

# 2010 Application for Admission:



UNIVERSITY OF  
TECHNOLOGY SYDNEY

## Postgraduate Coursework – Selected Courses

### Who Should Use This Application Form?

This application form is for Australian or New Zealand citizens and Australian permanent residents who are seeking admission to the following postgraduate coursework programs:

#### Centre for Local Government

- Graduate Diploma in Local Government Management (Spring Semester only)
- Graduate Certificate in Development Assessment

#### Department of Defence - Defence Materiel Organisation

- Master of Project Management
- Graduate Certificate in Project Management
- Master of Engineering Studies (Major: Integrated Logistics Support and Engineering Management)
- Graduate Certificate in Engineering (Major: Integrated Logistics Support and Engineering Management)
- Graduate Certificate in Engineering (Major: Value Chain Management)

#### Education

- Master of Education (Indigenous Studies)
- Graduate Diploma in Vocational and Workplace Learning – TAFE sponsored applicants only

#### Institute for Interactive Media and Learning

- Graduate Certificate in Higher Education in Teaching and Learning

All other postgraduate coursework programs require a different method of application. For full details of available courses, and the required method of application, see [www.uts.edu.au/study/postgrad.html](http://www.uts.edu.au/study/postgrad.html)

### Closing Dates

	Autumn Semester (commencing March 2010)	Spring Semester (commencing August 2010)
Round 1	30 October 2009	31 May 2010
Round 2	30 November 2009	30 June 2010
Round 3	29 January 2010	N/A

Note: Applications will only be accepted for Rounds 2 and 3 if places are still available in courses.

### Offers

Offers will be made progressively as the faculties provide decisions to the Student Administration Unit.

- Offers for Autumn Semester 2010 will be processed from November 2009
- Offers for Spring Semester 2010 will be processed from June 2010

For general enquiries regarding postgraduate study at UTS contact the UTS Student Centre:

Email via website : <https://servicedesk.uts.edu.au>

Phone: (02) 9514 1222

## 2010 Course Details and Application Requirements

Course Code	Course Name	Type of Place*	Attendance Mode	A\$ per 6 Credit Point Subject
<b>CENTRE FOR LOCAL GOVERNMENT</b>				
C06033	Graduate Diploma in Local Government Management (Spring only)	FFP	Distance	1 782
C11204	Graduate Certificate in Development Assessment	FFP	Block	1 782
<ul style="list-style-type: none"> <li>Applicants must submit academic transcripts for any tertiary study (including proof of completion). See page 3, Section 6.</li> </ul>				
<b>DEPARTMENT OF DEFENCE – DEFENCE MATERIEL ORGANISATION</b>				
C04006	Master of Project Management	FFP	Block	2 402
C11005	Graduate Certificate in Project Management	FFP	Block	2 402
C04097	Master of Engineering Studies (Major: Integrated Logistics Support and Engineering Management)	FFP	Internal	2 007
C11048	Graduate Certificate in Engineering (Major: Integrated Logistic Support and Engineering Management)	FFP	Internal	2 007
C11048	Graduate Certificate in Engineering (Major: Value Chain Management)	FFP	Internal	2 007
<ul style="list-style-type: none"> <li>Applicants must submit academic transcripts for any tertiary study (including proof of completion). See page 3, Section 6.</li> </ul>				
<b>EDUCATION</b>				
C04232	Master of Education (Indigenous Studies)	CSP (Autumn only)	Internal	N/A
		FFP (Autumn/Spring)	Internal	1 746
C06095	Graduate Diploma in Vocational and Workplace Learning (TAFE sponsored applicants only)	CSP	Internal	N/A
<ul style="list-style-type: none"> <li>Applicants must submit academic transcripts for any tertiary study (including proof of completion). See page 3, Section 6.</li> </ul>				
<b>INSTITUTE FOR INTERACTIVE MEDIA AND LEARNING</b>				
C11154	Graduate Certificate in Higher Education in Teaching and Learning	FFP	Internal	1 275
<p>Applicants must submit:</p> <ul style="list-style-type: none"> <li>academic transcripts for any tertiary study (including proof of completion). See page 3, Section 6.</li> <li>a statement of no more than half a page stating why they would like to do the course</li> <li>a letter from their Head of Department/Head of School/Associate Dean/Dean stating that they have a university teaching commitment through the year of enrolment</li> </ul>				

### \* Type of Place

#### CSP (Commonwealth Supported Place):

- The Commonwealth makes a financial contribution through the Commonwealth Grant Scheme to assist students with their payments. Students may be eligible for HECS-HELP

#### FFP (Fee Paying Place):

- Students must pay the full fee set by the university for each subject. Students may be eligible for FEE-HELP

**Note:** All information in this table was correct at the time of printing. Courses may be cancelled if there is insufficient demand.

