STUDENT ADMINISTRATION
INFORMATION

STUDENT INQUIRIES

UTS Student Centres
City campus
CB01.4 (Foyer, Building I (Tower), 15 Broadway, Broadway)
CB10.2 (Foyer, Building 10, 235 Jones St, Broadway)

Kuring-gai campus
KG01.6 (Level 6, Building 1, Eton St, Lindfield)

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

UTS: International
CB01.3A
City campus, Broadway
telephone +61 2 9514 1531
1800 774 816 (within Australia)
+61 3 9627 4816 (overseas)
email international@uts.edu.au
http://www.uts.edu.au/international
CRICOS provider code 00099F

Postal address
UTS: International
PO Box 123
Broadway NSW 2007
Australia

University Graduate School
CB10.6
City campus, Broadway
telephone +61 2 9514 1336
fax +61 2 9514 1588
e-mail ugs@uts.edu.au
http://www.gradschool.uts.edu.au

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

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

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

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

Faculty of Education
Adult Education
CB10.2 (UTS Student Centre, Building 10)
City campus, Broadway
telephone +61 2 9514 1222
email via https://servicedesk.uts.edu.au

Teacher Education
KG02.3.33
Kuring-gai campus
telephone +61 2 9514 5621
e-mail teached.office@uts.edu.au
http://www.education.uts.edu.au

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

Faculty of Humanities and Social Sciences
Faculty Student Centre
CB03.M.01
City campus, Broadway
telephone +61 2 9514 2300
e-mail hss.studentcentre@uts.edu.au
http://www.hss.uts.edu.au

Faculty Research Office
CB02.7.075
City campus, Broadway
telephone +61 2 9514 1959
e-mail hss.research.degrees@uts.edu.au
http://www.hss.uts.edu.au/research
Details of academic and administrative matters are also available in this Calendar and the following publications:

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

Information about the University’s assessment policies, procedures and guidelines is given in the [Coursework Assessment Policy and Procedures Manual](http://www.gsu.uts.edu.au/policies/courseworkassess.html), available online at:


### Application requirements

Applications for most undergraduate and postgraduate courses are processed through the [Universities Admissions Centre](http://www.uts.edu.au/international/applying) (UAC). The **UAC Guide**, including application forms, is available from participating newsagents, from UAC and online at:

http://www.uac.edu.au

On-time applications close in the last week of September each year.

Application forms for the limited number of postgraduate and undergraduate courses offered by direct application may be obtained from the UTS Student Centres, from August to October for admissions in Autumn semester and from April to July for admissions in Spring semester.

Closing dates and application requirements vary for UTS courses and applicants are encouraged to inquire early.

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

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

International fee-paying applicants must apply through UTS: International. Specific information may be found in Chapter 4 of this Calendar and on the UTS: International website at:

http://www.uts.edu.au/international/applying

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

### Eligibility for admission

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

The Admissions Policy is published in Chapter 14 of this Calendar. All students are expected to be proficient in English comprehension and expression. Where the major part of an applicant’s previous education was not in English, the applicant may be requested to complete an English test. If requested, they must achieve an overall minimum score of 6.5 (7.0 for teacher education courses and all courses offered by the Faculty of Humanities and Social Sciences) in the IELTS (International English Language Testing System). (see Minimum English Language Requirements in Schedule A of the Admissions Policy, published in Chapter 14 of this Calendar).
Special admission schemes are available for Aboriginal and Torres Strait Islander applicants and applicants with high academic potential whose education has been disadvantaged by circumstances beyond their control. Information about these schemes may be found in the section on Educational access and assistance schemes below.

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

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

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

Cross-institutional and non-award study

Cross-institutional study

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

Non-award study

Non-award study is available to students who wish to enrol in single subjects not as part of an award program. Non-award study is also available to students to complete extra subjects at the conclusion of their degree. Full subject fees apply and prospective applicants should be familiar with the subject area. This mode of study is not available to international fee-paying students. Availability of places for cross-institutional and non-award students is determined after the enrolment of UTS award students. Closing dates apply and further details on cross-institutional and non-award study are available from the UTS Student Centres and online at: http://www.sau.uts.edu.au/admissions/non_award.html

Educational access and assistance schemes

inpUTS Educational Access Scheme

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

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

inpUTS Educational Access Scheme application forms are available from August each year at the Universities Admissions Centre (UAC) and the UTS Student Centres. Applicants must provide their applications, with relevant documentation, to UAC by the end of September. Applicants are then assessed for eligibility.

Inquiries

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

Admission program for Aboriginal and Torres Strait Islander students

Jumbunna Indigenous House of Learning (Jumbunna IHL) offers access and participation programs for Aboriginal and Torres Strait Islander people studying at UTS. Prospective applicants who are considering tertiary education are encouraged to apply through Jumbunna IHL’s Alternative Admissions Program, which is held annually in early December. Jumbunna IHL assesses all applications to determine whether supplementary studies are required to provide ongoing academic and cultural support.

Inquiries

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

Special admissions

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

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


Inquiries

For further information on special admission schemes and alternative entry to UTS see:

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

Enrolment

New students receive offers of enrolment by post or online for Universities Admissions Centre (UAC) and UTS internal course applicants. Each successful applicant must enrol as indicated in the information provided with the offer or contact UTS to make alternative arrangements. Information provided with the offer directs students to UTS enrolment websites providing enrolment details, instructions and important information for UTS students.
The main enrolment period each year for new students is from late January to mid-February. A shorter enrolment period in July follows any mid-year offers and also caters for students returning from leave.

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

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

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

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

**Deferment**

With the exception of Bachelor Honours courses and the Bachelor of Information Technology, admission to all undergraduate courses can be deferred on request. Deferred enrolment is approved for up to one year, however, a deferred place will lapse if the student enrols in an undergraduate or postgraduate degree, advanced diploma, diploma or associate degree course at the post-secondary level during the period of approved deferment.

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

Deferred enrolment in postgraduate courses at UTS is not permitted.

**Payment of fees and charges**

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

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

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

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

Further information about fees is available online at:

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

**Commonwealth-supported students**

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

The Student Learning Entitlement (SLE) applies for all CSP students under the *Higher Education Support Act*. The SLE gives all CSP students access to a Commonwealth-supported place for seven years of equivalent full-time study load.

**Domestic award fee-paying students**

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

**Undergraduate fees**

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

**Postgraduate fees**

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

Tuition fees are reviewed annually.

**International students**

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

The International Fees Schedule is available online at:

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

**Payment Allocation Schedule**

The University allocates payments received in accordance with the Payment Allocation Schedule. The schedule is available online at:


**Refund of fees**

**Course fees and charges**

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

The refund procedures are available online at:


**International students**

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

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

Refunds are not granted if a student withdraws after the census date.
Remissions
Students who enrolled in a subject and did not withdraw before the census date, but were unable to successfully complete the subject due to special circumstances, may apply to have a:
- remission of HECS-HELP balance
- remission of FEE-HELP balance
- re-credit of Student Learning Entitlements (SLE) where applicable
- refund of up-front student contribution payments.
Further information and application forms are available online at:

Academic attendance and progression
Course and subject variation
Students wishing to add or delete subjects must apply online via My Student Admin at:
http://www.uts.edu.au/onestop/studentadmin
Specific dates apply (see the Calendar of dates for 2007 in the front section of this Calendar) and course fees apply after the census date for each teaching period.
Census dates for all teaching periods are available online at:
Academic transcripts will indicate a ‘fail’ result against subjects in cases where students have not withdrawn by the due date.

Examinations and results
Onshore centrally conducted examinations are held at the end of each semester and Summer session. The provisional examination timetable and other information on examinations is published on the Student Administration Unit website at:
The provisional examination timetable is published five weeks before the commencement of an official examination period and mid-January for Summer session. Students who have more than one examination scheduled at the same time or have scheduling difficulties with these provisional timetables (e.g. three examinations scheduled within 24 hours) must notify a UTS Student Centre immediately.
The final examination timetable showing dates, times and locations is published on the website two weeks before the beginning of the examination period.
Students who have a physical disability or who have difficulties with English are required to submit an application for special conditions with supporting documentation (medical certificates or counsellor’s assessment) at least one month before the beginning of examinations. If applications are approved by the faculty academic liaison officers, students are informed of the special conditions under which they will sit their examinations (extra time, dictionaries, separate rooms, etc.).
Students who believe that their performance during an examination or other assessment task is affected by illness or other circumstances beyond their control, either on the day of the examination or during the semester, may request that these circumstances be taken into account in their assessment. Requests for special consideration are forwarded to the student’s faculty. The student is informed of the outcome by the time results are released.
Students who, through illness or other circumstances beyond their control, are unable to attend an examination must apply for a special examination no later than two working days after the date of the examination. They must be available for a special examination at the designated time as required.
Applications must be lodged online at:
Semester results are available in late July and late December each year. Summer session results are available from late February. Results can be obtained online via My Student Admin at:
http://www.uts.edu.au/onestop/studentadmin
or via the Interactive Voice Response (IVR) system on:
telephone 1300 656 887
Supplementary examinations may be awarded for ‘borderline’ results, if the assessment pattern for the subject has a final examination component. Formal supplementary examinations are held on the date indicated in the Examination Guide available on the exams website. Students must make themselves available on that date.
Centrally conducted examination inquiries or concerns regarding results must be sent in writing to the Registrar. Initial inquiries may be made in person at a UTS Student Centre.
All students are advised to carefully read the Rules to understand the regulations concerning examinations (s. 9). The Rules are published in Chapter 11 of this Calendar and online at:
http://www.gsu.uts.edu.au/rules

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

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

Readmission after exclusion
Students can reapply for the course from which they were excluded following the specified period of exclusion. Readmission is not automatic, and students must compete with other eligible applicants for that course during the given admission period. Where students are readmitted to the previous course, they will be reinstated to the progression category that applied before exclusion. Local undergraduate students must reapply through the Universities Admissions Centre (UAC) and all other students as directed in the notice of exclusion.
Postgraduate research discontinuation of registration

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

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

Awards and graduation

Graduation ceremonies are conducted during April, May and September (see the Calendar of dates for 2007 in the front section of this Calendar).

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

- 15 February for April ceremonies at Kuring-gai campus
- 16 March for May ceremonies at City campus
- 8 August for September ceremonies at City campus.

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

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

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

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

Academic dress

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

All diplomates and graduates to the level of Master’s wear a black gown in the traditional Cambridge style. It is worn with a black trencher with black tassel on the right front quadrant.

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

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

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

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

The faculty colours are:

Business
Eau de Nil, PMS 5483

Design, Architecture and Building
Chartreuse, PMS 457

Education
Jade, PMS 327

Engineering
Scarlet, PMS 186

Humanities and Social Sciences
Uluru, PMS 1675

Information Technology
Electric Blue, PMS 3015

Law
Amethyst, PMS 2735

Nursing, Midwifery and Health
Fuchsia, PMS 247

Science
Wattle Yellow, PMS 123

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

The PhD gown is red with white satin facings and collar. It is worn with a black velvet soft bonnet with gold cord and tassel on the right side.

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

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

The gown worn by Fellows of the University is navy blue, with white satin facings and square collar with a piped edge of ultramarine blue. No cap is worn.

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

The members of the University Council wear black festal gowns, with ivory satin facings and collar embroidered with Sydney wattle in two shades of teal (PMS 321). No cap is worn.

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

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

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

UNIVERSITY GRADUATE SCHOOL

The role of the University Graduate School is to promote innovation and excellence in research education. It does so through developing and maintaining a university-wide approach to quality assurance in research education in the context of the broader UTS research environment and through developing and implementing a research training agenda in conjunction with the faculties and the UTS Research Management Committee.
The University Graduate School provides:
- information about research education at UTS for prospective students
- information and education programs for research students and supervisors
- policies and procedures for managing research degree candidatures, and
- a scholarships and support program.

The Dean, University Graduate School, chairs the University Graduate School Board, a committee of the Academic Board, and the Research Students’ Advisory Committee, a committee for research student involvement.

Inquiries
University Graduate School
CB10.6, City campus
telephone +61 2 9514 1336
fax +61 2 9514 1588
email ugs@uts.edu.au
http://www.gradschool.uts.edu.au

ADVICE TO STUDENTS ON UTS RULES AND POLICIES

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

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

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

What students need to know

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

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

Useful principles

All students are responsible for their actions while attending UTS. Students should know the Rules that affect them and seek advice if in doubt. As a guideline, all students need to:
- respect each student’s freedom to learn
- respect others’ beliefs and values
- learn how to present their work without plagiarising (i.e. unacknowledged copying, paraphrasing or summarising)
- not misuse UTS computers or equipment
- take care of library books and other UTS property and equipment.

Rules relating to students

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

Breaching the rules

Some of the consequences of breaching UTS Rules include:
- disciplinary action
- zero (fail) grades for assignments or subjects
- suspension from class, library, labs, etc.
- permanent or temporary exclusion or suspension from the University.

Policies particularly relevant to students

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

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

Using student ID

Students are responsible for their student identification (ID) and computer login. Student ID cards should not be lent to anyone for any purpose, but especially must not be lent for:
- borrowing UTS library material
- using UTS computers
- access to UTS educational or recreational and sporting facilities
- student concession benefits.

Students must not share their computer password with anyone else.

If a student lends their ID card or allows anyone else to use their computer login, and misconduct occurs, both parties will face UTS disciplinary penalties.

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

Using UTS property

While studying at UTS, students are using UTS property. This includes:
- library books and material
- computing equipment
- laboratory equipment and tools
- chairs, desks and projectors.

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

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

Seeking special treatment
In certain circumstances, students may seek special consideration (e.g. where illness or misadventure has affected a student’s studies).
However, students must not seek special treatment, favouritism or advantage in a way that breaches UTS Rules. For example, students must not:
• offer gifts, benefits or money to UTS staff, or
• threaten, harass or intimidate any member of the UTS community.

Submitting academic work
All students must respect other people’s work and avoid plagiarism. Plagiarism occurs when a student copies other people’s work. This includes unreferenced copying, paraphrasing or summarising from any source (e.g. any document, audiovisual material, computer-based material or artistic piece). Plagiarism is cheating.
If using other people’s work in assignments, students must make sure it is not presented as their own work by giving a clear reference to the work and its author. This includes work done by fellow students, published and unpublished material, computer data, etc.
The faculties can advise their students on guidelines for the preparation of assignments. Further information on referencing is available online at:
http://www.bell.uts.edu.au/referencing
Students will face UTS disciplinary penalties if they plagiarise from any source or cheat in any other way.

Key information sources
The key online sources of Rules and policies are:
• Rules of the University
  http://www.gsu.uts.edu.au/rules
• Policies and Directives of the University
  http://www.gsu.uts.edu.au/policies

Advice for students
Students can obtain advice on Rules and policies from many sources, including:
• Faculty student information offices
• UTS Student Centres
telephone +61 2 9514 1222
• Counselling Service
telephone +61 2 9514 1177
• Student Discipline and Appeals
telephone +61 2 9514 7882
• Students’ Association
telephone +61 2 9514 1155.

Useful websites
Environment, Health and Safety
http://www.hru.uts.edu.au/ehs
Equity and Diversity Unit
http://www.equity.uts.edu.au
Information Technology Division
http://www.itd.uts.edu.au
Student Administration Unit
http://www.sau.uts.edu.au

Student Help Web
http://www.studenthelp.uts.edu.au
Student Services Unit
http://www.ssu.uts.edu.au
UTS: Handboook
http://www.handbook.uts.edu.au
UTS Legislation, Rules and Policies
http://www.gsu.uts.edu.au/lrp.html
UTS Students’ Association
http://www.sa.uts.edu.au
UTS Union
http://www.utsunion.uts.edu.au
UTS Webmail
http://www.uts.edu.au/email
UTS website
http://www.uts.edu.au

SERVICES FOR STUDENTS

UNIVERSITY LIBRARY
The University Library supports the teaching, learning and research needs of UTS staff and students.
The Library provides a high-quality, client-centred service relevant to the information needs of the UTS community. It is innovative in its use of resources and technology and is a vibrant and dynamic organisation. The Library aims to empower users to become information literate, independent and self-sufficient.
Services are provided to the UTS community in two campus libraries, at other key locations around the campus and to remote users.
The University Library’s website provides access to and information about the Library’s services and resources.

Inquiries
Alex Byrne
University Librarian
telephone +61 2 9514 3332
e-mail Alex.Byrne@uts.edu.au
http://www.lib.uts.edu.au

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

Digital Resources Register and Digitisation Service
The University’s Digital Resources Register and Digitisation Service are managed by the Library and ensure digitised teaching resources comply with copyright law. The service locates, digitises, registers, and makes available for teaching, electronic copies of lecture notes, book extracts, journal articles and other print publications used for online teaching at UTS.

UTSePress
UTSePress provides the UTS community with an alternative means of scholarly communication and publishing,
highlighting the research and intellectual capacity of the University. It also provides an institutional repository for occasional papers, monographs and articles, as well as online journals.

**UTSePress** contains both peer reviewed and non-peer reviewed material.

**Information Skills program**

The Library’s Information Skills program is designed to develop the UTS community’s information and research skills and includes training in finding, evaluating, managing and using information.

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

Librarians work in collaboration with academic staff to deliver course-related training programs. Introductory tours and classes and online tutorials are also available.

Information Skills training program:

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

Online tutorials:

http://www.lib.uts.edu.au/information/online_tutorials

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

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

**Information Services team**

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

**Inquiries**

**General**

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

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

Daphne Freeder  
Faculty Librarian, Business  
telephone +61 2 9514 3442  
email Daphne.Freeder@uts.edu.au

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

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

Janet Chelliah  
Faculty Librarian, Engineering  
telephone +61 2 9514 3311  
email Janet.Chelliah@uts.edu.au

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

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

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

Cathy Anderson  
Faculty Librarian, Law  
telephone +61 2 9514 3341  
email Cathy.Anderson@uts.edu.au

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

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

**Resources**

The University Library houses more than 690,000 books, journals and audiovisual items. Through its website, and Supersearch information gateway, the Library provides access to an extensive range of information resources including:

- the University Library’s online catalogue
- general and subject-specific databases
- more than 28,000 online journals
- more than 76,000 electronic books, including 40,000 Chinese titles
- image databases
- UTS exam papers, lecture notes and prescribed reading
- links to other Australian and overseas library catalogues
- links to a wealth of information resources available on the Internet.

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

**Inquiries**

Fides Datu Lawton  
Director, Library Resources Unit  
telephone +61 2 9514 3335  
email Fides.Lawton@uts.edu.au

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

**Campus libraries**

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

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

**Blake Library (City campus)**

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

**Baya Ng’ara Nura**

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

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

**The International Cultural and News Centre**

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


**Scholars’ Centre**

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

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

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

**Olympic collection**

The University’s Olympic collection is housed in a dedicated room in the George Muir Library. The Collection consists of material relating to the development of the modern Olympic Games.

**Rare and Special Collections**

The Rare and Special Collection Books is housed at the George Muir Library and consists of over 600 irreplaceable volumes, the majority of which are first editions. Subjects covered include early Australian and the practice and history of Australian education, as well as a fine collection of children’s fiction.

The Margaret Trask Bookmark collection, a collection of over 1,000 bookmarks from around the world, is also displayed at the George Muir Library.

**Baya Ng’ara Nura**

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

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The Margaret Trask Bookmark collection, a collection of over 1,000 bookmarks from around the world, is also displayed at the George Muir Library.

**Inquiries**

For general inquiries, loans, renewals and opening hours:

telephone +61 2 9514 3666

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

**Public program**

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

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

**IT SERVICES AT UTS**

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

**Services**

ITD provides the following services:

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

**General access computer laboratories**

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

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

**Inquiries**
IT Support Centre
CB02.4.12, City campus
telephone +61 2 9514 2222
To search the IT Support Centre knowledge base, or to log a request, go to:
https://servicedesk.uts.edu.au
For general information about the services provided by ITD go to:
http://www.itd.uts.edu.au

**STUDENT SERVICES**
Student Services staff are employed by the University to cater to students’ health, counselling, housing, financial assistance and career development needs. Student Services staff also assist in the development of learning skills and provision for students with special needs. All services are strictly confidential.
http://www.ssu.uts.edu.au

**Careers Service**
The UTS Careers Service offers career counselling and assistance in finding permanent and casual employment. It conducts workshops on a broad range of topics and coordinates the annual Graduate Recruitment Program.

**Inquiries**
**City campus**
CB01.3.07
telephone +61 2 9514 1471
fax +61 2 9514 1474
e-mail careers@uts.edu.au

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

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

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

**Financial assistance**
Financial assistance officers assist with personal financial matters. Central to their work are tasks which include administration of the Student Loan, Equity Grant and Computer Recycling programs, providing general financial information and budgeting assistance, and advising students on Centrelink claims and appeals. For more information see the Financial Assistance section in this Chapter.

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

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

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

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

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

**Housing**
The University Housing Service provides a range of accommodation services for UTS students and visiting staff. Housing staff can assist students to locate short or long-term accommodation in the private rental market via an online listings database.
The housing officer may be able to assist international students with temporary accommodation following their arrival in Sydney.
The University Housing Service also manages four UTS student residences that are all within convenient walking distance from City campus. They include accommodation for people with disabilities.
The Housing Service website can also make short- or long-term hotel bookings online for students, staff and visitors to UTS. A wide range of hotel venues is offered, including backpacker-style accommodation and serviced apartments.

**Inquiries**

**City campus**
CB01.3  
telephone +61 2 9514 1529
fax +61 2 9514 1527
email housing.service@uts.edu.au

**Kuring-gai campus**
KG01.5  
telephone +61 2 9514 5342
fax +61 2 9514 5537
http://www.housing.uts.edu.au

**Listing Service**
telephone +61 2 9514 1509

**University Student Residences**
telephone +61 2 9514 1199

**Orientation**
Orientation is a program of activities for new students which is held before lectures start. It includes Official Welcomes, Campus tours, Study Success lectures and other workshops and entertainment. Programs are available for new students on enrolment and online. For more information see:
http://www.orientation.uts.edu.au

**Peer Network Program**
The Peer Network is a group of experienced UTS students who understand the challenges that new students face. The Peer Network is designed to connect current and new students during the International and Local Student Orientation Programs through a variety of events. Students interested in becoming a Peer Networker should visit the website at:
http://www.ssu.uts.edu.au/peernetwork

**Tandem Program**
The Tandem Program matches new international students with experienced UTS students to help them settle into Sydney and the UTS community. Tandem is made up of a diverse group of UTS students who are linked by their interest in extending their social network, participating in cultural exchange and sharing the wealth of knowledge and support available within the UTS community. For more information see the Tandem website at:

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

**Inquiries**

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

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

**Academic Liaison Officers**
Each faculty has one or more Academic Liaison Officer (ALO), who are members of academic staff and provide the following services:
- to act as an academic contact for students with disabilities and illnesses, students with carer responsibilities, and students from non-English speaking backgrounds
- to decide what adjustments will be made for students with disabilities and illnesses in consultation with individual students and their lecturers (students are encouraged to contact the Special Needs Service as well as their ALO)
- to approve extra time and use of dictionaries in exams for students of non-English speaking backgrounds who have language difficulties (students need a recommendation from the ELSSA Centre before they lodge their applications with their ALO)
- to act as an academic contact for students who experience difficulties in their studies because of family commitments (e.g. they are the primary carer for small children or for a family member with a disability or ongoing illness).

