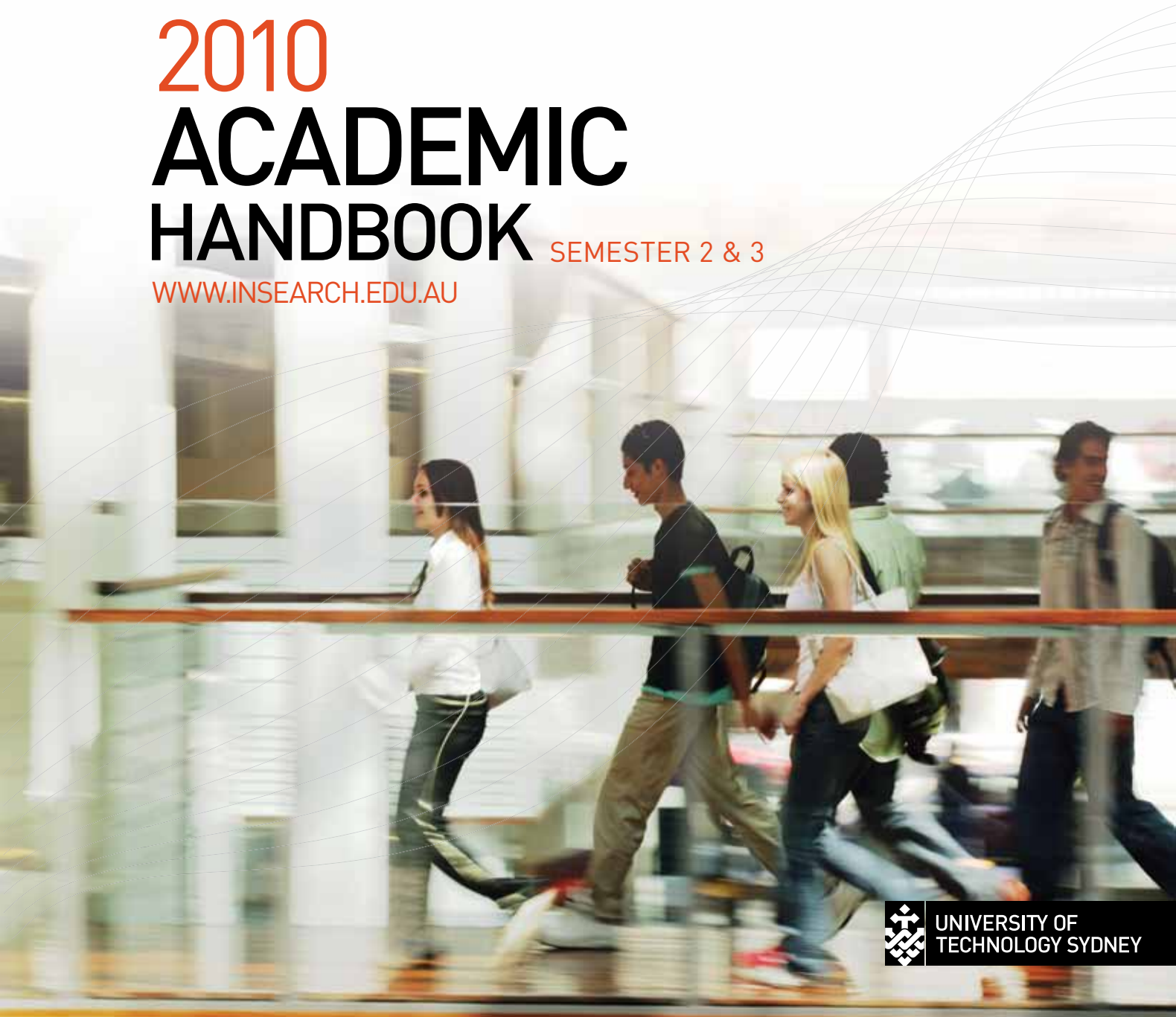
UTS:INSEARCH

2010 ACADEMIC HANDBOOK

SEMESTER 2 & 3

WWW.INSEARCH.EDU.AU



UNIVERSITY OF TECHNOLOGY SYDNEY

WELCOME TO UTS:INSEARCH

Welcome to INSEARCH academic courses. In choosing to study a pathway course to university you have made the right choice in coming to INSEARCH. 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 show that INSEARCH students are very successful at UTS and in some faculties they do better than the general population.

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, 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

1.1 MAP

INSEARCH & UTS CITY CAMPUS

1. INSEARCH Student Centre
   Ground Floor, 10 Quay Street
   (Corner Quay & Valentine Streets)
2. INSEARCH Blue Building
   187 Thomas Street
   Ground Floor
   Auditorium
   Classrooms

   Level 2
   INSEARCH Ltd

   Level 3
   Classrooms
   Student study areas
   Prayer room

   Level 4
   Education Managers
   Academic Staff Common Room
   Academic Advisers

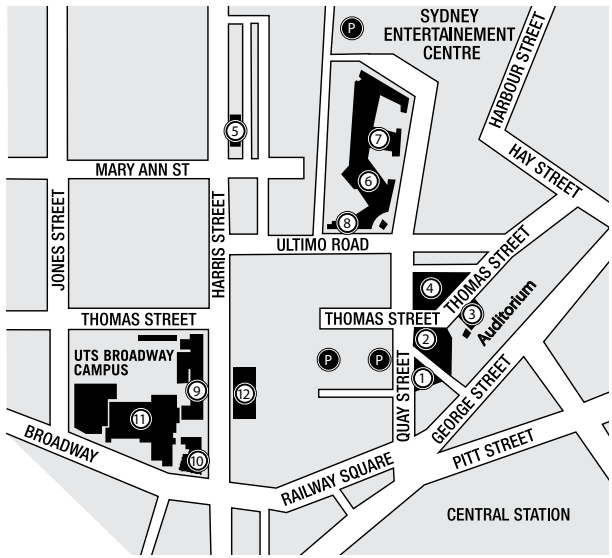
   Level 9
   Classrooms
3. INSEARCH CPSU House
   191 Thomas Street
   Level 1, 2, 3
   Classrooms

   Level 4
   Learning Centre
   Classrooms
   Student recreation area
4. INSEARCH Prince Centre
   8 Quay Street

   Levels 1, 2
   Classrooms
   Student kitchen
   Student computer centre
5. INSEARCH Design Studio
   608 Harris Street
6. UTS Haymarket Campus,
   Quay Street
7. UTS Faculty of Business
8. UTS Library
   Quay Street
9. UTS Building 4
   Harris Street, Sydney

   Science Labs
   Gym & Sports Club
10. UTS Bon Marche Building
    Harris Street, Sydney
11. UTS Tower Building
    Broadway, Sydney

    Student Union bookshop
    Student cafeteria
    UTS Student Centre
    Doctors and Counsellors
12. UTS Faculty of Design, Architecture
    & Building
    Harris Street, Sydney



1.2 WHO'S WHO AT INSEARCH

MANAGING DIRECTOR

Alex Murphy, BA (Hons) (Sydney)

EDUCATION MANAGEMENT

GENERAL MANAGER EDUCATION
Tim Laurence B Sc Arch., B Arch. M Art Th. FDIA Adjunct Professor, UTS

EDUCATION MANAGER
Greg Pritchard B.A. (Ind. Des.) (Curtin),Dip.Ed. (Des. and Tech) (Edith Cowan) M.Ed. (Curtin)

LEARNING DEVELOPMENT COORDINATOR
Jan Merriman, BA (Hons) (Macquarie), MA AppLing (TESOL) (Sydney), NSW TeachCert

PROGRAM MANAGERS

BUSINESS: David Wilson, BSc (Hons), MSc (Thesis), CEng, MBCS, CITP, FACS

INFORMATION TECHNOLOGY: Sally Payne, BEc (Macquarie)

INFORMATION TECHNOLOGY: (Acting) Jasmine Cheng, BCom, MICT (UOW)

COMMUNICATION: Janet Gibson, BA (Syd), Grad Dip Communication MEd, MA AppLing (UTS), MA Film and Theatre (UNSW)

DESIGN: Margot Kimber, DipArt (RMIT), DipEd (SCVH)

SCIENCE AND ENGINEERING: David Wheeler, BSc(Hons), PhD (UNSW), DipEd (Sydney)

ACADEMIC COMMUNICATION: (Acting) GabrielaToth, AdvDip English/Ed (Argentina)

UTS FOUNDATION STUDIES: (Acting) Chris Cook, BA (Griffith), MA AppLing (UNSW)

ACADEMIC ADVISERS

Jessica So, BEd (ACU), MEd (TESOL)

Nina Phoumirath, BA (Sydney), GradDipTESOL (UTS)

Rebecca Sheldon, BA Community Dev (Murdoch)

SUBJECT COORDINATORS

BUSINESS

Accounting For Business
Laura Hanna BBus (UTS)

Accounting Transactions and Business Decisions
Judith Shepherd, BBus, MBus (UTS)

Business Law and Ethics
Cassandra Case AMAMI; LL.B (Hons); BCom

Business Statistics
Michelle De Vries LLB (UNSW)

Economics For Business:
Greg Cunningham, BEcon, MA Mgt (Macquarie) Dip Fin Planning (Deakin)

Fundamentals Of Business Finance:
Jean Chin, BEcon, CPA

Managing People And Organisations:
Stephen Burke, BHealthAdmin (UNSW), MBA (UTS)

Marketing Foundations:
Olga Gaga, BBus (UTS)

Academic Communication:
Susan Brooman-Jones, BA (Hons) (UNSW), MA Education (TESOL), Grad Cert TESOL (Charles Sturt), Grad Dip Ed (HSIE)

INFORMATION TECHNOLOGY

Applications Programming:
Tracy Quick, BSc Geophysics (Macquarie)

Business Requirements Modelling:
Michael Mutanga, Bsc InfoTech (Paisley UK), MIT (SCU), MSC, Post Grad CertEd (Greenwich UK),

Collaborative Business Processes:
Sarah Webster, BEng CompSc (Hons) (UNSW)

Database Fundamentals:
Denis Payne, BSc (Sydney), DipEd (UNE), MSc CompSc (Macquarie)

Introduction To Information Systems:
Jasmine Cheng, BCom, MICT (UOW)

Networking Essentials:
Clifford Yee, PhD Phys (UNSW)

Programming Fundamentals:
Lisa Cowgill, Bcompsc (Hons) (UTS)

Web Systems:
James Hu, Be (China), Phd (UNSW)

Academic Information Technology Communication:
Amanda Miller, Ba (Uts), Ma Educ (UNSW) Diped (Sydney T.C.) GradDip Educ Literacy (UOW)

COMMUNICATION

Ideas In History:
Megan Carrigy, BA (Hons) (Sydney)

Language And Discourse:
Lucy Clements, BA (Hons) (Sydney) DCA (UTS)

Principles Of Public Relations:
Scott Carpenter, BA (Hons) (Sheffield Hallam) PGradCertEd (Leeds)

Strategic Public Relations:
Ros Turner, BA (Hons) (Sydney), MA Journalism (UTS) Cert TESOL (UNSW)

The Ecology Of Public Communication:
Mike Minehan, MA (Cant), PhD (Macquarie)

Understanding Communication:
Ricky Subritzky, BA Communication Hons (UTS), BA Communication Media Arts and Production UTS

Academic And Professional Communication:
Judie Cross, BA (Hons) (Flinders), PhD (Macquarie)

PGradDip Media (AFTRS), DipEd (Sydney)

DESIGN

Design Thinking:
Lorraine Bower, BA (Sydney), MArt&DesEd (UNSW), PhD (UTS)

Image Experimentation:
Naomi Solomon, BDesign, BA International Studies (UTS)

Researching Design History & Histories Of Visual Communication:
Matthew Holt, BA (Hons) (UQ), PhD (Sydney)

Visible Language & Type, Text And Form:
Terri Glynn, BDesign (Hons) (UTS)

Ways Of Seeing & Signs And Symbols:
Penelope Lee, BA Design (Hons), MA Design (UNSW), DipGrah Des (SIT)

Academic And Design Communication:

Ross Coady, BArch (Sydney)

SCIENCE & ENGINEERING

Chemistry 1:
Michael Stevens, BSc, MSc, PhD (Sydney), FRACI, CChem

Engineering Communication:
Betty Jacobs, BSc, MSc (Sydney) NSW Teacher's Cert

Foundation Mathematics:
Erich Sedlacek, BTech Manu Eng, BSc (AppPhys), GradDipEd (UTS)

Introduction To Electrical Engineering:
(Vacant)

Mathematical Modelling 1:
Brian Stephenson, BAppSc (NSWIT), MA (NSW), GradCertHigherEd (UTS)

Mathematical Modelling 2:
Xuan Tran, BSC (Hons) (UTS), PhD (Macquarie)

Physical Modelling:
Peter Logan, MSc (Sydney), PhD (ANU), GradDipEd (UNE)

Statics:
Ziad Dakkak, BE (Hons) (UOW), BSc, GradDipEd (UTS)

Academic And Technical Communication 1 & 2:
Theresa Calovini, BPhys (Hons) (NMIMT), MPhys (Wyoming) PhD (Toronto)

UTS FOUNDATION STUDIES

Academic And Professional Environments:
Euna Kim, BA MA TESOL, GradDipEd (UNSW)

Academic English For Business:
Gordon Cain, BBusAdmin (Hons) (Texas Christian University), BA (Hons) (Australian College of Theology), MA TESOL (UTS)

Academic English For Science And Technology:
Bruce Sommerville, BSc (UNMSW), MPhil (Sydney)

Academic English For Creative Industries:
Brie Willoughby-Knox, BA (Roanoke College, VA USA), MA AppLing (Macquarie)

Accounting:
Tony Sunderland, BMgtSc (UOCC), MEd (Southern Cross), GradDipEduc (Sydney)

Applied Mathematics, Mathematics A & B:
Lynette Schultz, BSc (Hons).(Sydney), GradDipEd.(UNSW), M.Ed.(Deakin),MA (Hons), PhD (UNSW)

AUSTRALIAN STUDIES:
Petra Suttle, BSc (University College Dublin), MA AppLing(Macquarie), GradDip TESOL (UTS)

Chemistry:
Vacant

Design Media:
Cassandra Sharpe, MFA (Hons) (UNSW)

Design Projects:
Nicole Punt, BA (UTS)

Digital Literacies:
Jasmine Cheng, BCom, MICT (UOW)

Economics And Finance:
Harriet Scott, BA (Sydney) DipEd UNSW) CELTA

Foundations Of Academic English:
Claire Foulkes, BA (Macquarie), DELTA

Media Studies:
Scott Carpenter, BA (Hons) (Sheffield Hallam) PGradCertEd (Leeds)

Multimedia:
Janice Driman, MA Interactive Media (UTS)

Physics:
Geoffrey Stockton, BA AppSc (NSWIT), MSc (UTS), GradDipEd (Kuringai CAE)

Programming:
Lisa Cowgill, BCompSc (Hons) (UTS)

Society And Culture:
Ros Turner, BA (Hons) (Sydney), MA Journalism (UTS) Cert TESOL (UNSW)

Technology And Society:
Viviane Morrigan, BSc (Hons) (Sydney),MA (Hons) (UOW), PhD (UNSW) CELTA

OPERATIONS MANAGEMENT

OPERATIONS MANAGER
Christa Mobbs

REGISTRAR
Ray Litster

INSEARCH STUDENT CENTRE TEAM LEADER
Cindy Li

SENIOR ACADEMIC STAFF

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GENERAL MANAGER
EDUCATION

GREG PRITCHARD
EDUCATION MANAGER

JAN MERRIMAN
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COMMUNICATION

MARGOT KIMBER
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SALLY PAYNE
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DAVID WHEELER
PROGRAM MANAGER
SCIENCE AND ENGINEERING

NINA PHOUMIRATH
ACADEMIC ADVISER

REBECCA SHELDON
ACADEMIC ADVISER

1.3 PRINCIPAL DATES 2010

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

2 – 5 April 2010
Easter weekend

6 - 8 April 2010
Mid-semester examinations; no classes

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 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

20 November, 27 November, 4 December 2010
Mid Semester Exams

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

1.4 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

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 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

19 November, 26 November, 2 December 2011:
Mid-semester exams

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

2.1 GETTING HELP

2.1.1 STUDENT CENTRE

The INSEARCH Student Centre is your first point of help for any matters which are not part of your actual course of study. That's things like changing your subjects, visa problems, withdrawing from a course or paying your fees. The INSEARCH Student Centre is on the Ground Floor, 10 Quay Street, corner of Quay and Valentine Streets and is open 9.00 am to 5.00 pm Monday to Friday.

2.1.2 INSEARCH ACADEMIC ADVISERS AND UTS COUNSELLORS

If you find life and study difficult, or if you would like to discuss study options, go and see an academic adviser. We have three academic advisers and 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. You can either just 'drop in' between 8.30 and 4.30 or make an appointment.
The advisers can also refer you to the UTS Counseling Service located on Level 6 of the UTS Tower Building to 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.

Position	Name	Email
Learning Development Coordinator	Jan Merriman	Jan.Merriman@insearch.edu.au
Program Manager, Business	David Wilson	David.Wilson@insearch.edu.au
Program Manager, Information Tech (Acting)	Jasmine Cheng	Jasmine.Cheng@insearch.edu.au
Program Manager, Communication	Janet Gibson	Janet.Gibson@insearch.edu.au
Program Manager, Design	Margot Kimber	Margot.Kimber@insearch.edu.au
Program Manager, Science and Engineering	David Wheeler	David.Wheeler@insearch.edu.au
Program Manager, Academic Communication (Acting)	Gabriela Toth	Gabriela.Toth@insearch.edu.au
Program Manager, UTS Foundation Studies (Acting)	Chris Cook	Chris.Cook@insearch.edu.au

2.1.3 HELP WITH STUDY

If you have difficulty understanding anything, first see your tutor or lecturer before or after your class or contact them by their email address given in the Subject Outline .

If you need further help please email one of the full-time academic staff to make an appointment. Following are the email addresses of the full-time academics:

2.1.4 INDIVIDUAL STUDY HELP AT THE DUTY TUTORIALS

You can get individual help with any of your subjects by going along to the duty tutorials 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.

Check the student intranet for the Duty Tutor Schedule beginning in Week 3 each semester

2.2 MEDICAL AND LEGAL HELP

2.2.1 MEDICAL HELP

Health services including doctors are available at the UTS Student Centre on Level 6 of the UTS Tower Building. There is a range of different services and details are available through their web site at www.uts.edu.au/div/ssu.

2.2.2 BEING SICK AND OTHER PROBLEMS

If you are sick or have other problems it is important that you seek professional help and get the appropriate documentation. This is most important if it means you are absent from INSEARCH. Medical certificates must be from a doctor registered with the UNSW medical board, from the first date of illness and handed in to the INSEARCH Student Centre on your first day back at INSEARCH. Please 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.

2.2.3 LEGAL HELP

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

2.3 HOW TO COMMUNICATE WITH INSEARCH

2.3.1 USE THE STUDENT INTRANET

The student intranet is the place to get information about your course, Exams and materials for the subjects you are studying. You'll also find the latest announcements about what's on at INSEARCH, especially about all the Social Activities organised for you to enjoy. It is important to check the student intranet regularly. To access the student intranet go to http://www.student.insearch.edu.au

2.3.2 CHECK YOUR UTS EMAIL ACCOUNT

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

2.3.3 POST AND TELEPHONE

Sometimes INSEARCH has to contact you by letter or phone. You should reply immediately to any letter that you receive from INSEARCH and make sure that your address and telephone details are kept up to date. You must notify the INSEARCH Student Centre within seven days of a change of address or telephone number. For international students this is a condition of your student visa. .

2.3.4 CHECK ALL NOTICE BOARDS

There are notice boards in all buildings on campus. Please make sure you check these regularly as there is often information on them about up-coming student Social Activities

2.4 YOUR STUDENT ID CARD

You will be given a student identification card. You must carry this card with you at all times when attending INSEARCH. You might need to produce this card by your teachers, security or administration staff and when using UTS union facilities and when attending exams. Student cards must be signed. If you lose your student card, please see the INSEARCH Student Centre. A replacement card costs $20. You will also need this card when using the UTS Library and UTS Counselling Services.

2.4.1 UTS LIBRARY

All the services of the UTS Library are available to INSEARCH students. The UTS Library is INSEARCH's library too. You will need your INSEARCH student card to use the UTS Library.

3. FURTHER INFORMATION FOR STUDENTS

3.1 FULL-TIME STUDY

As a full-time student you should spend about 35-40 hours a week on your studies, made up of an equal amount of face-to-face class time with self study outside class.

3.2 ATTENDANCE

Regular attendance at every class and arriving on time are very important for success in your studies. Students with good attendance rarely fail. You must 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 acceptable reasons for missing classes.

You must attend the specific class you have enrolled in or you will be marked absent and you cannot change your tutorial without the permission of the INSEARCH Student Centre. The General Manager Education, INSEARCH reserves the right to alter any student's timetable.

It is important that you arrive on time. Lateness to class disrupts your studies and also your classmates. You must also do all of the assignments, group projects, class-work preparation, exams and other learning tasks set by your tutor.

3.2.1 WHAT TO DO WHEN YOU CANNOT ATTEND CLASSES

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 INSEARCH Student Centre 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.

3.2.2 DOCUMENTARY EVIDENCE

For international students, INSEARCH is required by law to have documentary evidence of the circumstances that prevented you from attending classes. This might be a statement from a hospital, a police report, a report from a doctor, or in the case of a death in the family, a death certificate. These documents are necessary for Australian students as well to support a claim that your ability to study has been seriously affected if you need special consideration. For international students, the documents are essential to make sure that your student visa is not cancelled. The Academic Advisers can help you with this.

3.2.3 GOING ON HOLIDAYS

At the end of the exam period there is holiday time and also over the Christmas break in December in Semester 3. Holiday leave is not permitted at any other time during the semester.

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

3.2.4 TUTORIAL ALLOCATION AND CLASSROOM CHANGES

Information on tutorial times and class changes are posted on the student intranet.

3.3 CHANGING YOUR COURSE

3.3.1 CHANGING YOUR PROGRAM

If you want to change your program to another diploma program, you will need to go to the INSEARCH Student Centre. Transfer to another program will depend on availability and your academic progress or academic qualifications and/or English qualifications.

3.3.2 ADDING OR DROPPING A SUBJECT

To add or withdraw from a subject after enrolment you should go to the Student Administration office on Level 3 of 8 Quay Street. Please remember that you cannot add a subject after week 1 or withdraw from a subject without academic penalty after week 4.

3.3.3 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 the INSEARCH Student Centre staff and obtain additional visa documentation to cover this extra 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 the INSEARCH Student Centre 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 make sure that you have been granted working rights before undertaking part-time work.

3.3.4 CHANGING ADDRESS

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

Students under the age of 18 must live with a DIAC or INSEARCH approved carer. Before changing your Sydney carer address, you must get approval from DIAC or INSEARCH.

3.4 MOVING ON

3.4.1 TRANSFERRING TO UTS

When you are in the final semester of your Diploma course and wish to transfer to UTS you must attend the information day organised by the Academic Advisers where representatives of the faculties will be available to provide advice and information. You will also be given all the necessary forms. This usually takes place in week 10 of your last semester.

If you are a domestic student completing your Diploma in Semester 2 you need to lodge an application through the Universities Admissions Centre (UAC), by the specified closing date for admission to be accepted into UTS for Autumn Semester.

Domestic students who finish their Diploma in Semesters 1 or 3 apply by Direct Application to UTS for admission. You should also apply though UAC for admission to other universities for the autumn semester (in March) in case you do not get a UTS place. You need to find out if any additional requirements are needed for an application to your chosen course at UTS. These are stated in the UAC Handbook. The UAC Handbook is available online at www.uac.edu.au. The UAC Handbook is available from any newsagent.

3.4.2 APPLYING TO ANOTHER UNIVERSITY

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

If you are an international student you must lodge an application directly with the university of your 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.

3.4.3 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: http://www.immi.gov.au/contacts/). If you need to end your studies early it is important that you first get advice from an Academic Adviser and then go to the INSEARCH Student Centre to formally withdraw.

4. INSEARCH COURSES

4.1 DIPLOMA PROGRAMS

DIPLOMA OF BUSINESS

4.1.1 DIPLOMA OF BUSINESS (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage I

BABC001 Academic and Business Communication
BACC001 Accounting for Business
BECO001 Economics for Business
BFIN001 Fundamentals of Business Finance
BMGT001 Managing People and Organisations

Stage II

BACC002 Accounting Transactions and Business Decisions *
BMKT001 Marketing Foundations
BSTA001 Business Statistics
BLAW001 Business Law and Ethics

Pre-requisites

* Pre-requisite is required (BABC001)

4.1.2 DIPLOMA OF BUSINESS (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage I

BABC001 Academic and Business Communication
BACC001 Accounting for Business
BECO001 Economics for Business

Stage II

BFIN001 Fundamentals of Business Finance
BACC002 Accounting Transactions and Business Decisions *
BMGT001 Managing People and Organisations

Stage III

BMKT001 Marketing Foundations
BSTA001 Business Statistics
BLAW001 Business Law and Ethics

Pre-requisites

* Pre-requisite is required (BABC001)

SUBJECT DESCRIPTIONS

BABC001
Academic and Business Communication
This subject provides an understanding of the literacy requirements of academic business environments. It examines the principles and practice of communication in undergraduate and professional business environments through an integrated approach that supports the learning of skills across disciplines. Students have opportunities to practice and engage with the language and study skills required for undergraduate and further study in business and develop an appreciation of the communication requirements of business professionals.

BACC001
Accounting for Business
This 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.

BECO001
Economics for Business
The subject introduces students to the basic concepts, theories and principles of economics as well as their application to business decision making and strategic behaviour. It provides students with the opportunity to understand the broad economic contexts in which business operates as well as topical economic issues presented in the financial and business media.

BFIN001
Fundamentals of Business Finance
In this subject students are provided with an understanding of the core principles of financial management and their applications to financial decision-making. Topics include: financial management, overview of the financial markets, time value of money, valuation of debt and equity securities, risk-and-return, capital budgeting and financing decisions.

BMGT001
Managing People and Organisations
This subject will cover where management theory came from, how it is applied, how organisations are structured, decisions made, people motivated, their performance managed and how the organisation works in a global setting. On the way you will also be exposed to ideas about diversity, decision making, communication and ethics.

BACC002
Accounting Transactions and Business Decisions
This subject continues the study of accounting as an information system. It equips students with the appropriate accounting skills necessary to participate in a managerial capacity in the analysis of accounting information as it is used to facilitate and enhance decision making, accountability and control. It focuses on the development of a vocationally relevant understanding of accounting, fundamental processes and issues, as w ell as critical, analytical and quantitative skills, with consideration of ethical implications.

BMKT001
Marketing Foundations
This subject covers the basic principles of marketing. It develops an understanding of the overall process of marketing planning, implementation and control in the contemporary business environment and also develops a basic understanding of marketing information systems; market research and marketing ethics; market segmentation; buyer behaviour; product development; and the development of product, distribution, promotion and pricing strategies for both goods and services domestically and internationally.

BSTA001
Business Statistics
This subject is designed to develop students' ability to assess and critically interpret statistics and business information and apply them in a changing business environment. The subject places a strong emphasis on developing a clear theoretical understanding of various analytical tools as well as an appreciation of the application of analytical tools to business decision contexts. These skills and competencies provide a foundation for professional practice and for further business studies.

BLAW001
Business Law and Ethics
This subject covers topics in Australian Law which have importance for people involved in business in Australia. In this course the students will be introduced to the foundations and historical development of the main organs of Government in Australia, legal research skills and the substantive law applicable to the Laws of Torts, Contracts and Consumer Protection. In addition, business structures, corporate responsibility and other issues relating to ethics and business will be explored.

DIPLOMA OF INFORMATION TECHNOLOGY

4.1.3 DIPLOMA OF INFORMATION TECHNOLOGY (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1
IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IWBS001 Web Systems
INET001 Networking Essentials
IAIC001 Academic and Information Technology Communication

Stage 2
IBRM001 Business Requirements Modelling
*ICBP001 Collaborative Business Processes
IAPP001 Applications Programming **
IDBF001 Database Fundamentals

Pre-requisites
* Pre-requisite is required (IIIS001)
** Pre-requisite is required (IPRG001)

4.1.4 DIPLOMA OF INFORMATION TECHNOLOGY (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1
IIIS001 Introduction to Information Systems
IPRG001 Programming Fundamentals
IAIC001 Academic and Information Technology Communication

Stage 2
IWBS001 Web Systems
INET001 Networking Essentials
IBRM001 Business Requirements Modelling *

Stage 3
ICBP001 Collaborative Business Processes
IAPP001 Applications Programming **
IDBF001 Database Fundamentals

Pre-requisites
* Pre-requisite is required (IIIS001)
** Pre-requisite is required (IPRG001)

SUBJECT DESCRIPTIONS

IAIC001
Academic and Information Technology Communication
This subject provides a broad overview of the principles and practice of communication in undergraduate and professional IT environments. Students have opportunities to practice and engage with the language, literature and study skills required for undergraduate and further study in IT and develop an appreciation of the communication requirements of IT professionals.