# Completing the Application Form

- Read all instructions carefully
- Complete the application form with a blue or black pen, using **block letters**
- When required, place a clear tick in the appropriate boxes

## The following instructions relate to the numbered sections on the application form:

### Section 2 – Personal Details

If your family name or given names are different from those stated on your documents you must:

- indicate your previous name(s) in the space provided
- provide certified proof of name change e.g. Marriage Certificate, Decree Nisi, Instrument Evidencing Change of Name

### Section 3 – Choice of Courses

- Please indicate which course/s (and majors, if applicable) you are applying for in order of preference
- Distance and block attendance modes are only available for selected courses. Confirm availabilities on page 2 of these instructions. Note: limited attendance (eg weekend workshops) may be required for some distance courses

### Section 4 – Citizenship/Residency

- If you do not currently hold Australian or New Zealand citizenship or Australian permanent residency then you must apply as an International student on a different application form - contact UTS: International on (02) 9514 1531 for details.

### Section 5 – Secondary School Studies

- If you have completed Australian Year 12 or Senior High School studies please indicate the year completed, State, name of qualification (e.g. HSC), school name and candidate number (if known). This is for government reporting purposes

### Section 6 – Academic Qualifications

- If you list any academic qualifications at Section 6 you will need to provide an official academic transcript showing the subjects studied, the marks obtained and an explanation of the grading system (Note: unofficial transcripts printed from institution websites will not be accepted)
- If you have completed or been awarded the qualification you will need to provide proof of completion
- If any of your documents are not in English you must provide a translation **as well as** the original language documents
- Previous UTS students do not need to provide evidence of study undertaken at UTS

## Certification of Documents

- You must submit **certified** copies of your documents. Faxed or emailed documents or uncertified photocopies will not be accepted
- It is recommended that you submit copies certified by the following:
  - the official records department of the institution that originally issued the document(s)
  - the Student Enquiries Office or Admissions Office of an Australian University or TAFE College

UTS will also accept copies certified by someone who belongs to one of the categories listed below:

- |   |  |
|---|--|
| • bank manager or credit union branch manager   | • tertiary admission centre of any Australian State e.g. UAC   |
| • barrister, solicitor or patent attorney   | • Australian overseas diplomatic mission or Education Centre   |
| • postal manager  | • police officer <b>at or above the rank of sergeant</b>   |
| • principal of an Australian secondary college, high school, or primary school  | • accountant ie members of: the Institute of Chartered Accountants in Australia; the Australian Society of Certified Practising Accountants; the National Institute of Accountants; the Association of Taxation and Management Accountants; or Registered Tax Agents |
| • Commissioner for Declarations   |  |
| • Justice of the Peace <b>with a registration number</b><br>– copies verified by a JP without a registration number will <b>not</b> be accepted |  |

**Note: You cannot certify your own documents even if you belong to one of the categories listed above.**

The person certifying the copies **must** include the following information on the **front** of **every** page being submitted:

- the statement **'I,     (insert name)    , certify that this is a true copy of the original document sighted by me'**
- signature
- occupation
- telephone number
- date
- official stamp or seal of their organisation (if available)
- a Justice of the Peace must also print their **registration number** and the **state** in which they are registered as a JP

## English Proficiency

If your previous studies were undertaken in an overseas country you may need to provide evidence of English proficiency with your application. You must provide proof of proficiency in English (as indicated below) if you have undertaken all of your qualifications in a country **other than**:

- American Samoa
- Australia
- Canada
- Fiji
- Ireland
- Kenya
- New Zealand
- Papua New Guinea
- Singapore
- Solomon Islands
- South Africa
- United Kingdom (including Northern Ireland)
- United States of America
- Zambia

Applicants will be considered to have met the UTS English proficiency requirement if they can provide evidence of one of the following:

- completion of a government accredited public or private senior secondary course which was taught in English and which was no less than the equivalent of one year full-time study
- completion of at least one year full time (or equivalent) tertiary/university level study in English
- completion of a TAFE or other AQF accredited Diploma, Advanced Diploma or Associate Diploma
- completion of the Insearch Direct Entry English Program (DEEP). See below for results required
- completion of the TAFE Certificate IV in English for Academic Purposes (EAP)
- evidence from your overseas tertiary institution that the medium of instruction was English when you studied there. This evidence must be in writing on letterhead paper from your overseas tertiary institution. Note – the fact that an academic transcript is written in English is not sufficient evidence of the medium of instruction. You must provide documentation that specifies English as the medium of instruction
- satisfactory English test results (see below for details).

