UTS

Student Study Guide 2024

Communication
International Studies
Education

Faculty of Arts & Social Sciences

Contents

Introduction

This guide presents a range of information that applies across the wider UTS and Faculty level, which all students need to be aware of. The information consists of:

- Policies, Rules and Services
- Location and Contact Details

The information provided is drawn from a number of sources:

- UTS Handbook
- UTS Calendar
- UTS Policies and VC Directives
- Student and Related Rules
- subject outlines

In some cases, the information is only provided in summary form, with an indication of where further details can be found. Additional and more comprehensive information is provided in the official UTS sources that are located on the FASS and UTS websites. Please refer to these sites via the links below:

- www.fass.uts.edu.au
- www.uts.edu.au

Students are strongly encouraged to visit these sites for further details. It is important that this guide is read in conjunction with the subject outline for the specific subject/s in which students are enrolled.

This document provides generic information to all FASS students regarding policies, processes and services available to aid the learning experience.

This document should be read in conjunction with individual subject outlines.

The information in this guide is correct as at January 2024.

General Information – Teaching & Learning

Expectations

Students are expected to:

- Participate in subjects in accordance with the requirements of students as described in subject outlines, Student Rules, and in this study guide.

- Read subject outlines and ensure that they are familiar with subject requirements.

- Participate fully in subjects and submit assignments by the due dates.

- Check subject outlines and other relevant sources to see whether their question has been answered, before contacting staff and asking individual questions.

- Use publicised consultation times and places to seek assistance from Subject Coordinators, lecturers and tutors.

- Book appointments with staff if unavailable during posted consultation times.

- If leaving a phone message, provide contact phone numbers and several possible contact times.

- Check that their email address is correct before sending an email to UTS staff. Please note: all students MUST use a UTS email address when dealing with UTS staff.

- Prepare for lectures, seminars, workshops and/or tutorial classes each week by following advice provided in subject outlines and in the online subject sites.

- Familiarise themselves with Academic Integrity at UTS and the referencing system used in their subjects. Most FASS subjects use the APA referencing system. See UTS's Academic Integrity site to find out more about what is plagiarism and cheating, where to look for support and the consequences of breaching academic integrity: https://www.uts.edu.au/current-students/support/academic-support/academic-integrity/create-something-original

- Familiarise themselves with UTS 'Diversity and Inclusion' at: https://www.uts.edu.au/partners-and-community/initiatives/social-justice-uts/centre-social-justice-inclusion/diversity-and-inclusion

Students have a right to expect:

- That courses be of a level consistent with Australian standards and, where appropriate, satisfy the requirements of relevant professional societies, organisations, and regulatory authorities.

- That course content will be up to date and based on research, scholarship, as well as professional practice.

- Feedback on their work and their performance will be provided in a timely manner.

- Subject Coordinators to provide full information at the beginning of each session for each subject including:
    - learning objectives/goals.

- assessment tasks, their due dates, and their relative importance, together with general assessment guidelines.

- To have access throughout the session to relevant lecturers, coordinators, and professional staff, including access to teaching staff outside class times in accordance with consultation and contact information provided for each subject.

- To have access to information and guidelines to enable them to acknowledge appropriately all sources of information used in assignments.

See the UTS Student Rights and Responsibilities Policy:
https://www.uts.edu.au/about/uts-governance/policies/uts-policy/student-rights-and-responsibilities-policy

Students should ask their tutor, lecturer or Subject Coordinator if they have any questions.

Equity & Diversity

An integral part of the UTS character is its equity and diversity principles, which include:

- celebrating student and staff diversity,

- promoting equality,

- encouraging social and environmental responsibility,

- fostering community leadership and community service,

- making the University's resources and knowledge open to the community,

- creating a supportive culture that helps students and staff to develop to their full potential,

- fostering responsible and ethical management.

In FASS, we are committed to social inclusion and cultural diversity, and support the UTS mission to provide equitable access to university education and support for all students to reach their full personal and career potential. UTS offers a wide range of support services to help students with all aspects of study, work and student life. Many of these services are designed to meet the specific needs of individuals including disability, Indigenous and language support. These include:

- the ALLY program providing active support for lesbian, gay, bisexual, transgender, transsexual and intersex members of the UTS community,
https://www.uts.edu.au/partners-and-community/initiatives/social-justice-uts/centre-social-justice-inclusion/diversity-and-inclusion/lgbtiqa-community

- equity-related complaints and resolution process http://www.uts.edu.au/about/equity-and-diversity/complaints-and-grievances

- Consent Matters Training
https://www.uts.edu.au/partners-and-community/initiatives/social-justice-uts/equity-and-diversity-uts/training-and/consent

- Jumbunna
https://www.uts.edu.au/future-students/indigenous-australians

For further details see: https://www.uts.edu.au/partners-and-community/initiatives/social-justice-uts/centre-social-justice-inclusion/diversity-and-inclusion

Attendance

In most FASS programs, sessions are 12 weeks long. The 12 weeks include 'Week One' that is intended for subject preparatory and induction activities which may be online, face- to-face or both. In addition, there are also two Stuvac weeks which are generally non-teaching weeks (make-up classes only). In Teacher Education program, sessions are 14 weeks long and include periods of professional experience. The 14 weeks include 9 weeks of on-campus attendance in classes, and up to 5 weeks in professional experience placements.

Other modes of teaching and learning (block, distance, in-country study, etc.) are also common in FASS and have different timetabling and attendance requirements.

Students are expected to attend and participate in learning activities in all classes. While all university subjects have a significant independent study component, it is very difficult to pass without attending all classes. Please ensure familiarity with attendance requirements in the subject outline as they may differ from subject to subject.

For further details on the standard UTS 2024 Academic Calendar, see:
https://www.handbook.uts.edu.au/dates_academic_2024.html

Course Area	Calendar
Communication	Main Calendar (Primary Teaching Sessions)
International Studies	Main Calendar (Primary Teaching Sessions)
Initial Teacher Education	Calendar D
UTS Online (OPM)	OPM carousel calendar (6 sessions per year)

About Week One

In each session, participation in week one is mandatory for both new and continuing students. Week one is intended for subject preparatory and induction activities, and these may include online activities, face-to-face sessions on campus or both. In FASS, all students are expected to check the Learning management system *CANVAS* in the week before a session commences and consult subject outlines and notices from Subject Coordinators about arrangements for any scheduled activities, preliminary reading, required tasks, etc. for week one.

Assessment

UTS Assessment Policy

UTS's Coursework Assessments Policy and Procedures can be found at:
http://www.gsu.uts.edu.au/policies/coursework-assessments.html

Details of assessment requirements are specified in the subject outline for each subject and students have a responsibility to ensure that they are fully informed of all aspects of the subject assessment requirements and of the assessment process. Students are responsible for familiarising themselves with, and acting upon, all requirements relating to assessment tasks.

Assessment: Faculty procedures and advice

The following conditions apply to all assessment tasks in FASS subjects:

- Marks will be deducted for lateness unless arrangements have been made in advance for extensions (see: Lateness Page 9 of this guide).
- Students may be given the opportunity to resubmit unsatisfactory work, at the discretion of the Subject Coordinator (see: Resubmission of assignments Page 11 of this guide).
- All tasks must be the student's own individual work, or the student's and their team members' in the case of team-based tasks,and must not have been submitted previously for assessment at UTS or any other institution.

See also: http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/subject-assessment

Who to contact about assessment tasks

Students should contact their tutor, lecturer or Subject Coordinator about assessment tasks, which are explained in detail in the subject outline and/or CANVAS.

In-class and Online Tests

In-class and online tests in FASS subjects, while not usually formal examinations administered centrally by the University, are bound by university requirements. Students are expected to attend in-class tests and to comply with UTS policies and rules governing exams. Students who fail to sit an in-class or online test on the due date and do not meet the criteria for Special Consideration will receive a zero mark. For further information about in-class tests students should contact their Subject Coordinator or tutor (not other faculties and not the UTS Student Centres).

Procedures for centrally conducted exams will be communicated in the subject outline.

Grades and Marks

Detailed assessment criteria are provided with each assessment task in the subject outline for every subject in FASS. Marks and grades will be awarded on the following basis, in line with UTS Coursework Assessment Procedures.

Final subject assessment results are typically not released to students prior to the UTS official release of results. All subject assessment results are provisional until released officially by the Provost following ratification by the Faculty.

The relevant UTS grading descriptors are as follows:

Grade	Mark Range	Descriptor
High Distinction (HD)	85–100%	Work of outstanding quality on all objectives of the subject.
Distinction (D)	75–84%	Work of superior quality on all objectives of the subject.
Credit (C)	65–74%	Work of good quality showing more than satisfactory achievement on all objectives of the subject.
Pass (P)	50–64%	Work showing a satisfactory achievement on the overall objectives of the subject.
Pass — Not Graded	50-64%	Work showing a satisfactory achievement on the overall objectives of the subject.
Satisfactory	NA	Awarded for projects or thesis.
Fail (X)	50% or more	Unsatisfactory performance in a compulsory component of the subject. A Fail(X) grade is awarded on the basis that compulsory component is essential for meeting the objectives of the subject.
Fail (Z)	0–49%	Work showing an unsatisfactory achievement on one or more objectives of the subject.

Grade Point Average

The Grade Point Average (GPA) is an internationally recognised measure of a student's academic achievement in a course. The Grade Point Average is the average of all grades achieved by a student in a course of study weighted by the credit point value of each subject approved by Academic Board. See link here for more details on GPA and Weighted Average Mark (WAM) calculation.

Other Notations

Industrial Experience	NA	Professional experience/industrial training. A number may appear next to this grade to indicate the level of industrial experience.
Withdrawn	NA	Granted withdrawal from a subject without academic fail after the prescribed date.
Withdrawn Fail	NA	Withdrawn after the prescribed date.

Administrative notations — results not finalised

Result Not Submitted (E)	NA	Grade not submitted. This result is allocated by the student administration system when a result has not been submitted by a subject coordinator. Students who receive an 'E' result must immediately contact the subject coordinator or, where unavailable, the relevant faculty academic adviser, and take any actions necessary to complete subject requirements, otherwise the result will be changed to '0 Fail' after the prescribed period.
Results Pending (Q)	NA	Awaiting the completion of a project, clinical practice or final exam. Some subjects are ungraded, in these cases only a Pass or Fail grade is awarded

Supplementary exam to be completed (T)	45–49%	Formal supplementary examination to be completed within a designated examination period before a grade can be awarded. A supplementary assessment may be awarded on the recommendation of the Responsible Academic Officer (RAO) or subject coordinator; normally in the following cases: • students with borderline results (45–49 per cent or equivalent marginal fail in a subject where marks are not awarded), or • a student in their final teaching period under Rule 8.5.
Withheld (W)	NA	Result withheld

For more details, please see UTS grading schema for coursework subjects.

Extension/change to due date of written assignments

Students* are required to submit or complete assessment tasks by the specified due date and time. If a student is experiencing extenuating circumstances (illness, misadventure, etc.) they may apply for an extension. The type of extension time and the process involved depends on the difficulty being experienced.

1. Requesting an extension of one week or less:

Students must apply for an extension before the due date/time of the assessment task
Students should apply for an extension directly with the Subject Coordinator with supporting evidence (medical certificate or other valid information). An email template for students to send to Subject Coordinators for an extension of one week or less is below*:

Student ID		Student Name	
UTS email address		Mobile	
Subject no.		Subject ID	
Subject Coordinator		Tutor (if applicable)	
Assessment due date		Year / Session	
Reason for request			
Supporting document details (as appropriate)			
Length of extension requested			

2. <u>Requesting an extension of more than a week:</u>

Students need to go through the online [Special Consideration](#) application system via [My Student Portal](#).

If students are experiencing ongoing illnesses or disability**,** they should contact [UTS: Accessibility Service](#), as they may be eligible for registration with the service and therefore may have alternative assessment arrangements made.

*Note: Students who are enrolled in UTS Online subjects should refer to the information on extensions in their subject canvas site and complete the '[UTS Online Request for Short Extension without Academic Penalty](#)' form.

Lateness

Assignments are to be submitted by the due date/time specified unless an extension is approved beforehand. The Faculty policy for all assessment tasks submitted after the due date without an agreed extension or valid special consideration, is as follows:

- Penalties accrue from the stipulated time of submission.
- **A 5% penalty deduction per day late for the first 5 calendar days (or part thereof) following the missed deadline.**

  Example: if an assignment scored out of 40 is submitted three days late, its raw mark will be reduced from 34/40 to 28/40, losing 2 marks (5% of 40) for each day late.
- **A 50% penalty deduction applies to assessment tasks submitted more than 5 calendar days after the due date.**

  Example: if an assignment scored out of 40 is submitted more than 5 days late, its raw mark will be reduced from 34/40 to 14/40, with a flat deduction of 20 marks (50% of 40).
- **No assessment task can be accepted more than 14 calendar days after the due date** except in exceptional circumstances.
- **Written feedback** will **not** be provided on late work.
- **No resubmission** is available on late work.

In some subjects, however (for example, Language and Culture), due to the nature of continuous assessment, overdue work is not accepted. The Subject Coordinator will clarify any exceptions in the subject outline.