IIIS001
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 of stakeholders and users in information systems, systems development methodologies, collaborative work processes, teamwork and usability evaluation.

IWBS001
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. Some fundamental computing theory is introduced.

IPRG001
Programming Fundamentals
This subject introduces object-oriented programming in Java. It covers data flow, procedures, classes, and data structures. The topics include the Blue J environment, Object Oriented Programming, data structures and basic algorithms, file storage and retrieval, debugging strategies, design notations, processes and rules and software quality.

INET001
Networking Essentials
This is the first subject in the field of data communications and networking. Basic networking concepts and skills are developed. The skills and knowledge gained are essential to all IT professionals. You will be introduced to networking technologies, network devices, end systems (PCs and servers) and the role of protocols and standards. Through a case study and group work, students will work collaboratively and individually to produce and justify an initial design for a computer network, requiring analysis and evaluation of alternative solution and technologies.

IBRM001
Business Requirements Modelling
This subject provides you 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. The subject contributes to developing team skills and an understanding of how teams work. It introduces students to the software development life cycle and relates information systems concepts to the business environment. In addition, it 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.

ICBP001
Collaborative Business Processes
Teamwork has become an ever more important aspect of carrying out tasks as well as building knowledge and expertise within organisations. In addition, virtual teams collaborating across vast distances are using Internet technologies to support their work. This subject introduces the ways in which teams function in modern organisations, how businesses can change to support culturally diverse teams and 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.

IDBF001
Database Fundamentals
This subject introduces students to the fundamentals of effective database systems. Students are taught how data is structured and managed in an organisation in a way that can be used effectively by applications and users. They 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.

DIPLOMA OF COMMUNICATION (PUBLIC RELATIONS)

4.1.5 DIPLOMA OF COMMUNICATION (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1
CAPC001 Academic and Professional Communication
CUCO001 Understanding Communication
CLAD001 Language and Discourse
CEPC001 The Ecology of Public Communication

Stage 2
CIDH001 Ideas in History *
CSPR001 Strategic Public Relations **
CPPR001 Principles of Public Relations ***

Pre-requisites
* Pre-requisites are required (CUCO001 and CLAD001)
** Pre-requisite is required (CEPC001)
*** Pre-requisite is required (CEPC001)

4.1.6 DIPLOMA OF COMMUNICATION (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1
CAPC001 Academic and Professional Communication
CUCO001 Understanding Communication
CEPC001 The Ecology of Public Communication

Stage 2
CLAD001 Language and Discourse
CPPR001 Principles of Public Relations ***

Stage 3
CIDH001 Ideas in History *
CSPR001 Strategic Public Relations **

Pre-requisites
* Pre-requisites are required (CUCO001 and CLAD001)
** Pre-requisite is required (CEPC001)
*** Pre-requisite is required (CEPC001)

SUBJECT DESCRIPTIONS

CAPC001
Academic and Professional Communication
This subject provides a broad overview of the principles and practice of communication at undergraduate level in Australian tertiary environments. Students have opportunities to engage with the research, language and literacy demands of undergraduate study and develop an appreciation of the roles that language and power play in the working lives of communication professionals.

CUCO001
Understanding Communication
In this subject, you investigate the role of communication in society and the different ways in which communication is understood and practised interpersonally, socially, culturally and professionally. Students examine communication from the perspectives of writers, producers, journalists, creative artists, advertising and public relations practitioners, information managers, and from social, cultural and political perspectives. The interrelated roles of authors/producers, audiences, texts and contexts are explored through research, reading, projects and discussions.

CLAD001
Language and Discourse
This core subject introduces three key communication concepts, develops a thematic study and teaches skills in the medium of sound. The concepts are Discourse, Genre and 'Multimodality'. Through multimodal analysis and practice, students understand

communication as combinations of representations, cultural forms and specific communicative resources, assembling complex relations of thoughts and feelings. The thematic research explores the different ways in which important social and cultural issues are represented in a range of media. Students extend their learning by experimentation in multimodal writing in different genres, such as 'report', 'story', argument', 'appeal', etc, and they reach out for different audiences with sound practice.

CIDH001
Ideas in History
This subject organises a diverse range of ideas in world history under the rubrics within the social sciences and humanities such as: 'the modern and modernity'; 'the postmodern and postmodernity'; and the idea of 'tradition, culture, custom and community' – to simultaneously interrogate and problematise the multiple manifestations of those ideas. Key ideas and the practices and institutions associated with these will include: modernity and enlightenment, modernity and decadence; modernity and modernism , postmodernism and postmodernity, the ideas of custom, tradition, culture and community such as tradition and clan, family, tribe, nation, state and nationalism, memory and culture, religion and value.

CEPC001
The Ecology of Public Communication
In this subject you explore the field of public communication and the major areas of practice to gain an understanding of the role of communication in the public sphere, of audiences, environments and contexts of communication, including professional communication practices and issues around integration and convergence. Students learn how public communication, public relations and advertising are conceptualised and practised in various types of organisations and interest groups. Students also begin to produce their own work in advertising, public relations and organisational communication including using new media.

CPPR001
Principles of Public Relations
In this subject you learn about theories, models and principles of contemporary public relations, tracing the historical evolution from technical function to strategic management. Major areas of employment such as media, community and stakeholder relations, public sector and internal communication are reviewed. Case studies and professional issues are used to analyse current practice, developing understanding of ethics and socially responsible practice. Students are introduced to writing, research and multimedia production skills essential for practice.

CSPR001
Strategic Public Relations
This subject equips you with knowledge and practical skills in research, planning and budgeting for strategic communication campaigns. You learn to assess and develop strategy by identifying issues, publics and options for communication and relationship management and develop expertise in designing, writing and managing innovative, multimedia campaigns to address client and communication problems and opportunities. Students design and present a professional client pitch.

DIPLOMA OF DESIGN
(VISUAL COMMUNICATION)

4.1.7 DIPLOMA OF DESIGN (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1
DADC001 Academic & Design Communication
DWOS001 Ways of Seeing
DRDH001 Researching Design History
DIEX001 Image Experimentation
DVSL001 Visible Language

Stage 2
DDTH001 Design Thinking
DSAS001 Signs and Symbols *
DTTF001 Type, Text and Form **
DHVC001 Histories of Visual Communication ***

Pre-requisites
*Pre-requisite is required (DWOS001)
** Pre-requisite is required ((DVSL001)
*** Pre-requisite is required (DRDH001)

4.1.8 DIPLOMA OF DESIGN (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1
DADC001 Academic & Design Communication
DWOS001 Ways of Seeing
DRDH001 Researching Design History

Stage 2
DIEX001 Image Experimentation
DVSL001 Visible Language
DDTH001 Design Thinking

Stage 3
DSAS001 Signs and Symbols *
DTTF001 Type, Text and Form **
DHVC001 Histories of Visual communication ***

Pre-requisites
*Pre-requisite is required (DWOS001)
** Pre-requisite is required ((DVSL001)
*** Pre-requisite is required (DRDH001)

SUBJECT DESCRIPTIONS

DADC001
Academic & Design Communication
This subject provides a broad overview of the principles and practice of communication within the study of design at undergraduate level in Australian universities. Students have opportunities to engage with the research, language and literacy demands of undergraduate study in design and to develop an appreciation of the communication requirements of design professionals.

DWOS001
Ways of Seeing
The subject equips students with broad and basic knowledge of visual language and the practical and technological skills to implement and execute innovative visual communication solutions to prescribed design problems. The visual elements and principles of design are examined through the research and analysis of visual communication and then explored through a range of practical, applied design exercises.

DRDH001
Researching Design History
The subject introduces the student to an overview of the history of design and its most significant movements, schools, figures and ideas; it also closely examines specific design areas, from communication and transport technologies through urban design and interior design to the design of diverse aspects of contemporary society such as leisure, lifestyles, warfare and even cuisine. In placing design in its historical, economic and political context, the subject encourages and develops research skills and critical thinking.

DIEX001
Image Experimentation
This subject introduces the diverse applications of hand generated images to translate the perceived world to the visual plane of 2D design and applying these methodologies/skills to all the design disciplines. Through workshops, students are exposed to different hand-generated image making skills. The aim is to develop students' visual awareness and ability to visually communicate observations, information, and ideas and enabling students to become conversant with the principles of visual communication, as well as being considerate to other design disciplines.

DVSL001
Visible Language
This subject introduces the historical and contemporary design, production and application of typographic forms, as the visual extension and expression of the spoken word and written text. The design and production of letterforms and typefaces is examined in the context of typography, a keystone language of visual communication. Theoretical understanding is gained experientially through studio practice, which initiates the exploration of letterforms and the visualisation of the spoken word and written text – in basic two-dimensional spatial and hierarchical structures.

DDTH001
Design Thinking
The subject helps students to prepare for further design study, connecting students to the way designers work, think and approach design tasks and helps prepare students for work in design environments, by developing their skills in creativity and innovation, and strategic thinking and problem solving. It assists them in applying theoretical frameworks and concepts in design to practical projects and situations.

DSAS001
Signs and Symbols
In this subject you will explore, through lectures and studio experimentation and project work: the historical development and contemporary applications of pictographic, iconographic and ideographic symbols; the value and application of symbolic and metaphoric imagery; and the visual systems of grouping, framing, hierarchy and narrative sequence. It initiates experiential investigation and user study research with particular reference to the perceptual principles of spatial organisation and the role of image and text as reinforcing visual elements.

DTTF001
Type, Text and Form
This subject follows on from Visible Language, and presents an overview of the historical development of written languages in the context of technological change and critically examines contemporary applications of hand written, typographic and symbol forms. Issues of figure/ground relationships, hierarchical structures, spatial organisation and typographic detailing of headline copy and text setting for legibility and readability are presented, analysed and practically examined by hand-generated means and through digital production.