**Note: UTS cannot consider work experience when assessing English proficiency.**

### English Tests:

If you do not send suitable evidence of English proficiency with your application you will be requested by UTS to undertake an English test. An offer of admission that entitles you to enrol will not be made until proficiency in English has been demonstrated. If you are required to sit an English test you should ensure that you book into a test as soon as possible. Results must be available in time for enrolment.

**Note: Test results are valid for two years from the date of completion of test requirements.**

**UTS accepts the following English test results for postgraduate coursework programs:**

Faculties/Courses	IELTS (Academic Strand)	TOEFL			DEEP
		Paper Based	Computer Based	Internet Based	
All Faculties <i>except</i> Arts and Social Sciences	6.5 overall with a writing score of 6.0	575 overall with TWE of 4.5	231 overall with essay rating of 4.5	90 overall with a writing score of 21	C
<b>Arts and Social Sciences:</b>					
Communication Courses	7.0 overall with a writing score of 7.0	600 overall with TWE of 5.0	250 with essay rating of 5.0	100 overall with a writing score of 23	B+
Bachelor of Teaching in Secondary Education ( <i>except</i> Languages major)	7.0 overall with a writing score of 7.0	600 overall with TWE of 5.0	250 with essay rating of 5.0	100 overall with a writing score of 23	A
Bachelor of Teaching in Secondary Education (Languages major)	6.0 overall with a writing score of 6.0	545 overall with TWE of 4.5	213 with essay rating of 4.5	80 overall with a writing score of 21	C
All other Education courses	6.5 overall with a writing score of 6.0	575 overall with TWE of 4.5	231 overall with essay rating of 4.5	90 overall with a writing score of 21	B
International Studies Courses	6.5 overall with a writing score of 6.0	575 overall with TWE of 4.5	231 overall with essay rating of 4.5	90 overall with a writing score of 21	C

IELTS = International English Language Testing System  
DEEP = Insearch Direct Entry English Program

TOEFL = Test of English as a Foreign Language

## Submitting Your Application Form and Documents

### • Department of Defence - Defence Materiel Organisation

Lodge your application by mail to:

Project Co-ordinator  
UTS Commercial Unit  
PO Box 123  
BROADWAY NSW 2007

### • Education – C06095 (TAFE Sponsored Only)

Lodge your application with the Staff Development Officer at your TAFE

- Centre for Local Government
- Education – C04232 Master of Education (Indigenous Studies)
- Institute for Interactive Media and Learning

Lodge your application by mail to:

Postgraduate Admissions  
UTS Student Administration Unit  
PO Box 123  
BROADWAY NSW 2007

**OR**

Lodge your application **in person** at a UTS Student Centre as listed below:

**Broadway Campus - Building 1**  
Level 4 (Street Level)  
15 Broadway  
ULTIMO

**Broadway Campus - Building 10**  
Level 2  
235 Jones Street  
ULTIMO

**Broadway Campus - Building 6**  
Level 4  
702-730 Harris Street  
ULTIMO

**Haymarket Campus - Building 5**  
Block C, Level 1  
Cnr Quay Street and Ultimo Road  
HAYMARKET

**Haymarket Campus - Building 5**  
Block B, Level 5  
Cnr Quay Street and Ultimo Road  
HAYMARKET

**Kuring-gai Campus**  
Level 5, Building 1  
Eton Road  
LINDFIELD

**For information on UTS Student Centre opening hours see: [www.uts.edu.au/students/centres.html/](http://www.uts.edu.au/students/centres.html/)**

### Further enquiries

For more information about postgraduate study at UTS contact the UTS Student Centre:

Email via website: <https://servicedesk.uts.edu.au>  
Phone: (02) 9514 1222  
Website: [www.uts.edu.au](http://www.uts.edu.au)

## Application Acknowledgement

If you wish your application to be acknowledged please complete the details below and attach this page to the **front** of your application.