Word Length

It is important to respect the allocated word length for all written assessments. A general rule is that there is +/- 10% leeway beyond which assessments will be penalised. For instance, if an assessment asks students to submit a piece of writing of 2,000 words, the submitted work may be between 1800 and 2200 words. Written work that exceeds the allocated word length by more than 10% of the total required, or that is considerably under the allocated work length, will be marked down. In some subjects, sections of material beyond the specified length will not be considered for assessment. Information on these special cases is provided in subject outlines or on the associated online subject site.

Submission of assignments

Information regarding when, how and where to submit assignments is provided in subject outlines. Unless specified otherwise in the subject outline, assignments are to be submitted online via Turnitin.

Resubmission of assignments

Students who submit an unsatisfactory major assignment in a subject may be given an opportunity to resubmit the assignment, taking feedback into account, if the Subject Coordinator thinks resubmission is warranted. It is not up to the student to decide whether resubmission is warranted; this is at the Subject Coordinator's discretion. Resubmission must take place within the period determined by the Subject Coordinator, usually one week. Assignments may be resubmitted only once. Resubmitted assignments can gain a maximum of 50% / Pass for the assignment. Work submitted late without a valid extension is not eligible for resubmission. See the link below:

https://www.gsu.uts.edu.au/policies/coursework-assessments-procedures.html#statements

Return of Assignments

For work submitted online, students will be notified when marked assignments are available to view. Any hardcopy assignments will be returned during class wherever possible. Students are responsible for viewing their marked work online or for collecting their assignments in class.

Under Rule 3.9 of the UTS Student Rules, the university may retain the original or a copy of any student work.

Academic Liaison Officers

Students registered with UTS Accessibility Service are expected to contact the Academic Liaison Officer (ALO) at the beginning of their course about any particular learning and assessment arrangements. Students should contact their ALO at the start of each session to advise of their subject enrolments. Please note that the Academic Liaison Officer is also the person to contact for assistance arising from caring responsibilities.

The ALO is a member of academic staff who receives and determines requests for:

- Assessment adjustments from students who have permanent or temporary disabilities;
- Special provision for students who are sole carers.

Any special assessment arrangements must be negotiated within the first 6 weeks of session. These requests are negotiated on terms that are acceptable to the staff and students concerned.

For contact details of Academic Liaison Officers in particular FASS programs, please see: https://www.uts.edu.au/current-students/students-with-accessibility-requirements/accessibility-service/services-and-assistance

Accessibility Service

Students with a disability or ongoing medical condition who require support services are encouraged to contact the Accessibility Service for a confidential interview. The Accessibility Service provides services for people with disabilities, who may be entitled to request special learning and assessment arrangements.

https://www.uts.edu.au/current-students/students-with-accessibility-requirements/accessibility-service

Special Consideration

If a student is prevented from meeting prescribed attendance or participation requirements as a result of illness or other circumstances beyond their reasonable control, they may apply for consideration of alternative arrangements. Applications must be made through the prescribed University processes, and students are advised to consult with staff at the Student Centre to ascertain the appropriate method of application.

www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special

Referencing

FASS students use the APA 7th referencing style

Information is available through the library's APA referencing guide:

https://www.lib.uts.edu.au/referencing/apa

Copyright

Incorrect or improper use of copyright protected material could result in breaking Australian Copyright Law, for which significant penalties apply. Incorrect or improper use of copyright protected material at UTS could result in consideration under the UTS Student Misconduct and Appeals Rules.

Australian Copyright applies to any sort of published or unpublished work, and includes written material, tables and compilations, designs, drawings (including maps and plans), paintings, photographs, sculpture, craft work, films (such as feature films, television programs, commercials and computer video games), software (such as computer programs and databases), sound recordings, performances and broadcasts (including podcasts and vodcasts of these) and text, including books, journals, websites, emails and other electronic messages.

It is important to remember that **only a limited amount of other people's works can be used for study or research purposes** and that anything used must also **needs to correctly acknowledge the author and reference their material**.

Teaching materials and resources provided by UTS are also protected by copyright. It is unlawful to re-use these for commercial purposes without permission of the copyright owner. Improper or illegal use of teaching materials can lead to prosecution.

UTS Student Requirements and Rules and the UTS Student Rights and Responsibilities Policy require that students familiarise themselves and comply with UTS student policies rules and procedures.
Information about Copyright for UTS students and researchers is found at: https://www.lib.uts.edu.au/services/copyright-advice.

