



UTS
College

UNIVERSITY
OF TECHNOLOGY
SYDNEY

2024

Academic English Programs Handbook

utscollege.edu.au

Welcome to UTS College



Welcome to your UTS pathway program. Our Academic English courses will provide you with the skills and knowledge needed for your university study and future careers. Students who complete our Academic English program typically go on to achieve strong academic results in our Diploma and Foundation programs as well as at UTS. You can look forward to joining other College alumni at UTS when you successfully complete your studies with us.

I wish you every success with your studies. Study well, actively engage with your teachers and other students and enjoy your college experience including our social activities and our range of support programs. This is your first step in an exciting university experience.

Sally Payne
Dean of Studies
UTS College

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English Courses and guidelines

Welcome to our English language program. Our courses have been designed to ensure that you develop your key skills for learning in English at a university level. You will build your English language skills across the four macro-skills of listening, speaking, reading, and writing, in addition to developing 21st Century skills such as creativity, critical thinking and collaboration skills. This prepares you for success at UTS. Where English is the mode of instruction, it is critical for your success to invest your time building English language and literacy skills. Our courses are carefully designed to enable you to learn these skills in a supported way.

On completion of our program, you will meet our learning outcomes and have the confidence to be a successful university student. You will know how to collaborate with others, open conversations and share your voice whilst listening to the diversity of other ideas shared with you by your peers. Make sure that you also use the full range of support services available from HELPS, the Student Success team and online resources available via Canvas.

You have selected a great program, and we are experts at getting students to university. Thanks for choosing UTS College and wishing you every success.

Jason West

Director of Studies, English Language Program
UTS College

Admissions and progression

When enrolling in an English course at UTS College, you'll need to provide an original copy of an IELTS, TOEFL or PTE (Academic) test result that's less than 12 months old. Otherwise, you can complete an entry test such as VEPT (this test is available through UTS College representative offices). This will determine the appropriate level to begin your English language studies before you start your chosen UTS College academic course or UTS undergraduate/postgraduate degree.

Period of validity of results for entry to UTS College

The guidelines on the following pages are minimum requirements based on IELTS, TOEFL (iBT) or PTE (Academic) scores less than 12 months old at the time of commencing your English course at UTS College. To qualify to enter a particular level, you'll need to provide an original IELTS, TOEFL (iBT) or PTE (Academic) test result.

UTS College placement test

If you don't have a current IELTS, TOEFL (iBT), PTE or approved equivalent result, you'll need to sit the UTS College placement test (known as a VEPT or Versant English Placement Test). If you're already in Sydney, ask your agent to arrange a placement test at UTS College.

Exit testing

You'll take tests at the end of each level of study. Your overall results, including these test results, will be used to determine your progress. To progress to the next level, you must achieve a pass in the final examinations in all skills (Listening, Speaking, Reading, and Writing). This is to demonstrate that you've achieved the learning outcomes as well as an overall pass. You'll receive feedback and support on your other assessments throughout the course.

Entry to UTS

When you successfully complete Academic English Level 5 (AEL5) with a pass grade, you satisfy the English entry requirement for most UTS undergraduate and postgraduate courses. For details on specific courses with higher English entry requirements, please see the UTS international prospectus.

Student visas

The above guidelines are based on UTS College academic advice. In certain countries, Australian immigration guidelines may determine the length of English study possible. Please check first with your local Australian immigration office for your country's guidelines.

Language course levels

UTS College offers Academic English courses which meet a broad range of language needs. These courses lead to: UTS Foundation Studies, UTS College diplomas and graduate certificates, UTS bachelor's degrees, master's degrees, and PhDs.

Entry requirements				Level	Topics studied	Further studies
	Overall	Writing ≥	All Skills ≥	AEL1	<ul style="list-style-type: none"> • Our World • Lifestyle • People and Places • Food • Fun activities • Fitness and health • Animals • Transport • Innovations 	Progress to level AEL2
IELTS	4.0	-	3.5			
VEPT	33	-	No skill < 28			
TOEFL iBT	-	-	-			
PTE	22	-	22			
	Overall	Writing ≥	All Skills ≥	AEL2	<ul style="list-style-type: none"> • People • Happiness • Travel and tourism • Entertainment • Products and fashion • Culture • University • Inspiring people 	Progress to level AEL3
IELTS	4.5	-	4.0			
VEPT	38	-	No skill < 33			
TOEFL iBT	35	-	No skill < 7			
PTE	32	-	22			
	Overall	Writing ≥	All Skills ≥	AEL3	<ul style="list-style-type: none"> • Business • Health and wellbeing • Laws and rules • Sport • Technology • Natural world • Commerce • Media / Communications 	Direct Entry to: <ul style="list-style-type: none"> • UTS Foundation Studies • UTS College Extended diploma OR Progress to level AEL4
IELTS	5.0	-	4.5			
VEPT	43	-	No skill < 38			
TOEFL iBT	45	-	No skill < 9			
PTE	38	-	32			
	Overall	Writing ≥	All Skills ≥	AEL4	<ul style="list-style-type: none"> • Learning/ education • Technology • Cities • Culture • Wellbeing 	Direct Entry to: <ul style="list-style-type: none"> • UTS College Accelerated diploma • UTS College Standard diploma • UTS College Standard Graduate Certificate OR Progress to level AEL5
IELTS	5.5	-	5.0			
VEPT	47	-	No skill < 43			
TOEFL iBT	58	16	-			
PTE	46	-	38			
	Overall	Writing ≥	All Skills ≥	AEL5	<ul style="list-style-type: none"> • Leadership • Health • Media • Business/ marketing • Sustainability • Environment • Education 	Direct Entry to: <ul style="list-style-type: none"> • UTS College Accelerated Graduate Certificate • UTS Undergraduate degree • UTS Postgraduate degree
IELTS	6.0	5.5	5.0			
VEPT	53	47	No skill < 43			
TOEFL iBT	72	16	-			
PTE	54	46	38			

English pathways

Academic English (AE)

There are five levels in the UTS College Academic English (AE) course. In AE levels 1 to 5 there are ten weeks of intensive English learning. Each level consists of 200 hours of direct instruction. That's a total of 1000 hours for students completing the full program. Most students tend to complete 10–20 weeks of study. Your study plan will depend on your high-stakes test result or a VEPT result.

