

Academic

**ORI  
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Your Guide

2020

# Welcome to UTS Insearch Orientation and Academic Preparation Week



Orientation and Academic Preparation Week is an important part of your introduction to UTS Insearch and UTS. It is where you will learn how to get the most out of your time with us and receive important information about your course and our facilities. It's also a great opportunity to meet fellow students and make new friends.

This guide contains everything you need to know about Orientation and Academic Preparation Week and the activities you will need to complete. It's important that you attend all Orientation sessions as the activities have been developed to make sure you have all the information you need to be successful and feel at home at UTS Insearch.

If at any stage during this week you get lost or feel you need help, please speak to one of our student volunteers. You will recognise them because they will all be wearing bright red t-shirts. With students from all around the world, you are likely to find a volunteer that speaks both English and another language. Just look for the country flags on our volunteers' sleeves if you feel more comfortable asking in your own language. These volunteers will act as your tour guides on the first day of Orientation Week; helping you navigate around our campus and showing you all the facilities you have access to. They will also introduce you to UTS.

Because we understand that the first few weeks in a new country and at a new school can be difficult, you will also receive a call from our student volunteers in the first week or two. This is to make sure you are settling in and it gives you a chance to let us know if you have any questions or concerns.

If you ever have any questions or problems, our Student Centre staff are available to talk to you. They are found on the ground floor of the Blue Building.

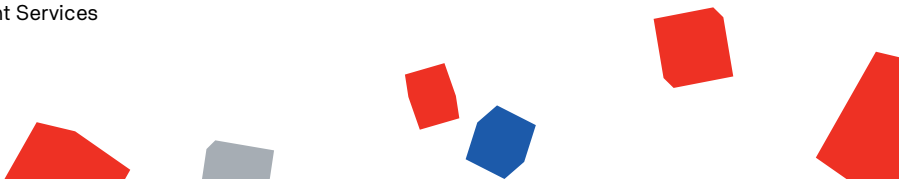
On the next few pages you will find a list of all the activities you should complete during and Academic Preparation Week. Make sure you attend all sessions and mark them off as you go – we wouldn't want you to miss out on anything important.

We hope you enjoy the program and look forward to seeing you around campus.

Regards,

A handwritten signature in black ink, appearing to read 'S Zagarella', written in a cursive style.

Sebastian Zagarella  
Head of Student Services



# Orientation checklist

Orientation and Academic Preparation Week is full of important information sessions, workshops and fun activities. Use the below checklist to tick-off the completed activities and ensure you don't miss any!

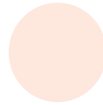
**Hand in your registration form**  
*(UTS Foundation Students only)*



You just completed this!



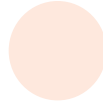
**Attend the Registrar's Welcome session**



**Collect your student identification card**



**Activate your UTS email account during ICT session**  
*(if not already activated)*



**Attend your Academic Program Welcome**



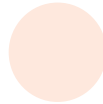
**Collect course materials from the UTS Insearch bookshop**



**Enrol yourself into classes with the help of our enrolment officers**  
*(Diploma Students only)*



**LIKE the Student Activities Club and UTS Insearch on Facebook**



**Purchase a lab coat and safety glasses** *(Science & Engineering students only)*



**Visit UTS Building 7 to see where the Super Labs are located** *(Science and Engineering students only)*



## Student card

Every student needs a UTS Insearch student card. This card will give you access to:

- UTS library
- UTS Insearch HELPS Centre
- Borrowing books & printing

It is mandatory to have a UTS Insearch student card with a photo on it.

Please read the Policy on Identity and Full Face Coverings for NSW Public Sector Agencies here: [arp.nsw.gov.au/m2012-01-policy-identity-and-full-face-coverings-nsw-public-sector-agencies](http://arp.nsw.gov.au/m2012-01-policy-identity-and-full-face-coverings-nsw-public-sector-agencies)

If you have any questions regarding your student card, please ask one of our friendly student helpers wearing the red t-shirt during Orientation who will be able to answer your queries.



## New student:



Upload your photo here [bit.ly/2HDKLf8](https://bit.ly/2HDKLf8)  
Only new students can submit a photo for their first student card via the CaptureME portal.

Upload your ID card photo via CaptureME

**Login**

Username

Password

I'm not a robot

3232002 (Student ID number)

Your Date of Birth e.g 05111992 (DDMMYYYY)

## What happens after I upload my photo?

We will send you three separate emails from the time your photo is uploaded:

- First email – photo has been uploaded
- Second email – photo has been approved
- Third email – your card is ready for collection.

You must bring a valid photo ID (such as passport or driver's license) upon collection.



## Returning student:

If you already have a student card, you can continue to use this card until you complete your primary course.

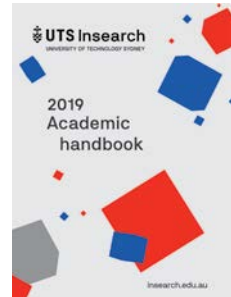
If your card is lost or stolen, please visit the Student Centre for a replacement card. A replacement card can be arranged for a cost of A\$20. Do not let others borrow your student card.

# Registrar's Welcome session

In this session, you will be introduced to the Academic Handbook which can be downloaded online: [insearch.edu.au/about/publications](http://insearch.edu.au/about/publications)

The Academic Handbook highlights the important dates and the semester calendar, our procedures, policies and your responsibilities and duties as a student. Inside the Academic Handbook you will find information about:

- The campus map
- UTS Insearch staff members
- Key dates
- Information for students
- Managing your studies
- Facilities and services
- Course information
- Policies
- Frequently asked questions
- Accommodation services
- Visa regulations



# Academic Preparation

Academic Preparation activities are organised by your Program Managers. They are designed with an academic focus and are compulsory for you to attend.

You will have an opportunity to:

- Meet your Program Managers, Subject Coordinators, teachers and student peers.
- Form learning groups within your subjects and get to know your classmates and teachers through team building exercises, excursions and practical activities.
- Receive an introduction to the aims and objectives of all your subjects and gain an understanding of what is required of you through the semester. Subjects that require a diagnostic test for determining your competency levels will use this period to run the activity and ensure you are settled into class groups ready for week 1.

**Study Success sessions** are run by UTS Insearch academic staff to help you best prepare for success in your studies. The sessions include information on how to develop your learning skills whilst studying at UTS Insearch, including our blended approach to teaching and learning, how to prepare for your classes, what types of assessments you will be expected to complete and what type of support is available to you. The support services at UTS Insearch include the learning support program, peer support in the classroom, Study Success Advisers, special needs, special consideration, UTS counseling and health services.

**Program Activity sessions** are an opportunity to engage in different learning activities and will help prepare you for success in your studies. Activities may focus on self-directed learning skills, team building exercises, career information or the different types of learning experiences you will encounter at UTS Insearch and UTS. It is also a chance for you to meet your fellow students and the academic staff who will teach your course.

## Email activation & computer log in

### Have you activated your UTS email account?

Our friendly and experienced ICT staff will show you how to log in and use our computers, how to print on campus and how to connect to wi-fi and print straight from your device.

To check your timetable online, you will need to activate your UTS Insearch computer login first and then log onto eStudent.

All of your tutors and UTS Insearch staff will be contacting you via your UTS email account. Please ensure you check this on a daily basis.

Class cancellation is also communicated to you via your email.

If you encounter any ICT issues, you can contact our ICT Service Desk on **(02) 9218 7000** from Monday to Friday, 8.00am-8.00pm.

#### USEFUL LINKS TO ASSIST WITH YOUR STUDIES AT UTS INSEARCH

- **Current Students tab:** [insearch.edu.au/current-students](https://insearch.edu.au/current-students)
- **estudent:** [estudent.insearch.edu.au](https://estudent.insearch.edu.au)
- **UTS Online:** [online.uts.edu.au](https://online.uts.edu.au)
- **Changing your password - Self Help:** [mya.insearch.edu.au](https://mya.insearch.edu.au)

# Timetable

## How can I get my class timetable?

Our knowledgeable enrolment officers will help you to enrol and register your classes during your campus tour. It is important that you stay with your tour guide so they can lead you to the right session for your program.

You can view your timetable online through the estudent portal [estudent.insearch.edu.au](http://estudent.insearch.edu.au) at any time. This portal is where you can check and view your results during the semester.

Within the first 2-3 weeks of class commencing, UTS Insearch may change your timetable without any prior notice. As such, it is important that you check your timetable frequently so that you attend the correct class. If you are unsure about anything, please contact the enrolment team via email [enrolment@insearch.edu.au](mailto:enrolment@insearch.edu.au)

## Things to remember

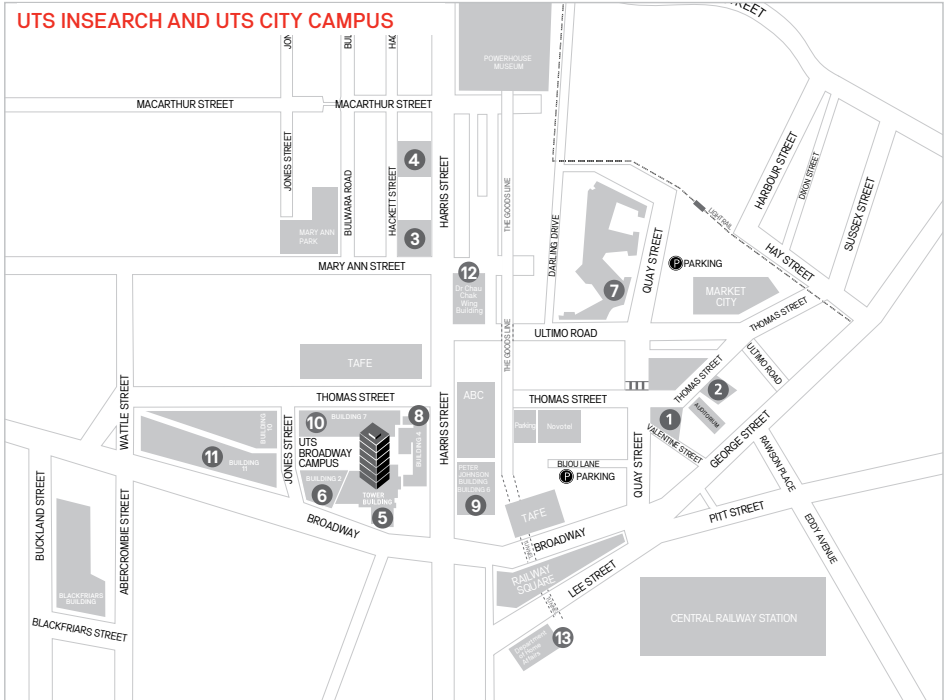
The auditorium is the biggest lecture theatre at UTS Insearch. It is located outside of the Blue Building, next to the UTS Insearch bookshop and is also known as AUD.

Please be aware that classes finish 10 minutes before the hour to allow for travel time between the Harris Street campus, the UTS Science labs, the Blue Building and the Prince Centre.





## UTS INSEARCH AND UTS CITY CAMPUS



- 1 UTS Insearch (The Blue Building)**  
 UTS Insearch Student Centre (Ground Floor)  
 UTS Insearch Auditorium (Ground Floor)  
 Classrooms (Levels 2, 3, 5, 6, 7)  
 Study Success Advisers (Level 4)  
 Academic and ELT Reception (Level 4)  
 Prayer Rooms (Level 3)  
 Student Common Areas (Ground Floor, Levels 2, 5, 7)  
 UTS Insearch Corporate Reception (Level 9)  
 187 Thomas Street, Haymarket
- 2 CPSU House**  
 Security (Level 1)  
 Classrooms (Levels 1, 2, 3, 4)  
 HELPS Centre (Level 4)  
 Student Common Area (Level 3)  
 Student Activities HUB (Ground Floor)  
 191 Thomas Street, Haymarket
- 3 645 Harris Street – Mary Ann House**  
 Classrooms (Levels 1, 3, 4)  
 Auditorium (Level 4)  
 Student Common Areas (Ground Floor)  
 Security office (Ground Floor)  
 645 Harris Street, Ultimo
- 4 609 Harris Street – Harris Street**  
 Classrooms and Student Common Area (Ground Floor, Level 1)  
 609 Harris Street
- 5 UTS Tower Building (CB01)**  
 UTS Chaplaincy – Prayer Room 1 (Level 3)  
 UTS Health Service  
 UTS Counselling Services  
 UTS Legal Services  
 UTS Tower, 15 Broadway, Ultimo
- 6 UTS Building 2 (CB02)**  
 UTS Library (Lvl 7, Lvl 8, Lvl 9)  
 UTS Law (Lvl 14, Lvl 15, Lvl 16)  
 UTS Central, 61 Broadway, Broadway
- 7 UTS Building 5, Block A (CB05A)**  
 UTS International Office  
 Corner of Quay Street and Ultimo Road, Haymarket
- 8 UTS Building 4 (CB04)**  
 UTS Physics and Chemistry Laboratories  
 745 Harris Street, Broadway
- 9 UTS Peter Johnson Building – Building 6 (CB06)**  
 702-730 Harris Street, Broadway
- 10 UTS Building 7 (CB07)**  
 UTS Faculty of Science and Graduate School of Health Building  
 638 Jones Street, Broadway
- 11 UTS Building 11 (CB11)**  
 UTS Engineering Laboratories  
 81-115 Broadway, Broadway
- 12 UTS Building 5, Block C (CB05C)**  
 UTS Business School  
 1-9 Quay Street, Haymarket
- 13 Department of Home Affairs**  
 Upper Ground Entrance, 26 Lee Street, Sydney



## UTS Insearch bookshop

### Wondering what textbooks and readings you need this semester?

The UTS Insearch bookshop is located next door to the Auditorium which is outside of the Blue Building.

Bring a copy of your timetable to the bookshop to ensure staff can provide you with all of the materials you require for your course.

The bookshop is open for a limited time at the beginning of each semester. For the first two weeks of the semester, it is open from 9am until 5pm. For more information you can email us at [bookshop@insearch.edu.au](mailto:bookshop@insearch.edu.au)

You may have to purchase additional study resources. Please follow instructions from your class tutor.

### Attention Diploma of Engineering and Diploma of Science students:

Prior to class commencement, you will need to have the following items.

- Lab Coat (MUST BE WHITE)
- Safety glasses

Lab coats and safety glasses can be ordered at the UTS Insearch bookshop. Ask us for instructions on how to pre-purchase the items.



## UTS Insearch Student Activities Club

Start magnifying your fun! We have planned a semester full of events to keep you entertained. The UTS Insearch Student Activities Club is a free student-led social group affiliated with ActivateUTS. It's fun and a great way to meet friends and get involved in exciting activities on and off campus.

There are many benefits of becoming a member of the Student Activities Club. Most of the volunteers wearing the red t-shirts around campus are members of the UTS Insearch Student Activities Club, so speak with them to learn more about the club.

Sign up for discounted events during Orientation and Preparation Week or become a member by visiting us at our home in the Student Lounge, which is located on the ground floor of the CPSU building.

 [facebook.com/UtsInsearchActivitiesClub](https://facebook.com/UtsInsearchActivitiesClub)

If you're under 18 years, to participate in the activities you will need your guardian's consent.

## ActivateUTS welcomes you to the UTS community



ActivateUTS is a non-profit organisation that was established over 40 years ago and is dedicated to enhancing the student experience. The UTS Insearch Activities Club works closely with ActivateUTS to bring you awesome events that you can enjoy on a student budget.

### Looking to join a club?

There are over 100 clubs on campus that you can join, including social and sporting groups. You can join any number of the ActivateUTS clubs today and meet new people with similar interests to you.



## Safety

UTS Insearch takes your safety very seriously. During Orientation, you will be given a STAYSAFE card which gives you telephone numbers to call in case of an emergency or you are concerned for your safety.

Any incident or allegation of sexual, physical or other abuse can also be reported to:

### **Robert Brennan**

**UTS Insearch Student Welfare Team Leader**

Phone: +61 2 9218 8624

Mobile: +61 (0) 411 306 495 (24 hour emergency)

WeChat Id: rbrennan\_insearch

Student Centre, Ground Floor, 187 Thomas Street, Sydney, NSW 2000 Australia.

Such reports will be dealt with confidentially. Students under the age of 18 in particular are strongly encouraged to seek support in such cases.

UTS Insearch and UTS have security guards located in all buildings. After business hours, when UTS Insearch is closed, you can call UTS Security on 1800 249 559.



## Legal information

Be aware of Australian laws and if you find yourself in a position where you require legal advice, contact a legal firm or the Redfern Legal Centre which offers free legal advice to international students in NSW. You can find out more about their services:

[facebook.com/redfernlegalinternational](https://www.facebook.com/redfernlegalinternational)

## UTS Student Legal Service

As a UTS Insearch student, you also have access the UTS Student Legal Service. It can be found in the UTS Tower Building 1, level 3, room 15 near the Students' Association Office.

**The UTS Student Legal Service offers free confidential legal advice or referrals for:**

- Tenancy issues
- Consumer claims
- Contractual advice
- Motor traffic matters
- Criminal offences
- and many other areas.

Please note that the UTS Student Legal Service cannot assist in claims involving or against UTS Insearch or regarding migration matters.

### Opening Hours:

Tuesday 10am-4pm

Wednesday 10am-4pm

Thursday 11am-8pm

To make an appointment with the UTS Student Legal Service solicitor, please send an email to [studentlegalservice@uts.edu.au](mailto:studentlegalservice@uts.edu.au)

In the email you need to include:

- Your name
- Your student identification number
- Outline of your legal issue
- Name of documents or type of documents you will bring to a meeting.

### Students' Association Office

9am-4.30pm Monday to Friday

Level 3, UTS Tower Building, 1 Broadway,  
BROADWAY NSW 2007

Phone: (02) 9514 1155

Email: [Students.Association@uts.edu.au](mailto:Students.Association@uts.edu.au)

Website: [sa.uts.edu.au/legal](http://sa.uts.edu.au/legal)

### Fair Work Ombudsman

13/175 Liverpool St, Sydney NSW 2000

Phone: 131394

Website: [fairwork.gov.au](http://fairwork.gov.au)

### UTS Counselling Service

The Counselling Service is open throughout the year, and can be accessed five days a week

#### City campus

8.30am-8.30pm, Monday-Wednesday

8.30am- 8pm, Thursday

9am-5pm, Friday

Phone: +61 2 9514 1177 | Fax: +61 2 9514 1172

Email: [student.services@uts.edu.au](mailto:student.services@uts.edu.au)

Location: CB01.6 (Level 6) Building 1,  
15 Broadway, Ultimo, NSW 2007

# Beach safety

Australia has an abundance of beautiful beaches, but we must always remember to stay safe and swim between the flags! Get more information from [beachsafe.org.au](http://beachsafe.org.au)

## Beach Safety for Visitors to Australian Beaches

### 1

**Always swim between the red and yellow flags**

一定要在紅黃旗之間游泳。  
 保持在紅黃旗之間的區域游泳。  
 請不要在黃旗外區域游泳。  
 항상 붉은색과 노란색 사이에서만 수영하십시오.

दरिद्रा सरल और पीछे बरत के बीच ही  
 Swim between the red and yellow flags.  
 في المنطقة التي بين الأعلام الحمراء والصفراء

**Read the safety signs**

請仔細閱讀  
 安全標誌  
 仔細閱讀標誌  
 請仔細閱讀標誌  
 請仔細閱讀標誌  
 Please read the signs  
 قرائة العلامات

**Swim with a friend**

切勿單獨游泳  
 不要獨自游泳  
 一定要與朋友  
 一起游泳  
 切勿單獨游泳  
 Please swimming with a friend  
 مع صديق

**Ask a lifeguard for safety advice**

請向救生員  
 詢問安全建議  
 請向救生員  
 詢問安全建議  
 請向救生員  
 詢問安全建議  
 Please ask a lifeguard for  
 safety advice

**If you need help, stay calm and attract attention**

如果你需要幫助  
 請保持冷靜  
 並吸引注意  
 如果你需要幫助  
 請保持冷靜  
 並吸引注意  
 If you need help, stay calm  
 and attract attention

Traditional Chinese • Simplified Chinese • Korean • Japanese • Hindi • Malay • Arabic



## You can survive a RIP CURRENT by knowing your options

**AVOID RIP CURRENTS, ALWAYS SWIM BETWEEN THE RED AND YELLOW FLAGS**

**TO ESCAPE A RIP CURRENT, SWIM PARALLEL TO THE BEACH**

**FOR ASSISTANCE, STAY CALM, FLOAT AND RAISE AN ARM TO ATTRACT ATTENTION**

**CONSERVE YOUR ENERGY, WAVES CAN ASSIST YOU BACK TO THE BEACH**

**How to spot a rip:**

- Darker (deeper) water
- A calm area in the surf zone, with waves breaking either side
- Discoloured, foamy or sandy water running away from the shoreline
- Rip currents are very common around rocks, headlands, river mouths or piers.

**Waves**

Plunging or dumping waves

Spilling waves

Surging waves

Plunging or dumping waves break suddenly and can push swimmers to the bottom with great force, causing injury. Never try and bodysurf on a dumping wave!

Spilling waves usually have less force and are the safest for bodysurfing. They are usually found in sheltered bays or near sandbanks.

Surging waves may never actually break as they approach the water's edge, as the water below them is very deep. These waves can knock swimmers over and drag them back into deeper water.

**Flags and Signs**

**Always swim between the red and yellow flags**

Lifeguards and Lifeguards use signs to let you know about hazards or dangers at the beach. Always read and obey the safety signs, and if in doubt ask a Lifeguard or Lifeguard for advice.

**Marine warnings**

No swimming No surf craft No body-board riding

**NO LIFEGUARD SERVICE HERE TODAY**

Unpatrolled area warning sign

**Marine Stingers**

Box Jellyfish Bluebottle Jellyfish Hair Jellyfish Portuguese Man-of-War Jellyfish Jellyfish

Bluebottles  
 Jellyfish  
 Hair Jellyfish  
 Portuguese Man-of-War  
 Jellyfish

1. Do not rub  
 2. Wash off with seawater (not fresh water)  
 3. Apply ice for pain  
 4. Seek medical aid \*

1. Call for ambulance (CPR if needed)  
 2. Emergency care  
 3. Four vinegar onto the sting  
 4. Seek medical aid \*

1. Call for ambulance (CPR if needed)  
 2. Emergency care  
 3. Four vinegar onto the sting  
 4. Seek medical aid \*

# Join our community today!

Stay connected with UTS Insearch and your classmates through our online communities



Follow the Student Activities Club here:



**For more information contact:**



**Bounthanh Chanhdara and Sally Nowland**

Student Events and Activities Coordinator

T +61 2 9218 8634