The current list of ALOs is available online at:

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

**Inquiries**
CB01.3.16E, City campus  
telephone +61 2 9514 2523

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

**SUPPORT FOR STUDENT LEARNING**

**BELL PROGRAM**
The BELL Program is a University-wide initiative which aims to help students develop skills and capabilities that will assist them not only with the challenges of study but also later in the workplace. It comprises a collection of online self-learning modules designed to enhance students' skills in project management, teamwork, ethics, academic writing and speaking, referencing, statistics, mathematics and information skills. The modules are available via the BELL program website and will be developed to offer new opportunities and learning experiences.
Inquiries
Information Services Manager
Blake Library, City campus
telephone +61 2 9514 3423
fax +61 2 9514 3288
http://www.bell.uts.edu.au

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

Inquiries
Rosemary Ward
CB04.3.34, City campus
telephone +61 2 9514 1729
fax +61 2 9514 1460
email Rosemary.Ward@uts.edu.au

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

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

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

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

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

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

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

Inquiries
City campus
Magic Pudding Child Care Centre
Corner of Mary Ann and McKee Streets, Ultimo
telephone +61 2 8289 8400
Blackfriars Children’s Centre
4–12 Buckland Street, Chippendale
telephone +61 2 9514 2959

ELSSA CENTRE
The ELSSA Centre provides free academic and professional English programs to UTS students and staff. These programs, held during semester and in the summer and winter vacations, include academic English, writing, speaking and seminar presentations.

The Centre collaborates with each UTS faculty to offer workshops associated with specific subjects and works closely with the University Graduate School to address the academic literacy needs of research students. A special program is offered to international and exchange students: the Advanced Diploma in Australian Language and Culture.

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

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

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

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

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

Students

The UTS Equity Plan outlines strategies and commits resources to achieve an increase in the participation and graduation rates of previously disadvantaged groups within the UTS catchment area. The Plan includes strategies for:
• people with disabilities
• people from language backgrounds other than English
• women in non-traditional areas and postgraduate study
• people from socioeconomically disadvantaged backgrounds, and
• rural and isolated students.

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

Staff

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

Aboriginal and Torres Strait Islander people

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

People with disabilities

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

People with a language background other than English

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

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

Grievances
The Equity and Diversity Unit provides confidential equity-related grievance advice to both students and staff who feel they may have been discriminated against or harassed on the grounds of race, colour, descent, national or ethnic origin, ethno-religious background, sex, marital status, pregnancy, potential pregnancy, family responsibilities, disability (physical, intellectual, psychiatric, sensory, neurological, or learning disabilities, and illnesses such as HIV/AIDS), age, homosexuality, transgender status, political conviction, and religious belief.

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

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

JUMBUNNA INDIGENOUS HOUSE OF LEARNING - STUDENT SUPPORT UNIT

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

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

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

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

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

MATHEMATICS AND ICT STUDY CENTRE

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

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

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

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

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

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

Inquiries
City campus
Dr Mary Coupland
Director, Mathematics and ICT Study Centre
CB01.16.15
telephone +61 2 9514 2241
fax +61 2 9514 2248
email Mary.Coupland@uts.edu.au
Dr Narelle Smith
Associate Director, Mathematics and ICT Study Centre
telephone +61 2 9514 2239
email Narelle.Smith@uts.edu.au


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

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

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

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

Inquiries
Students
Special Needs Service
Student Services Unit
telephone +61 2 9514 1177
fax +61 2 9514 1172
email special.needs@uts.edu.au
http://www.ssu.uts.edu.au/sneeds

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

PHYSICS LEARNING CENTRE
The Department of Physics and Advanced Materials operates a drop-in Physics Learning Centre on Level 11 of the Tower Building at City campus. Academic staff members are available at certain times during the week to assist students with any problems they have associated with their first-year physics studies. In addition to the fixed schedule for personal tutorial assistance, there is a computer laboratory adjoining the Centre in which assistance can be obtained upon request from one of the lecturers. There are also computer-aided learning programs and simulated textbook problems available for study by all first-year physics students.

Inquiries
Associate Professor Les Kirkup
telephone +61 2 9514 2218
fax +61 2 9514 2219
email Les.Kirkup@uts.edu.au

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

The Terms of Reference for the Student Ombud’s office is published in Chapter 14 of this Calendar.

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

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

Staff
Layna Groen
Student Ombud and Senior Lecturer
Faculty of Science
Katherine Gordon
Assistant Student Ombud and Associate Dean (Teaching and Learning)
Faculty of Humanities and Social Sciences
Bronwen Dalton
Assistant Student Ombud and Senior Lecturer
Faculty of Business
Angela Dwyer
Assistant Student Ombud and Lecturer
Faculty of Law
Jenny Murphy
Administration Manager

Inquiries
Student Ombud’s office
CB02.4.02, City campus
telephone +61 2 9514 2575
fax +61 2 9514 2771
email ombuds@uts.edu.au
http://www.uts.edu.au/oth/ombuds

STUDENTS WITH DISABILITIES
Students should be aware that some courses at UTS require them to undertake fieldwork and/or workplace learning as a prerequisite to satisfactory completion of the course. UTS is committed to making education accessible to people with disabilities and will accommodate the needs of students with disabilities to the greatest extent possible in arrangements for fieldwork and workplace learning.