Modes of Study

The Academic English courses are delivered in a full time and face-to-face mode in timetabled classes on campus.

Academic English for Foundation

Successful completion of Academic English for Foundation (AEL3) allows you direct entry* into UTS Foundation Studies and the UTS College extended diploma program (with entry requirements of IELTS 5.5 overall with minimum 5.0 in all bands). Completing our English AEL3 course means you don't need an IELTS test when you complete your course.

Academic English for Diploma

Successful completion of Academic English for Diploma (AEL4) allows you direct entry* into UTS College standard or accelerated diploma courses and UTS College graduate certificate courses (courses with entry requirement of IELTS 6.0 overall with 6.0 in writing). Completing our English AEL4 course means you don't need an IELTS test when you complete your course.

Academic English for Bachelor/Masters

Successful completion of Academic English for Bachelor/Master (AEL5) allows you entry to UTS College Accelerated Graduate Certificate courses and direct entry* into most UTS undergraduate and postgraduate degrees (with entry requirements of IELTS 6.5). Completing our English AEL5 course means you don't need an IELTS test when you complete your course.

Pathways

Teacher-guided computer lessons using CALL (Computer Assisted Language Learning) activities – and materials relevant to class lessons – support each level of English. The table on page 5 explains the pathway through the different AE levels.

After successfully completing AEL3, you're ready to move onto AEL4. You may also commence the UTS Foundation Studies program, or extended diploma courses at UTS College.

After successfully completing AEL4, you have achieved the level of language proficiency required for entry into:

- UTS College diploma programs (standard and accelerated)
- UTS College standard graduate certificates

After successfully completing AEL5, you have achieved the level of language proficiency required for entry into:

- UTS College accelerated graduate certificate courses
- most undergraduate and postgraduate courses at UTS and selected other universities.

You will also need to meet the university's academic requirements in their subject area.

Assessment methods

You'll find information about specific assessment tasks in the assessment briefs given to you in the first week of class. You're assessed on learning outcomes for each of the following skills: writing, reading, speaking, and listening. Assessment includes most or all the following elements: extended written assignments, group oral presentations, group discussions, reading and note-taking tasks, listening and note-taking tasks, and final examinations. The process for marking and grading assessments is standardised to make sure grading is consistent and fair.

Please note, you need to demonstrate that you've passed the learning outcomes for all four macro skills (writing, reading, speaking, and listening), to pass the course.

*English and academic entry requirements apply. Please refer to the courses page of our website for course information, entry requirements and articulation details. Successful completion of AEL5 satisfies the English Language Admission requirements for most UTS Undergraduate and Post Graduate degrees. For specific details of UTS English entry requirements please refer to the individual faculty pages on the UTS website.

Learning Outcomes

Special features

At all levels, there are opportunities to practise academic skills, such as research, critical thinking, reflection, time management, and collaboration, while using technology in your learning. Courses are designed to help you become an independent language learner.

Our English programs include these special features:

You can improve your English language and practise academic skills using modern technology and the world's leading web-based learning management system, CANVAS, at all five levels of Academic English (AE1-AE5).

We've designed UTS College's Academic English courses to help you become an independent language learner. You'll have opportunities to learn and develop academic skills such as research, critical thinking, reflection, time management, collaboration, and academic integrity.

Your Academic English course will also include lessons and activities focused on improving listening, speaking, reading, writing, note-taking, and grammar. Each level has additional targeted support – provided by the UTS College HELPS Centre resources in CANVAS – where you can study independently and find practice materials to help you improve all the skills you need to succeed.

The following tables describe the learning outcomes for each level of Academic English. These outcomes are measured using authentic assessments representing the types of activity you'll encounter in your further studies (for example, essays, presentations, group discussions, note-taking, and examinations)

AEL 1

Hours: 200

IELTS on entry: 4.0

Topics:

People and places
Food
Fun activities
Fitness and health
Animals
Transport
Innovations

Grammar:

Simple tenses
Question forms
Clause structure
Conjunctions
Pronouns
Relative clauses
First conditional
Present perfect
Comparatives
Noun phrases

On successful completion of AEL1, some of the learning outcomes you will have achieved are:

General

- You can understand and produce simple formal spoken and written English;
- You can understand and practise academic skills such as research, critical thinking, reflection, time management and collaboration;

Listening

- You can identify opinions, main points and some details in simple talks and discussions;
- You can recognise speakers' feelings and attitudes;

Speaking

- You can prepare and give basic presentations;
- You can take part and exchange opinions in formal and informal discussions;
- You can speak clearly using simple grammar and vocabulary;

Reading

- You can identify opinions, main points and some details in simple texts;
- You can use basic critical thinking skills to understand purpose and evaluate meaning;

Writing

- You can write simple factual texts;
- You can write simple opinion-based texts;
- You can write clearly using simple and some more complex grammar and vocabulary;
- You can summarise and paraphrase to a limited extent.

Learning Outcomes

AEL 2

Hours: 200

IELTS on entry: 4.5

Topics:

Happiness
Travel and tourism
Entertainment
Products and fashion
Culture
University
Inspiring people

Grammar:

Simple tenses
Question forms
Clause structure
Conjunctions
Connectives
Relative clauses
Passive voice
Article usage
Comparatives

On successful completion of AEL2, some of the learning outcomes you will have achieved are:

General

- You can understand and produce quite simple formal spoken and written English;
- You can understand and practise academic skills such as research, critical thinking, reflection, time management and collaboration;

Listening

- You can identify opinions, main points and supporting information in simple talks and discussions;
- You can understand implications and recognise basic summary, repetition and clarification;

Speaking

- You can prepare and give a presentation showing an opinion and some critical thinking;
- You can take part in discussions in which you explain and support your opinion;
- You can speak clearly using a limited range of grammar and vocabulary;

Reading

- You can identify opinions, main points and supporting information in simple texts;
- You can use critical thinking skills to understand implications and inferences;

Writing

- You can write simple academic-style texts;
- You can write showing some support for an opinion and some critical thinking;
- You can write accurately using simple and some more complex grammar and vocabulary;
- You can summarise, paraphrase and synthesise in controlled writing.

AEL 3

Hours: 200

IELTS on entry: 5.0

Topics:

Health and wellbeing
Laws and rules
Sport
Technology
Natural world
Commerce
Media/
communications

Grammar:

Present tenses
Subject-verb
agreements
Compound sentences
Complex sentences
Linking words
Passive voice
Cause/effect language
Dependent/that
clauses
Noun phrases
Prepositional phrases

On successful completion of AEL3, some of the learning outcomes you will have achieved are:

General

- You can understand and produce formal spoken and written English;
- You can understand and practise academic skills such as research, critical thinking, reflection, time management and collaboration;
- You can take a technology-enhanced approach to your learning;

Listening

- You can identify opinions, main points and supporting information in talks and discussions;
- You can recognise implied meaning, irrelevant points and rhetorical questions;

Speaking

- You can prepare and give short presentations requiring basic secondary research;
- You can hold discussions on contemporary issues using a range of discourse strategies;
- You can speak clearly and accurately using a range of grammar and vocabulary

Reading

- You can identify opinions, main points and supporting information in texts on academic topics;
- You can critically evaluate information in texts on academic topics;

Writing

- You can write a range of short academic texts, e.g. argument, discussion, report;
- You can write showing the use of academic register, conventions and critical thinking;
- You can write accurately using a range of grammatical structures and vocabulary;
- You can summarise, paraphrase and synthesise information in texts on academic topics.

Learning Outcomes

AEL 4

Hours: 200

IELTS on entry: 5.5

Topics:

Learning/education
Technology
Cities
Culture
Wellbeing

Grammar:

Present tenses
Future tenses
Conditionals
Modal verbs
Signposting language
Complex sentences
Reporting verb usage
Nominalisation
Relative clauses
Passive voice

On successful completion of AEL4, some of the learning outcomes you will have achieved are:

General

- You can understand and produce complex, formal spoken and written English;
- You can understand and practise academic skills such as research, critical thinking, reflection, time management and collaboration;
- You can take a technology-enhanced approach to your learning;

Listening

- You can identify opinions and lines of argument in quite complex talks and discussions;
- You can recognise inferences, bias and hyperbole in quite complex talks and discussions;

Speaking

- You can prepare and give well-organised presentations requiring secondary research;
- You can hold discussions using a range of discourse strategies and critical thinking skills;
- You can speak clearly and accurately using some complex grammar and vocabulary;

Reading

- You can identify opinions and lines of argument in quite complex texts;
- You can critically evaluate information in quite complex academic texts;

Writing

- You can write a range of well-structured, referenced academic texts;
- You can include research and critical evaluation in your academic writing;
- You can write clearly and accurately using some complex grammar and vocabulary;
- You can effectively summarise, paraphrase and synthesise information in academic texts.

AEL 5

Hours: 200

IELTS on entry: 6.0

Topics:

Leadership
Health
Media
Business/marketing
Sustainability
Environment
Education

Grammar:

In AE5, the approach to grammar is wide-ranging and responsive, and assumes comprehensive knowledge of simple and complex grammatical structures.

On successful completion of AEL5, some of the learning outcomes you will have achieved are:

General

- You can understand and produce highly complex, formal spoken and written English;
- You can understand and practise academic skills such as research, critical thinking, reflection, time management and collaboration;
- You can take a technology-enhanced approach to your learning;

Listening

- You can understand and critically evaluate complex talks and discussions;
- You can recognise inferences, bias and irony in complex talks and discussions;

Speaking

- You can prepare and give well-organised, well-researched academic presentations;
- You can hold dynamic and collaborative discussions involving critical thinking;
- You can speak clearly and accurately using complex grammar and vocabulary;

Reading

- You can identify opinions and lines of argument in complex and abstract texts;
- You can critically evaluate information in a range of complex and abstract texts;

Writing

- You can write a wide range of well-structured, referenced academic texts;
- You can take a critical, evaluative, well-researched approach to academic writing;
- You can write clearly and accurately using complex grammar and vocabulary;
- You can effectively summarise, paraphrase and synthesise information in academic texts.

Do you need help?

Extra Help to Support Our Students

If you are having difficulties with your studies, first see your teacher before or after your class, or contact them by Canvas inbox. The Canvas inbox (listed on your Canvas subject homepage) can be used for Academic program support, from both your Teacher and your Academic Coordinator to arrange a meeting.

Student Success Advisers

Our helpful Student Success Advisers are here to help if you're finding life and study difficult, or would like to discuss your study plan or study strategies. You'll find them in the Student Centre on the Level 1 in CB05 (Building 5). Student Success Advisers can support you in your studies and help you to meet course progress requirements. You visit a Student Success Adviser in person (9.00 am - 5.00 pm Monday to Friday) or make an [online appointment](#).

For help with personal matters, your adviser can refer you to the UTS Health and Counselling Service. The service is on [Level 6 of the UTS Tower Building](#). You can [book](#) directly with UTS for an appointment or ask your Student Success Adviser to help you with the booking. Counsellors can help with stressful circumstances, or psychological and emotional issues that interfere with your studies. These may include issues like adjusting to studying in Australia, culture shock, loneliness, sadness, or anxiety about your coursework. UTS also has counsellors who can speak languages other than English.