DHVC001
Histories of Visual Communication
The subject examines the intellectual and philosophical frameworks that influence and shape contemporary visual communication design. Students are expected to gain an understanding of visual culture and the impact of contemporary thinking on the practice of visual communication. This will include theoretical debates as raised by modernism, deconstruction and post-modern¬ism. In particular we will consider the history of visual communication over the last 150 years and focus on three main periods: the Industrial Age the Machine Age, and the Information Age from 1960 to the present.

DIPLOMA OF SCIENCE

4.1.9 DIPLOMA OF SCIENCE (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1 (5 Subjects)
SATC001 Academic and Technical Communication
SCHM001 Chemistry 1
SPHY001 Physical Modelling
SMAT001 Mathematical Modelling 1** or
SFMT001 Foundation Mathematics
SNET001 Networking Essentials

Stage 2 (4 Subjects)
SSTA001 Statics ****
SMTH001 Mathematical Modelling 2 *** or
SMAT001 Mathematical Modelling 1**
SCOM001 Engineering Communication *
SIVB001 Informatics: Visual Basic

4.1.10 DIPLOMA OF SCIENCE (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1 (3 Subjects)
SATC001 Academic and Technical Communication
SPHY001 Physical Modelling
SMAT001 Mathematical Modelling 1** or
SFMT001 Foundation Mathematics

Stage 2 (3 Subjects)
SCOM001 Engineering Communication *
SNET001 Networking Essentials
SMTH001 Mathematical Modelling 2 *** or
SMAT001 Mathematical Modelling 1**

Stage 3 (3 Subjects)
SCHM001 Chemistry 1
SSTA001 Statics ****
SIVB001 Informatics: Visual Basic

Pre-requisites
* Pre-requisite is required (SATC001 or EATC001)
** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness survey test)
*** Pre-requisite is required (SMAT001 or EMAT001)
**** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness survey test)

SUBJECT DESCRIPTIONS

SATC001
Academic and Technical Communication
This subject provides a broad overview of the principles and practice of communication in undergraduate and professional engineering and science environments. Students have opportunities to engage with the literacy demands of undergraduate study in engineering and science and to develop an appreciation of the role communication plays in the lives of engineering and science professionals. It includes technical language, visual communication and language functions, locating and evaluating engineering and science information sources, academic integrity and referencing conventions.

SCHM001
Chemistry 1
This subject is an introduction to chemistry covering matter, chemical reactions, atomic structure, stoichiometry, the periodic table, intermolecular forces and crystal structures, molecular geometry, introductory carbon chemistry, thermochemistry, equilibrium, acid-base equilibria. The laboratory program complements the learning experiences in the lectures.

SFMT001
Foundation Mathematics
This subject introduces those aspects of algebra, functions, and calculus that are considered fundamental and that are required in subsequent technical courses. Students are shown how to provide systematic and detailed answers to problems using standard mathematical notation, thus enhancing their written communication skills. Topics include algebra, calculus, logarithmic and exponential functions, introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

SMAT001
Mathematical Modelling 1
The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. 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 for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals, introduction to matrices.

SMTH001
Mathematical Modelling 2
In this subject students will be working with statistics and mathematical resources to gain an appreciation of the way in which mathematics, probability and statistics have enhanced engineering and science and how engineering and scientific problems have in turn motivated the development of the mathematics, probability and statistics required for their solution. Topics from statistics include, the presentation of data, discrete and continuous probability distributions, hypothesis testing and confidence intervals and simple linear regression. Topics from mathematics include, simultaneous linear equations and applications, matrices and determinants, heat and wave equations, optimisation and multiple integrals and their applications.

SSTA001
Statics
In this subject students are introduced to equilibrium concepts commonly used in analysis and design of engineered structures. Topics include free body diagrams, beams, trusses and pin-jointed frames, axially-loaded tensile structural members, safety factors, structures under various loading and support conditions.

SNET001
Networking Essentials
This is a student's first subject in data communications and networking where networking concepts and skills are developed. Students will be introduced to networking technologies, network devices, end systems (PCs and servers) and the role of protocols and standards. The content includes: application, layer functionality and protocols, the Ethernet planning and cabling networks and configuring and testing network.

SPHY001
Physical Modelling
This subject is an introductory physics course for engineering and science students covering mechanics, thermal physics, waves and optics, electricity, fluids. The laboratory program complements the learning experiences in the lectures.

SCOM001
Engineering Communication
This subject aims to develop communication skills in a real workplace setting. Some of these skills include understanding basic principles and theories of human communication; researching within the various discipline areas that inform the study of communication; writing competently in a number of different genres; performing competently in a variety of oral communication situations; understanding basic principles and practices of graphic communication; expressing technical concepts through graphical communication and 'conversing' mathematically.

SIVB001
Informatics: Visual Basic
This subject covers basic and advanced spreadsheets, matrix operations, solving nonlinear equations, numerical differentiation and integration, advanced built-in functions, spreadsheets add-ins, macros and user-written functions.

DIPLOMA OF ENGINEERING

4.1.11 DIPLOMA OF ENGINEERING (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE

Stage 1
EPHY001 Physical Modelling
EMAT001 Mathematical Modelling 1** or
EFMT001 Foundation Mathematics
ECHM001 Chemistry 1
ENET001 Networking Essentials
EATC001 Academic and Technical Communication

Stage 2
EIEE001 Introduction to Electrical Engineering or
ESTA001 Statics**** (Civil engineering only)
ECOM001 Engineering Communication *
EIVB001 Informatics: Visual Basic or EPRF001 Programming Fundamentals (Mechatronics engineering only)
EMAT001 Mathematical Modelling 2*** or
EMTH001 Mathematical Modelling 1**

Pre-requisites
* Pre-requisite is required (SATC001 or EATC001)
** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness survey test)
*** Pre-requisite is required (SMAT001 or EMAT001)
**** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness survey test)

4.1.12 DIPLOMA OF ENGINEERING (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Stage 1
EATC001 Academic and Technical Communication
EPHY001 Physical Modelling
EMAT001 Mathematical Modelling 1 or EFMT001 Foundation Mathematics

Stage 2
ECOM001 Engineering Communication *
ENET001 Networking Essentials
EMAT001 Mathematical Modelling 2*** or
EMTH001 Mathematical Modelling 1**

Stage 3
ECHM001 Chemistry 1
EIVB001 Informatics: Visual Basic or EPRF001 Programming Fundamentals (Mechatronics engineering only)
EIEE001 Introduction to Electrical Engineering or
ESTA001 Statics **** (Civil engineering only)

Pre-requisites
* Pre-requisite is required (SATC001 or EATC001)
** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness survey test)
*** Pre-requisite is required (SMAT001 or EMAT001)
**** Pre-requisite is required (SFMT001 or EFMT001 or satisfactory mathematics readiness survey test)

SUBJECT DESCRIPTIONS

EATC001
Academic and Technical Communication
This subject provides a broad overview of the principles and practice of communication in undergraduate and professional engineering and science environments. Students have opportunities to engage with the literacy demands of undergraduate study in engineering and science and to develop an appreciation of the role communication plays in the lives of engineering and science professionals. It includes technical language, visual communication and language functions, academic and professional language and style, locating and evaluating engineering and science information sources, academic integrity and referencing conventions.

ECHM001
Chemistry 1
The subject is an introduction to chemistry covering matter, chemical reactions, atomic structure, stoichiometry, the periodic table, intermolecular forces and crystal structures, molecular geometry, introductory carbon chemistry, thermo chemistry, equilibrium, acid-base equilibria. The laboratory program complements the learning experiences in the lectures.

EFMT001
Foundation Mathematics
The subject introduces those aspects of algebra, functions, and calculus that are considered fundamental and that are required in subsequent technical courses. Students are shown how to provide systematic and detailed answers to problems using standard mathematical notation, thus enhancing their written communication skills. Topics include algebra, functions, polynomial functions, geometry, trigonometric functions, calculus, logarithmic and exponential functions, introduction to sequences and series. This subject is taken by students with moderate mathematical background as a prelude to Mathematical Modelling 1.

EMAT001
Mathematical Modelling 1
The subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Engineering and Science. 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 for the understanding of linear modelling. Topics include vectors, complex numbers, differentiation and differential equations arising from physical problems, general inverse functions, hyperbolic functions, integrals, solutions to differential equations by integration, introduction to matrices.

EMTH001
Mathematical Modelling 2
In this subject students will be working with statistics and mathematical resources to gain an appreciation of the way in which mathematics, probability and statistics have enhanced engineering and science and how engineering and scientific problems have in turn motivated the development of the mathematics, probability and statistics required for their solution. Topics from statistics include, the presentation of data, discrete and continuous probability distributions, hypothesis testing and confidence intervals and simple linear regression. Topics from mathematics include, simultaneous linear equations and applications, matrices and determinants, heat and wave equations, optimisation and multiple integrals and their applications.

EIVB001
Informatics: Visual Basic
This subject covers basic and advanced spreadsheets, matrix operations, solving nonlinear equations, numerical differentiation and integration, advanced built-in functions, spreadsheets add-ins, macros and user-written functions.

EPRF001
Programming Fundamentals
This subject introduces object-oriented programming in Java. It covers data flow, procedures, classes, and data structures. The topics include the Blue J environment, Object Oriented Programming, data structures and basic algorithms, file storage and retrieval, debugging strategies, design notations, processes and rules and software quality.

EIEE001
Introduction to Electrical Engineering
This subject gives you an overview of the engineering process, the technologies involved, the approach to problem solving and the skills and tools used. Topics include basic electrical concepts such as voltage, current, resistance, power, DC and AC, supply and utilisation of domestic electricity and the functions of components commonly found in a linear DC power supply. The practical aspects include learning how to use basic equipment such as a multimeter and a CRO, learning some simple 'tinkering' skills, and building and testing a DC power supply and a data acquisition system. The major objective of this subject is to give early-stage students some understanding of the scope and methods of electrical engineering.

ENET001
Networking Essentials
This subject is your first subject in data communications and networking where networking concepts and skills are developed. Students will be introduced to networking technologies, network devices, end systems (PCs and servers) and the role of protocols and standards. The content includes: application, layer functionality and protocols, the Ethernet planning and cabling networks and configuring and testing network.

EPHY001
Physical Modelling
This subject is an introductory physics course for engineering and science students covering mechanics, thermal physics, waves and optics, electricity, fluids. The laboratory program complements the learning experiences in the lectures.

ESTA001
Statics
In this subject students are introduced to equilibrium concepts commonly used in analysis and design of engineered structures. Topics include free body diagrams, beams, trusses and pin-jointed frames, axially-loaded tensile structural members, safety factors, structures under various loading and support conditions.

4.2 UTS FOUNDATION STUDIES

4.2.1 UTS FOUNDATION STUDIES (ACCELERATED) 2 SEMESTERS

COURSE STRUCTURE
1 stream, 5 subjects, 2 semesters

STREAMS

ARCHITECTURE
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FDP201 Design Projects
FMA201 Mathematics A
FSC201 Society and Culture

ARTS AND SOCIAL SCIENCES
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FMU201 Media Studies
FMS201 Multimedia
FSC201 Society and Culture

BUSINESS
FEB201 Academic English for Business
FDL201 Digital Literacies
FAC201 Accounting
FEF201 Economics and Finance
FMA201 Mathematics A

DESIGN
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FDM201 Design Media
FDP201 Design Projects
FSC201 Society and Culture

EDUCATION
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FMA201 Mathematics A
FMU201 Media Studies
FSC201 Society and Culture

HEALTH SCIENCES
FES201 Academic English for Science and Technology
FDL201 Digital Literacies
FCH201 Chemistry
FMA201 Mathematics A
FSC201 Society and Culture

INFORMATION TECHNOLOGY
FES201Academic English for Science and Technology
FDL201 Digital Literacies
FMA201 Mathematics A
FMS201 Multimedia
FPR201Programming

LAW
FEB201 Academic English for Business
FDL201 Digital Literacies
FMA201 Mathematics A
FMU201 Media Studies
FSC201 Society and Culture

PHYSICAL SCIENCE
FES201 Academic English for Science and Technology
FDL201 Digital Literacies
FCH201 Chemistry
FMB201 Mathematics B
FPH201 Physics

4.2.2 UTS FOUNDATION STUDIES (STANDARD) 3 SEMESTERS

COURSE STRUCTURE

Part 1
One semester

5 SUBJECTS

FAE101 Foundations of Academic English
FAM101 Applied Mathematics
FAS101 Australian Studies
FTS 101 Technology and Society
FAP101 Academic and Professional Environments

Part 2
Two semesters

1 stream, 5 subjects over 2 semesters

STREAMS

ARCHITECTURE
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FDP201 Design Projects
FMA201 Mathematics A
FSC201 Society and Culture

ARTS AND SOCIAL SCIENCES
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FMU201 Media Studies
FMS201 Multimedia
FSC201 Society and Culture

BUSINESS
FEB201 Academic English for Business
FDL201 Digital Literacies
FAC201 Accounting
FEF201 Economics and Finance
FMA201 Mathematics A

DESIGN
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FDM201 Design Media
FDP201 Design Projects
FSC201 Society and Culture

EDUCATION
FEC201 Academic English for Creative Industries
FDL201 Digital Literacies
FMA201 Mathematics A
FMU201 Media Studies
FSC201 Society and Culture

HEALTH SCIENCES
FES201 Academic English for Science and Technology
FDL201 Digital Literacies
FCH201 Chemistry
FMA201 Mathematics A
FSC201 Society and Culture

INFORMATION TECHNOLOGY
FES201 Academic English for Science and Technology
FDL201 Digital Literacies
FMA201 Mathematics A
FMS201 Multimedia
FPR201 Programming

LAW
FEB201 Academic English for Business
FDL201 Digital Literacies
FMA201 Mathematics A
FMU201 Media Studies
FSC201 Society and Culture
PHYSICAL SCIENCE
FES201 Academic English for Science and Technology
FDL201 Digital Literacies
FCH201 Chemistry
FMB201 Mathematics B
FPH201 Physics

SUBJECT DESCRIPTIONS

Part 1 Subjects

FAP101
Academic and Professional Environments
This subject provides an overview of the fundamental principles and practices of higher education in Australia. The focus is on academic and disciplinary cultures; the knowledge, skills and attributes you are expected to develop as a university student and demonstrate through your assessments; and the relationship between academic and professional work environments.

FAM101
Applied Mathematics
In this subject you are provided with a broad contextual introduction to elementary mathematics. It covers fundamental mathematical methods including basic algebra, simple trigonometry, and the construction and interpretation of graphs. You have opportunities to apply your mathematical knowledge in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

FAS101
Australian Studies
This subject covers the historical events and contemporary social issues that contribute to Australian society and culture. The subject allows you to interpret and make meaning of aspects of Australian society and culture significant in everyday life. The subject equips you with skills to examine and document your interaction with Australian Society and culture from the perspectives of space, ethnicity, race, gender, nationality and class.

FAE101
Foundations of Academic English
The subject is designed to develop your reading, writing, listening and speaking skills in English in preparation for further studies in the Foundation program. The subject introduces a range of academic text types, genres and English language functions. You are are required to respond orally and in writing to a variety of sources including literature, presentations, film, media and multimedia.

FTS101
Technology and Society
This subject provides opportunities for you to investigate social relations of technology and technological change in modern and post-modern eras. There are two key streams to Technology and Society. You conduct group-based enquiry into a modern technological development and present your findings both orally and in a written report. Simultaneously, you establish an online identity in a format of your choice and use this identity as data for a report comparing and contrasting written communication on-line and in a more formal context you choose.

Part Two

SUBJECTS

FEB201
Academic English for Business
This subject is designed to prepare you for the language and literacy demands of undergraduate study in business fields. This includes the study of academic and disciplinary cultures, language forms, functions and genres, and the study skills associated with autonomous learning.

FEC201
Academic English for Creative Industries
In this subject you are prepared for the language and literacy demands of undergraduate study in the creative fields. This includes the study of language forms, functions and genres through a range of channels, and an exploration of academic and disciplinary cultures and autonomous learning strategies. Students are challenged to engage with coursework through thought-provoking and controversial topics of discipline specific text types.

FES201
Academic English for Science and Technology
The subject prepares you for the language and literacy demands of undergraduate study in scientific and technical fields. It deals with the expectations of university lecturers, and provides strategies for meeting these expectations, in regard to the verbal and written communication of scientific and technical concepts, the presentation of research results, and the construction of arguments on the social implications of science and technology.

FDL201
Digital Literacies
This subject introduces you to the digital world and its uses. As well as the development of skills in basic office and business applications, this subject explores online applications that highlight the management of online information and resources. Emphasis is placed on the decision making processes involved with selection of appropriate tools for specific purposes. Desktop publishing skills are introduced to assist in the presentation and documentation of material.

FAC201
Accounting
In this subject you are given a broad, contextual introduction to financial and management accounting. It develops a basic understanding of cost accumulation and product costing, the types and requirements of accounting reports, concepts and conventions (such as double entry, trial balance and accounting standards), debit and credit rules, chart of accounts, and the measurement and identification of relevant costs for managerial decision making, planning, control and performance measurement.

FCH201
Chemistry
This subject gives you an understanding of the basic principles of chemistry, by providing an introduction to matter, chemical reactions, atomic structure, stoichiometry, the periodic table of the elements, chemical bonding and intermolecular forces, oxidation and reduction, ions in solutions, solubilities and carbon chemistry. Key concepts, introduced through practical examples, calculations and readings of scientific texts, are specifically explored through problem solving and experimental laboratory work.

FDM201
Design Media
The subject develops your visual literacy and visualising skills in communicating your design ideas and concepts. The knowledge and skills acquired are directly applicable to the design projects undertaken in the parallel subject Design Projects. The fundamental principles of contemporary practice, historical movements and the basic theories of visual perception are introduced through enquiry based research and experimentation and subsequently applied and developed in students' visual solutions.

Design Projects
In this subject you are introduced to design through the process of undertaking a number of experiential and conceptual design projects. Theoretical knowledge, relevant issues and practical skills acquired in parallel subjects are further developed in students' personal design solutions to the project briefs as they engage in a process of creative problem solving. This involves research, questioning, experimentation, reflection, critical analysis and evaluation, progressive change, refinement, decision making, concept realisation and visual, oral and written presentations.

FEF201
Economics and Finance
This subject present a broad, contextual introduction to finance, financial systems and economics. Through the study of this subject, you develop a basic understanding of how financial and economic variables impact the decisions of individuals, firms and government. Students are also introduced to contemporary problems and issues in the Australian economy and the role of policy and institutions in managing these issues.

Mathematics A
The subject gives a broad contextual introduction to mathematics and statistics with a focus on their application to business, finance, economics, information technology and the sciences. It develops a basic understanding of mathematical methods and theoretical statistics, particularly the interpretation of tables and results, appropriate ways to approach mathematical and statistical problems, and measurement and hypothesis testing.

FMB201
Mathematics B
This subject provides a thorough foundation in the mathematical techniques needed for undergraduate programs in Science and Engineering. It covers essential knowledge and skills in the areas of algebra, functions and calculus. It also introduces basic concepts of linear algebra, including matrices and systems of linear equations, which are required for an understanding of linear modelling.

FMU201
Media Studies
In this subject you examine how the media works to produce meaning and influence on the world. Consideration is given to the key strategies and tactics used by the media to communicate specific points of view, represent groups and individuals, inform, persuade and entertain. Students analyse, deconstruct and discuss television, film, the music industry, internet, advertising, newspapers, magazines and public communication to determine underlying positions and viewpoints as well as notice how they, as audience members, respond to these texts.

FMS201
Multimedia
The subject explores media technologies from the integrated viewpoint of Communication and IT fields. Audio, graphics, publishing and web-based tools are introduced and investigated through individual and collaborative tasks and project work. Students have opportunities to critically analyse, select and use the various tools to complete their projects. Differing viewpoints are introduced to enable the technical and non-technical aspects to be considered in the decision making process.

FPH201
Physics
This subject introduces you to the fundamentals of measurement, mechanics, electricity, magnetism, thermal physics, fluids, optics and waves and their relevance in various areas of science and engineering. Key concepts, introduced through practical examples, calculations and the readings of scientific texts, are specifically explored through problem solving and experimental laboratory work.

FPR201
Programming
This subject covers the fundamentals of computer architecture and computer programming, focusing on the development of good programming style. Emphasis is placed on the concepts and techniques used to design and develop solutions to simple computer problems. Topics include algorithm design and testing, program code writing, and program testing.

FSC201
Society and Culture
In this subject you will explore relationships between individuals, societies and cultures across environments and time. Self, contemporary society, past cultures and global and multicultural viewpoints are investigated over two semesters. The subject presents issues of current interest and of direct relevance to the perceived needs of students, including stereotypes and representation of different cultures in the media, self-identity and self-representation, self- direction and career choices, cultural commonality and diversity.

5. FEE INFORMATION

UTS FOUNDATION STUDIES

UTS FOUNDATION STUDIES (STANDARD)

(CRICOS COURSE CODE 068814M) (UTS COURSE CODE CS30014)

All Streams (Architecture (Farch), Arts And Social Science (Fass), Business (Fbus), Design (Fdes), Education (Fed), Health Sciences (Fhsc), Information Technology (Fit), Law (Flaw), Physical Sciences (Fpsc)

1st semester	A$8,000		
2nd semester	A$8,000		
3rd semester	A$8,000	**TOTAL**	**A$24,000**

UTS FOUNDATION STUDIES (ACCELERATED)

(CRICOS COURSE CODE 068815K) (UTS COURSE CODE CS30015)

All Streams (Architecture (Farcha), Arts And Social Science (Fassa), Business (Fbusa), Design (Fdesa), Education (Feda), Health Sciences (Fhsca), Information Technology (Fita), Law (Flawa), Physical Sciences (Fpsca)

1st semester	A$9,000
2nd semester	A$9,000
TOTAL	**A$18,000**

DIPLOMA PROGRAMS

The fees below refer to students commencing their diploma course in 2010 Semester 2 and 3 (June and October intakes 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 (STANDARD) (DBUS)

(CRICOS COURSE CODE 053606J)

Tuition fees A$2,350 per subject

1st semester	A$7,050
2nd semester	A$7,050
3rd semester	A$7,050
TOTAL	**A$21,150**

DIPLOMA OF BUSINESS (ACCELERATED) (DBUSA)

(CRICOS COURSE CODE 070300G)

Tuition fees A$2,350 per subject

1st semester	A$11,750
2nd semester	A$9,400
TOTAL	**A$21,150**

DIPLOMA OF INFORMATION TECHNOLOGY (STANDARD) (DINF)

(CRICOS COURSE CODE 053604M)

Tuition fees A$2,500 per subject

1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
TOTAL	**A$22,500**

DIPLOMA OF INFORMATION TECHNOLOGY (ACCELERATED) (DINFA)

(CRICOS COURSE CODE 070299G)

Tuition fees A$2,500 per subject

1st semester	A$12,500
2nd semester	A$10,000
TOTAL	**A$22,500**

DIPLOMA OF COMMUNICATION (PUBLIC RELATIONS) (STANDARD) (DCOM)

(CRICOS COURSE CODE 053609F)

Tuition fees A$2,930 per subject

1st semester	A$8,790
2nd semester	A$5,860
3rd semester	A$5,860
TOTAL	**A$20,510**

DIPLOMA OF COMMUNICATION (PUBLIC RELATIONS) (ACCELERATED) (DCOMMA)

(CRICOS COURSE CODE 070303E)

Tuition fees A$2,930 per subject

1st semester	A$11,720
2nd semester	A$8,790
TOTAL	**A$20,510**

DIPLOMA OF DESIGN (VISUAL COMMUNICATION) (STANDARD) (DDES)

(CRICOS COURSE CODE 053608G)

Tuition fees A$2,500 per subject

1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
TOTAL	**A$22,500**

DIPLOMA OF DESIGN (VISUAL COMMUNICATION) (ACCELERATED) (DDESA)

(CRICOS COURSE CODE 070306B)

Tuition fees A$2,500 per subject

1st semester	A$12,500
2nd semester	A$10,000
TOTAL	**A$22,500**

DIPLOMA OF SCIENCE (STANDARD) (DSC)

(CRICOS COURSE CODE 070301G)

Tuition fees A$2,500 per subject

1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
TOTAL	**A$22,500**

DIPLOMA OF SCIENCE (ACCELERATED) (DSCA)

(CRICOS COURSE CODE 070302F)

Tuition fees A$2,500 per subject

1st semester	A$12,500
2nd semester	A$10,000
TOTAL	**A$22,500**

DIPLOMA OF ENGINEERING (STANDARD) (DENG)

(CRICOS COURSE CODE 070304D)

Tuition fees A$2,500 per subject

1st semester	A$7,500
2nd semester	A$7,500
3rd semester	A$7,500
TOTAL	**A$22,500**

DIPLOMA OF ENGINEERING (ACCELERATED) (DENGA)

(CRICOS COURSE CODE 070305C)

Tuition fees A$2,500 per subject

1st semester	A$12,500
2nd semester	A$10,000
TOTAL	**A$22,500**

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	A$20
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

6. SCHOLARSHIPS, SPONSORSHIPS AND PRIZES FOR STUDENTS

6.1 INSEARCH SCHOLARSHIPS, SPONSORSHIPS AND PRIZES

INSEARCH makes available a number of scholarships and sponsorships to INSEARCH students each year. These scholarships are awarded as fee credits.

6.2 EXTERNAL SCHOLARSHIPS, SPONSORSHIPS AND PRIZES

From time to time other scholarships and sponsorships are available, sponsored by external organizations, these may include cash prizes and are generally awarded each semester to outstanding students across all INSEARCH academic studies.

For details on the scholarships, sponsorships and prizes available to INSEARCH students go to the student intranet.

7. ACADEMIC POLICIES

7.1 ASSESSMENT

These requirements are based on Insearch's Assessment Policy which can be located in full on the student intranet.

Assessment covers all tasks, including examinations, designed to test if you have achieved the learning objectives of your subjects. These learning objectives are set out in the Subject Outlines. The policy also covers appeals against grades and special consideration.

You will be notified of all assessments in the subject outline which is usually distributed no later than week 2 of classes. Feedback must be given to you no later than 2 weeks from the due date of the assessment task.

7.1.1 SUBMITTING ASSESSMENT TASKS

The subject coordinator of each of your subjects will set down in the subject outline when your asessment task is due and how you are to submit it. In general your assessments items are submitted in class. You are not allowed to put in your assessments after the due date. You cannot hand in assessment tasks at the INSEARCH Student Centre, Level 4 Reception Area or the Academic Staff Room in the Blue Building.

Late submission of assessment items is allowed in exceptional circumstances and by arrangement with the subject coordinator or tutor before to the due date. The maximum period for late submission is 7 days. A late penalty of 10% of the total value of the assessment task may be deducted for each day the assessment is late. You cannot submit an assessment task after other students' work for that assessment task has been marked and returned.

You are not allowed to submit the same work for more than one assessment event.

7.1.2 SITTING FOR EXAMINATIONS

You are responsible for preparing yourself for examinations. This includes making sure you know the correct time and place of your examinations; not reading, misreading or misunderstanding the exam timetable will not be accepted as a reason to apply for a special examination.

You must produce your current student identity (ID) card to enter the examination room. You will not be admitted without your student ID card. It is your responsibility to make sure your ID card is current and signed. You have to go to the INSEARCH Student Centre to replace outdated or lost student cards as soon as possible.

When you enter the examination room, you must get your random seat number and go straight to your seats and follow the instructions of the examination supervisor. You are not allowed to turn over or read the examination question paper until you are told to do so. You must place your student ID card on the top right hand corner of the desk.

If you arrive more than 90 minutes late you will not be permitted to enter the examination room and you are not permitted to leave an examination room until 90 minutes of writing time has elapsed, regardless of the length of the examination or within 15 minutes of the examination concluding. You will not be re-admitted to the examination room after you have left it unless you have been under approved supervision during the full period of your absence. During this supervision you are prohibited from talking to anyone other than the supervisor. If you attend an examination and then leave the examination you are not eligible for a special examination.

You are given ten minutes at the beginning of the examination as reading time. During reading time, writing is not permitted. If you arrive late to an examination, you will not be permitted to enter the examination room until reading time is over.

You must follow the instructions of the examination supervisors, and you may not speak to any person except the supervisors during an examination. If you need to speak to a supervisor you should raise your hand and wait for the supervisor. 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 examinations may be told to leave the examination room and will not be eligible for a special examination.

7.1.3. BRINGING IN UNAUTHORISED MATERIALS IN EXAMINATIONS

You are responsible for making sure you 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. No material or equipment other than that specified on the examination paper can be placed on the examination table. Supervisors are authorised to confiscate unauthorised material which will be retained as evidence and submitted with an academic misconduct report to the Student Conduct Committee.

You must make sure any mobile phone or pager you have 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. Bags must be placed under the examination table.

Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted in writing to the Student Administration Coordinator by the Subject Coordinator, Program Manager or Learning Development Coordinator before to the examination.

It is your responsibility to make sure that your calculator brought into the examination room meets the specifications set. You should check with Student Administration Coordinator prior to the examination if you are in doubt. All covers must be removed from calculators before entering the examination room and calculators must not have anything written on them or any notes concealed in them.

7.1.4 BEING EXCLUDED FROM AN EXAMINATION

You 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

d. or general misconduct

7.1.5 SPECIAL EXAMINATIONS

If you are unable to attend a formal examination due to illness, misadventure or religious commitments, you may submit a Request for Special Examination form at the INSEARCH Student Centre, completed and including the signed Professional Authority section. INSEARCH will not accept a backdated Request for Special Examination form, or backdated Professional Authority section. Submission of a Request for Special Examination form does not guarantee being granted a special examination.

Request for Special Examination forms must be submitted to the INSEARCH Student Centre 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. You need to check on the student intranet to find out whether you have been granted a special examination.

The granting of special examinations is entirely at the discretion of INSEARCH. No other exam will be given if you miss your special exam. Special examinations may be granted to students who were unable to attend the final examination because of illness, misadventure or religious commitments. You should be aware that Special Examinations will be at least of equal standard of difficulty as the original examination missed. Special Exams may also be granted to students who were unable to attend the mid-exams. If this not applicable, the subject coordinator or program manager may determine alternative assesment arrangements.

If you are ill, the Professional Authority section of the Request for Special Examination form must be completed and signed by a registered medical practitioner, psychologist or counsellor.

If religious commitment prevents you 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.

If you are unable to attend a formal examination because of a case of misadventure, the circumstances must be beyond your control and must be clearly documented (e.g. a police report).

7.1.6 FAILING ONE FINAL STAGE SUBJECT

You may be allowed to do a final stage supplementary assessment if you fail just one subject in the last semester of your course but otherwise satisfy the conditions for the completion of a diploma, certificate or other course. To qualify for a final stage supplementary assessment you have to receive a final overall mark of 40% or more in that one failed subject.

If you pass the final stage supplementary assessment you will be awarded a mark of 50% in that subject.

7.1.7 APPEALS AGAINST GRADES

NB: Dissatisfaction with the final grade alone is not grounds for an appeal; there must be a mistake in the process or in a matter of fact.

If you think there has been a procedural or factual error in the grading of your assessment, then you have the right to appeal.

Details on how to lodge an appeal can be found on the student intranet.

7.1.8 SPECIAL CONSIDERATION

Special Consideration is the use of academic judgment to decide, when your academic performance has been affected by illness or misadventure, you should be given an extended deadline, or an alternative assessment task or exam, or declared, based on suitable evidence, to have achieved the objectives of one or more assessment items within a subject or an entire subject or even 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.

You may apply for special consideration if you have suffered from illness or misadventure which has severely affected your ability to perform in assessment; attend an examination but are forced to leave before the end of the allocated time due to illness or misadventure; or finish an exam, but believe your performance was affected by illness or circumstances beyond your control.

If you think you have a case for special consideration you MUST make an appointment with an Academic Adviser and discuss your case. If after discussing your case, it is supported by the adviser you must complete a Request for Special Consideration. The form includes a statement by a professional authority, such as 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.

The request for Special Consideration forms are then lodged with an Academic Adviser and the Learning Development Coordinator decides whether a case for special consideration has been established.

Where a case for special consideration is approved, 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.

In extraordinary circumstances beyond a student's control withdrawal without academic penalty from a subject or subjects may be approved at the discretion of the General Manager Education.

For further details go to the student intranet

8. MAKING PROGRESS AND COMPLETING YOUR STUDIES

8.1 MAKING PROGRESS, AND COMPLETING YOUR STUDIES

These rules are based on Insearch's Course Progress Completion and Early Intervention Policy which can be located in full on the student intranet.

8.1.1 PROGRESS IN YOUR STUDIES

You must show that you are progressing in your studies. The way you show this progress is by passing more than 50% of your study load each semester, achieving an GPA greater than 5, not failing more than one subject, attending 80% of classes and by punctual submission of assessment work as specified in the subject description. If you fail to meet each of these requirements you may be excluded.

If you are excluded, you will have either a Counsel to Withdraw (CTW) sanction or an Intention to Report (ITR) sanction placed on your student account. You will be notified of your exclusion by email to your student email account and/or by post to the address supplied by you to INSEARCH. If you decide to appeal the decision, you must do so within 20 working days of the date of the email notifying you of your exclusion. Your appeal must be in writing and addressed to the General Manager Education and lodged at the INSEARCH Student Centre.

8.1.2 COMPLETING YOUR STUDIES

Your studies are completed when you have passed all subjects which constitute your program of studies for which you are enrolled.

The maximum time to complete 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.

If you defer or discontinue your course of studies, you must return to recommence your studies within 12 months from the time you deferred or discontinued studies.

8.1.3 EARLY INTERVENTION STRATEGIES ASSISTING STUDENTS AT RISK OF NOT SUCCESSFULLY COMPLETING THEIR STUDIES

Academic Advisers offer academic counselling and the Learning Development Coordinator runs a duty tutorial program to assist students at risk to devise and implement strategies for improving their academic performance.

At the end of each semester, Academic Advisers identify students who are not "on track" to complete their studies and will place them in a learning support program which involves regular meetings with an Academic Adviser and opportunities to access learning support activities. Students may also elect to take a reduced load to help them focus on developing the study skills necessary for success.

8.1.4 BEING PLACED ON ACADEMIC CAUTION

If you have not satisfied the course progress requirements you may be placed on Academic Caution and you will be required to sign an Academic Caution agreement before you are allowed to re-enrol. A PRB sanction will be placed on your student account and you are expected to proactively seek advice from the Academic Advisers during the semester of Academic Caution.

If you fail a subject you are required to repeat that subject in your next semester of enrolment and may also be required to reduce your study load.

8.2 RULES AND PROCEDURES FOR STUDENTS

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

8.2.1 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 and who have made no arrangements at the Student Centre to defer their course will be withdrawn from the course.

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 Program Manager.

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 workload. The full-time workload for each course is published in the academic handbook.

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

1.04.3 UTS Foundation Studies are only offered full-time and therefore all students both international and domestic must enrol in the full-time workload as published in the academic handbook.

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. Students should apply using INSEARCH's application for exemption form available at the INSEARCH Student Centre, 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 international 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.

1.05.7 No exemptions will be granted towards UTS Foundation Studies.

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

As a general rule students cannot enrol in more than the standard number of subjects for the stage of their course as published in the academic handbook.

1.07.1 Adding a subject
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 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 grade 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 Grade Point Average (GPA)

A student's GPA is the average of the grades 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 GPA and remains in the calculation when the student subsequently repeats and passes that subject.

1.08.2 The GPA is used to determine whether a student is making satisfactory academic progress.

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.

1.09.6 Appeal against the penalty

Students wishing to appeal should refer to 2.18 on page 44.

1.10 Transferring between INSEARCH courses
Any student wishing to transfer from one INSEARCH course to another INSEARCH course must meet the entry requirements for the other course.

1.10.1 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.

1.10.2 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 the INSEARCH Student Centre.

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

8.2.2 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 Student Administration immediately or they may fail to fulfill 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 the INSEARCH Student Centre on the student's 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 purpose.

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.

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 INSEARCH Student Centre 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.

2.03.2 INSEARCH will investigate and respond to all grievances lodged by a student in the shortest possible time. INSEARCH treats all grievances inconfidence 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 which must be signed. 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 and when attending exams.

In case of loss, a replacement card can be obtained from the INSEARCH Student Centre 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 UTS Foundation Studies program
2. for Package Programs, the English Language Course plus one semester of study in an Academic Program.

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 is 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 INSEARCH Student Centre 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 INSEARCH Student Centre. 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 the INSEARCH Student Centre.

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 is A$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 and class changes 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 INSEARCH Student Centre. 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 (Refer to the application form).

International students
a. Students who are considering changing to another educational provider, must first speak to staff in the INSEARCH Student Centre. 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 INSEARCH Student Centre. An application to defer form must be completed which will need to be approved by the INSEARCH Student Centre 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 INSEARCH Student Centre 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.

8.2.3 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 or UTS Foundation Studies program 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 Centre 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 the INSEARCH Student Centre 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 INSEARCH Student Centre 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 the INSEARCH Student Centre 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 the INSEARCH Student Centre 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 1 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 GRADE 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 INSEARCH Student Centre so that the necessary changes can be made to the student's 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 inforce from the next period of enrolment.

8.3 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.

8.4 INSEARCH ACADEMIC BOARD AND ITS COMMITTEES

The INSEARCH Academic Board meets each semester. It is chaired by and external member and includes the President of the INSEARCH Student Council. Under its terms of reference it oversees and makes recommendations on matters relevant to the academic operations of INSEARCH.

8.4.1 QUALITY AND CURRICULUM COMMITTEE

The Quality and Curriculum Committee is chaired by the Education Manager. It meets each semester and advises the Academic Board, the Education Management on matters relevant to the quality of the academic operations of INSEARCH Sydney.

8.4.2 RESULTS CURRICULUM COMMITTEE

The Results Curriculum Committee meets in Week 15 of each semester to examine the results and recommend ratification of the results to the Academic Board.

8.2.3 STUDENT CONDUCT COMMITTEE

The Student Conduct Committee is a sub-committee of the Quality and Curriculum Committee and meets as required to implement the policies for Academic misconduct and Student misconduct.

Further details on the membership and terms of reference of the Academic Board and its committees can be found on the student intranet.

INSEARCH is a registered non-self accrediting higher education institution and a pathway provider to UTS.

DISCLAIMER

This handbook contains information that is current at the date of publication. Changes in circumstances after this date may impact on the accuracy or currency of the information. INSEARCH takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice. More up-to-date information is published on the student intranet. Readers are responsible for verifying information that pertains to them by contacting INSEARCH student services office.

PRIVACY

INSEARCH Limited acknowledges and respects the privacy of individuals. We are required under the Privacy Act 1998 (Cth) to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.

A copy of our Privacy Policy is available from the Privacy Officer. Please direct any enquiries you may have in relation to this matter to

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UTS:INSEARCH

UNIVERSITY OF TECHNOLOGY SYDNEY

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