The UTS Fieldwork Guidelines are published online at:

Students with a disability that may affect their ability to complete the fieldwork and/or workplace learning component of their course should discuss this prior to enrolment with the Special Needs Coordinator who will make a referral to the relevant Academic Liaison Officer (ALO) or other suitable person within the relevant faculty.

Inquiries
Marie Flood
Special Needs Coordinator
telephone +61 2 9514 1183
fax +61 2 9514 1172
email Marie.Flood@uts.edu.au
http://www.ssu.uts.edu.au/sneeds
STUDENTS’ ASSOCIATION

The Students’ Association is run by students for students who study at UTS. The Association works to represent the needs and interests of students while at the University. All students can stand for election to the Student Representative Council and vote in the annual elections.

The Association offers a range of services including academic representation and advocacy. As part of this service, professional staff can give confidential advice to students who wish to appeal against assessment grades, University exclusion, charges of misconduct or other academic matters. Students who have problems or complaints about their lecturers or courses can receive advice about the most suitable action to take and the Education Officers can help to explain the processes and workings from an independent perspective.

The Association also researches important issues in the tertiary sector to keep abreast of issues affecting students. Other services include a peer tutoring program where students can get help from others who have successfully completed their subjects and a second-hand bookshop where students can buy and sell used textbooks. This service can be accessed by visiting the store on Level 3 of the Tower Building (telephone +61 2 9514 7788) or online at: http://2bb.uts.edu.au

At University level, the Association represents and supports students on various University committees. This enables the Association to keep track of all policy and practical changes within the University including faculty and course structures, allowing students to be properly informed and ensuring that they enjoy the best possible conditions.

The Association’s political role is to defend and extend educational standards and conditions for students both within UTS and the tertiary sector as a whole.

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

Students may support the activities of the Association by subscribing to the Students’ Association Membership Program which provides both on and off campus benefits and guarantees the voice of all students remains represented at UTS.

Locations and inquiries

City campus

Main office
Students’ Association
CB01.3
telephone +61 2 9514 1155
fax +61 2 9514 1157

Haymarket office
CM05.B.107
telephone +61 2 9514 3236

Kuring-gai campus
KG02.4.0
telephone +61 2 9514 5237
http://www.sa.uts.edu.au

UTS UNION

The UTS Union enhances the quality of campus life and broadens the learning experiences of the UTS community. It provides a range of non-academic services and facilities, including food and beverage services, lounges and recreational areas, comprehensive social and cultural programs, sports facilities and programs and retail outlets.

Management

The Union is controlled by a Board consisting of seven students, two staff representatives, three Council appointees and the CEO. Annual elections are usually held in September and the new Board term of office commences on 7 October. The Union employs a staff of about 200, headed by the CEO.

Fees

The Parliament of Australia passed Voluntary Student Unionism (VSU) legislation (Higher Education Support Amendment (Abolition of Compulsory Up-front Student Union Fees) Act 2005) in December 2005. The legislation prohibits a higher education provider requiring a student to become a member of a student union or to pay a compulsory student union and amenities fee. As a result, the UTS Union has introduced the Advantage Program, a voluntary member benefits and discount program that is offered to all UTS students, staff and alumni. The membership fees collected via this program go towards helping the Union continue to provide community services and facilities on campus.

Catering

The Union operates eat-in and takeaway food and beverage services on all campuses. Franchised food outlets also offer a variety of international cuisines. The Loft and Glasshouse bars, as well as the Union Centres at Markets and Kuring-gai campuses, are popular venues on campus for entertainment including live music, special promotions and happy hours. Advantage Program members receive 10 per cent off at Union catering outlets and access to exclusive happy hours.

Functions catering service

The Gallery Functions Centre caters for breakfasts, conferences, seminars, presentations, dinners, cocktail receptions and exhibitions at a range of venues across campuses.

Retail shops

Unionshops operate on all campuses, stocking competitively priced stationery, art materials, gifts, UTS memorabilia and course notes, and providing newsagency services. Bill Express is also available at UTS Union shops at City (Broadway) and Kuring-gai campuses, accepting payment for utility bills and graduation gown hire. Advantage Program members receive 10 per cent off selected art and stationery supplies at Union shops.

Activities

The Union arranges the social and cultural programs at UTS. These include semester parties, live music, barbecues, skills development courses, a discount ticket program for arts, music and cultural events across Sydney, the smART Festival that celebrates innovation and the arts at UTS and trivia nights. Advantage Program members receive a minimum $5 off tickets purchased via the Discount Ticket Program and for Union events on campus.

telephone +61 2 9514 5012
Clubs and societies
The Union assists more than 60 social and sporting clubs and societies which offer UTS students opportunities to build networks, develop professional skills and pursue new interests. New members are most welcome.