Contacting UTS Counsellors:

[T] +61 2 9514 1177

[E] student.services@uts.edu.au

[W] uts.edu.au/current-students/support/health-and-wellbeing/counselling-service-and-self-help/contact-us



HELPS Centre

UTS College has several learning support programs. The HELPS Centre is a safe, friendly space where you can study independently. You can drop in and see the HELPS team for learning support or use the HELPS online service. Your teacher may also take your class to the HELPS Centre to research a project or to do other class-related activities. The HELPS Centre is in UTS Building 5, Block C, Level 1, 1-59 Quay Street, Haymarket NSW 2000.

You also have free access to [Studiosity](#), our online 24-hour, seven day a week academic and study skills feedback service. It offers live chat with subject specialists anytime, anywhere, or you can submit your writing for timely feedback. You can access [Studiosity](#) on Canvas.

On-campus physical resources

Visit the HELPS Centre for a wide range of English language resources such as grammar books, dictionaries, listening materials and IELTS practice books. There are also graded readers (fiction books that have been adjusted for different English levels). Also, you'll find industry magazines in Business, Science, Information Technology, and Design & Architecture. The HELPS Centre team is happy to help with academic skills and study-related questions.

Borrowing resources

You may borrow up to five books at a time from the HELPS Centre. It's important to return all your borrowed materials by the due date. Please remember that you can only receive your certificate at the end of your English studies when all your borrowed items have been returned.

Computers

The HELPS Centre has computers with internet access for research, emailing, and word processing. UTS College has fast, campus-wide Wi-Fi. There's more information in the Current Students tab under IT Support. Login to a UTS College Computer and navigate to ITDS Acceptable Use of Facilities to learn more about using computers at UTS College. You can also refer to page 30 of this Handbook for more details.

For all computer problems, consult the ITDS Service Desk on +61 2 9218 7000 (ext. 7000 on internal phone).

Online resources

There's also a comprehensive collection of support resources available online. Once enrolled, you can access the HELPS Canvas Learning Managements System (LMS) resources, which include:

- Weekly English support resources linked to your coursework.
- Academic skills resources including American Psychological Association (APA) referencing, essay writing, and presentation/speaking online tutorials (which feature audio and text so you can practice listening and reading while learning).
- Practice quizzes for English grammar, academic skills, reading, listening and much more.
- Extra reading and listening activities related to your chosen discipline for study at UTS
- Writing feedback - you can submit a piece of writing and receive comprehensive writing feedback within 24 hours in the areas of grammar, referencing, cohesion and formatting.

Canvas UTS College HELPS resources online are [available here](#).

Workshops

Depending on your course, the HELPS team can offer assessment-related interactive workshops. These are designed to help you prepare for a presentation, essay, or exam.

Consultations

With Studiosity, you can connect live, anytime, anywhere, 24 hours a day, 7 days a week, to a subject specialist and discuss English, Maths, or Science-related questions. You can also email HELPS@utscollege.edu.au or come into the HELPS Centre to meet a HELPS Adviser about your studies. The HELPS Centre is open Monday-Friday 9am-5pm during term time.



Wellbeing

Medical help

A [range of health services](#), including doctors, is available at the [UTS Student Medical Centre](#) on Level 6 of the UTS Tower Building.

Please telephone +61 2 9514 1177 to make an appointment.

Legal help

If you need legal help, this is available at no cost to you from the following services:

The Redfern Legal Centre

- Address: 73 Pitt Street Redfern NSW 2016
- Phone: +61 2 9698 7277
- Email: info@ric.org.au

UTS Student Legal Service

- Address: UTS Tower Building 1, Level 5, Room 12, 1 Broadway, Broadway NSW 2007
- Phone: +61 2 9514 2484
- Email: studentlegalservice@uts.edu.au



Accommodation

Under 18 years of age

International students under 18 must use accommodation approved by the Department of Home Affairs, or UTS College approved accommodation and welfare arrangements.

If an international student's parent, legal custodian, or eligible relative wishes to care for them in Australia, they must apply to be their nominated guardian through the [Department of Home Affairs](#).

The College currently approves the three accommodation types below. You'll find details and application instructions in our [Under 18 information guide](#).

Homestay

Living with a local family is a great way to experience life in Australia and practise your spoken English. All our homestays have been specially chosen to provide a safe and supportive home environment. Each home is within 45-60 minutes travelling time from the campus, in a variety of locations around Sydney. This is a fantastic opportunity to live like a local and have an authentic Australian lifestyle experience.

Student residential accommodation

Each student residential building is purpose-built with ultra-modern facilities including study areas, collaboration zones and social spaces to connect with friends. Providing all the comforts of home in a safe, community-style setting, a student residential building has everything you need at your fingertips. It's a great option to enjoy a student lifestyle during your first time living away from home.

Special host

If an international student aged under 18 wants to live with a close family friend or a family member that doesn't meet Department of Home Affairs' definition of an eligible relative, the family friend or family member will need to apply to be a Special Host under UTS College Homestay arrangements.

Over 18 years of age

If you're over 18 years of age, you can choose from a range of accommodation options. These include homestay, student residential building, or other housing options in the private rental market. There's more about this on the UTS College [website](#). Or please visit [Study NSW](#) for more about finding a place to live in Sydney.

Students are strongly encouraged to report abuse and seek support.

UTS College and UTS have security guards located in all of our buildings.

After business hours, when UTS College is closed, you can contact us by phoning UTS Security on 1800 249 559.

For emergencies after office hours (9.00 am - 5.00 pm Monday to Friday) please contact UTS Security for assistance:

UTS Security	+61 2 9514 1192 or 1800 249 559
645 Harris Street	9218 7090
609 Harris Street	9218 7090
UTS College Building 5	1800 249 559



Important Information

Student Life

Activities, sport, and fun

As a UTS College student, you automatically become a member of ActivateUTS, home to over 190 student clubs and societies, sporting activities and a huge number of events throughout the year. You can join unlimited clubs and events.

With live music, free food, social sport, clubs and societies, day trips, games, movie nights, prizes and more, there's something for every student at UTS College. You'll find plenty of opportunities to settle into university life, meet new people and make new friends.

You'll find all upcoming events on the [Student Events page](#), or directly through [ActivateUTS](#).

If you have suggestions for activities, simply contact the Student Activities team student.activities@utscollege.edu.au

Travel concessions

Domestic students

(Australian and New Zealand Citizens and Australian PR visa holders)

For transport concessions, log into estudent.utscollege.edu.au and select the OPAL consent form to allow UTS College to give your details to Transport NSW. Once UTS College has your consent, we'll email to confirm your eligibility.

When you have our email, you can apply for a concession OPAL card at opal.com.au/ordercard or by calling 13 67 25 (13 OPAL) 24 hours, 7 days a week. Your Concession OPAL card will be mailed to you within 5-7 working days. Follow the enclosed instructions to activate your card.

International students

International students are not eligible for concession OPAL cards. To travel on public transport, international students need to purchase an Adult OPAL card. It offers a range of travel benefits including daily, weekly and weekend travel caps. Please visit transportnsw.info or opal.com.au to find out more.

Safety

Emergency numbers are available on our [website](#).

UTS College takes your safety very seriously. If you need urgent help, please call the UTS College 24/7 welfare and accommodation emergency line 02 9218 4911.

Please report any incident or allegation of sexual, physical, or other abuse to the Student Success Advisers on Level 1, Block C, UTS College UTS Building 5. These reports will be dealt with confidentially, and we encourage all students to report abuse and seek support.

There are security guards in all UTS College and UTS buildings.

After business hours, when UTS College is closed, you can contact UTS Security on 1800 249 559.

For emergencies after office hours (9.00 am - 5.00 pm Monday to Friday) please contact UTS Security:

UTS Security	+61 2 9514 1192 or 1800 249 559
645 Harris Street	0493 411 034 or 0493 411 316
609 Harris Street	0493 412 109
UTS College Building 5	1800 249 559

How to communicate with UTS College

Check your UTS email account

UTS College uses your UTS email account to communicate with students. That's why it's important to activate your UTS email account as soon as you enrol. Once your account is activated, you can forward any email sent to your UTS email account to your personal email account.

Check all digital signs

There are electronic notice boards throughout the buildings on campus. Please make sure you check these regularly for information about forthcoming student activities and important notices.

Contact details

It's important to keep UTS College informed of your current contact details. You can either update your contact details on eStudent, or using a Change of Contact Details form available at the UTS Student Centre.

The Department of Home Affairs requires international students to advise UTS College of any changes to their contact details within seven (7) days.

International students under the age of 18 must live in Department of Home Affairs or UTS College approved accommodation. UTS College is responsible for confirming that your accommodation and welfare arrangements are appropriate, so you'll need to contact UTS College Student Centre staff to update your contact details.

Your student ID card

On enrolment, you'll need to submit a photo for your UTS College Student Card. You can submit this through the [CaptureME portal](#). Use your computer, tablet, or smart phone to [upload your photo](#).

After submitting your photo, check your student email account for an approval or rejection email.

- If you receive a rejection email, please submit a new photo that addresses the reason for rejection given in the email. Please don't resubmit the same photo.
- If your photo is approved, then UniCard (the Student Card provider) will notify you when your ID card is ready to collect from the Student Centre (Building 5, Block C, Level 1).

When you receive your card, please make sure to sign the grey strip on the back.

Please always carry this card with you when attending UTS College. You may be asked to produce this card:

- By your teachers
- By security or administration staff
- When borrowing from the UTS Library or accessing other UTS services or facilities
- When sitting exams
- When accessing the UTS Counselling Services and UTS Health Services.

Please remember to sign your student card. If you lose it, you can arrange a replacement card (at a cost of AU\$30) at the UTS College Student Centre. It's important not to let others borrow your student card.

You can read more about your UTS/UTS College Student ID card [here](#).

UTS Library

Level 4 and 5 Academic English students have access to the UTS Library (including online and physical resources). In addition to a comprehensive range of books, magazines and publications, there are many other resources including:

- Individual and Group Study Rooms
- Presentation Practice Rooms
- Assistive Technologies Rooms
- Computer Labs

Students in levels 1, 2 and 3 have access to the UTS Library spaces for study and on-site reading.



Key dates

2024 English Programs and Academic Programs

English Programs

	Orientation Starts	Classes Commences	Classes Ends
Block 1	Thursday 7 December 2023	Monday 11 December 2023	Friday 1 March 2024
Block 2	Thursday 29 February 2024	Monday 4 March 2024	Friday 10 May 2024
Block 3	Thursday 9 May 2024	Monday 14 May 2024	Friday 19 July 2024
Block 4	Thursday 18 July 2024	Monday 23 July 2024	Friday 27 September 2024
Block 5	Thursday 26 September 2024	Tuesday 30 September 2024	Friday 6 December 2024

Academic Programs

Semester	Welcome Week	Last Date to Re-enrol	Classes Commence	Census Date	Class Finish	Exam	UTS Foundation Studies	Holidays and Re-Enrolment
Semester 1	26 February – 1 March	23 February	4 March	28 March	17 May	20 – 24 May	24 May	25 May – 7 June
Semester 2	11 – 14 June	7 June	17 June	12 July	30 August	2 – 6 September	6 September	7 – 20 September
Semester 3	23 – 27 September	20 September	30 September	25 October	13 December	16 – 20 December	20 December	21 December – 21 February 2025

2025 English Programs and Academic Programs

English Programs*

	Orientation Starts	Classes Commences	Classes Ends
Block 1	Thursday 5 December 2024	Monday 9 December 2024	Friday 28 February 2025
Block 2	Thursday 27 February 2025	Monday 3 March 2025	Friday 9 May 2025
Block 3	Thursday 8 May 2025	Monday 12 May 2025	Friday 18 July 2025
Block 4	Thursday 17 July 2025	Monday 21 July 2025	Friday 26 September 2025
Block 5	Thursday 25 September 2025	Monday 29 September 2025	Friday 5 December 2025

Academic Programs*

Semester	Welcome Week	Last Date to Re-enrol	Classes Commence	Census Date	Class Finish	Exam	UTS Foundation Studies	Holidays and Re-Enrolment
Semester 1	25 – 28 February	21 February	3 March	28 March	16 May	19 – 23 May	23 May	24 May – 6 June
Semester 2	10 – 13 June	6 June	16 June	11 July	29 August	1 – 5 September	5 September	6 – 19 September
Semester 3	23 – 26 September	19 September	29 September	24 October	12 December	15 – 19 December	19 December	20 December – 20 February 2026



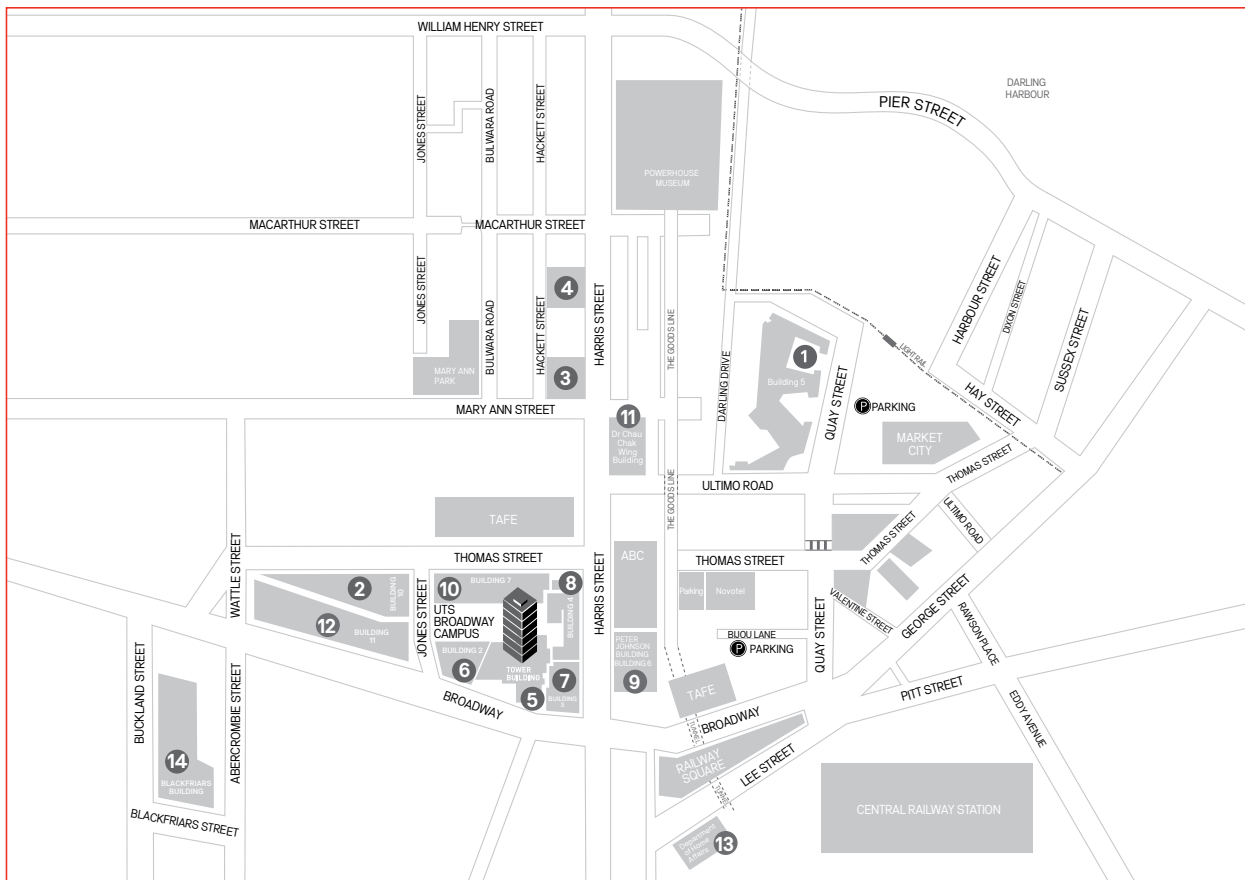


Maps

UTS College and UTS city campus



Campus map



- 1 UTS College UTS Building 5 (CB05)**
1–59 Quay Street, Haymarket
UTS College Student Centre and HELPS Centre
 (Level 1, Block C)
UTS College ITDS Service Desk
 (Level 1, Block C)
UTS Security
 (Office: Room 32, Level 2, Block C
 ph: 1800 249 559)
Student Success Advisers
 (UTS College Student Centre, Level 1,
 Block C)
Classrooms
 (Levels 1 & 2, Block C and Levels 4 & 5,
 Block B)
Prayer rooms (UTS Building 3)
Student Common Areas
 (Levels 4 & 5, Block B)
- 2 UTS College Head Office**
 (Levels 12 & Level 13 Reception,
 Building 10)
Corporate reception
 (Level 13, Building 10)
 235 Jones Street, Broadway
UTS Security
 (Roaming. ph: 1800 249 559)
- 3 645 Harris Street – Mary Ann House**
Classrooms (Levels 1, 3, 4)
Auditorium (Level 4)
Student Common Areas
 (Ground Floor)
UTS College Security
 (Ground Floor - ph: 9218 7090)
 645 Harris Street, Ultimo
- 4 609 Harris Street – Harris Street**
Classrooms and Student
Common Area
 (Ground Floor, Level 1)
 UTS College Security
 (Ground Floor - ph: 9218 7090)
 609 Harris Street, Ultimo
- 5 UTS Tower Building (CB01)**
UTS International Office (Level 3A)
UTS Chaplaincy – Prayer Room 1
 (Level 3)
UTS Health Service
UTS Counselling Services
UTS Legal Services
 UTS Tower, 15 Broadway, Ultimo
- 6 UTS Building 2 (CB02)**
UTS Library (Levels 7, 8, 9)
UTS Law (Levels 14, 15, 16)
 UTS Central, 61 Broadway, Broadway
- 7 UTS Building 3 (CB03)**
Prayer rooms (Level 5)
 Chaplaincy office
 (Level 4, rooms 19 & 20)
- 8 UTS Building 4 (CB04)**
UTS Physics and Chemistry
Laboratories
 745 Harris Street, Broadway
- 9 UTS Peter Johnson Building –**
Building 6 (CB06)
 702–730 Harris Street, Broadway
- 10 UTS Building 7 (CB07)**
UTS Faculty of Science and
Graduate School of Health Building
 638 Jones Street, Broadway
- 11 UTS Building 8 (CB08)**
UTS Business School
 14 Ultimo Road, Ultimo
- 12 UTS Building 11 (CB11)**
UTS Engineering Laboratories
 81–115 Broadway, Broadway
- 13 Department of Home Affairs**
 Upper Ground Entrance, 26 Lee
 Street, Sydney
- 14 Blackfriars Building**
 Blackfriars Street, Chippendale

Regulations

Regulations from the Department of Home Affairs, Department of Education, and Australia Education International (AEI) apply to international students.

English language intensive courses for overseas students (ELICOS) are delivered according to Australian Government laws, national codes, and regulations. If you are an international student studying a full-time English language course in Australia, these laws, codes, and regulations apply to you.

The laws, national codes and regulations are defined, enacted, and monitored by:

- [The Department of Home Affairs](#)
- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas students' The National Code 2018](#)
- [The Education Services for Overseas Students \(ESOS\) Act 2000](#)

Courses of study

Full-time English courses undertaken by overseas students in Australian education institutions must be registered nationally on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). A course will not be registered on CRICOS unless it meets the relevant Australian Qualifications Framework requirements.

Course Duration for full-time English (CRICOS) courses

Following your application for a full-time English course, you will receive a letter with an offer of several weeks' English language provision, and a Confirmation of Enrolment (CoE) once you have paid. Your study duration will vary according to your learning goals and will be reflected in the expected duration of study specified on your CoE. UTS College uses IELTS, TOEFL, VEPT or PTE (Academic) results to estimate your course duration and for your placement in English language courses.

If you don't have IELTS, TOEFL, VEPT or PTE (Academic) results, you'll complete a placement test when you arrive in Australia and be placed in an appropriate level. Your placement test will give an accurate estimate of your course duration.



Policies and procedures

You can access all student Policies and Procedures using the Current Students Tab on the homepage of the [UTS College Website](#).

Admissions Policies

Admissions Policies are in place to accurately advise students of the entry requirements for their course.

Related Policies

[Student Application, Admission and Enrolment Policy](#)

[ELT Procedure for Placement of New Students](#)

Academic integrity

As a student at UTS College, you're expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as 'attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so'. This means you're considered guilty of cheating if you seek to gain advantage by unfair means such as copying another student's work, or in any way misleading a lecturer or tutor about your knowledge, ability, or the amount of original work you have done.

Your responsibilities as a student

Examinations:

- You must not help or receive assistance from other students
- You must not request to borrow or lend materials or devices to other students
- You must not bring any materials into the examination room other than those specified for that examination
- You must not use computer software or other devices during an examination other than those specified.

Other assessment tasks:

- You must not copy or paraphrase any document, audiovisual material, computer-based material, or artistic piece from another source except in accordance with the conventions of the field of study
- You must not use another person's concepts, results or conclusions and pass them off as your own
- In cases where the assessment task is intended to be individual work, and not group work, you must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment
- You must not ask another person to produce an assessable item for you.

Procedures and penalties

UTS College has a range of policies and procedures available to help you understand what is required during your studies, your responsibilities, and our obligations to you.

You can find all policies on the [UTS College Policies and Procedures page](#).

Non-academic misconduct

As a UTS College student, you're expected to respect other students, staff, and property so that learning and teaching at UTS College can take place freely, safely and without impediment due to the misconduct of others. You're also expected to respect members of the wider community outside UTS College.

Non-academic misconduct includes contraventions of UTS College's rules, policies, and procedures. It includes, but is not limited to, breaches of confidentiality or privacy, discrimination, intimidation or assault on another student or staff member of UTS.

UTS College will report all criminal acts committed by its students to the relevant authorities.

Notification and appeal

You must be notified in writing of penalties of misconduct.

The grounds for appeal are:

- procedural irregularities, and/or
- factual errors on which the decision was based, and which were of such magnitude as to invalidate the decision.

Related Policies:

[Academic Integrity Policy](#)

[Non-Academic Misconduct Policy](#)

Assessment policy

Assessments measure whether you've achieved your subjects' intended learning outcomes. The primary goals of assessments are to encourage learning and to indicate your level of progress or achievement. Assessment rules are designed to ensure that your assessment is reliable and valid. Where there is a subjective element in the grading of students' work, we conduct assessment moderation to ensure multiple assessor reliability.

Assessment is a key part of learning and teaching. UTS College promotes ethical practice and treats academic dishonesty seriously.

If you suffer from illness, misadventure or a disability that affects your ability to perform in assessments, you may be eligible to request special consideration or special needs.

Related Policies:

[Assessment Policy](#)

Policies and procedures

Request a review of a result

If you believe there have been procedural or factual errors in the grading of your assignments or assessments, you should first speak to the marker of the assignment. If you still believe that procedural or factual errors have not been redressed, then you may lodge an [request a review of a result online](#).

Related Policies:

[Student Complaints and Appeals Policy](#)

[Request a Review of a Result \(Student Form\)](#)

Student Complaints and Appeals policy

You can forward your complaint or appeal to: scro@utscollege.edu.au

If you are dissatisfied with the outcome of an appeal (or complaint), you can pursue it with an independent third party. You will be advised of the relevant third party if your internal complaint or appeal is unsuccessful.

Related Policies:

[Student Complaints and Appeals Policy](#)

Guidelines for resolving student complaints

UTS College provides a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. As part of its commitment to creating a supportive and open organisational culture, UTS College values ethical and responsible management, transparency in its decision-making processes, and a visible, accessible, and fair complaint process.

To ensure that you're comfortable voicing a complaint, every staff member at UTS College can receive and resolve complaints. You are also able to voice your complaint by forwarding it in writing to the Student Complaints Resolution Office (SCRO) at: scro@utscollege.edu.au

You may bring someone with you for support throughout the complaint or appeals process. If you need an interpreter, UTS College will provide one.

For details of the UTS College complaints and appeals process, please refer to the policies and procedures at UTS College website.

Privacy

UTS College Limited is committed to protecting the privacy of your personal information, which will be managed in accordance with the Australian Privacy Principles, the Privacy Act 1988 (Cth) and Privacy and Personal Information Protection Act 1998 (NSW).

We collect your personal information to provide UTS College courses and services and will seek your consent to do so. Supplying this information is voluntary, however, if you chose not to provide all the required information, it may prevent us from processing your application.

Related Policies:

[UTS College Privacy Policy](#)

Inquiries may be directed to:

Address: The Privacy Officer UTS College Limited
University of Technology Sydney,
UTS College, CB10.13
PO Box 123
Broadway NSW 2007 Australia

Telephone: + 61 2 9218 8600

Email : privacy@utscollege.edu.au

Student Fees

English Language Teaching (ELT) (CRICOS COURSE CODE 032410F)

Academic English - each level comprises 10 weeks (1 block)

1 block tuition fee	A\$5,850*
2 block tuition fee	A\$11,700*
3 block tuition fee	A\$17,550*
4 block tuition fee	A\$23,400*
5 block tuition fee	A\$29,250*

**The above fees are based on no AE Level failures. Any level that needs to be undertaken a second time will require payment of the relevant level fee. Students will pay the fee that is current for the calendar year of study.*

UTS College reserves the right to vary fees and/or course dates at any time. You should factor in the likelihood of an annual UTS College fee increase into your budget, which in recent years has averaged less than four per cent.

Packages

A UTS College academic package is comprised of either:

- UTS Foundation Studies with a UTS College diploma, or
- Academic English with any other academic program, including: UTS Foundation Studies, UTS College diploma, UTS College graduate certificate, a UTS undergraduate degree or a UTS postgraduate degree.

The advantage of a packaged program is that only one visa is required for the entire study period at UTS College and UTS and you will only need to pay one international student processing fee. Where a package includes English, no further external English test will be necessary before beginning your next course at UTS College or UTS.

Non-tuition fees

The international student processing fee - A\$250 is payable once an international student accepts their UTS College offer and is non-refundable.

- Replacement English Certificate and transcript fee - A\$20
- Student card replacement fee - A\$30*

*This fee is to be paid directly to UTS via <https://forms.uts.edu.au/web/index.cfm>

Integrity Statement

UTS College has an ethical commitment to ensuring that all information and activities relating to students are undertaken with a degree of integrity. The UTS College marketing department is responsible for all marketing information provided by UTS College and its representatives. UTS College has in place an agent management framework with agreements that bind all its agents to comply with the codes of practice set in the Education Services for Overseas Students (ESOS) Act 2000.

If you have any concerns about information or assistance that has been provided to you by UTS College or its representatives,

Please contact:

University of Technology Sydney UTS College CB10.13
PO Box 123
Broadway NSW 2007 Australia

T: +61 2 9218 8600

E: marketing@utscollege.edu.au

W: utscollege.edu.au



UNIVERSITY
OF TECHNOLOGY
SYDNEY

CONTACT DETAILS

Postal Address

University of Technology Sydney
UTS College CB10.13
PO Box 123
Broadway NSW 2007 Australia

Street Address

UTS College Student Centre
Level 1, Block C, 1-59 Quay Street, Sydney NSW 2000

T +61 2 9218 8666 E studentcentre@utscollege.edu.au

The information contained in this brochure is correct at time of printing.
Changes in circumstances may impact the accuracy or currency of the information.
UTS College reserves the right to vary any matter described in this brochure
at any time without notice. Please visit utscollege.edu.au for latest information.

UTS College Limited ABN 39 001 425 065

CRICOS Provider Code: 00859D / TEQSA Provider Identification No: PRV12022, Provider Category: Institute of Higher Education

University of Technology Sydney CRICOS Provider Code: 00099F / TEQSA Provider Identification No: PRV12060, Provider Category: Australian University

UTS College Limited is a controlled entity of the University of Technology Sydney (UTS), and as an institute of higher education, UTS College Limited provides pathway courses to UTS.

UTS Foundation Studies CRICOS course code:

2 Semesters (Standard) CRICOS course code: 082432G | UTS course code: C30019

3 Semesters (Extended) CRICOS course code: 082433G | UTS course code: C30020

utscollege.edu.au

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