Academic Integrity & Academic Misconduct

At UTS we operate with integrity and expect students to complete their academic and/or creative work honestly. Integrity means having the strength of character to act in an honest, fair and responsible manner. Academic integrity upholds these values in relation to all learning, teaching and research activities and is key to success at university and beyond. We support our community through the promotion of academic integrity and professionalism.

All students should familiarise themselves with the information on the UTS Academic Integrity site

This site:

- Outlines expectations for good academic practice;

- Links to resources, such as the Academic Integrity module (to help students develop these skills);

- Describes practices that are prohibited under the UTS Student Rules governing academic misconduct

- Directs students to sources of further advice and support for completing their work with academic integrity; and

- Refers students to appropriate advocacy and support services should they be accused of academic misconduct.

If in doubt about any of these matters, consult the lecturer, tutor, Subject Coordinator or go to HELPS.

Turnitin and Forensic Analysis of Texts

Staff in FASS use plagiarism detection software (such as Turnitin) on a routine basis for checking student work or when plagiarism is suspected. The Turnitin system verifies the originality of submitted work, checking for matching text on the web, through electronic journals and books, and in a large database of student assignments from around the world. For further information on this system see the website: https://turnitin.com.

Students should be aware that if they submit work to Turnitin it remains in the Turnitin database even after the subject is finished, so that future assignments can be checked against it.

Students should check their own work in Turnitin prior to final submission and work to amend their text if concerning results (e.g. a high degree of similarity, improperly acknowledge sources

etc.) are returned. Staff responsible for making decisions regarding academic misconduct and appeals in cases of plagiarism will make use of evidence from plagiarism detection software or from forensic analysis of texts, computer code, images or other works. Where plagiarism is detected, appropriate disciplinary action will be instigated.

HELPS

HELPS (Higher Education Language & Presentation Support) is dedicated to providing English language and academic literacy support to all UTS students. Programs and services are free and non-award. Topics addressed will include weekly study/ reading/ writing/ speaking skills workshops, daily drop-in consultations, individual consultations by referral and/or appointment, writing clinics, *conversations@UTS*, and intensive academic English programs. Academic staff may recommend seeking assistance from HELPS and provide students a recommendation sheet outlining the support needed.

HELPS is located in Building 1, Level 5, Room 25.
Phone: 9514 9733
Email: helps@uts.edu.au
Website: https://www.uts.edu.au/current-students/support/helps

Academic English Program

Academic English — the language students are required to understand (when listening and reading) and produce (in writing and speaking) at university — has special features, which makes it different from the language people use in other contexts. Postgraduate or undergraduate coursework students who have been identified as benefiting from developing their academic language skills are strongly encouraged to take the following subject as an elective in their second or any subsequent session of study at UTS:

* Academic English: Communication Fundamentals (59721 - 8cps or 59720 - 6cps) – if in subsequent sessions.

More information can be found at: www.uts.edu.au/future-students/international-studies/study-areas/academic-english-program

Fieldwork and Excursions

In many subjects students are required to undertake fieldwork, excursions or other activities away from campus. All students are required to familiarise themselves with the UTS Fieldwork Guidelines (including for overnight stays in remote locations) mentioned in the link below:

https://www.uts.edu.au/about/safety-and-wellbeing/preventing-injury-and-illness/work-and-study-campus/fieldwork.

* Subject Coordinators will provide students with specific procedures that should be followed in order to ensure the health, safety and welfare of staff members and students and the protection of the environment;

* Students should follow all reasonable directions in respect of fieldwork trips (including attendance at all compulsory briefing sessions prior to fieldwork trips); and

- Students should read, and sign the acknowledgement in respect of the UTS Student Code of Conduct for Field Excursions.

Work Integrated Learning

FASS degrees are designed with a practical orientation that prepares students to work in dynamic and changing professional environments. Through a variety of work-integrated learning opportunities, students are given exposure to a range of professional and practice-related experiences. These include internships and work placements, extended participation in activities such as problem-based learning with industry partners, simulations, case studies, workplace audits and field trips, issues-based or practice case-based approaches to learning, and industry input via guest lectures, vodcasts or podcasts from professional practitioners.

For voluntary internships as well as for-credit internships in the School of Communication and in the School of International Studies and Education, students are required to complete their internship paperwork for approval and insurance cover via UTS CareerHub: https://careerhub.uts.edu.au. The CareerHub system also provides a large database and search engine for paid and unpaid internships.

Students enrolled in teacher education degrees, in the School of International Studies and Education, completing professional experience, handle their paperwork via the UTS MyPlacement system.

Information on internships and work-integrated-learning in FASS degrees can be found at: https://www.uts.edu.au/about/faculty-arts-and-social-sciences/partner-faculty-arts-and-social-sciences/industry-student-engagement

Subject Coordinators, the faculty's WIL team and the School of Education Professional Experience team will supply all relevant information and guidance for course-required internships and teacher education practicums.

Relations with the External Community

FASS recognises that students across the Faculty need to actively intersect with the wider community as part of their professional development.

Students should identify themselves as UTS students when undertaking tasks related to their course (formal assessments; informal contacts, and so on) in the wider community.

As outlined in the UTS Student and Related Rules, students at UTS are required to maintain an acceptable standard of conduct at all times, while engaged in any activity related to their study at or through the University. This includes participating in professional, industry or practical experience. If the Rules or the Code of Ethics are breached, student misconduct proceedings may apply.

Please consult the UTS Student Rules: http://www.gsu.uts.edu.au/rules/student/index.html.

Ethical Considerations

Working ethically is a key element of being professional. Many assignments in FASS subjects involve using people as subjects for student learning. In any research or writing about real

people (whether connecting with them in person or via social media or data sources) it is important for students to consider the ethics involved in the way they are using and interacting with people in their research. As well as personal ethics, there are institutional legal consequences governing research done in the name of UTS.

Undergraduate assignments in FASS that involve human subjects do not normally require formal Human Research Ethics Committee (HREC) approval, but these projects should normally be of nil or negligible risk to participants. The ethics review process for these projects can then be undertaken at the Faculty level usually by the Subject Coordinator of the Subject involved. However, at times, students may need to complete a low-risk student research application form, which can be arranged with your Subject Coordinator's assistance. It is important that students consider ethical principles before undertaking assignments. Modules to guide students are available in Canvas subject sites.

Journalism Students

Journalism students should also operate within the Ethics Code of the Media, Arts and Entertainment Alliance. They will be guided in the application of these guidelines by their tutors. See: https://www.meaa.org/meaa-media/code-of-ethics/.

Students should also read the Australian Press Council's guidelines on media standards. https://www.presscouncil.org.au/standards/advisory-guidelines
Where required for specific assessment tasks, Subject Coordinators will make proforma documents for students to use. These will be available through CANVAS.

Intellectual Property

The University does not assert ownership of Intellectual Property created by students except under certain conditions. See the Intellectual Property Policy for more information. Under Section 3.9 of the Student Rules, UTS reserves the right to retain students' assessment works created as part of this subject for teaching purposes in UTS award courses and in UTS short forms of learning, advertising and promotion, including for the UTS Website and UTSOpen, and as otherwise permitted under Section 3.9.

Students have the right to consent or object to their work being used for teaching case study material, exhibition, publication or promotions, and can inform the subject coordinator if they refuse to give consent for their work being used for any or all of the aforementioned purposes. The university will assume consent if the student has not specified a preference. UTS will use reasonable efforts to ensure that students are credited for their work where used for the purposes described. The student assessment work will only be retained by the University until it is no longer needed for explicit teaching, advertising, and promotion or in order to comply with its reporting and legal obligations. Students with access to this subject outline are deemed to have had sufficient notice of their rights and the University's policy on intellectual property.

Resources

Subject Readings and Readers

Reading a wide range of academic material related to the topics in a subject is vital to success.

Lecturers use the Library's Reading Lists system in Canvas to make key readings as easily available to students as possible. Most h items can be read online and/or downloaded and printed. These key readings can be found in Canvas or by searching the Library website.

Student Services

UTS provides students with a wide range of services. For further information please see: http://www.uts.edu.au/current-students/support.

The Student Learning Hub

The Student Learning Hub is a peer-to-peer service for students on Level 4 of Building 2 in the heart of campus. https://www.uts.edu.au/current-students/support/student-learning-hub
Students can ask questions and get advice from experienced students. Some services include:

- Ask a Student: Students can come to the Hub and ask a question (Orientation to Week 3) – no query is too small for our friendly guides to help navigate around UTS systems and services.
- UTS Study Groups: Students can join a UTS Study Group to connect with students in their faculty, have support from a dedicated Guide, and be in the loop for social events, training, and study support.
- Digital skills training: Boost students digital skills with free training for students from software experts.
- UTS Student Hacks: An extensive collection of podcast episodes by UTS students, who bring their best tips, resources and study hacks on offer at UTS.
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Library

UTS library provides advice, training, workshops, and assistance for students throughout their studies. Please explore the Library's Services for Students page for a list of support.

Orientation

The Library's Getting Started page has information on
- Where to find the library
- Accessing the library
- Finding books and articles
- Study Guides for discipline areas with key resources
- APA 7th Referencing
- Contacting the library to get help

- Library orientation workshops and tours: https://www.lib.uts.edu.au/whats-on/workshops-and-training

Study

- Discipline Study Guides: https://studyguides.lib.uts.edu.au/
- Borrowing items: https://www.lib.uts.edu.au/services/borrowing-renewals-fines-and-access

Assignments & Writing

- Academic Skills https://www.uts.edu.au/current-students/support/helps/self-help-resources/academic-skills
- Academic language: https://www.lib.uts.edu.au/services/services-for-students/academic-english

Referencing Guide

- APA Referencing Guide: https://www.lib.uts.edu.au/referencing/apa

Questions or requests for further assistance can be directed to the Library via online chat, in person or via the Library website. https://www.lib.uts.edu.au/get-help/contact-us

Supporting Online Study

If you're studying at home, student services, resources and events are still available to support you online. Further information can be found at: https://www.uts.edu.au/current-students/supporting-online-study.

UTS app

UTS app is available to all UTS students and is free from Google and iTunes. Students use it to access their timetable and canvas, check emails, find out their results, use the campus map and much more.

Online Study Behaviour

Studying online is no different from studying face to face in terms of the expectations for student behaviour. Students participating in online learning activities are required to maintain an acceptable standard of conduct at all times and to respect the learning opportunities of others. Failure to do may result in sanctions. More information on conduct is available from the UTS Student Rules: https://gsu.uts.edu.au/rules/student/index.html

UTS Learning Online

FASS subjects use *CANVAS* as the online learning management system. Subject sites can be accessed by most web browsers from inside or outside the university.

The URL for the UTS home page for Learning Online systems is: https://online.uts.edu.au/.

Students experiencing difficulties logging on or who forget their password should contact the ITD helpdesk at: https://www.uts.edu.au/current-students/managing-your-course/using-uts-systems/it-support

CANVAS

The URL for the CANVAS log in page is: https://canvas.uts.edu.au/

Student Centres

The staff at UTS Student Centres provide general student administration information and advice to any UTS student or staff member, and specific administration services for the students and staff of the faculties nearby. Services provided by the student centres include:

- Subject and course information
- Enrolment enquiries
- Withdrawal enquiries
- Study plan enquiries
- Class allocation enquiries
- Credit Recognition and subject substitution applications
- E-Requests
- Leave of Absence and concurrent study applications
- Exam related and academic progress applications
- Progression and academic caution matters
- Graduation enquiries

An e-Request is an online request to the UTS Student Centre. Submit an eRequest at: https://mystudent.uts.edu.au/

- For access to subjects with restrictions, this may be something that is blocking enrolment.
- To enrol in more than the allowable credit point limit per session for a course.
- To enrol in cross faculty electives.
- Make a change to a study plan.

- To select or change sub-structures, such as majors or sub majors, choice block or stream.
- For assistance with enrolment and timetable issues.

Student Centres enquiry number (general):

1300 ASK UTS (1300 275 887) (from within Australia)

Student Centre location:

City Campus Building 10, Level 2, 235 Jones Street, Ultimo, NSW 2007

Indigenous Students

Indigenous Recognition

UTS and Jumbunna recognise the Gadigal people of the Eora nation as the Traditional Owners and holders of knowledge of the places where our campus stands. We acknowledge elders both past and present and recognise the contribution that Indigenous people make to the academic and cultural life of the university FASS has made the university's Indigenous commitment core business – the responsibility of all of us. FASS has an Associate Dean (Indigenous) to promote strategic outcomes. Our FASS programs embed knowledge of Indigenous Australian contexts across the teaching of all discipline areas to inform the professional capability of students to work with and for Indigenous Australians. Elective subjects are also available to develop more in-depth knowledge and expertise for our graduates to work with and for Indigenous Australians.

Indigenous Students

Each School has an Indigenous Liaison Officer who is there to support Indigenous students in succeeding at university. Jumbunna Institute for Indigenous Education and Research offers a range of support services and dynamic facilities to UTS Aboriginal and Torres Strait Islander students.

Details can be found at: https://www.uts.edu.au/current-students/info-indigenous-australians/about-jumbunna.

MediaLab

The MediaLab is a specialist Teaching and Learning support unit within FASS. The MediaLab team of professional staff support the Faculty's practice-based teaching and learning activities in the creative disciplines of Media Arts and Production, Animation Production, Music and Sound Design, and Journalism. MediaLab staff deliver specialised technical instruction and demonstration workshops, provide production support for assessable creative practice projects, and manage the Faculty's professional video and audio production equipment and facilities.

Through MediaLab, students enrolled in Media Arts and Production, Animation Production, Music and Sound Design, and Journalism subjects have access to:

- Media production facilities, including Apple Mac Studio computer labs, stop-motion animation suites, edit suites, and colour grading suites.

- Professional sound studios that allow students to specialise in music, audio arts, post-production and sound mixing.
- Bon Marche Studio which provides students with a film shooting stage and performance / media arts production space.
- FASS Equipment Store giving students access to an extensive range of industry standard video and audio production equipment.

For more information on the support provided by MediaLab go to: https://www.uts.edu.au/study/communication/about-communication/media-lab.

When using MediaLab's facilities and equipment students should familiarise themselves with the general information and conditions found here https://www.uts.edu.au/current-students/current-students-information-communication/video-and-audio-production-resources. This webpage also has information regarding the video and audio production documents and procedures that students will need to complete their practice-based projects.

Handheld Devices

In many subjects, including those in Teacher Education and Journalism, students are encouraged to bring their own portable, handheld device to campus-based classes and to Professional Experience subjects. Devices will facilitate technology-mediated pedagogies in the course and participation in approaches evident in professional or industry settings. They will also act as conduits for digital fluency development and professional networking and engagement in the field.

What device is recommended?

Subject Coordinators will advise on the technologies most relevant. Students are encouraged to explore options that suit their professional needs and budget.

Students who do not have their own devices will not be disadvantaged in classes. There are (limited numbers of) Faculty devices and all students have access to UTS General Computer facilities (see: http://www.itd.uts.edu.au/index.html).

There are also a small number of laptops (PC) that are available. The IT Support Centre provides a laptop loan service to UTS Students Note: Students considering purchasing a device in the future may be eligible to apply for financial assistance. For eligibility information visit: http://www.uts.edu.au/current-students/support/financial-help/financial-assistance-service. The UTS Library also offers laptops for short term loan.

UTS Students' Association

The UTS Students' Association is a completely independent and democratic organisation run by students, for students. It runs campaigns based on student issues, provides free student services, and supports student collectives and clubs in their initiatives. https://www.uts.edu.au/current-students/campus-life/communication-uts/students-association.

UTS-WiFi

There is excellent access to Wi=Fi on all UTS campuses.

UTS-WiFi is the secure wireless network that UTS students can connect to while on campus.

To connect to UTS-WiFi you need an active UTS student account.

Connect to UTS-WiFi

When on campus UTS-WiFi will be listed in your WiFi settings on your device.

Set up your UTS-WiFi connection using the WiFi settings on your device. You will use your UTS student or staff number and IT password in your set up.

Instructions to connect to UTS-Wifi to your device

- Android
- iOS
- MacOS Laptop
- Windows 10 Laptop

For more information, please also see Multi-factor authentication (MFA):

https://www.uts.edu.au/current-students/managing-your-course/using-uts-systems/student-forms-apps-and-systems/multi-factor-authentication

UTS Rules, Dates & Web References

Rules of the University

Students are strongly advised to read the Rules of the University, available from the UTS website at www.gsu.uts.edu.au/rules/index.html, and to understand the requirements of their course by referring to the online Handbook at www.handbook.uts.edu.au.

Students should refer to their subject outlines to see if there are any other prescribed requirements for their subjects.

Key Dates

Academic Year:
https://www.handbook.uts.edu.au/dates_academic_2024.html

Census Dates:
https://www.uts.edu.au/current-students/managing-your-course/important-dates/census-date

Important Dates:
www.uts.edu.au/current-students/managing-your-course/important-dates/important-dates

UTS Timetable Planner:
http://www.uts.edu.au/current-students/timetable/uts-timetable-planner

Student Related Rules

Student and Related Rules
www.gsu.uts.edu.au/rules/student-index.html

Request a Review of a Result:
https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/request-review-result

Special Consideration:
https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special-consideration

Student Self-Administration

E-request:
www.uts.edu.au/current-students/managing-your-course/using-uts-systems/student-forms-apps-and-systems/erequest

myTimetable:
https://mytimetable.uts.edu.au/

Managing your course:
http://www.uts.edu.au/current-students/managing-your-course

Computer Logins, Passwords and Computer Labs

Contact the IT Support Helpdesk in case of difficulty logging on to the UTS Website, UTS Email or CANVAS

https://www.uts.edu.au/current-students/managing-your-course/using-uts-systems/it-support