Sport
Fitness Centre
The Union Fitness Centre at Broadway has recently been refurbished and features state-of-the-art exercise equipment, a cardio theatre, weight training, martial arts programs, exercise classes and fully-qualified staff. An outdoor basketball court is also available. The Fitness Centre is located on the lower ground floor of Building 4, in the Harris Street wing. Advantage Program members receive 20 per cent off three- and six-month memberships at the Union Fitness Centre.

phone +61 2 9514 2444

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

phone +61 2 9514 1891

UTS Sydney Boys High Stadium
This facility contains netball, basketball, volleyball and badminton courts, providing a training venue for sports clubs, as well as a venue for weekend sporting carnivals.

phone +61 2 9514 2444

Intervarsities and interfaculty sports
The Union Sports Office sponsors UTS teams competing in state and national intervarsity meetings and organises numerous interfaculty competitions within the University throughout the year.

UTS Haberfield Club Ltd
The UTS Haberfield Club is fully licensed and features a modern bar and Sky television. The Rowers’ Retreat restaurant serves a range of fine food with views of the Iron Cove waterway.

phone +61 2 9797 9523

Financial assistance and grants
The Union provides financial assistance to the UTS child care centres, Alumni and University and faculty events, including Orientation, Info Day and Advisory Day. The Union also offers sports scholarships and a wide range of grants for sporting, social and cultural purposes. For further information, contact the Union Office in the Tower Building, City campus, Broadway.

Publications and website
The Union produces many publications including a fortnightly magazine and a comprehensive annual diary that is free to all students and staff. Students are invited to contribute their writing, artwork and photography to Union publications. The Union’s website and e-newsletter also offer all the latest news about what’s on campus.

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

Inquiries
City campus
Broadway
phone +61 2 9514 1444

Haymarket
phone +61 2 9514 3374

Kuring-gai campus
phone +61 2 9514 5009
email unionoffice@uts.edu.au
http://www.utsunion.uts.edu.au

FINANCIAL ASSISTANCE

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

http://www.goingtouni.gov.au

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

http://www.goingtouni.gov.au

FEE-HELP
FEE-HELP is a loan scheme for eligible full-fee-paying domestic students. Under this scheme, students can borrow up to the amount of the tuition fees being charged for units of study. Over a lifetime the FEE-HELP maximum limit is $80,000. Students who access FEE-HELP for a full-fee undergraduate place also incur a 20 per cent loan fee. FEE-HELP Information is available online at:

http://www.goingtouni.gov.au

Commonwealth Higher Education Student Support Number
All Commonwealth-supported students and FEE-HELP students are issued with a Commonwealth Higher Education Student Support Number (CHESSN). The CHESSN is a unique identifier that tracks an individual’s student learning entitlement and use of Commonwealth assistance (including HECS-HELP). As a condition of enrolment, students provide informed consent for the University to share their personal information with the Department of Employment, Science and Training so that the University can comply with legislative requirements. The information provided by students is used to generate the CHESSN. Students can access their entitlement balance online at:

http://www.goingtouni.gov.au
OS-HELP
OS-HELP is a loan scheme that helps eligible Commonwealth-supported students undertake some of their study overseas. The scheme provides up to $5,196 (in 2007) per six-month study period for up to two study periods to help students with a range of expenses such as airfares and accommodation. Further information is available online at:

Commonwealth Learning Scholarships
Commonwealth Learning Scholarships assist Commonwealth-supported students from low socioeconomic backgrounds who are Australian citizens or holders of permanent humanitarian visas with costs associated with higher education. There are two types of scholarships: Commonwealth Education Costs Scholarships ($2,080 per year for up to four years) and Commonwealth Accommodation Scholarships for students from rural and regional areas ($4,160 per year for up to four years). Further information is available online at:

Austudy/Youth Allowance
There are two major Commonwealth Government benefits for tertiary students: Austudy and Youth Allowance. Both are income and assets tested. Austudy is for students aged 25 and over when commencing a course, while Youth Allowance is for students up to 25 years old. Youth Allowance recipients may be eligible for a rent allowance. Details of these and other Centrelink benefits are available online at:
http://www.centrelink.gov.au

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

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

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

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

Inquiries
City campus
Student Services Unit
telephone +61 2 9514 1177

Kuring-gai campus
Student Services Unit
telephone +61 2 9514 5342

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

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

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

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

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

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

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

City campus
telephone +61 2 9514 1177

Kuring-gai campus
telephone +61 2 9514 5342

Postgraduate research assistance
Information regarding postgraduate research scholarships and awards is included in Chapter 7 of this Calendar and can also be obtained from the University Graduate School.

Inquiries
University Graduate School
CB10.6, City campus
http://www.gradschool.uts.edu.au

Scholarships
Information about scholarships is published in Chapter 7 of this Calendar and online at: