person declaration

The New South Wales child protection legislation requires students participating in practical training placements where they will have direct contact with children under 18 in designated child-related employment areas to complete a Prohibited Employment Declaration Form on enrolment. In some circumstances students may also be subject to employment screening. Screening is carried out only with the student’s consent. Eligibility for participation in such programs is determined on the basis of information obtained through these checks. It is an offence under the Act to complete such a form if you are prohibited from working with children.

Nursing students

All Nursing students must complete a Prohibited Employment Declaration, undergo a Criminal Record Check and receive a NSW Health Department Clearance prior to undertaking a nursing practice placement. The check is conducted by the NSW Police Service and coordinated by the NSW Health Department. A consent form authorising this check must be completed, signed and lodged with the Faculty of Nursing, Midwifery and Health. Any refusal by a student to undergo this check may result in the student’s being unable to complete the course requirements.

Education students

Students participating in internship or associate teacher programs which require them to supervise students without the presence of a qualified teacher are subject to a Working with Children Check by the NSW Department of Education and Training. On the basis of this check, eligibility for participation in such programs is determined. It is expected that such security checks will also apply to schools other than NSW departmental schools.

Working with Children Checks will be carried out only with the student’s consent. Each student is also requested to complete a Consent to Employment Screening form. Any refusal by a student to undergo these checks may result in that student’s being unable to complete the course requirements. Further information is available online at:

http://www.kids.nsw.gov.au

COPYRIGHT ACT 1968

The University is bound by the provisions of the Copyright Act 1968 (Cwlth). The University and its academic staff are both producers and consumers of copyright materials, and all staff and students are required to respect the rights of copyright owners.

The Act contains specific provisions for the purposes of research and study and criticism and review. These allow a reasonable portion of a copyright work to be copied for those purposes. The underlying assumption of these provisions is that the consumer is making a copy for their own use. It is not relevant for the provision of classroom materials, where the University has licence agreements that are applicable.

In the case of a book, a reasonable portion would be one chapter or 10 per cent (whichever is the greater amount).

In the case of a journal, a reasonable portion is one article from any one issue of the journal, unless there is more than one article on the same topic, in which case more than one article can be copied.

In the case of the Internet, a reasonable portion is 10 per cent of the number of words in the work. If it is divided into chapters then one chapter may be copied.

Material on the Internet, email, artworks and music may all be subject to copyright. The downloading of music from websites which contain illegal copies has been topical recently. Both students and staff should be aware that to load illegally copied music onto a University computer will render them liable to disciplinary action by the University as well as to prosecution for infringement of copyright.

The University has licence agreements with the Copyright Agency Limited (CAL) for print material, with Screenrights for film and video copyright owners, and with APRA for some music. Music should only be used after consultation with the Copyright Officer.

The CAL website provides useful information, at:

http://www.copyright.com.au

The University also has a website which provides responses to frequently asked questions regarding copyright, at:

http://www.gsu.uts.edu.au/copyright/index

For copyright inquiries at UTS, contact:

Helen Juillerat
Manager, Governance Policy and Projects
Governance Support Unit
CB01.26, City campus
telephone +61 2 9514 7810
fax +61 2 9514 1232
FREEDOM OF INFORMATION ACT (FOI) 1989

All universities in NSW are bound by the Freedom of Information Act 1989 (NSW). The purpose of this Act is to enshrine and protect the three basic principles of democratic government: openness, accountability and responsibility. Under the Act, individuals have the right to:

• apply for access to information held by government agencies
• ensure that records held by government agencies are complete, correct and up to date.

UTS fully supports the objectives of this Act and will strive to meet all reasonable requests for access to information or to amend personal records. Pursuant to the Act, the University publishes a Statement of Affairs (which describes the structure and functions of UTS) and a Summary of Affairs (which lists the University’s policy documents). Individuals who require further or more specific information may have to lodge a formal application under the Act. Prospective applicants should contact the FOI Coordinator, who can advise them about other avenues for obtaining information or can provide them with the appropriate form.

The UTS Statement of Affairs, Summary of Affairs and information about the Act are available from the FOI Coordinator.

Further information is available online at:
http://www.nswombudsman.nsw.gov.au
For FOI inquiries at UTS, contact:
Deborah Edwards
Coordinator, Records Management Services
Governance Support Unit
CB01.26
City campus
telephone +61 2 9514 1245
fax +61 2 9514 1232

HEALTH RECORDS AND INFORMATION PRIVACY ACT 2002

UTS is bound by this Act which protects a person’s health information by regulating the collection, use and storage of health information collected by the University as a designated government agency. Health information is recognised by the Act and by the University as particularly sensitive information, and the University has established polices and systems consistent with the requirements of the legislation to allow the owner of the information to gain access to the records and to protect them from unauthorised access or use.

For inquiries at UTS, contact:
Helen Juillerat
Manager, Governance Policy and Projects
Governance Support Unit
CB01.26
City campus
telephone +61 2 9514 7810
fax +61 2 9514 1232

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

UTS is bound by this Act which protects personal information by regulating the collection, use and storage of personal information held by the University as a designated government agency. There is some overlap between this Act and the FOI Act. In particular, the Privacy and Personal Information Protection Act 1998 aims to protect and regulate the use of personal information held by UTS and under the Act an individual may access that personal information. Again, the University fully supports the objectives of this Act and has policies in place both to facilitate access to one’s personal records and to protect the privacy of students and staff.

Further information is available online at:
http://www.lawlink.nsw.gov.au
For inquiries at UTS, contact:
Helen Juillerat
Manager, Governance Policy and Projects
Governance Support Unit
CB01.26
City campus
telephone +61 2 9514 7810
fax +61 2 9514 1232

STATE RECORDS ACT 1998

Universities in NSW are covered by the State Records Act 1998 (NSW), the State Records Amendment Act 2005 and the State Records Regulations 2005. Agencies covered by the Act are required to delegate responsibility for records management to all levels. For the University this includes the Chancellery, faculties, institutes, centres, units, etc., and all staff, whether academic or support.

The University is also required to have a Records Management Program and appropriate infrastructure to support records management activities across the whole agency.

Key requirements of the Act include:

• the creation and maintenance of full and accurate records of all business activities of the University, whether undertaken by an individual staff member at unit level, or by a major committee at University level
• maintaining appropriate accessibility of records by ensuring that the existence and location of files is recorded and maintained
• appropriately managing the accessibility of electronic and technology-dependent records, ensuring that they can be accessed over time
• ensuring that records are not destroyed without appropriate authorisation, consultation with disposal authorities and consideration of the University’s legal, financial and administrative requirements
• ensuring that access and security of records is maintained, with records more than 30 years of age being subject to Access Directions lodged with the State Records Authority.

For more information on the Standards and Guidelines issued by the State Records Authority for State Agencies, see their website at:
http://www.records.nsw.gov.au
University Records has developed a policy and various procedures to enable all areas of the University to manage their records appropriately. These are available online via their website (see below).

Inquiries
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UTS DISABILITY ACTION PLAN
The UTS Disability Action Plan reflects the University’s commitment to providing equitable access to education, employment and University facilities for people with a disability. Promoting inclusive practices to all members of the University community is integral to the plan. The Disability Action Plan 2003–2007 enables UTS to continue meeting its obligations under the Disability Discrimination Act 1992 (Cwlth).

Associated organisations of UTS are also required to comply with the obligations of the Act and are encouraged to support and participate in the University’s Disability Action Plan.

Inquiries
Equity and Diversity Unit
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The UTS Disability Action Plan is also published online at: