UTS:INSEARCH

2010 ACADEMIC HANDBOOK SEMESTER 1

WWW.INSEARCH.EDU.AU

UNIVERSITY OF TECHNOLOGY SYDNEY

WELCOME TO UTS:INSEARCH

Welcome to INSEARCH Academic courses. You have made the right choice in choosing INSEARCH to study a pathway course - our courses will provide you with the skills and the knowledge needed for your university study and future career.

Many INSEARCH graduates have completed or are completing degree courses at UTS and other Australian universities, and you can look forward to joining them when you successfully complete your studies with us. Our graduate tracking surveys shows that INSEARCH students perform strongly at UTS, a result of receiving quality education in a small, friendly and supportive environment.

We wish you every success with your studies. Study hard, enjoy your course and prepare yourself for an exciting university career!

Tim Laurence
General Manager Education, UTS:INSEARCH

OUR VISION, PURPOSE AND ETHICS

OUR VISION

INSEARCH is committed to delivering excellence in higher educational pathways.

OUR PURPOSE

We are an established, international, commercial provider of premium higher education. Our purpose is to provide the best available opportunity for students to develop the knowledge, skills and attitudes needed to attain their goals.

OUR ETHICS

We share:

- A professional commitment to excellence in the quality of our teaching, management and administration.
- A practical commitment to the sustainability of our enterprise, to competing with vigour and commercial acumen.
- A personal commitment to collaboration – with each other and in partnership with our principal stakeholders for mutual advantage.

We will achieve our purpose by consistently acting with:

Integrity: we will do what we say we will do, be as we say we are. We will honour the spirit and not just the letter of our agreements. Our word is our bond.

Honesty: we will be open and candid in our dealings; playing an active role in enabling people to make well-informed decisions.

Courage: we will do what is right – even when an easier option is available to us.

Compassion: we will have a care for people affected by our decisions and help them to develop and apply a principled and effective response to the challenges they face.

Respect: we will acknowledge the intrinsic dignity of all and encourage a diversity of people and ideas to enrich the organisation as a whole.

Imagination: we will be curious and inquisitive in order to remain at the forefront of innovation in our sector.

2010 ACADEMIC HANDBOOK CONTENTS

1.
GENERAL
INFORMATION

INSEARCH & UTS CITY CAMPUS

1. INSEARCH Student Services
    Ground Floor, 10 Quay Street
    (Corner Quay & Valentine Streets)

    Level 3
    Logistics

2. INSEARCH Blue Building
    187 Thomas Street

    Ground Floor
    Auditorium

    Level 2
    INSEARCH Ltd

    Level 3
    Classrooms

    Level 4
    Education Managers
    INSEARCH Academic Common Room
    Academic Advisers
    ELT Advisers

3. INSEARCH CPSU House
    191 Thomas Street
    Level 1, 2, 3
    Classrooms
    Level 4
    Learning Centre
    Classrooms

4. INSEARCH Prince Centre
    8 Quay Street
    Levels 1, 2
    Classrooms

5. INSEARCH Design Studio
    608 Harris Street

6. University of Technology, Sydney (UTS)
    Haymarket Campus,
    Quay Street

7. UTS Faculty of Business
    Graduate School
    of Business

8. UTS Library
    Corner Ultimo Road &
    Quay Street

9. UTS Building 4
    Harris Street, Sydney
    Gymnasium Sports Club

10. UTS Bon Marche Building
    (Faculty of Humanities
    and Social Science)
    Harris Street, Sydney

11. UTS Tower Building
    Broadway, Sydney

    Ground Floor
    Barbeque Facilities
    near glasshouse
    Student Services Unit
    (International Student Counsellor, Learning
    Skills Counsellor, doctors)

    Level 3
    Cafeteria
    Bar
    Table Tennis
    Movies
    Social Club Information at Union Information
    Office
    Photography Club (Developing Room)
    Computer Pool (faxing, assignment binding)
    next to
    Union Information Office
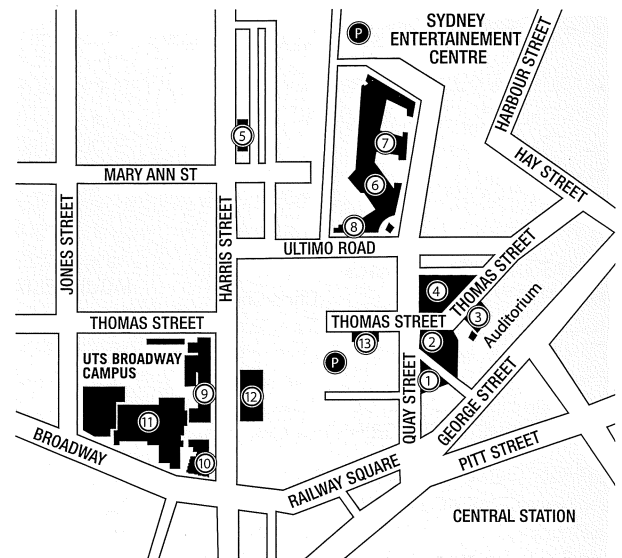
12. UTS Faculty of Design, Architecture and
    Building
    Harris Street, Sydney

13. Citigate Hotel
    Thomas Street, Sydney

MANAGING DIRECTOR   Alex Murphy
EDUCATION MANAGEMENT
GENERAL MANAGER
EDUCATION   Tim Laurence
LEARNING DEVELOPMENT COORDINATOR
                         Jan Merriman

PROGRAM MANAGERS
ACADEMIC LITERACY   Chris Cook
BUSINESS   David Wilson
COMMUNICATION   Janet Gibson
DESIGN   Margot Kimber
INFORMATION TECHNOLOGY   Sally Payne
SCIENCE AND ENGINEERING David Wheeler

OPERATIONS MANAGERS
CHIEF OPERATING OFFICER Steven Crayn
REGISTRAR   Ray Litster
OPERATIONS MANAGER   Christa Mobbs
STUDENT SERVICES
TEAM LEADER   Cindy Li

ACADEMIC ADVISERS
ACADEMIC ADVISER   Jessica So
ACADEMIC ADVISER   Nina Phoumirath

PRINCIPAL ACADEMIC STAFF

General Manager Education
Tim Laurence B Sc Arch., B Arch. M Art Th. FDIA
Adjunct Professor, UTS

Learning Development
Jan Merriman, BA (Hons) (Macquarie), MA App.
Ling.TESOL (Sydney), NSW Teacher's Cert. (STC).

ACADEMIC LITERACY
Chris Cook, BA (Griffith), MA App Ling (UNSW)
PROGRAM MANAGER, ACADEMIC LITERACY
Gabriela Toth
PROGRAM MANAGER, ACADEMIC LITERACY
(Acting)
Belinda Nolan, BA, Dip Ed (Macquarie), Grad
Cert TESOL (AMES)
Naciye Ertan, BA (VU), MEd (Melbourne), Ed D
(ACU), CELTA (ATTC)
Steve Leavett-Brown, BComm (UNSW), MA
TESOL (UTS)
Stuart Sims, BA Ed (Macquarie)
Susan Brooman-Jones, BA (Hons) (Sydney),
Dip Ed, M Ed TESOL (CSU)

BUSINESS
David Wilson BSc (Hons), MSc (thesis), CEng,
MBCS, CITP, FACS, MACM
PROGRAM MANAGER, BUSINESS

Accounting
Laura Hanna BBus (UTS)
Judith Shepherd, BBus, MBus (UTS)
Celine Tran BBus./LLB (Hons) (UTS)

Business Law
Cassandra Case AMAMI; LL.B (Hons); BCom
CertTEFL
Michelle De Vries LLB (UNSW)

Economics, Finance and Statistics
Kevin Forde M Comm (Hons) (UNSW)
Damian Licari BSc (Hons) MBA (UNSW)
Charles Lo BBus (Hons) (UTS)
Steve Talbot BEc (Hons) (Monash),
M.Ec (ANU)
Harry Tse, BBus, MBA, M.Ed (UTS)

Management & Marketing
Stephen Burke B. Health Admin (UNSW),
MBA (UTS)
Olga Gaga BBus (UTS)
David Medhurst BA (Asian Studies) (Hons) (Syd)
Nicholas Ridis BMgt (Marketing) (UniSA),
Assoc Dip Built Env. (Building) (UniSA), FAIM,
CPMgr, FAMI, CPM, MAICD
Tracey Shacklock BSc(Hons) (Middlesex
Polytechnic); PGCE (London University)

COMMUNICATION
Janet Gibson BA (Syd), Grad Dip Communication
(UTS), MA Film and Theatre (UNSW), MEd, MA
Appl Ling (UTS)
PROGRAM MANAGER, COMMUNICATION
Janice Driman M Interactive Media (UTS)
Linda Hodson BA (Syd), MA App. Ling.
TESOL (Macq)
Mike Minehan, MA (Cant), PhD (Macq)
Rosalind Turner, BA(Hons) (Syd), MA Journalism
(UTS), TESOL Cert (UNSW)
Belinda Nolan BA, DipEd (Macq). Grad Cert
TESOL (AMES)

DESIGN
Margot Kimber, DipArt (RMIT), DipEd (SCVH)
PROGRAM MANAGER, DESIGN
Nicole Punt BA (UTS)
Pru Black BA (Hons) (Macq), MA (UTS) PhD (Syd)

INFORMATION TECHNOLOGY
Sally Payne, BEc (Macq) PROGRAM MANAGER,
INFORMATION TECHNOLOGY
Dennis Payne, BSc (Syd), DipEd (UNE), MSc
(Comp.Sci.) (Macq)
Jasmine Cheng, BCom, MICT (UoW)
Lisa Cowgill, BCompSc(Hons) (UTS)
Xuan Tran Bsc (Hons) (UTS) PhD (Macq)
James Hu BE (East China Institute of Textile
Science and Technology) PhD (UNSW)
Clifford Yee PhD Physics (UNSW)

3

SCIENCE AND ENGINEERING

David Wheeler BSc(Hons) (UNSW), PhD (UNSW),
GradDipEd (Syd),
PROGRAM MANAGER, SCIENCE AND
ENGINEERING

Chemistry
Michael Stevens BSc (Syd), MSc (Syd),
PhD (Syd), FRACI, CChem

Mathematics
Brian Stephenson BAppSc (NSWIT), MA
(UNSW) GradCert in Higher Education
(Teaching and Learning) (UTS)
Xuan Tran BSc(Hons) (UTS), PhD (Macq)
S. Param Paramasivam BSc (Eng) (U Sri
Lanka), MEngSci (UNSW), MICE (Aust)
Erich Sedlacek BTech (ManufacturingEng)
(UTS), BSc (AppPhys) (UTS), GradDipEd (UTS)

Physics
Peter Logan MSc (Syd), PhD (ANU)
GradDipEd (UNE)
Ziad Dakkak BE(Hons) (UW), BSc (UTS),
GradDipEd (UTS)

Engineering
S. Ramesh Ekanayake BE(Hons) (UTS),
ME (UTS), PhD (UNSW)

1.3 ACADEMIC BOARD

1.3.1 Terms of reference
The Academic Board oversees and makes
recommendations on matters relevant to the
academic operations of INSEARCH. The
Academic Board

- reviews proposals for new courses and
  subjects, and provides strategic advice
  on the need for courses
- develops and approves new courses and
  changes to existing courses
- approves course documentation
- establishes course advisory committees to
  monitor the development, review and ongoing
  delivery of courses
- ensures the standard and delivery of
  INSEARCH courses, including syllabus
  content, delivery methods and assessment
  methods
- approves student results
- hears and rules on unresolved student
  appeals, and receives reports on all
  academic appeals
- is responsible for developing academic
  policies, including assessment policies
- advises on evaluation of courses and
  articulation processes
- supervises liaison with UTS and other
  universities to enable articulation.

1.3.2 Positions

External member and chair
Dr Rosie Wickert
Head of Campus, Southern Cross University,
Coffs Harbour NSW

External member
Professor Rod O'Donnel
Professor of Economics (Retired)
Macquarie University

UTS Dean's representative
Associate Professor Tracey Taylor
Associate Dean (Teaching and Learning) Faculty
of Business, UTS

UTS Academic Board representative
Professor Andrew Mowbray
Associate Dean
Faculty of Law, UTS

INSEARCH representative
Alex Murphy
Managing Director, INSEARCH

INSEARCH representative
Tim Laurence
General Manager Education, INSEARCH

INSEARCH teaching representative
Chris Cook
Program Manager, Academic Literacy,
INSEARCH

INSEARCH student representative
President of INSEARCH student council

Observer
Jan Merriman
Learning Development Coordinator, INSEARCH

1.4 QUALITY AND CURRICULUM COMMITTEE

1.4.1 Terms of reference

The Quality and Curriculum Committee makes day-to-day decisions and advises the Academic Board, the Managing Director and the Executive Committee on matters relevant to the academic operations of INSEARCH Sydney. The Quality and Curriculum Committee

- monitors and reviews processes relevant to INSEARCH's academic operations, including student progress and assessment, curriculum, learning and teaching, and use of academic resources
- plans, monitors and reviews examination and marking activities
- reviews student results
- determines academic policies
- plans, monitors and reviews the sharing of best practice
- develops, monitors and reviews professional development activities for academic staff
- maintains and improves teaching and learning resources
- monitors the quality assurance of course delivery, including through formal student feedback mechanisms.

1.4.2 Positions

General Manager Education
Learning Development Coordinator
Program Manager, Academic Literacy
Program Manager, Business
Program Manager, Communication
Program Manager, Design
Program Manager, Information Technology
Program Manager, Science and Engineering

1.5 STUDENT CONDUCT COMMITTEE

1.5.1 Terms of reference

The Student Conduct Committee is a sub-committee of the Quality and Curriculum Committee and is charged with implementing rule 1.09 Academic misconduct and rule 2.16 Student misconduct (see rulebook at rear for details). The student conduct committee

- disseminates information to students and academic staff regarding policies and procedures for student conduct and academic integrity
- receives notification of academic and student misconduct from INSEARCH staff and students
- convenes a panel of at least two members to investigate allegations of misconduct
- imposes penalties as prescribed in rules 2.03 and 2.04
- meets annually to review rules, policies and procedures pertaining to academic and student misconduct and to determine committee members for following year
- reports via the Academic Manager and student database reports to the Quality and Curriculum committee at the end of each semester.

1.5.2 Positions

Chair	General Manager Education
Investigators	Academic Manager Learning Development Coordinator
Additional investigators	Program Managers Any other suitable person as determined by the General Manager Education,

SENIOR
ACADEMIC STAFF

TIM LAURENCE
GENERAL MANAGER EDUCATION

JAN MERRIMAN
LEARNING DEVELOPMENT COORDINATOR
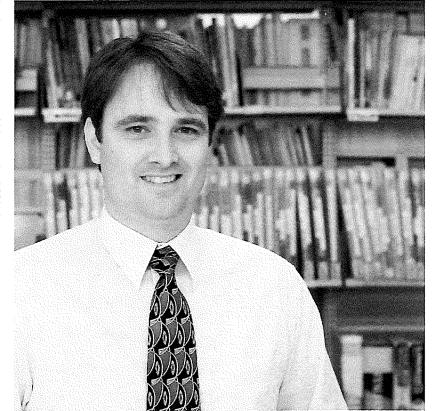
CHRIS COOK
PROGRAM MANAGER
ACADEMIC LITERACY

DAVID WILSON
PROGRAM MANAGER
BUSINESS

JANET GIBSON
PROGRAM MANAGER COMMUNICATION

MARGOT KIMBER
PROGRAM MANAGER DESIGN

SALLY PAYNE
PROGRAM MANAGER INFORMATION
TECHNOLOGY
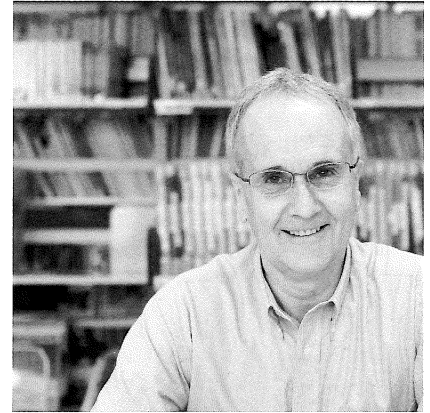
DAVID WHEELER
PROGRAM MANAGER
SCIENCE AND ENGINEERING

ACADEMIC
ADVISERS
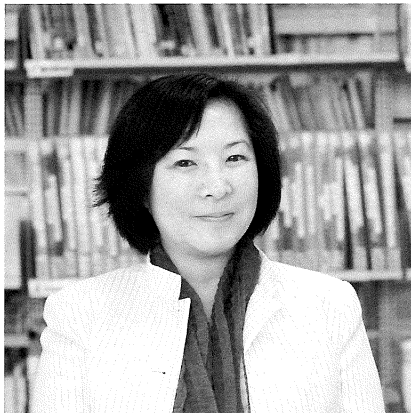
JESSICA SO
ACADEMIC ADVISER

NINA PHOUMIRATH
ACADEMIC ADVISER

FEBRUARY SEMESTER

8 – 12 February 2010
Orientation for new students and re-enrolment for continuing students.

15 February 2010
Classes commence

15 February 2010
Last day to re-enrol without a late fee

19 February 2010
Last day for returning students to re-enrol
Last day to add a subject

12 March 2010
CENSUS DATE Last day to withdraw from a subject without academic penalty
Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

23 – 25 March 2010
Mid-semester examinations; no classes

2 – 5 April 2010
Easter weekend

26 April 2010
ANZAC Day Holiday

14 May 2010
Last day of classes

17 – 28 May 2010
Examination period

29 May – 14 June 2010
Holiday and re-enrolment

JUNE SEMESTER

7 – 11 June 2010
Orientation for new students and re-enrolment for continuing students.

14 June 2010
Queen's birthday holiday

15 June 7 2010
Classes commence

15 June 2010
Last day to re-enrol without a late fee

18 June 2010
Last day for returning students to re-enrol
Last day to add a subject

9 July 2010
CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

26 – 30 July 2010
Mid-semester examinations week. No classes

10 September 2010
Last day of classes

13 – 24 September 2010
Examination period

25 September – 10 October 2010
Holiday and re-enrolment

OCTOBER SEMESTER

5 – 8 October 2010
Orientation for new students and re-enrolment for continuing students.

11 October 2010
Classes commence

11 October 2010
Last day to re-enrol without a late fee

15 October 2010
Last day for returning students to re-enrol
Last day to add a subject

5 November 2010
CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

17 December 2010
Last day of classes before Christmas holiday

18 December – 2 January 2011
Christmas holiday

3 January 2011
Classes resume

14 January 2011
Last day of classes

17 – 28 January 2011
Examination period

29 January – 13 February 2011
Holiday and re-enrolment

1.7 TENTATIVE PRINCIPAL DATES 2011

FEBRUARY SEMESTER

7 – 11 February 2011
Orientation for new students and re-enrolment for continuing students.

14 February 2011
Classes commence

14 February 2011
Last day to re-enrol without a late fee

18 February 2011
Last day for returning students to re-enrol.
Last day to add a subject

11 March 2011
CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

22 – 24 March 2011
Mid-semester examinations. No classes

22 – 25 April 2011
Easter weekend

25 April 2011
ANZAC Day Holiday

13 May 2011
Last day of classes

16 – 27 May 2011
Examination period

28 May – 13 June 2011
Holiday and re-enrolment

JUNE SEMESTER

6 – 10 June 2011
Orientation for new students and re-enrolment for continuing students.

13 June 2011
Queen's birthday holiday

14 June 7 2011
Classes commence

14 June 2011
Last day to re-enrol without a late fee

17 June 2011
Last day for returning students to re-enrol.
Last day to add a subject.

8 July 2011
CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

25 – 29 July 2011
Mid-semester examinations. No classes

9 September 2011
Last day of classes

12 – 23 September 2011
Examination period

24 September – 9 October 2011
Holiday and re-enrolment

OCTOBER SEMESTER

4 – 7 October 2011
Orientation for new students and re-enrolment for continuing students.

10 October 2011
Classes commence

10 October 2011
Last day to re-enrol without a late fee

14 October 2011
Last day for returning students to re-enrol.
Last day to add a subject

4 November 2011
CENSUS DATE Last day to withdraw from a subject without academic penalty. Last day for FEE-HELP students to withdraw from a subject without incurring FEE-HELP debt

16 December 2011
Last day of classes before Christmas holiday

17 December – 1 January 2012
Christmas holiday

2 January 2012
Classes resume

13 January 2012
Last day of classes

16 – 27 January 2012 1
Examination period

28 January – 12 February 2012
Holiday and re-enrolment

2.
FACILITIES AND SERVICES
FOR STUDENTS

The Student Services office is located on the Ground Floor, 10 Quay Street, corner of Quay and Valentine Streets. This office is open 9.00 am to 5.00 pm Monday to Friday.

Please see your lecturer or tutor before or after your class if you have difficulty understanding anything.

2.2.1 FULL-TIME ACADEMIC STAFF
If you need further assistance please email one of the full-time academic staff to make an appointment. Following are the email addresses of the full-time academics:

2.2.3 DUTY TUTORS
For individual assistance with all Business Subjects, Science & Engineering, I.T., Design and Academic Literacy, duty tutors are available in the evenings from 5.30pm – 7pm in the Prince Centre on Level 2. Students can drop in either individually or in small groups and a tutor will be available to answer your questions about studying and study skills. Duty tutors in Maths & Statistics and Academic English are also available from 8.00 am to 9.30 on Thursday mornings in the Student Area on Level 3 of the Blue Building. Check the student intranet for the Duty Tutor Schedule.

If you find life and study difficult, or if you would like to discuss study options, please see our academic advisers. They are located in the Blue Building, 187 Thomas Street on Level 4. They are there to help you so that you can study well.

2.3.1 ACADEMIC ADVICE AND PLACEMENT
To study successfully, you need support. You need to live in the right environment, have access to the right advice on courses, and find academic help if you need it. That is why INSEARCH actively identifies students who are having academic difficulties. INSEARCH has a dedicated team of academic advisers who provide study support and advice on study-related issues.

2.3.2 PERSONAL COUNSELLING
The counsellors at the UTS student services can help you if you have personal problems. Counsellors can help if you have stressful circumstances or psychological or emotional issues that interfere with your studies. Please contact the Academic Advisers who will be able to give you a referral to this service.

Position	Name	Email
Learning Development Coordinator	Jan Merriman	Jan.Merriman@insearch.edu.au
Program Manager, Academic Literacy	Chris Cook	Chris.Cook@insearch.edu.au
Program Manager Academic Literacy (Acting)	Gabriela Toth	Gabriela.Toth@insearch.edu.au
Program Manager, Business	David Wilson	David.Wilson@insearch.edu.au
Accounting & Finance Lecturer	Judith Shepherd	Judith.Shepherd@insearch.edu.au
Business Studies Lecturer	David Medhurst	David.Medhurst@insearch.edu.au
Program Manager, Communication	Janet Gibson	Janet.Gibson@insearch.edu.au
Communication Lecturer	Rosalind Turner	Rosalind.Turner@insearch.edu.au
Program Manager, Design	Margot Kimber	Margot.Kimber@insearch.edu.au
Program Manager, Information Technology	Sally Payne	Sally.Payne@insearch.edu.au
Information Technology Lecturer	Jasmine Cheng	Jasmine.Cheng@insearch.edu.au
Program Manager, Science and Engineering	David Wheeler	David.Wheeler@insearch.edu.au

2.4 COMMUNICATION

2.4.1 STUDENT INTRANET
The student intranet is the place to locate information about your course, resources for the subjects you are studying and the latest announcements regarding events at INSEARCH. It is important to check the student intranet regularly. To access the student intranet go to http://www.student.insearch.edu.au

2.4.2 EMAIL
Email communication from INSEARCH to students is via your UTS email account. It is important that students activate their UTS email accounts as soon as they enrol as important announcements are sent out via this account from lecturers and from our administration departments.

2.4.3 LETTERS AND TELEPHONE
Please respond immediately to any letter that you receive from INSEARCH and make sure that your address and telephone details are kept up to date. You are obliged to notify student services within seven days of a change of address or telephone number. For overseas students this is a condition of your student visa.

2.4.4 NOTICE BOARDS AND BULLETINS
Notice boards are located in all buildings on campus. Please make sure you check these regularly. Student bulletins are also issued from time to time outlining important developments and events.

2.5 STUDENT CARD

You will be issued with a student identification card. You must carry this card with you at all times when attending INSEARCH. You may be required to produce this card by your teachers, security or administration staff. You will also need this card when using UTS union facilities. If you have lost your student card, please see student services. A replacement card costs $20.

2.6 UTS LIBRARY

Your INSEARCH student card gives you borrowing rights at the UTS library that are renewed each semester. You will be notified via your UTS email when you can begin to borrow from the library. It is expected that you will follow the rules of UTS library when you make use of this facility.

2.7 UTS HEALTH SERVICE

At UTS, health services are provided through the Student Services. There is a range of different services and details are available through their web site at www.uts.edu.au/div/ssu. The University Health Service provides a range of general practice medical services to UTS students (including INSEARCH students), staff and general public. The main purpose of the Health Service is to provide optimal health care and health information to ensure good health so that you can maximise your chances of academic success.

2.8 LEGAL SERVICES

If you need legal help you can contact the Redfern Legal Centre 73 Pitt Street Redfern NSW 2016 or phone: 9698 7277 or email: info@ric.org.au

3.
INFORMATION
FOR STUDENTS

Full-time students should plan to spend about 35-40 hours a week on their studies. Students usually take five subjects per semester over the duration of a course, although the number of subjects can vary from semester to semester, and from course to course. The average number of face-to-face contact teaching hours is 20 per week, with a maximum load of 24 hours per week. You must spend the same amount of time or more studying outside formal class times.

You should attend all classes. This is not only a requirement of INSEARCH, but for international students it is also a regulation of the Australian government. Students who do not attend classes usually fail.

Following are the start and finish times for INSEARCH lectures and tutorials:

Start	Break	Finish
9:00 AM	9:50 AM	10:50 AM
11:00 AM	11:50 AM	12:45 PM
	Lunch 12.45 – 1.30 PM	
1:30 PM	2:20 PM	3:20 PM
3:30 PM	4:20 PM	5:20 PM
5:30 PM	6:20 PM	7:20 PM

You should do all of the assignments, group projects, class-work preparation, exams and other learning tasks set by your tutor. It is only by practising the skills you have learned and writing and speaking about the ideas and information you are learning that you develop your own understanding. Your weighted average mark (WAM), which is a measure of your overall academic progress, is calculated on the basis of the results in all of the subjects you study.

You must do your own work. In written assignments, this usually involves explaining your understanding of what you have read without copying from what you have read. Your tutors and lecturers expect you to read your text books and also to do research online and in the library. If you want to use ideas or quotations from your reading or from your searches on the Internet, you must acknowledge them through appropriate referencing. You will learn the skills to do this in the academic literacy subjects. If you are still unsure, you can go to the BELL website on the UTS web page: www.bell.uts.edu.au

There are many sources of help for students at INSEARCH. The main ones are:

> lecturers and tutors when you do not understand the content of classes;
> full-time academic staff and/or duty tutors when you need supplementary assistance with your studies;
> Academic Advisers when you have problems which affect your ability to concentrate on your studies, or when the other steps you have taken do not seem to work.

Information on tutorial times and class changes are posted on the student intranet and notice boards in the reception areas in CPSU House (Level 1, 191 Thomas Street) and "the Blue Building" (187 Thomas Street) and at the main entrance on level 2 of the Prince Centre (8 Quay Street). Please note that you may not change your tutorial without the permission of student services. The General Manager Education, INSEARCH reserves the right to alter any student's timetable.

If you are ever unable to attend classes due to serious circumstances, for example, because you might be in hospital, have had an accident, been involved in a police matter, have faced a family crisis and so on, you should contact the Student Services office at INSEARCH by telephone: (61-2) 9218-8666. If you are unable to speak to someone when you call, you should leave a message giving your name, your student number, a brief description of what has happened to prevent you from attending classes and a phone number for INSEARCH to contact you.

For international students, INSEARCH is required by law to obtain documentary evidence of the circumstances that prevented you from attending classes. This evidence could include a statement from a hospital, a police report, a report from a medical consultant, in case of a death in the family a death certificate, and so on. These documents are necessary to support your claim that your capacity to study has been seriously affected and will be required for any request you make for special consideration. For international students, the documents are essential to ensure that your student visa is not compromised.

As soon as you are able, make an appointment to discuss your situation with one of the Academic Advisers.

3.5.1 CHANGING YOUR COURSE

If you would like to change your course to another diploma course, you will need to go to Student Services. Transfer to another course is not automatic and will depend on availability and your academic progress or academic qualifications and/or English qualifications.

3.5.2 ADDING OR DROPPING A SUBJECT

To add or withdraw from a subject after enrolment you should see the Timetable Coordinators. Please remember that you cannot add a subject after week 1 or withdraw from a subject without academic penalty after week 4.

3.5.3 CHANGES TO YOUR VISA

If you hold a student visa and need to extend your studies at INSEARCH beyond the normal or expected period of study, you will need to speak to INSEARCH Student Services staff and obtain additional visa documentation to cover this additional period of study.

If you already hold a visa covering your UTS degree studies you may also need to contact the UTS International Office to advise them of this. If you need to extend your visa, please see INSEARCH Student Services staff to obtain the necessary documents at least two weeks before your visa expires. You must take your passport and Medibank details with you to the DIAC office. International students must ensure that they have been granted working rights before undertaking part-time work.

3.5.4 CHANGING ADDRESS

You must notify the Student Services office of any change in your address or telephone number within 7 days. For overseas students, this is a condition of your student visa.

International students under the age of 18 must reside with a DIAC or INSEARCH approved carer. Before changing your Sydney carer address, you must seek approval from DIAC or INSEARCH.

3.5.5 BEING SICK AND OTHER PROBLEMS

If you are sick or have other problems it is important that you seek professional attention and get the appropriate documentation. This is most important if your situation means you are absent from INSEARCH.

Medical certificates must be from a doctor registered with the NSW medical board, from the first date of illness and handed in to Student Services on your first day back at INSEARCH.

Keep a copy of these medical certificates to show your tutors the reason for your absence.

If you have ongoing or prolonged illness or other problems which are affecting your studies, visit an Academic Adviser who may be able to assist you.

UTS counsellors are also available as a free service to INSEARCH students

3.6.1 GOING ON HOLIDAYS

At the end of the exam period there is holiday time. Holiday leave is not permitted during the semester.

3.6.2 TRANSFERRING TO UTS

Students wishing to transfer to UTS are required to attend the information day organised by the Academic Advisers where representatives of the relevant faculties will be available to provide advice and information. This usually takes place in week 10 of your last semester.

Domestic students are required to lodge an application through the Universities Admissions

Centre, by the specified closing date for admission to be accepted into UTS for Autumn Semester if they complete their Diploma in Semester 2. Domestic students who finish their Diploma in Semesters 1 or 3 apply directly to UTS for admission. Students should also apply though UAC for admission to other universities for the Autumn semester. Students should be aware of any additional requirements for application to their chosen course at UTS. These are stated in the UAC Handbook. The UAC Handbook is available online at www.uac.edu.au For entry in March, the UAC Handbook is available from any newsagent.

From time to time, some UTS Faculties may accept direct applications. Students will be notified when a Faculty makes this decision.

3.6.3 APPLYING TO ANOTHER UNIVERSITY

The process for applying to other universities is different for international and domestic students.

International students must lodge an application with the universities of their choice and pay the application fee. These application forms can be obtained from the internet or from the International Office of the university.

Domestic students are required to lodge their application for universities in NSW through UAC, by the specified closing date, by indicating on the application form an order of preference for course of study and university.

3.6.4 LEAVING EARLY

Students wishing to leave early are bound by the INSEARCH refund policy (see your enrolment form for details). International students are also bound by DIAC regulation 8206 Change of Provider (see DIAC website for details). If a student wishes to end their studies early it is important that they seek advice from an Academic Adviser and then go to student services to formally withdraw.

4.
INSEARCH
COURSES

4.1.1 PRINCIPAL ACADEMIC STAFF

David Wilson   PROGRAM MANAGER, BUSINESS

ACCOUNTING & BUSINESS LAW
Judith Shepherd   Subject coordinator ACCG305, ACCG404
Laura Hanna   Subject coordinator ACCG104, ACCG203, ACCG304
Celine Tran   Subject coordinator ACCG204
Cassandra Case   Subject coordinator LAW305

ECONOMICS, FINANCE & STATISTICS
Damian Licari   Subject coordinator STAT202 & STAT203
David Medhurst   Subject coordinator BUS101
Steven Talbot   Subject coordinator FIN102 & FIN304
Charles Lo   Subject coordinator FIN305 & FIN404
Harry Tse   Subject coordinator ECON203 & ECON401
Kevin Forde   Subject coordinator ECON301

MANAGEMENT & MARKETING
Olga Gaga   Subject coordinator MKT201 & MKT303
Tracey Shacklock   Subject coordinator MKT305
Stephen Burke   Subject coordinator MGT203
David Medhurst   Subject coordinator MGT204
Nicholas Ridis   Subject coordinator MGT402

4.1.2 COURSE STRUCTURES

DIPLOMA OF BUSINESS AND COMMERCE (ADVANCED STANDING)

Stage I	Pre-requisites
ACAD202 Academic Literacy (Advanced)	Nil
ACCG203 Accounting for Business	Nil
ECON203 Micro and Macro Economic Principles	Nil
FIN102 Introduction to Financial Management	Nil
MGT203 Management and Organisations	Nil

Stage II	Pre-requisites
ACCG305 Accounting for Business Decisions	ACCG203
FIN305 Financial Markets and Business Finance	FIN102, ECON203, ACCG203
LAW305 Business Law and Ethics	Nil
MKT305 Principles of Marketing	Nil
STAT203 Business Statistics	Nil

DIPLOMA OF BUSINESS AND COMMERCE

Stage I	Pre-requisites
ACAD103 Academic Literacy I	Nil
INFO105 Managing Information	Nil
STAT203 Business Statistics	Nil
UNI101 University Preparation	Nil

Stage II	Pre-requisites
ACAD201 Academic Literacy II	ACAD103
ACCG203 Accounting for Business	Nil
ECON203 Micro and Macro Economic Principles	Nil
FIN102 Introduction to Financial Management	Nil
MGT203 Management and Organisations	Nil

Stage III	Pre-requisites
ACCG305 Accounting for Business Decisions	ACCG203
FIN305 Financial Markets and Business Finance	FIN102, ECON203, ACCG203
LAW305 Business Law and Ethics	Nil
MKT305 Principles of Marketing	Nil

DIPLOMA OF BUSINESS STUDIES

Stage I	Pre-requisites
ACAD103 Academic Literacy I	Nil
ACCG104 Accounting for Business I	Nil
FIN102 Introduction to Financial Management	Nil
INFO105 Managing Information	Nil
UNI101 University Preparation	Nil

Stage II	Pre-requisites
ACAD204 Academic Literacy II	ACAD103
ACCG204 Accounting for Business II	ACCG104
ECON 301 Microeconomics	Nil
MGT204 Managing People & Organisations I	Nil
MKT201 Introduction to Marketing A	Nil

Stage III	Pre-requisites
ACCG304 Accounting for Business Decisions I	ACCG204
FIN304 Financial Institutions and Markets	FIN102
LAW302 Business Law and Ethics I	Nil
MKT303 Introduction to Marketing B	MKT201
STAT203 Business Statistics	Nil

Stage IV	Pre-requisites
ACCG404 Accounting for Business Decisions II	ACCG304
ECON401 Macroeconomics	ECON301
FIN404 Business Finance	FIN304
LAW402 Business Law and Ethics II	LAW302
MGT402 Managing People and Organisations II	MGT204

EXTENDED DIPLOMA OF BUSINESS STUDIES

Stage I	Pre-requisites
ACCG104 Accounting for Business I	Nil
BCOM103 Academic Communication for Business	Nil
BUS101 Introduction to Business Studies	Nil
UNI101 University Preparation	Nil

Stage II	Pre-requisites
ACAD103 Academic Literacy I	Nil
ACCG204 Accounting for Business II	ACCG104
FIN102 Introduction to Financial Management	Nil
INFO105 Managing Information	Nil
MGT204 Managing People and Organisations I	Nil

Stage III	Pre-requisites
ACAD205 Academic Literacy II	ACAD103
ACCG304 Accounting for Business Decisions I	ACCG204
ECON301 Microeconomics	Nil
MKT201 Introduction to Marketing A	Nil
STAT203 Business Statistics	Nil

Stage IV	Pre-requisites
ACCG404 Accounting for Business Decisions II	ACCG304
FIN304 Financial Institutions and Markets	FIN102
LAW302 Business Law and Ethics I	Nil
MKT303 Introduction to Marketing B	MKT201

Stage V	Pre-requisites
ECON401 Macroeconomics	ECON301
FIN404 Business Finance	FIN102; FIN304
LAW402 Business Law and Ethics II	LAW302
MGT402 Managing People & Organisations II	MGT204

4.1.3 SUBJECT DESCRIPTIONS

ACAD103
ACADEMIC LITERACY I

See section 5 Academic Literacy Department for subject description

ACAD202
ACADEMIC LITERACY (ADVANCED)
See section 5 Academic Literacy Department for subject description

ACAD203
ACADEMIC LITERACY II
See section 5 Academic Literacy Department for subject description

ACCG104
ACCOUNTING FOR BUSINESS I
This subject provides students with the necessary foundation knowledge to progress within the accounting stream. The subject concentrates on establishing basic concepts of accounting and analyses procedures and practices within a decision-making, regulatory and professional environment.

ACCG203
ACCOUNTING FOR BUSINESS
This subject introduces the student to accounting concepts, processes, reports and analysis. The subject equips students with the broad and basic knowledge and skills to deal with accounting information systems in the business environment and is also a foundation for further study in accounting.

ACCG204
ACCOUNTING FOR BUSINESS II
This subject develops students' familiarity with accounting concepts, processes, reports and analysis. The subject concentrates particularly on the accounting procedures required for partnerships and companies and the preparation of financial reports.

ACCG304
ACCOUNTING FOR BUSINESS DECISIONS I
The main objective of this subject is to introduce and develop student knowledge of cost accounting systems and the practices used to develop and provide quantitative information used to support the decision makers of the organisation in relation to product and service costing.

ACCG305
ACCOUNTING FOR BUSINESS DECISIONS
This subject broadens students' understanding of the principles of accounting. As such it further develops what was learned in ACCG203, and contributes to the development of an understanding of accounting processes and issues, as well as developing critical, analytical and quantitative skills.

ACCG404
ACCOUNTING FOR BUSINESS DECISIONS II
The main objective of this subject is to introduce and develop students' knowledge of accounting concepts and techniques used to process financial data so as to generate information products that are to be regarded as input for management decision support systems.

BCOM103
ACADEMIC COMMUNICATION FOR BUSINESS
See section 5 Academic Literacy Department for subject description

BUS101
INTRODUCTION TO BUSINESS STUDIES
The subject provides the basis for the business and economic subjects students will take later in their studies at INSEARCH. It begins with an introduction to basic economic concepts such as macro and microeconomics before turning to an outline of management. Alongside this lecture-based content, tutorials introduce students to the skills involved in using business and economics resources at university: researching, working with various text types and referencing techniques. Students will also acquire skills in presenting information and writing a business report using a recognised business format.

ECON203
MICRO AND MACRO ECONOMICS PRINCIPLES
This subject introduces students to the basic economic concepts, skills and competencies for understanding how businesses work in our economic environment. It therefore provides a foundation for future studies in economics, accounting, finance, marketing and management. The first half of this subject is about Microeconomics, the study of the decisions of individuals and business and the interaction of those decisions in the market. The second half of this subject is Macroeconomics, the study of the national economy and the global economy as a whole (aggregate).

ECON301
MICROECONOMICS
Microeconomics is taught in an applied context. The main objective of the subject is to provide students with a set of concepts and an analytical apparatus that will help them to think more coherently and consistently about a wide range of economic problems. This analytical way of thinking provides a platform for other subjects in the course.

ECON401
MACROECONOMICS
This is the second of the two introductory subjects in Economics. It is concerned with 'Macroeconomics', a study of the economy as a whole (aggregate). This subject focuses on macroeconomic variables such as national income, inflation, unemployment, balance of payments, exchange rates, interest rates and a brief history of economic thought.

FIN102
INTRODUCTION TO FINANCIAL MANAGEMENT
This subject gives an introduction to the basic concepts and techniques of financial mathematics and their application to a wide range of financial instruments.

FIN304
FINANCIAL INSTITUTIONS AND MARKETS
The purpose of FIN 304 is to enable students to acquire an understanding of the behaviour practice of financial institutions and the workings of financial markets in a developed financial system. It carefully covers both instruments as well as markets so that students gain a wider perspective. The financial system is an important part of every economy and business students in all the diploma courses need a good knowledge of the services of financial institutions that are an integral part of the business environment.

FIN305
FINANCIAL MARKETS AND BUSINESS FINANCE
This subject introduces students to the workings of the financial markets, focusing on several key financial instruments. Additionally, this unit provides students with many of the core principles and essential skills that are required in the successful financial management of businesses.

FIN404
BUSINESS FINANCE
This subject provides students with a basic understanding of the core principles and essential skills that are required for successful financial management.

INFO105
MANAGING INFORMATION
This subject introduces students to the basic concepts underlying business information systems and supplements this by the coverage of procedural steps associated with processing data into information products that are subsequently used to support management decision making.

LAW302
BUSINESS LAW AND ETHICS I
The legal system in Australia is a complex set of rules emanating from a number of different political bodies. Students learn how these bodies have developed and how they co-exist and about their respective powers. They learn how to research legal problems and apply basic concepts of commercial law. The skills learned in LAW302 provide a foundation for further law subjects

LAW305
BUSINESS LAW AND ETHICS
The legal system in Australia is a complex set of rules emanating from a number of different political bodies. Students learn how these bodies have developed and how they co-exist and about

their respective powers. Students learn about the fundamental institutions of government and the ethics upon which they are based. The subject also covers the law of torts, property, crime, contracts and consumer protection legislation.

LAW402
BUSINESS LAW AND ETHICS II
This unit assists students in developing their understanding of the Australian legal system and provides them with the necessary skills in legal research and analysis to make relevant business decisions. Students are involved in actively monitoring and regulating their learning.

MGT203
MANAGEMENT AND ORGANISATIONS
This subject provides a foundation for the application of management and organisational knowledge for other related subjects in the course. It focuses on the development of vocationally relevant knowledge, attitudes and skills or behaviour in organisations, fundamental organisational issues and processes, and professional skills in the management of people with appropriate consideration of ethical issues and communication, in the context of organisations in Australia and internationally.

MGT204
MANAGING PEOPLE AND ORGANISATIONS I
This subject provides a basis for further study in management. It focuses on the development of vocationally relevant knowledge, attitudes and skills of behaviour in organisations and other fundamental issues and processes, as well as applying management and organisational knowledge to real world examples.

MGT402
MANAGING PEOPLE & ORGANISATIONS II
This subject contributes to the core of INSEARCH's business course by building upon knowledge and skills developed in the earlier subject, MGT204 Management and Organisations I and further developing an understanding of organisational principles. The subject consolidates information acquired in the earlier subject whilst further developing knowledge specially aimed at understanding the functioning of the business organisation in today's domestic and global environment.

MKT201
INTRODUCTION TO MARKETING A
This subject introduces the student to marketing and marketing concepts. It explains how marketing integrates with other functions of a business and how it is applied in both profit marking and not for profit organisations. The concepts and procedures introduced in this subject provide a foundation for further study in marketing.

MKT303
INTRODUCTION TO MARKETING B
On successful completion of this subject, students will be able to understand the concepts of marketing and how these apply to profit and non profit organisations involved in the domestic, international and the global market. They will be able to explain how marketing integrates with the other functional areas of business and understand the need for a marketing orientation in a dynamic and changing business environment. They will also be able to critically analyse marketing cases and recommend strategic changes and to implement marketing strategies effectively in a group environment.

MKT305
PRINCIPLES OF MARKETING
This subject introduces the student to marketing and marketing concepts. It explains how marketing integrates with other functions of a business and how it is applied in both profit making and not for profit organisations. The concepts and procedures introduced in this subject provide a foundation for further study in marketing.

STAT202
BUSINESS STATISTICS
This subject gives an introduction to the basic concepts and the statistical tools that are used for sound decision making within the sphere of business management.

STAT203
BUSINESS STATISTICS
This subject gives an introduction to the basic concepts and the statistical tools that are used for sound decision making within the sphere of business management.

UNI101
UNIVERSITY PREPARATION
See section 5 Academic Literacy Department for subject description.

UNI201
UNIVERSITY STUDY SKILLS
See section 5 Academic Literacy Department for subject description.

4.2.1 PRINCIPAL ACADEMIC STAFF

Janet Gibson	PROGRAM MANAGER, COMMUNICATION
Michael Minehan	Subject Coordinator COMM118, COMM218, COMM318, COMM417
Rosalind Turner	Subject Coordinator COMM119, COMM219, COMM319
Janice Driman	Subject Coordinator COMM115, COMM215, COMM315, COMM415
Kathy Raheb	Subject coordinator COMM117, COMM217
Toula Anastis	Subject coordinator COMM316, COMM416
Megan Carrigy	Subject coordinator COMM119
Patrick Weaver	Subject coordinator COMM419
Belinda Nolan	Subject coordinator COMM216

4.2.2 COURSE STRUCTURE

DIPLOMA OF COMMUNICATION

Stage I	Pre-requisites
ACAD103 Academic Literacy I	Nil
COMM115 Production Skills I	Nil
COMM116 Communication Skills I	Nil
COMM117 Society and Culture I	Nil
COMM118 Communication Environments I	Nil
COMM119 Media Analysis I	Nil

Stage II	Pre-requisites
ACAD201 Academic Literacy II	ACAD103
COMM215 Production Skills II	COMM115
COMM216 Communication Skills II	COMM116
COMM217 Society and Culture II	COMM117
COMM218 Communication Environments II	COMM118
COMM219 Media Analysis II	COMM119; ACAD103

Stage III	Pre-requisites
COMM315 Production Skills III	COMM215
COMM316 Communication Skills III	COMM216
COMM317 Society and Culture III	COMM217
COMM318 Communication Environments III	COMM218
COMM319 Media Analysis III	COMM219, ACAD201

Stage IV	Pre-requisites
COMM415 Production Skills IV	COMM315
COMM416 Communication Skills IV	COMM316
COMM417 Society and Culture IV	COMM317
COMM418 Communication Environments IV	COMM318
COMM419 Media Analysis IV	COMM319

4.2.3 SUBJECT DESCRIPTIONS

ACAD103
ACADEMIC LITERACY I
See section 5 Academic Literacy Department for subject description

ACAD203
ACADEMIC LITERACY II
See section 5 Academic Literacy Department for subject description

COMM115
PRODUCTION SKILLS I
This subject equips students with the knowledge and ability required to participate in the global online community and to understand the history and context of new media /Internet within the broader context of the media. The contribution to course aims is also to give students the necessary hands-on new media / Internet skills required in many media related positions.

COMM116
COMMUNICATION SKILLS I
This subject will introduce students to the various models of communication and the relationship between communication, language and culture as expressed in Sydney newspapers. It will also develop an analysis and a working practice of the various genres and modes in professional writing through a close reading of suburban newspapers, The Daily Telegraph, The Sydney Morning Herald and The Australian. Students will learn to identify and apply the key elements of effective writing for media and academic papers and develop the research skills required for the writing news stories, letters-to-the-editor and features for newspapers and magazines.

COMM117
SOCIETY AND CULTURE I
This subject provides a basic introduction to European history, with a focus on the history of ideas and social movements. It reviews the building blocks of Western culture through a summary overview of historical stages, including: reference to Greek and Roman civilizations; the Renaissance; European imperialism; Revolutions and Nationalism; the Enlightenment and modernity; the Cold War and US hegemony. Key ideas and social movements arising through Western history are outlined, and their impact on current cultural politics investigated.

COMM118
COMMUNICATION ENVIRONMENTS I
This subject encompasses several introductory strands which form the basis of further study in this stream. The subject explores the relationship between communication technologies and social systems; introduces the various elements of the Australian communication and information industries, including media, public communication and advertising; and raises some of the major issues of concern in the global and Australian communication and information context.

COMM119
MEDIA ANALYSIS I
This subject introduces students to a range of basic concepts fundamental to the study of communication. It introduces a range of theoretical perspectives and concepts including stereotyping and political correctness. There is a strong emphasis on news analysis with consideration of news values and narrative styles. Media Analysis I introduces a range of basic approaches and techniques of media analysis and equips students with the skills to test and apply these in academic contexts.

COMM215
PRODUCTION SKILLS II
At the end of the subject students will have an understanding of the processes involved in the development of printed and online resources. The class projects are designed to integrate theory and practice, and to provide students with the opportunity to work and think independently.

COMM216
COMMUNICATION SKILLS II
Students will develop an analytical and critical approach to understanding film – Hollywood, American Indie, European, Asian and Australian cinema by exploring various films and writing film reviews. Master filmmakers will be examined in terms of how, in knowing the cinematic rules, they know how to break them.

COMM217
SOCIETY AND CULTURE II

This subject explores the relationship between gender, power and equality. Key concepts of the Enlightenment are revisited as the basis for understanding changes in notions of subjectivity, identity and difference. These concepts inform student's exploration of the various phases of Western feminism. Key concepts are examined through critical analysis of academic and cultural texts, including examples of popular culture in film and television.

COMM218
COMMUNICATION ENVIRONMENTS II

This subject provides students with a critical overview of the communication industries, including communication trends and commercial and public interest considerations. The subject will compare and contrast a variety of systems operating in different countries by way of historical and contemporary analysis. Students critically explore libertarian and authoritarian models of media, and related concepts of democracy, freedom of speech and censorship.

COMM219
MEDIA ANALYSIS II

Media Analysis 2 is the second part of an introduction to the practice of media analysis and its cultural context. It builds upon the theoretical approaches of Media Analysis I and introduces more complex and sophisticated critical theories and approaches. Political and economy based approaches as well as socio-cultural approaches are discussed. Students develop their ability to undertake a research project and make assessments about appropriate critical frameworks and also build up a basic familiarity with a range of genres. Media Analysis II contributes to the overall course aims by familiarising students with basic approaches

and techniques of media analysis and equipping them with the skills to test and apply these as independent scholars.

COMM315
PRODUCTION SKILLS III

This subject will offer students a hands-on approach to learning the practical and theoretical aspects of producing time-based medias for multimedia applications. Accomplishment of the above objectives will equip students with the knowledge and skills to communicate effectively by using moving images and sound.

COMM316
COMMUNICATION SKILLS III

An introduction to the practices and protocols within communication and media industries. Students are taken through the differences between the various forms of print and broadcast media as well as commercial and government media. Weekly quizzes based on print, radio and television are conducted to ensure students 'consume' the media in its many forms. The role of public relations and its relationship with the media is examined and students will learn how to create and provide stories for the media.

COMM317
SOCIETY AND CULTURE III

This subject extends the study of colonialism and modernity previewed in Society and Culture I, with a particular focus on constructions of race and racism, the nation and nationalism. Students develop their knowledge of colonial expansion, anti-colonial movements and post-colonial theories. The subject introduces the students to several case studies, key historical figures and theoretical perspectives. Application of theoretical concepts to current issues in the media is demonstrated and encouraged.

COMM318
COMMUNICATION ENVIRONMENTS III

This subject extends the study of government, media and cultural-political systems and principles. Students critically analyse media regulation in terms of power, ownership and patronage and examine government policy and the public interest. Media debates such as violence in the media and its relationship to crimes of violence are also examined.

COMM319
MEDIA ANALYSIS III

Media Analysis III introduces semiotic theory and language in a specific way and builds on the analytical approaches of Media Analysis I and II. In more general terms it introduces propaganda theory, perspectives on the social construction of gender and issues relating to ethics and global marketing. The subject also focuses on strengthening and building student ability to use appropriate language and expressions particular to academic writing, with specific attention to semiotic discourse. There are three subjects in which the concepts are applied and tested. The first considers print advertising, the second examines propaganda, with focus on World War II posters, taking gender ideology into account, and the third looks at ethics and global marketing. The latter includes consideration of strategies and images used by Benetton, Nike and McDonalds. The overall aim is to familiarise students with semiotic discourse as one of the basic approaches to media analysis and to improve analytical and writing skills particular to this approach. There is also focus on strengthening student ability to incorporate semiotic discourse within more broadly based forms of analysis.

COMM415
PRODUCTION SKILLS IV

At the end of the subject students should have a greater understanding of the processes involved in creating a major media production, including the development of design, both visual and information, project management, and the role of personal and professional value systems and time management systems in the process of decision making.

COMM416
COMMUNICATION SKILLS IV

This subject focuses on the commercial and creative processes involved in the production of media products. It examines the steps involved in creating the total media product, be it radio programmes, television features, documentaries and studio productions. Students are taught the skills necessary to research, produce and edit material for broadcast for specific target audiences. These skills are applied on a practical level as students research and produce their own major project. Students are expected to critically evaluate their work throughout the subject.

COMM417
SOCIETY AND CULTURE IV

This subject extends the previous study of modernity in Society and Culture and discusses concepts of post-modernism and post-structuralism. Students will develop knowledge of the key differences between modernist and postmodernist philosophies, through the ideas of major theorists and case studies. Application of theoretical concepts to current issues in the media is demonstrated and encouraged.

COMM418
COMMUNICATION ENVIRONMENTS IV

This subject is project based and examines news, journalism, public relations and ethics. Emphasis is placed on the examination of case studies and contemporary media discourse. Students are introduced to a range of theoretical approaches in the humanities and social sciences that are relevant to the field and may be applied in case study analysis.

COMM419
MEDIA ANALYSIS IV

This subject builds on and makes concrete the skills acquired in Media Analysis III. The subject analyses persuasive communication strategies and media tactics as employed in marketing and advertising campaigns. It critically examines the creation of wants and needs, consumer behaviour and the culture of consumerism. Students decode ads, images and slogans using a range of critical and semiotic perspectives. Using the acquired analytical skills students then work in teams to design their own social awareness campaigns targeting a particular area of consumer behaviour.

4.3.1 PRINCIPAL ACADEMIC STAFF

Margot Kimber	PROGRAM MANAGER, DESIGN
	Subject coordinator DES411
Phillip Oliver	Subject coordinator DES114
Penelope Lee	Subject coordinator DES213, DES312
James O'Dwyer	Subject coordinator DES414
Prudence Black	Subject coordinator DES211
Vincent de Gouw	Subject coordinator DES311
Linda Hodson	Subject coordinator DES415
Katherine Poulsen	Subject coordinator DES206
Nicole Punt	Subject coordinator DES113, DES313, DES413
Cassandra Sharp	Subject coordinator DES112
Naomi Solomon	Subject coordinator DES212, DES412
Maria VanDerSman	Subject coordinator DES215, DES315

4.3.2 COURSE STRUCTURE

Students enrolled in Diploma of Design Part 1 refer to stages 1 & 2 only.

Stage 1	Pre-requisites
ACAD103 Academic Literacy I	Nil
DES112 Design Studio I	Nil
DES113 2D/3D Studies	Nil
DES114 Design Technology	Nil
DES206 Voice	Nil

Stage II	Pre-requisites
ACAD203 Academic Literacy II	ACAD103
DES211 Design History II	Nil
DES212 Design Studio II	DES112
DES213 Word/Image	DES113; DES114
DES215 Design Analysis II	ACAD103

Stage III	Pre-requisites
DES311 Viscom History I	ACAD203; DES211;DES215
DES312 Design Studio III	DES212; DES213
DES313 Image Making I	DES213
DES314 Visible Language	DES213
DES315 Design Analysis III	ACAD203, DES215

Stage IV	Pre-requisites
DES411 Viscom History II	DES311; DES315
DES412 Design Studio IV	DES312; DES313; DES314
DES413 Image Making II	DES313
DES414 Introduction to Text and Type	DES313; DES314
DES415 Design Analysis IV	DES315

4.3.3 SUBJECT DESCRIPTIONS

ACAD103
ACADEMIC LITERACY I
See section 5 Academic Literacy Department for subject description

ACAD203
ACADEMIC LITERACY II
See section 5 Academic Literacy Department for subject description

DES112
DESIGN STUDIO I
This subject initiates the core learning study field of the course as it introduces students to a model of design practice and the methodology of designing. The theoretical understanding, sensibilities and skills acquired in parallel subjects are synthesized by undertaking a number of design projects. Students experientially learn the holistic practice of design.

DES113
2D & 3D STUDIES
This subject presents the essential building blocks of visual literacy which leads to increased visual awareness and acuity. Learning is initiated by introducing some basic theories of visual perception but is primarily experiential, relying on a progressive process of visual exploration, reflective action and refinement. Design solutions are presented in visual, written and oral formats.

DES114
DESIGN TECHNOLOGY
This subject prepares students with understanding and competence in the use and applications of computer technology. The basic functions and use of the Macintosh computer and selected software for design processing, presentation and communication is introduced. The flexibility and limitations of computer functions and production are presented and experienced to encourage discriminatory use and application to course work.

DES206
VOICE
This subject focuses on developing confidence and skill in verbal communication, preparing students for active participation in further tertiary studies. Individual and group activities explore cultural and personal inhibitions through the use of drama exercises, role play, improvisations and vocal awareness.

DES211
DESIGN HISTORY II
This subject offers a broad perspective on design and provides a context for students learning about the historical background of professional design practice in Australia. Topics include the influence of colonialism, federation, post-colonialism, culture, modernism, postmodernism, globalisation, climate, geographic position, industrialisation, and technological and social change on design in Australia.

DES212
DESIGN STUDIO II
This subject continues to provide the core learning study field of the course as it develops students understanding of design practice and the methodology of designing. The theoretical understanding, sensibilities and skills acquired in previous and parallel subjects continue to be synthesized by undertaking a number of design projects. Project briefs are designed to be topically significant, presenting issues of current interest and of direct relevance to the perceived needs of participating students. Project topics examine the role of designed communication in relationship to place, site, space, message, meaning, viewer, audience and client. Students work both individually and productively in groups to develop their ability to operate effectively as a team member and to improve interpersonal communication skills.

DES213
WORD & IMAGE
This subject focuses on the use, manipulation and application of the dual languages of image and text. Text as hand generated and typographic form and structure is investigated in the Word Workshop. In the Image Workshop, students develop awareness, skills and a diverse visual repertoire through experience of drawing, illustrating and the use of mixed media. In both workshops the emphasis is on observation, investigation, creative exploration and experimentation.

DES215
DESIGN ANALYSIS II
This subject is the second part of an introduction to the practice of design analysis and relevant academic discourse. The subject builds on the academic literacy skills introduced in ACAD103. Students analyse the design of material cultural products in terms of form and function and focus on themes including the design of functional objects, eco-design, advertising and representation and links between cultural products and identity. The subject develops students' ability to distinguish between generalist literature and specialist academic literature and to evaluate specialist academic literature for its relevance to various assignment tasks. In particular the subject develops students' ability to draw upon suitable academic literature in the preparation and production of research essays.

DES311
VISCOM HISTORY I
This subject presents both a broad historical overview of visual communication and a focus on the specific issues of concern to contemporary design practice such as: historical precedents; political and economic pressures; style and content; private enterprise and public expectations; corporate elitism and social needs; projected identities and advertising hype; technological advances and digital media; future progress and sustainable practices.

DES312
DESIGN STUDIO III
The design studio projects strand and this subject continue to provide the core learning field of the course. Students continue the study and exploration of the visible language of communication and ideas surrounding creative thinking and the methodology of reflective practice.

The perceptual principles of visual form and structure are introduced, with particular reference to the Gestalt Theories and Laws of: Pragnaz, Proximity, Similarity, Constancy, Continuation and Closure. These, combined with basic visual elements of line, shape, form, colour, tone, texture, emphasis, sequence, framing, hierarchy and abstraction, are researched and applied through exercises undertaken in the studio.

DES313
IMAGE MAKING I
This subject further develops students' levels of visual literacy, concepts and visualising skills. The visual phenomena of framing, sequence and visual hierarchy are explored. Students experiment with a wide range of media and tools and are encouraged to be imaginative with their choice and use of media and to incorporate both images and words to enhance engagement and communication.

DES314
VISIBLE LANGUAGE

The design, production and applications of typographic forms as the visual extension and expression of the spoken word and written text are explored. Lectures introduce the 20th century pioneers of contemporary typography and this is explored experientially in the studio with the exploration of letterforms and the visualisation of the spoken word and text in basic spatial and hierarchical structures. Hand-generated visuals are translated in the computer laboratory for further development and digital processing.

DES315
DESIGN ANALYSIS III

This subject introduces semiotic theory and language in a specific way and builds on the analytical approaches of Design Analysis I and II. In more general terms it introduces propaganda theory, perspectives on the social construction of gender and issues relating to ethics and global marketing. The subject also focuses on strengthening and building student ability to use appropriate language and expressions particular to academic writing, with specific attention to semiotic discourse. There are three themes in which the concepts are applied and tested. The first considers print advertising, the second examines propaganda, with focus on World War II posters, taking gender ideology into account, and the third looks at and ethics and global marketing. The latter includes consideration of strategies and images used by Benetton, Nike and McDonalds. The overall aim is to familiarise students with semiotic discourse as one of the basic approaches to design and communication analysis and to improve analytic and writing skills particular to this approach.

DES411
VISCOM HISTORY II

This subject presents both a broad overview of visual communication and a focus on the specific issues of concern to contemporary design in Australia. It emphasises research and analytical skills requiring students to evaluate aspects of professional practice and to present their findings in aural and written form.

DES412
DESIGN STUDIO IV

This subject further develops students' awareness, knowledge and skills in designing for and with visual media. The theoretical understanding, sensibilities and skills acquired in previous and parallel subjects continue to be synthesised by undertaking progressively complex design projects. Projects require examination of the integration of 3D form, 2D words, images, symbols and numeric systems into a personally published, limited edition, graphic product.

DES413
IMAGE MAKING II

This subject further develops the study undertaken in Image Making I and encourages an advanced level of study in the development and structure of visible languages to communicate effectively and appropriately. Experimental work is applied to a range of visual media and includes the basics of print reprographics using both mechanical, craft and digital technologies for manipulation and reproduction in multiple form.

DES414
INTRODUCTION TO TEXT & TYPE

This subject advances students' awareness, knowledge and skills in the design and production of words and texts as typeset and as hand generated expressive letterforms. Students further develop their understanding of figure/ground relationships, hierarchical structures, spatial organisation and typographic detailing of type for legibility and readability. Typefaces are investigated, examined and created. Functions of advanced software for typographic generation are introduced in the computer laboratory.

DES415
DESIGN ANALYSIS IV

This subject further develops students' academic literacy by exploring some of the key post-structuralist and post-modern texts about cultural constructions of identity in terms of some of the following themes – gender, sexuality, class, race, ethnicity and nationality. It makes a major contribution to developing a critical analytic approach to Western systems of representation and their impact on identity formation and circulation, with a particular focus on the role of visual media. Within this context, a range of strategies for developing critical reading, thinking and analytic writing skills are introduced with opportunities provided for meaningful application.

4.4 INFORMATION TECHNOLOGY DIPLOMAS

4.4.1 PRINCIPAL ACADEMIC STAFF

Sally Payne	PROGRAM MANAGER, INFORMATION TECHNOLOGY
Jasmine Cheng	Subject coordinator INFO106, INFO118, INFO223
Tracy Quick	Subject coordinator INFO107, INFO322
Denis Payne	Subject coordinator INFO117, INFO221, INFO321
Xuan Tran	Subject coordinator MATH102, STAT101
James Hu	Subject coordinator INFO113, INFO220
Ricky Leung	Subject coordinator INFO320
Clifford Yee	Subject coordinator INFO222
Steve Leavett-Brown	Subject coordinator INFO323

4.4.2 PROGRAM STRUCTURES

**DIPLOMA OF INFORMATION TECHNOLOGY
(3 SEMESTER FAST TRACK PROGRAM)**

Stage I	Pre-requisites
ACAD103 Academic Literacy I	Nil
INFO118 Introduction to Information Systems	Nil
INFO113 Introduction to Programming	Nil
INFO117 Introduction to Computer Architecture	Nil
STAT101 Introduction to Statistics	Nil

Stage II	Pre-requisites
ACAD203 Academic Literacy II	ACAD103
INFO223 Business Requirements Modelling	INFO118
INFO220 Web Systems	INFO113
INFO221 Programming Fundamentals	Nil
INFO222 Networking Essentials	INFO117

Stage III	Pre-requisites
INFO320 Collaborative Business Processes	Nil
INFO321 Database Fundamentals	INFO223
INFO322 Applications Programming	INFO221
INFO323 IT Literacies	ACAD203

**DIPLOMA OF INFORMATION TECHNOLOGY
(4 SEMESTER PROGRAM)**

Stage I	Pre-requisites
ACAD103 Academic Literacy I	Nil
INFO106 Introduction to Communications	Nil
INFO107 Computer Use	Nil
MATH102 Foundation Mathematics	Nil
UNI101 University Preparation	Nil

Stage II	Pre-requisites
ACAD203 Academic Literacy II	ACAD103
INFO118 Introduction to Information Systems	INFO106
INFO113 Introduction to Programming	INFO107
INFO117 Introduction to Computer Architecture	Nil
STAT101 Introduction to Statistics	MATH102

Stage III	Pre-requisites
INFO223 Business Requirements Modelling	INFO118
INFO220 Web Systems	INFO113
INFO221 Programming Fundamentals	Nil
INFO222 Networking Essentials	INFO117

Stage IV	Pre-requisites
INFO320 Collaborative Business Processes	Nil
INFO321 Database Fundamentals	INFO223
INFO322 Applications Programming	INFO221
INFO323 IT Literacies	ACAD203

**DIPLOMA OF INFORMATION TECHNOLOGY
(5 SEMESTER PROGRAM)**

Stage I	Pre-requisites
ACAD103 Academic Literacy I	Nil
INFO107 Computer Use	Nil
MATH102 Foundation Mathematics	Nil
UNI101 University Preparation	Nil

Stage II	Pre-requisites
ACAD203 Academic Literacy II	ACAD103
INFO106 Introduction to Communications	Nil
INFO113 Introduction to Programming	INFO107
INFO117 Introduction to Computer Architecture	Nil

Stage III	Pre-requisites
INFO118 Introduction to Information Systems	INFO106
INFO221 Programming Fundamentals	Nil
INFO222 Networking Essentials	INFO117
STAT101 Introduction to Statistics	MATH102

Stage IV	Pre-requisites
INFO223 Business Requirements Modelling	INFO118
INFO220 Web Systems	INFO113
INFO323 IT Literacies	ACAD203

Stage V	Pre-requisites
INFO320 Collaborative Business Processes	Nil
INFO321 Database Fundamentals	INFO223
INFO322 Applications Programming	INFO221

4.4.3 SUBJECT DESCRIPTIONS

ACAD103
ACADEMIC LITERACY I
See section 5 Academic Literacy Department for subject description

ACAD203
ACADEMIC LITERACY II
See section 5 Academic Literacy Department for subject description

INFO106
INTRODUCTION TO COMPUTER COMMUNICATIONS
The major aim of this subject is to introduce students to the fundamentals of computer systems and the basics of computer-based communications. The emphasis is on the Internet. The students will examine the concept of, and be familiar with different types of communications networks including intranets, extranets, and the Internet. At the completion of this subject, students will be equipped with the basic principles of computer-based communications that are necessary for study of higher level subjects in the program.

INFO107
COMPUTER USE
This subject will provide students with skills in technological literacy which can be used in academic and professional settings. This subject introduces students to a basic understanding of computer use through a range of software applications and a practical project exercise.

INFO113
INTRODUCTION TO PROGRAMMING
This subject introduces students to the basic concepts of computer programming. Students will learn how to design and write small software applications using Visual Basic that solve common business problems. Students will develop their problem solving, application design and software testing skills

INFO117
INTRODUCTION TO COMPUTER ARCHITECTURE
This subject introduces the components of modern computer architecture, how they fit together and work and how information is represented and manipulated and transferred to and from peripherals and networks. The internet is introduced along with the concepts of HTML and XML.

INFO118
INTRODUCTION TO INFORMATION SYSTEMS
This subject introduces students to the type of information systems which form the foundation of conducting business in the 21st century. Key concepts include how information systems support organisations and add business value, the importance if stakeholders and users in information systems, systems development methodologies, collaborative work processes, teamwork and usability evaluation. Students will use collaborative learning to actively build their knowledge each week, and during the semester will undertake a detailed investigation of an information system and how it supports the people and tasks within an organisation.

INFO220
WEB SYSTEMS
This subject introduces the computer as a component of the Internet. This enables the student to understand the use of a computer in a distributed environment, and provides the context for later subjects on distributed services. Students will be able to develop scripting skills required in later subjects, such as using the command line interface of UNIX and building web sites.

INFO221
PROGRAMMING FUNDAMENTALS

This subject provides a sound foundation in the basic skills of program design and object-oriented programming. The subject covers data flow, control flow, the event model that enables Graphical User Interfaces (GUIs), and file storage and retrieval. The subject provides practical experience in the design, construction, testing, and evaluation of object-oriented systems and shows how to develop a correct and well-designed system from a specification.

INFO222
NETWORKING ESSENTIALS

Students are introduced to networking technologies, network devices, end systems (PCs and servers) and the role of protocols and standards. Through a case study, and groupwork students work collaboratively and individually to produce and justify an initial design for a computer network, requiring analysis and evaluation of alternative solution and technologies.

INFO223
BUSINESS REQUIREMENTS MODELLING

This subject provides students with the opportunity to experience the process by which IT solutions are designed to solve business problems. The subject emulates the commercial environment, with students working in groups to produce a design solution to a business problem. It also provides students with an opportunity to develop analytical thinking and problem-solving, develop effective writing and presentation skills and demonstrate the capacity for continued learning.

INFO320
COLLABORATIVE BUSINESS PROCESSES

The subject introduces the ways in which teams function in modern organisations, how systems can enable effective team operation. It focuses on improving the ways people work together, developing trust, designing team structures and establishing information and communication technologies to support trans national teams.

INFO 321
DATABASE FUNDAMENTALS

This subject introduces students to the fundamentals of effective database systems. Students will be taught how data is structured and managed in an organisation in a way that can be used effectively by applications and users. They will also learn to use the language SQL for effective data retrieval and modification. This subject teaches students to appreciate the significance and challenges of good database design and management, which underpin the development of functional software applications.

INFO322
APPLICATIONS PROGRAMMING

The subject builds on a set of basic skills in program design and object-oriented programming. It covers the new topics of inheritance and JDBC (the Java Database interface) and provides knowledge and practice in advanced GUI programming and design. It provides practical experience in the design, construction, testing, and evaluation of object-oriented systems and shows how to develop a correct and well-designed system from a specification.

INFO323
IT LITERACIES

Students will develop the information literacy skills to access and analyse texts pertaining to the field of information technology. Students will develop the ability to assess the features and social purposes of various texts in three broad categories: generalist IT literature, professional IT literature and academic IT literature. Students will present the results of their information searches in both oral and written report and portfolio formats.

MATH102
FOUNDATION MATHEMATICS

Commercial IT systems are increasingly complex. Formal methods provide a partial solution for reasoning about their behaviour and verifying their correctness. This subject looks at how the notation of discrete mathematics can be used for representation, problem solving and proof.

STAT101
INTRODUCTION TO STATISTICS

This subject gives an introduction to the basic concepts and techniques of statistics and their application to a wide range of situations. It emphasises analytical skills requiring students to examine problems, organise information, analyse and to make conclusions about their findings, in written form.

UNI101
UNIVERSITY PREPARATION

See section 5 Academic Literacy Department for subject description

4.5.1 PRINCIPAL ACADEMIC STAFF

David Wheeler	PROGRAM MANAGER, SCIENCE AND ENGINEERING
Michael Stevens	Subject Coordinator CHEM101, CHEM201, CHEM301
Denis Payne	Subject Coordinator INFO221
S. Ramesh Ekanayake	Subject Coordinator ENGN401
Erich Sedlacek	Subject Coordinator MATH201
Brian Stephenson	Subject Coordinator MATH301
Xuan Tran	Subject Coordinator MATH401
Brian Stephenson	Subject Coordinator MATH301
Xuan Tran	Subject Coordinator MATH401
Peter Logan	Subject Coordinator PHYS201, PHYS301
Ziad Dakkak	Subject Coordinator PHYS401

4.5.2 COURSE STRUCTURE

Students enrolled in Diploma of Science and Engineering Part 1 should refer to stages 1 & 2 only.

Stage 1	Pre-requisites
ACAD103 Academic Literacy I	Nil
CHEM101 Introduction to Chemistry	Nil
MATH201 Introduction to Mathematics	Nil
PHYS201 Physics I	Nil

Stage 2	Pre-requisites
LIT201 Technical Communication	ACAD103
MATH301 Mathematics I	MATH201
CHEM201 Chemistry I	CHEM101
PHYS301 Physics II	PHYS201

Stage 3	Pre-requisites
MATH401 Mathematics II	MATH301
CHEM301 Chemistry II	CHEM201
PHYS401 Physics III	PHYS301
INFO221 Programming Fundamentals	Nil

Stage 4	Pre-requisites
BIOS401 The Biosphere	Nil
ENGN401 Introduction to Electrical Engineering	Nil
LIT401 Information Literacy	LIT201
STAT101 Statistics	Nil

4.5.3 SUBJECT DESCRIPTIONS

ACAD103
ACADEMIC LITERACY I
See Section 5 Academic Literacy Department for subject description.

CHEM101
INTRODUCTION TO CHEMISTRY
The study of Chemistry is central to an understanding of the world around us and is relevant to many other sciences, such as Physics, Biology and Geology at the fundamental level. This subject is an introduction to Chemistry and is designed to develop a student's understanding of the basic principles of Chemistry. Topics covered are an introduction to matter, chemical reactions, atomic structure, stoichiometry, the periodic table, intermolecular forces and crystal structures.

CHEM201
CHEMISTRY I
This subject is the second of the three subject sequence in Chemistry and is designed to build on the knowledge gained in Introduction to Chemistry and further develop a student's understanding of key concepts in Chemistry. Topics covered are molecular geometry, basic carbon chemistry, thermochemistry, equilibrium, acid-base equilibria, oxidation-reduction.

CHEM301
CHEMISTRY II
This subject is the last of a three subject sequence in Chemistry and is designed to build on the knowledge gained in Introduction to Chemistry and in Chemistry I and further develop a student's understanding of key concepts in Chemistry. Topics covered are reaction kinetics, co-ordination chemistry, isomerism, organic reactions and mechanisms. This subject will provide the necessary chemistry knowledge and skills for entry into second year of a Science degree.

INFO221
PROGRAMMING FUNDAMENTALS

This subject provides a sound foundation in the basic skills of program design and object-oriented programming. The subject covers data flow, control flow, the event model that enables Graphical User Interfaces (GUIs), and file storage and retrieval. The subject provides practical experience in the design, construction, testing, and evaluation of object-oriented systems and shows how to develop a correct and well-designed system from a specification.

ENGN401
INTRODUCTION TO ELECTRICAL ENGINEERING

The major aim of Introduction to Electrical Engineering is to give students a basic understanding of the scope and methods of Electrical Engineering. This includes the engineering process, the technologies involved, the approach to problem solving, and the skills and tools used.

BIOS101
THE BIOSPHERE

This subject provides an introduction to the science of studying the biosphere, the regions on earth where life exists. The subject explores the environment in which life exists and the interactions among the various components within the biosphere, together with external factors. There is an integrated focus on the science of the biosphere and the effects of human activities. Skills acquired in this subject include presenting scientific data, working in groups and critically integrating information from a range of sources.

LIT201
TECHNICAL COMMUNICATION

See Section 5 Academic Literacy Department for subject description.

LIT401
INFORMATION LITERACY

See Section 5 Academic Literacy Department for subject description.

STAT101
STATISTICS

This subject gives an introduction to the basic concepts and techniques of statistics and their application to a wide range of situations. It emphasises analytical skills requiring students to examine problems, organise information, analyse and to make conclusions about their findings, in written form.

MATH201
INTRODUCTION TO MATHEMATICS

Introduction to Mathematics is designed to provide a thorough foundation in the mathematical techniques needed for undergraduate courses in Science and Engineering. The subject establishes essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces the basic concepts of linear algebra, including matrices, and systems of linear equations, which are required for the understanding of linear modelling. The subject aims to improve a student's chance of success by reinforcing and developing study skills, particularly academic reading and mathematical reading, writing, listening and speaking.

MATH301
MATHEMATICS I

This subject is designed to provide the mathematical techniques needed for undergraduate courses in Science and Engineering. This subject covers the following topics: limits, continuity and differentiation of functions of a single variable; curve sketching; maxima and minima; integration; trapezoidal and Simpson's rule; the fundamental theorem of calculus; applications to area, volumes and lengths of curves; trigonometric and hyperbolic functions; inverse trigonometric functions; first order differential equations; methods of integration; complex numbers; an introduction to differential equations.

MATH401
MATHEMATICS II

This subject extends the skills, knowledge and attitudes needed for undergraduate courses in Science and Engineering, including vectors and vector algebra (dot and cross products); functions of several variables – limits and continuity, partial derivatives, tangent planes, linear approximation, differentials, the chain rule, directional derivatives, an introduction to optimisation, maxima and minima; coordinate systems; multiple integration; sequences and series (properties of sequences, tests for convergence, power series, Taylor series, Binomial series). The subject also aims to introduce students to the use of computer systems and the ways computers are used to solve simple numerical and business problems, and to develop basic programming skills. Examples used include numerical solutions of linear and nonlinear equations and the numerical calculation of integrals and series.

PHYS201
PHYSICS I
This subject explores the relationship between physics, chemistry, biology and geology. Key concepts of this relationship are developed as the basis for understanding research in the sciences and in engineering. These key concepts are introduced through practical examples, problem solving and the reading of scientific texts. Topics covered are mechanics, vectors, electricity and fluids.

PHYS301
PHYSICS II
This subject is the second of the three subject sequence in Physics and is designed to build on the knowledge gained in Physics I and further develop a student's understanding of key concepts in Physics. Topics covered are mechanics, magnetism, thermal physics, optics and waves.

PHYS401
PHYSICS III
This subject is the last of a three subject sequence in Physics. It is designed to build on the knowledge gained in Physics I and Physics II and further develop a student's understanding of key concepts in Physics while laying a good foundation for further studies in the sciences and in engineering. Topics covered are mechanics, thermal physics, optics, waves, atomic physics and nuclear physics.

5.
ACADEMIC LITERACY
PROGRAM

Academic literacy subjects provide students with opportunities to locate and use academic literature to develop their responses to assessment tasks and to be able to tailor their literacy practices according to the demands of different subjects both in their diploma course and in their later degree course.

5.1 PRINCIPAL ACADEMIC STAFF

Chris Cook — PROGRAM MANAGER, ACADEMIC LITERACY
Gabriela Toth — (Acting program manager Academic Literacy)
Susan Brooman-Jones — Subject coordinator ACAD103 & ACAD 204
Therese Calovini — Subject coordinator LIT201 & LIT401
Ross Coady — Subject Coordinator ACAD203
Naciya Ertan — Subject Coordinator UNI101
Euna King — Subject Coordinator ACAD201
Steve Leavett-Brown — Subject coordinator BCOM103
Brie Willoughby-Knox — Subject Coordinator ACAD202

5.2 SUBJECT DESCRIPTIONS

ACAD103
ACADEMIC LITERACY I
This subject focuses on developing students' ability to engage with the literacy demands of their course. In particular, the subject focuses on developing students' ability to describe fundamental concepts and key issues from their field of study and the ability to synthesise these ideas in their own writing. The topic students read and write about will change from semester to semester but the content will be drawn from the various fields covered in their course. Workshops are designed to guide students through a series of scaffolded tasks which lead to the production of a literature-based report written according to the academic conventions appropriate to their field.

ACAD201/ACAD203
ACADEMIC LITERACY II
This subject builds on the foundations of Academic Literacy I, further developing students' ability to engage with the literacy demands of their diploma course. In particular, the subject focuses on the way that knowledge is constructed through evidence and argument and how this knowledge is presented in academic writing. Workshops are designed to guide students through a series of scaffolded tasks, which lead to the production of a literature-based essay written according to the academic conventions required in their chosen field.

ACAD202
ACADEMIC LITERACY (ADVANCED)
This subject focuses on developing students' ability to engage with the literacy demands of their course. In particular, the subject focuses on developing students' ability to analyse fundamental concepts and key issues from their field of study and the ability to synthesise these ideas in their own writing. The topic students read and write about will change from semester to semester but the content will be drawn from the various fields covered in their course. Workshops are designed to guide students through a series of scaffolded tasks which lead to the production of both a literature-based report and essay written according to the academic conventions required in their chosen field.

BCOM103
ACADEMIC COMMUNICATION FOR BUSINESS
This subject provides students with the opportunity to develop skills necessary for successful study in the Extended Diploma of Business Studies. The focus of BCOM103 is to assist students' understanding of key concepts and deal with the literacy demands of ACCG104. Students are also provided with the opportunity to practise more generic academic skills such as reading strategies, business genre writing techniques and lecture note-taking skills.

LIT201
TECHNICAL COMMUNICATION
This subject provides students with the opportunity to consolidate and practise skills required for successful study in the Diploma of Science and Engineering. These skills include graphical illustration, report and essay writing, critical evaluation of texts, and presentation skills. Students are given the opportunity to develop these skills in the context of producing a scientific report, an essay and a presentation.

LIT401
INFORMATION LITERACY
This subject provides students with the opportunity to practise and further develop their research, writing and presentation skills required for successful study in science and engineering fields. This includes skills specifically required for academic communication, as well as more specific literacy skills required in science and engineering such as research, graphical illustration, report writing, critical evaluation of texts, and presentation skills.

6.
SUBJECTS

UNI101
UNIVERSITY PREPARATION
This subject introduces students to basic study skills for undergraduate study at Australian universities. It explores differences among academic traditions in various cultures and highlights the characteristics of Australian universities as institutions of learning and research as opposed to institutions of teaching. Students are introduced to skills and strategies to become autonomous and reflective learners, manage group assignments and study loads, and strategies for successful tutorial participation.

UNI201
UNIVERSITY STUDY SKILLS
This subject builds on the foundations of UNI101, further developing students' study skills by focusing on the business environment students are likely to be working in as professionals upon graduation from their studies. The subject guides students to make informed study choices which match their career interests. In groups and individually, students research the business environment of one of the following disciplinary areas: accountancy, economics, finance, marketing and management. Research focuses on task-related issues associated with the chosen disciplinary area as well as the decision-making environment in which graduates operate.

CODE	SUBJECT NAME	PREREQUISITE
ACAD103	Academic Literacy I	Nil
ACAD201	Academic Literacy II	ACAD103
ACAD203	Academic Literacy II	ACAD103
ACAD202	Academic Literacy (Advanced)	Nil
ACCG104	Accounting for Business I	Nil
ACCG203	Accounting for Business	Nil
ACCG204	Accounting for Business II	ACCG104
ACCG304	Accounting for Business Decisions I	ACCG204
ACCG305	Accounting for Business Decisions	ACCG203
ACCG404	Accounting for Business Decisions II	ACCG304
BCOM103	Academic Communication for Business	Nil
BIOS101	The Biosphere	Nil
BUS101	Introduction to Business Studies	Nil
CHEM101	Introduction to Chemistry	Nil
CHEM201	Chemistry I	CHEM101
CHEM301	Chemistry II	CHEM201
COMM115	Production Skills I	Nil
COMM116	Communication Skills I	Nil
COMM117	Society and Culture I	Nil
COMM118	Communication Environments I	Nil
COMM119	Media Analysis I	Nil
COMM215	Production Skills II	COMM115
COMM216	Communication Skills II	COMM116
COMM217	Society and Culture II	COMM117
COMM218	Communication Environments II	COMM118
COMM219	Media Analysis II	COMM119
COMM315	Production Skills III	COMM215
COMM316	Communication Skills III	COMM216
COMM317	Society and Culture III	COMM217
COMM318	Communication Environments III	COMM218
COMM319	Media Analysis III	COMM219
COMM415	Production Skills IV	COMM315
COMM416	Communication Skills IV	COMM316
COMM417	Society and Culture IV	COMM317

CODE	SUBJECT NAME	PREREQUISITE
COMM418	Communication Environments IV	COMM318
COMM419	Media Analysis IV	COMM319
DES112	Design Studio I	Nil
DES113	2D & 3D Studies	Nil
DES114	Design Technology	Nil
DES206	Voice	Nil
DES211	Design History II	Nil
DES212	Design Studio I	DES112
DES213	Word/Image	DES113, DES114
DES215	Design Analysis II	ACAD103,
DES311	Viscom History I	ACAD203, DES211, DES215
DES312	Design Studio III	DES212, DES213
DES313	Image Making I	DES213
DES314	Visible Language	DES213,
DES315	Design Analysis III	DES215, ACAD203
DES411	Viscom History II	DES311, DES315
DES412	Design Studio IV	DES312, DES313, DES314
DES413	Image Making II	DES313
DES414	Introduction to Text & Type	DES314, DES313
DES415	Design Analysis IV	DES315
ECON203	Micro and macro economic principles	Nil
ECON301	Microeconomics	Nil
ECON401	Macroeconomics	ECON301
ENGN301	Object Oriented Programming	MATH201
ENGN401	Introduction to Electrical Engineering	Nil
FIN102	Introduction to Financial Management	Nil
FIN304	Financial Institutions and Markets	FIN102
FIN305	Financial Markets & Business Finance	FIN102, ECON203, ACCG203
FIN404	Business Finance	FIN304
INFO105	Managing Information	Nil
INFO106	Introduction to Communications	Nil
INFO107	Computer Use	Nil

CODE	SUBJECT NAME	PREREQUISITE
INFO113	Introduction to Programming	Nil
INFO117	Introduction to Computer Architecture	Nil
INFO118	Introduction to Information Systems	Nil
INFO220	Web Systems	INFO113
INFO221	Programming Fundamentals	Nil
INFO222	Networking Essentials	INFO117
INFO223	Business Requirements Modelling	INFO118
INFO320	Collaborative Business Processes	Nil
INFO321	Database Fundamentals	INFO223
INFO322	Applications Programming	INFO221
INFO323	IT Literacies	ACAD203
LAW302	Business Law & Ethics I	Nil
LAW305	Business Law & Ethics	Nil
LAW402	Business Law & Ethics II	LAW302
LIT201	Technical Communication	ACAD103
LIT401	Information Literacy	LIT201
MATH102	Foundation Mathematics	Nil
MATH201	Introduction to Mathematics	Nil
MATH301	Mathematics I	MATH201
MATH401	Mathematics II	MATH301
MGT203	Management & Organisations	Nil
MGT204	Managing People and Organisations I	Nil
MGT402	Managing People and Organisations II	MGT204
MKT201	Introduction to Marketing A	Nil
MKT303	Introduction to Marketing B	MKT201
MKT305	Principles of Marketing	Nil
PHYS201	Physics I	Nil
PHYS301	Physics II	PHYS201
PHYS401	Physics III	PHYS301
STAT101	Introduction to Statistics	Nil
STAT202	Business Statistics	Nil
STAT203	Business Statistics	Nil
UNI101	University Preparation	Nil
UNI201	University Study Skills	UNI101

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7.
FEE
INFORMATION

The fees below refer to students commencing their course in 2010. For fees for continuing students please refer to the INSEARCH website. The fee structures set out below are for international students and Australian permanent residents and citizens.

DIPLOMA OF BUSINESS AND COMMERCE (ADVANCED STANDING)
Tuition fees   A$1,900 per subject

Standard Program (DBI)
1st semester	A$9,500
2nd semester	A$9,500
TOTAL	**A$19,000**

The diploma of Business and Commerce (advanced standing) is not available in extended mode.

DIPLOMA OF BUSINESS AND COMMERCE
Tuition fees   A$1,875 per subject

Standard Program (DBC)
1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
TOTAL	**A$22,500**

The diploma of Business and Commerce is not available in extended mode.

DIPLOMAS OF BUSINESS STUDIES
Tuition fees   A$1,500 per subject

Standard Program (DBS)
1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
4th semester	A$7,500
TOTAL	**A$30,000**

Extended Program (XBS)
1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
4th semester	A$7,500
5th semester	A$1,500 – A$3,000
TOTAL	**A$31,500 – A$33,000**

The cost and number of subjects in the extended program depend on a student's academic and English background.

DIPLOMA OF COMMUNICATION
Tuition fees   A$1,600 per subject

Standard Program (DCN)
1st semester	A$8,000
2nd semester	A$8,000
3rd semester	A$8,000
4th semester	A$8,000
TOTAL	**A$32,000**

The Diploma of Communication is not available in extended mode.

DIPLOMA OF DESIGN (PART ONE)
Tuition fees   A$1,600 per subject

Standard Program (DDO)
1st semester	A$8,000
2nd semester	A$8,000
TOTAL	**A$16,000**

The Diploma of Design (Part One) is not available in extended mode.

DIPLOMA OF DESIGN
Tuition fees   A$1,600 per subject

Standard Program (DDN)
1st semester	A$8,000
2nd semester	A$8,000
3rd semester	A$8,000
4th semester	A$8,000
TOTAL	**A$32,000**

The Diploma of Design is not available in extended mode.

DIPLOMAS OF INFORMATION TECHNOLOGY
Tuition fees   A$1,875 per subject

Fast-Track 3 Semester Program (DCI)
1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
TOTAL	**A$22,500**

Standard Program (DIT)
1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
4th semester	A$7,500
TOTAL	**A$30,000**

Extended Program (XIT)
1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
4th semester	A$7,500
5th semester	0
TOTAL	**A$30,000**

The Extended Diploma of Information Technology is not available to students with an English level below IELTS Academic Module 5.5 with 5 in writing.

DIPLOMA OF SCIENCE AND ENGINEERING (PART ONE)
Tuition fees   A$2,000 per subject

Standard Program (DSO)
1st semester	A$8,000
2nd semester	A$8,000
TOTAL	**A$16,000**

The Diploma of Science and Engineering (Part One) is not available in extended mode.

DIPLOMA OF SCIENCE AND ENGINEERING
Tuition fees   A$2,000 per subject

Standard Program (DSE)
1st semester	A$8,000
2nd semester	A$8,000
3rd semester	A$8,000
4th semester	A$8,000
TOTAL	**A$32,000**

The Diploma of Science and Engineering is not available in extended mode.

INSEARCH reserves the right to charge the following additional fees:

Late re-enrolment fee

A late re-enrolment fee of A$500 will be charged to any student who fails to re-enrol by the end of the official re-enrolment period (the first day of classes of a semester). No student will be permitted to re-enrol if they arrive after the end of the first week of classes.

Replacement testamur fee	A$50
Transcript fee – normal service	A$20
Transcript fee – express service	A$50
Appeal fee	A$50
Student card replacement fee	A$20
International student processing fee	A$250

FEE-HELP students should refer to the FEE-HELP information booklet available at www.goingtouni.gov.au

8.
SCHOLARSHIPS, SPONSORSHIPS
AND PRIZES FOR STUDENTS

The following scholarships and sponsorships are available to INSEARCH students. These scholarships are awarded as fees credits and cannot be awarded in cash.

8.1.1 THE VICE CHANCELLOR'S SCHOLARSHIP
The scholarship honours the support given to INSEARCH by Professor R D Guthrie, Foundation Vice-Chancellor and President of the University of Technology, Sydney. It is available to students who complete a INSEARCH diploma and qualify to continue their study in a UTS degree course. It has a value of A$5,000. It is awarded to the top graduating student of each year.

8.1.2 INSEARCH ENGINEERING SCHOLARSHIP
This scholarship is awarded to the student graduating in the Diploma of Science and Engineering in 2010 with the highest WAM and articulating to UTS Faculty of Engineering and Information Technology. It has a value of $15,000.

8.1.3 PART SPONSORSHIPS
Each semester, the top INSEARCH student completing their second semester in each of the following courses are awarded $1,000 sponsorships credited to their students' fees accounts.

a. Diploma of Business and Commerce (3-stage program)
b. Diploma of Business Studies (4-stage program)
c. Diploma of Communication (4-stage program)
d. Diploma of Design (4-stage program)
e. Diploma of Information Technology (either 3 or 4-stage program)
f. Diploma of Science and Engineering (4-stage program)

Students must have taken a full-time load during each of the two semesters and not failed any subjects.

8.1.4 OTHER SCHOLARSHIPS AND SPONSORSHIPS
From time to time other scholarships and sponsorships are available, sponsored by external organisations. When such scholarships and sponsorships are offered, students will be informed on the student notice board and should contact student services for further details.

The following prizes are available to students and are awarded three times a year.

8.2.1 THE FACULTY OF BUSINESS PRIZE FOR GENERAL PROFICIENCY IN THE DIPLOMA OF BUSINESS AND COMMERCE
The prize is awarded for the best graduating student in the Diploma in Business and Commerce.
Prize: A$250 book voucher

8.2.2 THE FACULTY OF BUSINESS PRIZE FOR GENERAL PROFICIENCY IN THE DIPLOMA OF BUSINESS STUDIES
The prize is awarded to the graduating student with the best result in the Diploma of Business Studies.
Prize: A$250 book voucher

8.2.3 THE FACULTY OF ARTS AND SOCIAL SCIENCE PRIZE FOR GENERAL PROFICIENCY IN THE DIPLOMA OF COMMUNICATION
The prize is awarded to the best graduating student in the Diploma of Communication.
Prize: A$250 book voucher

8.2.4 THE FACULTY OF DESIGN, ARCHITECTURE AND BUILDING PRIZE FOR GENERAL PROFICIENCY IN THE DIPLOMA OF DESIGN
The prize is awarded to the best graduating student in the Diploma of Design.
Prize: A$250 book voucher

8.2.5 THE FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY PRIZE FOR GENERAL PROFICIENCY IN THE DIPLOMA OF INFORMATION TECHNOLOGY
The prize is awarded to the best graduating student in the Diploma of Information Technology.
Prize: A$250 book voucher

8.2.6 THE FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY PRIZE FOR GENERAL PROFICIENCY IN THE DIPLOMA OF SCIENCE AND ENGINEERING
The prize is awarded to the best graduating student in the Diploma of Science and Engineering.
Prize: A$250 book voucher

9.
ACADEMIC POLICIES
AND RULES

Including examinations, moderation, appeals against grades and special consideration.

SCOPE
The policy applies to all assessment conducted in INSEARCH academic courses.

RULES
1 ASSESSMENT

1.1 Assessment events

1.1.1 Assessment events in a subject are designed to assess the learning objectives of the subject.

1.1.2 Assessment events are criterion-referenced and criteria for assessment are provided in writing to students no later than 2 weeks prior to the due date for the assessment. The criteria stipulate the characteristics of high distinction, distinction, credit, pass and fail within each assessment event.

1.1.3 Assessment events are to be both valid and reliable. Validity means that the student has demonstrated that subject objectives have been achieved. Reliability means that the results are repeatable in different contexts.

1.1.4 Students are notified of all assessment events in the subject outline which is usually distributed no later than week 2 of classes. In cases where more detailed information is to be provided about an assessment event, this must be provided no later than 2 weeks prior to the due date for the assessment event (excluding mid-semester and final examination revision).

1.1.5 There are at least two assessment events per subject and no more than three assessment events per subject. One assessment event must be completed by week 5 of the semester. Feedback to students must be provided no later than 2 weeks from the due date of any assessment event.

1.1.6 No individual assessment event may have a weighting greater than 60% or less than 10%. In subjects where final examinations are conducted, such final examinations may not have a weighting of less than 40%.

1.1.7 Assessment tasks are to be weighted to balance the developmental ('formative') and judgemental ('summative') roles of assessment. After each assessment event, other than final examinations, students receive specific constructive feedback. This feedback is provided within two weeks of the assessment event.

1.1.8 Program managers construct a timeline of assessment events at each stage of each diploma under their supervision to ensure that student workload is reasonable and there are no undue clusters of work at any particular time during the semester.

1.1.9 There is a steady progression in the complexity and demands of the assessment requirements from stage one through to the later stages of the course.

1.1.10 Assessment uses methods of inquiry, research, communication and discourse that are characteristic of the relevant academic or professional discipline.

1.2 Group work

1.2.1 Group work must be assessed by means hat allow the genuine contribution of each member of the group to be determined. The primary purpose of group work is to assess the process aspects of a task. A substantial proportion of marks should be allocated for process aspects of the task and only a small proportion of marks for product aspects.

1.3 Preventing plagiarism

1.3.1 Opportunities for plagiarism are minimised through careful task design, explicit education and appropriate monitoring of academic honesty. Assessment tasks are to change each semester and focus on analysis and evaluation not solely on presentation and description to minimise potential for plagiarism.

1.4 Submission of assessment items

1.4.1 Assessment items other than examinations are submitted at the time and place determined by the subject coordinator and advertised in the subject outline. Normal practice is that assessment items are submitted in class. In general late submission of assessment items is not acceptable except in exceptional circumstances and by arrangement with the subject coordinator or tutor concerned prior to the due date of that assessment event. In such cases the maximum period for late submission is 7 days. A late penalty of 10% of the total value of the assessment event may be deducted for each day the assessment is late (e.g. if the student was awarded 15/20 for an assessment item they would lose 2 marks for each day that the assessment item was late).

1.4.2 Students may not submit an assessment item in an assessment event after other students' work for that assessment event has been graded and returned.

1.4.3 Students may not submit the same piece of work for more than one assessment event.

2 EXAMINATIONS

2.1 Preparing for examinations

2.1.1 Students are responsible for preparing themselves for examinations. This includes ensuring that they know the correct time and place of their examinations; not reading, misreading or misunderstanding the exam timetable cannot be accepted as grounds for application for a special examination.

2.1.2 Students are required to produce their current student identity (ID) card for entry into the examination room. No student is admitted without their student ID card. It is the student's responsibility to ensure that their ID card is current and signed. Students are required to go to student services to replace outdated or lost student cards as soon as possible.

2.2 Examination room rules

2.2.1 On entering the examination room, students must get their random seat numbers and proceed directly to their seats and follow the instructions of the examination supervisor. They are not permitted to turn over or read the examination question paper until they are instructed to do so. They must place their student ID card on the top right hand corner of the desk.

2.2.2 Students arriving more than 90 minutes late will not be permitted to enter the examination room.

2.2.3 No student is permitted to leave an examination room until 90 minutes of writing time has elapsed regardless of the duration of the examination.

2.2.4 No student will be re-admitted to the examination room after they have left it unless they have been under approved supervision during the full period of their absence. During this supervision students are prohibited from talking to anyone other than the supervisor.

2.2.5 Students who attend an examination and subsequently leave the examination are not eligible for a special examination.

2.2.6 Ten minutes at the beginning of the examination is designated as reading time. During reading time, writing is not permitted.

2.2.7 If a student arrives late to an examination, they will not be permitted to enter the examination room until reading time has ceased.

2.2.8 Students are required to follow the instructions of the examination supervisors. Students may not communicate with any person except authorised supervisors during an examination. Should students need to communicate with a supervisor they should raise their hand and wait for the supervisor to attend to them. Any student who is found cheating, behaves in a disorderly manner or otherwise disrupts an examination is liable to face disciplinary action as determined by the Student Conduct Committee. Students who disrupt the conduct of an examination may be required to leave the examination room and will not be eligible for a special examination.

2.3 Unauthorised materials in examinations

2.3.1 Students are responsible for preparing themselves for examinations and this includes making sure that they do not bring any unauthorised material into the examination room. Any student found with unauthorised material in an examination is liable to penalties as outlined in the academic misconduct policy.

a. No material or equipment other than that specified on the examination paper may be placed on the examination table. Bags must be placed under the examination table. Examination supervisors have been authorised to confiscate unauthorised material which will be retained as evidence and submitted with an academic misconduct report to the Student Conduct Committee.

b. Students must ensure that any mobile phone or pager in their possession is switched off and placed under the examination table. Examination supervisors have been authorised to confiscate, for the period of the examination, any mobile or pager that is not switched off or causes disturbance in the examination room.

c. Dictionaries and programmable calculators are not permitted unless otherwise specified on the examination paper, or where approval has been granted in writing to logistics by the subject coordinator, program manager or Learning Development Coordinator prior to the examination.

d. It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with logistics personnel prior to the examination if they are in doubt. All covers must be removed from calculators prior to entering the examination room and calculators must not have anything written on them or any notes concealed in them.

2.4 Exclusion from examinations

2.4.1 A student may be excluded from a final examination in a subject for any of the following reasons:

a. unauthorised absence from class.
b. failure to meet subject requirements, for example non-submission of assignments or failure to attend class or mid-semester tests.
c. academic misconduct (see academic misconduct policy).
d. general misconduct (see general misconduct policy).

2.5 Special examinations

2.5.1 When a student is prevented from attending a formal examination due to illness, misadventure or religious commitments, they must submit a Request for Special Examination form at student services. INSEARCH is not bound to accept a backdated Request for Special Examination form. Submission of a Request for Special Examination form does not guarantee a special examination.

a. In cases of illness, the Professional Authority section of the Request for Special Examination form must be completed and signed by a registered medical practitioner, psychologist or counsellor.
b. If religious commitment will prevent a student from attending a formal examination, the Professional Authority section must be completed and signed by a minister of religion and submitted as early as possible prior to the examination period.
c. In cases of misadventure, the circumstances must be clearly beyond the control of the student and where possible must be clearly documented (e.g. a police report).

2.5.2 Special examinations may be granted to students who were unable to attend the final examination because of illness, misadventure or religious commitments.

2.5.3 Absence from mid-semester examinations. In some cases, special examinations may be granted to students who were unable to attend the mid-semester examination. Alternatively, the subject coordinator or program manager may determine that alternative assessment arrangements should be applied as outlined in section 5 Special Consideration (below).

2.5.4 The running of special examinations is at the discretion of INSEARCH.

2.6. Requests for special examinations

Request for Special Examination forms must be submitted to student services no later than 2 working days after the day of the first missed examination and no later than 12:00 noon on the day following the end of the examination period. Students are required to check on the student intranet to find out whether they have been granted a special examination.

2.7 Supplementary assessments

2.7.1 Students will be granted a final stage supplementary assessment when they

a. fail one subject but otherwise satisfy the conditions for the completion of a diploma, certificate or other course, and
b. receive a final overall mark of 40% or more in that one failed subject.

2.7.2 Students who perform satisfactorily in this final stage supplementary assessment will be awarded a pass at 50% in that subject. Students whose performance is not satisfactory will retain their previous mark in that subject and will usually be required to repeat that subject to complete the course.

3   MODERATION

3.1 All academic staff who are responsible for grading student work must be provided with a range of opportunities to receive information and advice on their assessment measurement standards through, for example, moderation meetings and exchanging of student papers.

3.2 Final examinations and major assignments awarded high distinction or fail grades are double marked.

3.3 In assessment events which involve a subjective judgement, that is, any assessment item other than a right/wrong answer, subject coordinators will monitor and moderate grade distributions in tutorial groups and/or of individual graders and report on this to the program manager.

3.4 Program managers are responsible for ensuring that consistent moderation practices occur across subjects to ensure comparability of assessment within programs across multiple markers and student cohorts and for reporting on this to the Quality and Curriculum Committee.

4 APPEALS AGAINST GRADES

Students who believe there have been procedural or factual errors in the grading of their assessments have the right to appeal; dissatisfaction with grades alone does not constitute grounds for an appeal. The tutor, subject coordinator, program manager, or a suitably qualified person as determined by the General Manager Education, reviews appeals. A written response will be sent to the student's email account no later than 10 working days from the day the appeal was lodged

4.1 Appeals against grades during the semester

Students who believe there have been procedural or factual errors in the grading of their assignments or mid-semester examinations should speak to the marker of the assignment in the first instance within 5 working days of return of the assessment item. Appeals lodged later than 5 working days from the return of the assessment item cannot be accepted. If the student still believes that procedural or factual errors have not been redressed they should lodge a written appeal with the program manager within 5 working days of contacting the marker of the assignment.

4.2 Appeals against final grades

4.2.1 Students who believe there have been procedural or factual errors in the calculation of their final examination mark for a subject are required to lodge a written appeal within 1 working day of the release of the final examination result. Details on how to lodge the appeal are to be found on the student intranet Dissatisfaction with the final grade alone does not constitute grounds for an appeal.

4.2.2 A fee will be charged per appeal and this fee is refundable if the appeal is upheld.

5 SPECIAL CONSIDERATION

5.1 Special Consideration is the use of academic judgement to determine whether a student whose performance has been affected by illness or misadventure should be
   a. given an extended deadline for an assessment task, or
   b. given an alternative assessment task (including allowing the final exam to replace an assessment), or
   c. declared, based on suitable evidence, to have achieved the objectives of one or more assessment items within a subject, or
   d. declared, based on suitable evidence, to have achieved the objectives of an entire subject, or
   e. given withdrawal without academic penalty from a subject after the census date. Special consideration means only that INSEARCH recognises that illness or misadventure occurred; a pass in the subject is not an automatic consequence.

5.2 Applying for special consideration

5.2 Students may apply for special consideration if they:
   a. Have suffered from illness or misadventure which has severely affected their ability to perform in assessment
   b. Attend an examination but are forced to leave before the end of the allocated time due to illness or misadventure.
   c. Finish an exam, but believe their performance was affected by illness or circumstances beyond their control.

5.3 Lodging a special consideration request

5.3.1 Students who believe they have a case for special consideration MUST make an appointment with an Academic Adviser and discuss their case. If after discussing their case with the adviser, the student believes they have a valid case, the student is required to complete a Request for Special Consideration form which includes a statement by a professional authority (e.g. a registered medical practitioner, psychologist or counsellor), about the severity, duration and effect of the illness or misadventure. Where the Request for Special Consideration is for illness and relates to an examination, the professional authority must be dated on the day of the exam. INSEARCH is not bound to accept backdated medical certificates.

5.3.2 Request for Special Consideration forms are Lodged with an Academic Adviser and the Learning Development Coordinator determines whether a case for special consideration has been established.

5.4 Special consideration is granted

5.4.1 Where a case for special consideration is is established, the program manager will inform the subject coordinator by email of the decision and ask them to determine application of the special consideration which may allow for an extension of deadlines or alternative assessment. Such deadlines cannot extend beyond Friday of the second week of the final examination period except in exceptional circumstances and then only with the written approval of the Learning Development Coordinator.

5.5 Withdrawal without penalty

5.5.1 Where circumstances beyond a student's control have resulted in a student failing one or

more subjects in a semester, the student may request withdrawal without academic penalty from such a subject or subjects. Approval of withdrawal without academic penalty will be at the discretion of the Learning Development Coordinator. Withdrawal without academic penalty will require all of the following conditions:

a. The student has had a prior history of good performance in an academic course at INSEARCH and it can be demonstrated that circumstances beyond the student's control have interrupted the student's good academic performance. Students in the first semester of an academic program who are not able to demonstrate a good history of academic performance at INSEARCH may, at the discretion of the Learning Development Coordinator, be permitted to continue their studies and if their subsequent performance is clearly of a higher calibre, may request withdrawal without academic penalty in retrospect.

b. The circumstances warranting withdrawal without academic penalty must be outside the student's control and constitute a severe and immediate effect on the student's ability to perform in academic assessment. Examples are serious illness, misadventure with serious consequences, bereavement in the student's immediate family (e.g. parent/primary childhood care giver of student, child/immediate dependent of student, sibling of student, spouse/partner of student).

c. The circumstances can be independently certified by a professional authority such as
   i) in the case of illness, a medical report completed by a registered medical practitioner, psychologist or counsellor, or
   ii) in the case of misadventure, an official report such as a police report, or
   iii) in case of bereavement, by provision of a death certificate.

SCOPE

The policy applies to all student enrolled in INSEARCH academic courses.

RULES

1 COURSE PROGRESS

1.1 Students must demonstrate that they are progressing in their course by achieving each of the following:

a. An average mark equal to or greater than 60. Students whose average mark is between 50 and 60 in their first semester may be permitted to re-enrol if they achieve an overall average mark of 60 or above in the following semester (i.e. the average of both their semesters of study).

b. Not failing a subject more than once.

c. No more than 3 fail results on their record.

d. A minimum of 90% attendance at all scheduled classes and punctual submission of assessment work as specified in the subject description. Students who fail to achieve each of these requirements may be excluded.

1.2 Failing to progress

1.2.1 Students who fail to achieve an average mark of 60 or more in any 2 semesters of studying at INSEARCH may be excluded.

1.3 Exclusion from INSEARCH

1.3.1 Students who are excluded will have either a Counsel to Withdraw (CTW) sanction or an Intention to Report (ITR) sanction imposed on their student account. Students will be notified of their exclusion by email to their student email account and/or by post to the address supplied by them to INSEARCH. Students who wish to appeal a decision to exclude must do so within 20 working days of the date of the email notifying them of their exclusion. Such appeals must be in writing and addressed to the General Manager Education and lodged at Student Services.

2 COURSE COMPLETION

2.1 The maximum time for the completion of an academic course is no more than 2 semesters longer than the duration published in the academic handbook except where an early intervention strategy provides for a reduced study load and a longer duration.

2.2 Students who defer or discontinue their academic course cannot return to recommence their studies after 12 months from the time they deferred or discontinued studies.

3 EARLY INTERVENTION FOR STUDENTS AT RISK OF NOT SUCCESSFULLY COMPLETING THEIR COURSES

3.1 Academic Counselling and learning support. In accordance with the assessment policy, early, low-stakes, formative assessments are conducted in each semester to assist students in self-identifying their learning needs. Academic Advisers offer academic counselling and the Learning Development Coordinator offers a duty tutorial program to assist students to devise and implement strategies for improving their performance.

3.2 Study skills program. At the end of each semester, Academic Advisers will identify students who are not "on track" to complete their course or to articulate into their desired subsequent course. In their following semester of study, such students are enrolled in the Study Skills Program which involves regular meetings with an Academic Adviser and opportunities to access consultations and supplemental instruction activities. Students may also elect to take a reduced load to help them focus on developing the study skills necessary for success.

3.3 Academic caution

3.3.1 Students who have not satisfied the course progress requirements but who can provide documentary evidence that circumstances beyond their control, such as illness or misadventure, prevented them from performing academically may apply for special consideration. Applications for special consideration are submitted to the Academic Advisers or directly to the Learning Development Coordinator. If special consideration is granted, such students will be permitted to re-enrol and will be required to sign an Academic Caution agreement which explains that they will be given one semester to demonstrate that they can achieve the requirements of this policy. Failure to achieve the requirements of this policy after one semester on Academic Caution will result in exclusion from INSEARCH.

3.3.2 Students placed on Academic Caution are required to sign an Academic Caution agreement prior to re-enrolment. A PRB sanction will be imposed on their student account and such students are expected to proactively seek advice from the Academic Advisers during the semester of Academic Caution.

3.4 Failing a subject

3.4.1 Students who fail a subject are required to repeat that subject in their next semester of enrolment and are required to reduce their study load by up to 25% of the standard published load for their course.

INSEARCH students in academic programs are bound by the following rules.

1 ACADEMIC RULES

1.01 Last day to enrol
All students must enrol or re-enrol by Friday of week 1. International students who have not re-enrolled by Friday of week 1 will be reported to the Department of Immigration and Citizenship for failure to re-enrol. Domestic students who fail to re-enrol by Friday of week 1 will have to defer their studies for a semester.

1.02 Last day to add a subject
No student is permitted to add an additional subject to their study plan after Friday of week 1 of classes. No student may enrol in more than the published stage load for their course except in exceptional circumstances and with the approval of the Learning Development Coordinator.

1.03 Last day to withdraw from a subject without academic penalty
Students are permitted to drop a subject from their study plan up till and including census date which is Friday of week 4 of classes. It is a condition of the international student visa that students enrol and attend the number of subjects for each stage of their course as published in the academic handbook.

1.04 Study loads
1.04.1 International students are required by the Department of Immigration And Citizenship (DIAC) to undertake a full-time load. The full-time workload for each course is published in the academic handbook.

1.04.2 Domestic students are permitted to take less than the standard published workload but would normally be expected to take a minimum of two subjects each semester.

1.05 Recognition of prior learning and exemptions
1.05.1 Students seeking exemptions from subjects at INSEARCH on the basis of equivalent level of study at a previous institution should apply at the same time as their application for entry to INSEARCH. However, applications for exemptions with all necessary documentation can be made up till the end of week one of their first semester of study at INSEARCH. Studentsshould apply using INSEARCH's application for exemption form available at student services, 10 Quay Street.

1.05.2 Students must provide an original transcript with details of the institution, subjects studied and results obtained.

1.05.3 Applicants must also provide subject outlines showing content of completed subjects and a certificate if an award was completed.

1.05.4 Exemptions are only granted for prior study at approved Australian institutions or overseas institutions deemed to be equivalent to approved Australian institutions.

1.05.6 Exemptions can only be granted to a maximum of one third of the relevant program.

1.06 Pre-requisites and co-requisites
1.06.1 No student may enrol in a subject which has a pre-requisite without successfully completing the pre-requisite except in exceptional circumstances and with the permission of the program manager

1.06.2 If a subject has a co-requisite, the students are expected to enrol in those subjects concurrently except in exceptional circumstances and with the permission of the program manager.

1.07 Maximum number of subjects
1.07.1 Students maybe allowed to enrol in more than the standard number of subjects for their course in exceptional circumstances and with the approval of the program manager.

1.07.2 Students can only add a subject in the last stage of their diploma if it is the only subject needed to complete their diploma.

1.07.3 Students in the second-to-last stage of 3, 4 or 5 stage diplomas may also apply to the program manager to add a subject in exceptional circumstances.

1.07.4 Decisions about whether a student can add a subject will take into account the following criteria:

a. the student has maintained satisfactory attendance both in their most recent semester at INSEARCH and over the period of enrolment in their course, and

b. the student has maintained the average mark (WAM) necessary to enter the relevant UTS course both in their most recent semester at INSEARCH and over the period of enrolment in their course, and

c. the student presents a strong argument that there would be educational benefits from adding the subject, and

d. the student understands, and signs a waiver to the effect, that taking an increased workload is not a ground for appeal if they fail a subject.

1.08 Average mark (WAM)

A student's average mark (WAM) is the average of the marks that they gain for all the subjects that they attempt.

1.08.1 A subject for which a fail grade has been recorded is included in the calculation of the average mark (WAM) and remains in the average mark calculation when the student subsequently repeats and passes that subject.

1.08.3 The average mark is used to determine whether a student is making satisfactory academic progress.

1.08.4 The average mark is used to determine entry and/or advanced standing at UTS.

1.09 Academic misconduct

All students at INSEARCH are expected to maintain high standards of academic honesty and integrity and penalties will be imposed on any student who seeks to gain unfair advantage by copying another student's work, or in any way misleading a lecturer or tutor about their knowledge, ability, or the amount of original work they have done or assisting other students to do so.

1.09.1   Assessment tasks other than examinations

a. Students must not copy or paraphrase any document, audio-visual material, computer based material or artistic piece from another source without due acknowledgement.

b. Students must not use another person's concepts, results or conclusions and pass them off as their own.

c. In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment or as if it were the result of their individual effort.

1.09.2 Examinations

a. Students must not communicate with any person except authorised examination supervisors during examinations.

b. Students must not help or receive assistance from other students during examinations.

c. Students must not request loan of or lend materials or devices to other students during examinations.

d. Students must not bring any materials or information into the examination room other than those specified for that examination.

e. Students must not use computer software or other devices during an examination other than those specified for that examination.

f. Students may not remove any examination materials from the examination room.

1.09.3   Reporting, investigation of academic misconduct

a. INSEARCH academic staff and examination supervisors must report any incidences of academic misconduct that come to their attention to the Student Conduct Committee by completing an Academic Misconduct Report and submitting it to the Executive Assistant, Education.

b. A MIS sanction will be imposed on the student's account and the student may be required to contact the Executive Assistant Education to make an appointment with the Student Conduct Committee.

c. The Student Conduct Committee will investigate the alleged Academic Misconduct to determine whether the misconduct has been proven and whether a penalty will be imposed.

d. Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the Student Conduct Committee to have so behaved.

e. Past misconduct is not evidence that a student has behaved in the same manner again.

1.09.4 Penalties for academic misconduct

Each case is dealt with on its own merits and according to its own circumstances with the proviso that the second instance of misconduct will be penalised more severely than previous instances of misconduct and a student's third offence will result in exclusion (ACON5).

There are five levels of penalty:

ACON1: a reprimand or warning will be imposed where there is no clear evidence of intention to commit academic misconduct and where no unfair advantage has been obtained.

ACON2: a reduction in grades for a minor infringement where there is indication of intentionality but where the unfair advantage is negligible or only minor in degree.

ACON3: zero for the assessment where there is clear intentionality and clear potential for obtaining unfair advantage (even if unfair advantage has not been obtained)

ACON4: zero for the subject where there is a prior history of academic misconduct and/or in the Student Conduct Committee's determination the misconduct is of such magnitude that it warrants such a severe penalty.

ACON5: exclusion from INSEARCH where there is a prior history of academic misconduct and where the student has not demonstrated the ability to operate within the conventions of academic integrity required in Australian higher education.

1.09.5   Record of the penalty

The penalty determined by the Student Conduct Committee will be recorded on the student's account and the student will be notified by email of the imposition of the penalty.

1.10 Transferring between INSEARCH courses

Any student wishing to transfer from one INSEARCH course to another INSEARCH course for which they have not met the entry requirements must demonstrate the following:

1.10.1 Students wishing to transfer from the Diploma of Business Studies to the second semester of the Diploma of Business and Commerce must demonstrate diligent study behaviour in their previous semester of study at INSEARCH, and having taken a full work load in that previous semester, have achieved an average mark (WAM) of 80 or more.

1.10.2 Students wishing to transfer from the Extended Diploma of Business Studies to the second stage of the Diploma of Business and Commerce must demonstrate diligent study behaviour in their previous semesters of study at INSEARCH, and having taken a full work load for the first two stages of the Extended Diploma of Business Studies, achieved an average mark (WAM) of 80 or more.

1.10.3 Students wishing to transfer from the Extended Diploma of Business Studies to the first stage of the Diploma of Communication or the first stage of the Diploma of Science and

Engineering must demonstrate diligent study behaviour in their previous semester and having taken a full work load, achieved an average mark (WAM) of 60 or more. Students transferring from the Extended Diploma of Business Studies must also have achieved a pass grade or above in BCOM103.

1.10.4 Students wishing to transfer from the Extended Diploma of Business Studies to the first stage of the Diploma of Design must demonstrate diligent study behaviour in their previous semester and, having taken a full work load, achieved an average mark (WAM) of 70 or more. Students transferring from the Extended Diploma of Business Studies must also have achieved a pass grade or above in BCOM103.

1.10.5 Any Domestic students transferring to a 2-semester course in either Design or Science and Engineering must have a matriculation qualification which is recognized by UTS or the university to which they may seek entry.

1.10.6 Students wishing to transfer between courses in circumstances not covered above must apply to the Learning Development Coordinator outlining the reasons for transfer.

1.10.7 All students wishing to transfer from one INSEARCH course to another must satisfy the requirements for re-enrolment as laid out in the Course Progress, Completion and Early Intervention Policy.

1.10.8 FEE-HELP students wishing to transfer from one INSEARCH course to another will need to fill out a new Request for FEE-HELP Assistance form and lodge it at student services.

1.10.9 Students sponsored by external organisations must first obtain written approval from their sponsor before they can apply for a transfer.

2 ADMINISTRATIVE RULES

2.01 Attendance

Students should attend all classes. This is not only a requirement of INSEARCH but for international students it is also a regulation of the Australian government. Personal reasons such as weddings, holidays, sports, or hobbies are not valid reasons for missing classes.

It is important that students attend classes assigned to them or they will be marked absent. If a student is not on the class roll they must see Logistics immediately or they may fail to fulfil the requirements of the subject.

2.02 Medical certificates

If classes are missed due to illness, a medical certificate must be obtained by all students from a registered doctor with a Medicare provider number and submitted at student services on the students' first day of return to INSEARCH. Certificates must be written by the doctor during the period of illness and in normal circumstances on the first day of illness. Backdated or late certificates cannot be accepted.

For international students, it is a DIAC regulation that the medical certificate must be from a general practitioner registered with the Australian Medical Association and not backdated. Dental Certificates are not accepted for attendance purposes.

2.03 Grievances

A grievance can be a complaint about a situation, a process, a person or people, a facility or a service provided by INSEARCH. A grievance is not about an academic result (see section 9.1 Assessment Policy).

2.03.1 A grievance can be lodged in writing by letter or by email at grievance@insearch.edu.au or in person. A student can lodge their grievance with any member of staff but should lodge their initial grievance at the student services office. All INSEARCH staff can respond to a grievance. A student must lodge their grievance with only one member of staff at INSEARCH. If the grievance needs to be escalated, the staff member must follow the grievance policy.

2.03.2INSEARCH will investigate and respond to all grievances lodged by a student in the shortest possible time. INSEARCH treats all grievances in confidence and must seek the permission of the student before discussing the grievance with relevant staff. Students who are not happy with the outcome of their grievance can take further action by having their grievance referred to the Australian Council for Private Education and Training (ACPET). Refer to the student intranet for details.

2.04 IT code of conduct
The following code of conduct is to provide students with a set of disciplines that will help protect and secure INSEARCH's systems and network environment.

Students must not:
- give their password to another person, or have it in written form where it is likely to be seen by another person.
- obtain passwords which they are not authorised to have.
- use another person's identification when signing onto an INSEARCH computer or network.
- use INSEARCH computing facilities for purposes not related to legitimate business or study activities.
- use INSEARCH computing facilities to

purposely disrupt other users.
- introduce tools that could be used to hack, disrupt, or alter system software or alter system security.
- copy or load software of any kind onto any computer unless authorised by the systems manager or network administrator.
- access data on any INSEARCH computer or any computer via the INSEARCH network unless they have been assigned access rights to the data.
- attach any devices to the INSEARCH computer network without authorisation from the systems manager or network administrator.
- leave their workstation unattended while logged on to the INSEARCH computer network.

2.05 Security and fire drills
Security guards are located in all teaching facilities. Students are obliged to identify themselves to these guards upon request by producing their student card. In the case of accidents, emergencies or lost property students should inform the guards immediately.

Fire drills are carried out every semester. Students must familiarise themselves with the location of emergency exits. All classrooms have floor plans indicating the nearest emergency exit to each classroom.

2.06 Student cards
Each student will be issued with a student identification card. Students are required to carry this card at all times when attending INSEARCH. Students may be required to produce this card by teachers or administration staff. Students will also need this card when using UTS Student Union facilities.

In case of loss, a replacement card can be obtained from student services on payment of a $20 fee.

2.07 Refunds
For the purposes of rule 2.07, 'program' means:

1. one semester of study in a diploma; or
2. for Package Programs, the English Language Course plus one semester of study in an Academic Program.

'Course Commencement Date' means:

the date on which the course was scheduled to start and in the case of packaged programs, it is the starting date of any preceding English Course.

Domestic students:
Full program fees for domestic students will be refunded only in the following circumstances:

1. INSEARCH cancels the program.
2. INSEARCH receives written notice of the student's withdrawal from the program on or before the census date.

Program fees will not be refunded if the student withdraws from the program after the census date. Students withdrawing after the census date, who have special circumstances which make them unable to continue their studies, can apply to the Registrar for special consideration. Where a refund of fees us approved, any fees paid through the FEE-HELP loan scheme will be remitted to DEEWR.

International students:
The international student processing fee will be refunded to students only if INSEARCH cancels the program the student is enrolled in. The international student processing fee will not be refunded under any other circumstances.

Full program fees for international students will be refunded only in the following circumstances:

1. INSEARCH cancels the program;
2. The student produces written evidence that an application for a student visa has been rejected by the Australian government (this does not include where a student visa renewal is rejected or a student visa has been cancelled because of a breach of visa conditions).

A partial refund of course fees will be given in the following circumstances:

1. 80% of tuition fees will be refunded if INSEARCH receives written notice of cancellation of enrolment from the student at least 28 days prior to the course commencement date for which the student is admitted.
2. 50% of tuition fees will be refunded if INSEARCH receives written notice of cancellation of enrolment from the student 28 days or less before the course commencement date.

Program fees will not be refunded if:

1. The student cancels their enrolment on or after the course commencement date except in compassionate or compelling circumstances.
2. the student arrives in Australia after the course has commenced.

2.08 Change of address
Students must notify the student services office of any change in their address or telephone number within 7 days of the change. For international students this is a condition of their student visa.

International students under the age of 18 must reside with a DIAC or INSEARCH approved carer. Before changing their carer these students must seek approval from DIAC or INSEARCH.

2.09 Working while studying
As INSEARCH courses are fast-track in nature with only short vacations, a focus on study is important but INSEARCH recognises that some students may wish to work part-time. Working arrangements need to be fitted in around the student's study commitments.

International students may be restricted by visa condition 8101 which prevents them from undertaking any work.

On arrival in Australia, international students, once they have commenced their course at INSEARCH, can obtain a letter confirming their enrolment from the student services office. This must be taken to the DIAC office where a new visa can be provided which will give students permission to work. Under no circumstances must any international student undertake work unless they have applied to DIAC to have visa condition 8101 (no work condition) removed from their visa. Failure to seek permission to work from DIAC will lead to visa cancellation.

2.10 Academic records
Students may obtain a copy of their results by requesting an official Academic Transcript or an unofficial result notice. An Academic Transcript, result notice and replacement testamur may be requested from Student Services.

An Academic Transcript costs A$20 per copy and must be requested by 3:00 PM for collection the following business day. Results notices are free and may be collected upon request (available to currently enrolled students only).

For a replacement testamur, students will need to have completed a statutory declaration signed by a justice of the peace. The replacement fee isA$50 and must be requested by 3:00 PM for collection the following business day.

A postage fee of A$20 (International) and A$5 (local) will apply if the documents are to be posted. The fees are applicable per location, payable in advance and non-refundable.

2.11 Timetables
Information on tutorial times are posted on the student intranet. The General Manager Education, UTS:INSEARCH reserves the right to alter any student's timetable.

2.12 Payment of fees
Invoices for payment of tuition fees for subsequent semesters are sent out towards the end of each semester. Fees are to be paid well before re-enrolment as indicated on the invoice.

2.13 Withdrawal from INSEARCH or transfer to another educational provider
Students who have decided to withdraw from their studies at INSEARCH should first speak to staff in the student services office. Withdrawing students will need to return their student card and ensure that they have paid any library fines and have returned all library resources to the library.

All students wishing to withdraw are subject to the INSEARCH conditions of enrolment.

International students
a. Students who are considering changing to another educational provider, must first speak to staff in the student services office. Students will need to complete an application to withdraw form. Documentation supporting their request to transfer to another institution is required.

b. DIAC regulations may require INSEARCH approval if students are intending to enrol at another institution after withdrawing from INSEARCH.

c. In some cases international students may be required to return overseas after withdrawing.

d. Where approval to withdraw is granted, INSEARCH is required to advise DIAC of this change in the student's enrolment status. Students on UTS package visas will need to contact the UTS international office to alert them of this change in their study plans.

2.14 Deferring a semester

Students who would like to defer their studies at INSEARCH must first speak to staff in the student services office. An application to defer form must be completed which will need to be approved by Student Services Team Leader. Prior to applying to defer their course students must ensure that they have paid any library fines and have returned all library resources to the library.

International students

DIAC regulations permit deferral of studies by international students only in exceptional circumstances such as serious illness, death in the family or for some other compassionate reason. Students will be required to provide documentation supporting their application to defer.

2.15 Library fines and outstanding loans

Students with overdue UTS library fines or outstanding loans will not be given examination results. Academic transcripts will not be available until the fines have been paid and/or outstanding loans have been returned. Once the issue has been resolved with the UTS library, students are required to bring to the student services office a copy of their UTS library record confirming there are no overdue fees and no outstanding loans. Once this has been confirmed results will be available the following day.

2.16 Student misconduct

Students at INSEARCH are expected to respect other students, staff and property so that learning and teaching at INSEARCH can take place freely, safely and without impediment due to the misconduct of others.

Student misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals INSEARCH property or the property of others; alters/defaces INSEARCH documents or records; prejudices the good name of INSEARCH, or otherwise acts in an improper manner.

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

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

a. contravenes any rules or acts;

b. prejudices the good name or reputation of INSEARCH;

c. prejudices the good order and governance of INSEARCH or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of INSEARCH;

d. fails to comply with conditions agreed in the contract;

e. willfully disobeys or disregards any lawful order or direction;

f. refuses to identify him or herself when lawfully asked to do so by an officer of INSEARCH;

g. fails to comply with any penalty imposed for breach of discipline;

h. misbehaves in a class, meeting or other activity under the control or supervision of INSEARCH, or on INSEARCH premises or other premises to which the student has access as a student of INSEARCH;

i. obstructs any member of staff in the performance of their duties;

j. acts dishonestly in relation to admission to INSEARCH;

k. knowingly makes any false or misleading representation about things that concern the student as a student of INSEARCH or breaches any of INSEARCH's rules;

l. alters any documents or records;

m. harasses or intimidates another student, a member of staff, a visitor to INSEARCH, or any other person while the student is engaged in study or other activity as an INSEARCH student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;

n. breaches any confidence of INSEARCH;

o. misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from INSEARCH premises while acting as an INSEARCH student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;

p. steals, destroys or damages a facility or property of INSEARCH or for which INSEARCH is responsible; or

q. is guilty of any improper conduct.

2.17 Penalties for student misconduct

a. Penalties imposed will take into account the nature and the extent of the misconduct.

b. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from INSEARCH.

If the student admits to the alleged misconduct, the General Manager Education may impose one or both of the following:

- a charge for the cost of damage to facilities and equipment.
- temporary exclusion from INSEARCH.

The General Manager Education, UTS:INSEARCH may impose the penalty of permanent exclusion from INSEARCH in the case of physical or verbal abuse of students or staff of INSEARCH, repeated or severe misconduct, or when a student has committed criminal acts.

2.18 Notification and appeal

a. Students must be notified in writing of penalties as a consequence of misconduct

b. The grounds for appeal are:

   i. procedural irregularities, and/or

   ii. factual errors on which the decision was based and which were of such magnitude as to invalidate the decision

c. Appeals must be lodged in writing with the General Manager, Education within three weeks of the date of the student being notified of the consequence.

3 FEE-HELP RULES

3.01 Applying for FEE-HELP

a. When an Australian citizen or the holder of a Humanitarian Permanent Resident Visa (see link below for Humanitarian Permanent Resident visa subclasses) satisfies the relevant entry requirements for admission to an INSEARCH diploma they are eligible to apply as a FEE-HELP student.

b. The student can either pay fees as noted on the offer letter if they wish to apply as a fee-paying student or proceed as a FEE-HELP student.

c. If they would like to be admitted as a FEE-HELP student, they will need to contact the INSEARCH Student Services office to receive a FEE-HELP booklet and a Request for FEE-HELP assistance form. An electronic copy of the FEE-HELP information booklet is available to students on the Going to Uni website at http://www.goingtouni.gov.au/Main/Resources/PublicationsAndLinks/FormsPublications.htm

d. If the student wishes to be admitted to the course as a FEE-HELP student, after reading the FEE-HELP booklet, the student needs to complete the Request for FEE-HELP assistance form. Assistance completing the form is provided by INSEARCH Student Services staff. Faxed, scanned or photocopies of the Request for FEE-HELP assistance form can not be used.

e. When applying for FEE-HELP a valid TFN (Tax File Number) or a certificate from the Tax Office confirming that the student has applied for a TFN is required

f. Once the Request for FEE-HELP assistance form has been confirmed as complete and correct a copy is given to the student as proof that they have been accepted as a FEE-HELP student, a copy is retained by INSEARCH and a copy is sent to the Tax Office.

g. Any student who is not an Australian Citizen or other eligible student, as defined in the FEE-HELP booklet, is advised that they are ineligible for FEE-HELP.

h. FEE-HELP students are able to:

- Pay full fees (1st semester tuition fees or the fees required to complete the subjects they plan on studying if less than a full semester workload) up front
- Pay part of the fees
- Pay none of the fees

i. If the student has not used FEE-HELP before they will not have a Commonwealth Higher Education Student Support Number (CHESSN) and will need to have one allocated. INSEARCH will contact the Department of Education, Employment and Workplace Relations DEEWR to have the CHESSN allocated. INSEARCH will also be able to give the student their FEE-HELP balance.

j. If the student has previously used FEE-HELP they will already have a CHESSN but before admission their FEE-HELP balance will need to be checked to confirm that there are sufficient funds to cover the cost of the subjects in which the student wants to enrol. CHESSNs are not transferable.

k. Existing eligible INSEARCH students (those who are already part way through their courses) can also become FEE-HELP students. They will need to complete a Request for FEE-HELP assistance form just like a new student. Existing INSEARCH

FEE-HELP students wishing to transfer to another INSEARCH diploma will need to apply for FEE-HELP for the new course and so will need to complete a new Request for FEE-HELP assistance form for the new course of study.

3.02 Enrolment procedure

1. When enrolling or re-enrolling in their studies domestic students need to have either paid the required tuition fees required to enrol in their desired workload or have applied for FEE-HELP at the student services office to defer their fees.
2. Domestic students who have not paid the required tuition fees and/or have not applied for FEE-HELP will be unable to enrol in their subjects.
3. The rules regarding the maximum number of subjects in which a student can enrol and the late re-enrolment fee also apply to domestic students (including FEE-HELP students).
4. Failure to re-enrol during the official re-enrolment period will result in a "where are you letter" being sent to FEE-HELP students as for any other non-re-enrolling student. If no response is received from the FEE-HELP student regarding their failure to re-enrol, they will be withdrawn from the course, the UTS library will be checked to ensure there are no outstanding fees or resources on loan and a letter confirming their withdrawal from the course will be sent to them.

5. Immediately after enrolment/re-enrolment FEE-HELP students will receive a FEE-HELP confirmation of enrolment letter indicating which subjects they have enrolled in, the estimated full time study load (EFTSL), the cost and the fact that barring any further payments before the census date what FEE-HELP debt will result from the enrolment. The FEE-HELP confirmation of enrolment letter also provides FEE-HELP students with census dates for the current year of study and procedures for the re-crediting of a FEE-HELP balance.
6. The purpose of the FEE-HELP confirmation of enrolment letter is to alert FEE-HELP students to any unintended enrolment/ re-enrolment or any other problems. The student must advise student services of any corrections within 14 days. Any enrolled subjects with unpaid fees immediately after the census will incur a FEE-HELP debt for the student so amendments to student enrolments after the census date should be avoided as far as possible.
7. Immediately after the census date (within 28 days) INSEARCH will send a Commonwealth Assistance Notice (CAN) to all FEE-HELP students.
8. The CAN is similar to the FEE-HELP confirmation of enrolment letter but gives the actual FEE-HELP debt (including the 20% loan fee) that has been incurred based on the student's enrolment. The CAN also gives advice of the deadline before which students need to rectify any errors in their enrolment.

9. Students must speak to Student Services staff within 14 days to have any errors on their CAN corrected.
10. If INSEARCH discovers an error has been made a new CAN will be issued to the student and any incorrect reporting followed up with DEEWR.
11. Any change to the student's enrolment resulting from the CAN may involve additional payment of fees or a refund / re-crediting of fees.

3.03 Making changes to the enrolled subjects

1. Students are normally permitted to enrol in the standard full-time semester workload (varies according to course). Where students have not enrolled in the full-time semester workload they are allowed to enrol in an additional subject of study up to the end of week 2 of teaching. Students already taking the full-time semester workload can enrol in an additional subject of study so long as they have achieved an acceptable WAM or are in their final semester of study.
2. Students wishing to withdraw from a subject of study are permitted to do so by the census date (end of week 4 of teaching). Failure to withdraw from subjects by the census date will mean that they will incur a FEE-HELP debt (this is equal to the cost of the unpaid tuition fees plus the 20% loan fee).
3. Students wishing to withdraw from an enrolled subject, but failing to do so before the census date, should refer to rule 3.06 below.

3.04 Application to Withdraw before Census date

1. Prior to the census date, domestic students, including FEE-HELP students, can withdraw without incurring any debt.
2. Immediately after the census date any FEE-HELP student with unpaid tuition fees for that semester will have this debt transferred to the FEE-HELP loan scheme. It is therefore important that any FEE-HELP students applying to withdraw before the census date has their application processed before the census date.
3. When applying to withdraw from a course before the census date, the FEE-HELP student must complete an Application to Withdraw form. The student card should be provided with the form so that the UTS library can be consulted about outstanding library fees or resources.
4. Withdrawals before the census date may involve refund of fees paid by the student personally for that semester. These fees are to be refunded in full to the student.

3.05 Notification of decisions

1. A copy of the approved form, showing details of any tuition fee refund to be made directly to the student, is given to the student and another kept on the student file.
2. An additional letter, a FEE-HELP withdrawal confirmation letter, indicating that the student has now withdrawn from their studies before the census date and therefore no FEE-HELP debt has been incurred for the semester is sent to the student.

3.06 Application to Withdraw after Census date Procedure

1. Students withdrawing after the census date for that semester will have the debt transferred to the FEE-HELP loan scheme.
2. Students wishing to apply for special consideration will need to show extenuating circumstances and apply in writing. The application is submitted on the Application to withdraw form and must include independent supporting documentation to support the request. The student card should be provided with this request so that the UTS library can be consulted about outstanding library fees or resources.
3. Any application to re-credit fees must be made within 12 months of the withdrawal date or, if the student did not withdraw, within 12 months of the end of the period of study in which the subject was undertaken. No Student can apply for a re-credit of fees if they have successfully completed the subject.

3.07 Special Circumstances

1. INSEARCH will approve the request to withdraw and to re-credit the fees if INSEARCH is satisfied that:

   - special circumstances beyond the student's control exist;
   - that the special circumstances did not make their full impact on the student till on or after the census date; and
   - that the special circumstances made it impracticable for the person to complete the requirements for the subject during the period the student was to undertake the subject.

Special circumstances do not include a lack of understanding of the FEE-HELP scheme or an inability to pay the FEE-HELP debt.

2. Once a decision has been made, a copy of the authorised form is sent to the Team Leader, Student Services so that the necessary changes can be made to the student's S1 record.
3. INSEARCH must reach a decision regarding the special circumstances as soon as possible (before the deadline published in the Academic handbook) and advise the student:

   - of the decision including the reasons for the decision; and
   - the student's rights for a review of the decision.
   - the need to lodge an appeal within 28 days of their being advised of the decision.

3.08 Notifying DEEWR

If the student's application to withdraw and have fees re-credited is approved then INSEARCH must advise DEEWR and fees received from FEE-HELP need to refunded to the Commonwealth.

3.09 Cancellation of FEE-HELP application

1. Generally only the student wishing to make use of the FEE-HELP loan is authorised to sign the Request for FEE-HELP assistance form. Others who have power of attorney are permitted to sign the form on their behalf. Whether a student is a minor or not does not influence his or her ability to sign the form.
2. A FEE-HELP application lasts the duration of the FEE-HELP course.

3. FEE-HELP students are not required to cancel their FEE-HELP application if they choose to pay their fee on or before the census date.
4. As long as all enrolled subjects have been paid for on or before the census date there will be no FEE-HELP debt incurred. Fees can not be paid for enrolled subjects after the census date.
5. A student can reactivate their FEE-HELP application at any time.
6. FEE-HELP documents need to be kept for at least 7 years following the completion of the student's course.
7. All requests to cancel a FEE-HELP application must be made in writing.
8. Requests to cancel a FEE-HELP application can be made at any time before the census date of that semester.
9. FEE-HELP reporting includes all FEE-HELP students whether they have paid fees in full, they have paid fees partially or they have paid no fees at all.
10. After the census date no payment of fees can be made for subjects in which the student is currently enrolled as the FEE-HELP debt including the 20% loan fee are already in place.
11. If a student wishes to cancel their FEE-HELP application before the census date they will either need to:

- pay for any unpaid subjects or
- withdraw from unpaid subjects.

12. the FEE-HELP status of students cancelling their FEE-HELP application after the census date will only come in force from the next period of enrolment.

GRADUATION

Students may check their eligibility for an award and details of the award ceremony by logging onto eStudent. Students who are eligible for an award will be sent an invitation to the graduation ceremony by post to the Australian address supplied by them to INSEARCH.

The details of the ceremony will also be available on the student intranet.Students must confirm their attendance at the graduation ceremony in order to be permitted to attend.

UTS:INSEARCH

UNIVERSITY OF
TECHNOLOGY SYDNEY

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