**UNIVERSITY OF TECHNOLOGY, SYDNEY**  
**ACKNOWLEDGEMENT OF APPLICATION**  
**FOR POSTGRADUATE COURSEWORK**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Office Use Only**

Date of receipt at  
Student Administration Unit

**Note: You must advise UTS in writing, or via email, if you:**

- **change your address after lodging your application**
- **wish to change your nominated preferences**
- **decide to withdraw your application**

### Contact details:

Postal address: Postgraduate Admissions  
Student Administration Unit  
UTS  
PO Box 123  
BROADWAY NSW 2007

Email via website: <https://servicedesk.uts.edu.au>

Phone: (02) 9514 1222

# 2010 Application for Admission:



UNIVERSITY OF  
TECHNOLOGY SYDNEY

## Postgraduate Coursework – Selected Courses

<b>Date Received at UTS</b>		<ul style="list-style-type: none"> <li>You must read the instructions accompanying this form before completing the details below</li> <li>Please detach the instructions before you submit your application</li> <li>Do not write in any of the shaded areas</li> </ul>				
		Are you an Australian Citizen, Australian Permanent Resident, or New Zealand Citizen? <input type="checkbox"/> Yes - Proceed to Section 1 <input type="checkbox"/> No - You must apply as an International applicant on a different application form. Contact the UTS: International on (02) 9514 1531 for details.				
<b>PG Admissions Use Only</b>						
<b>Date Received in Admissions</b>		<b>1. PREVIOUS ENROLMENT</b> Have you previously been enrolled at UTS, NSWIT, ITATE, Kuring-gai CAE or the College of Law? <input type="checkbox"/> Yes – Please state your old student number, if known, or the name of the institution: <input type="checkbox"/> No - Proceed to Section 2				
					Student Number	
					CHESSN	
		<b>2. PERSONAL DETAILS</b>				
<b>Documents Required</b>						
<input type="checkbox"/> Academic Transcript		Surname or Family Name			First Given Name	
		Other Given Name/s			Maiden Name or Previous Family Name	
		Title (Mr/Ms etc)		Sex (M or F)	Date of Birth (dd/mm/yy)	
<input type="checkbox"/> Proof of Completion		<b>Address and Telephone Contact Details</b>				
		Number and Street				
		Suburb		State	Postcode	
<input type="checkbox"/> English Test		Home Phone		Work Phone	Mobile	
<b>Date Requested:</b>		<b>Email:</b> This will not be used as the main form of communication to applicants. You will be advised of the outcome of your application by post.				
<input type="checkbox"/> Other						Email
		<b>3. CHOICE OF COURSES</b>				
		Please indicate the semester for which you are applying: Semesters are Autumn (commencing March) and Spring (commencing August)				Semester
<b>SAU Use</b>	<b>Pref</b>	<b>Course Name and major (if applicable)</b>	<b>Course Code</b>	<b>Load (Tick One)</b>	<b>Attendance* (Tick One)</b>	<b>FACULTY USE ONLY</b>
PF/H	1.			<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Internal <input type="checkbox"/> Distance <input type="checkbox"/> Block	Decision of Faculty Nominee: Tick Yes/No AND Sign and Date Signature: _____ Date: _____
PF/H	2.			<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Internal <input type="checkbox"/> Distance <input type="checkbox"/> Block	Signature: _____ Date: _____
<b>SAU Use</b>		<b>BFA</b>	<b>Decision</b>	<b>Copy to Fees</b>	<b>FACULTY USE: (Basis For Admission/Additional Comments)</b>	
Application Complete?			<input type="checkbox"/> OF <input type="checkbox"/> RJ Date Letter Sent			
<input type="checkbox"/> Yes						
<input type="checkbox"/> No						

4. CITIZENSHIP/RESIDENCY					Office Use Only
Part A Citizenship/Residency Status					Cit/Res Status
i) Are you an Australian Citizen?		( ) Yes - Go to question (vi)    ( ) No - Go to question (ii)			1
ii) Are you a New Zealand Citizen?		( ) Yes - Go to question (vi)    ( ) No - Go to question (iii)			2
iii) Are you a Permanent Resident of Australia?		( ) Yes - Date permanent residency granted: - Go to question (iv)	Date (dd/mm/yy)		3 8
iv) Is your visa a permanent <b>humanitarian</b> visa?		( ) Yes - Go to question (v)    ( ) No - Go to question (v)			Date
<b>Note: If you did not answer 'Yes' to any of the questions above (i, ii, iii or iv) you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details.</b>					..... .....
v) Did you meet residency requirements for citizenship more than a year ago?		( ) Yes - Go to question (vi)    ( ) No - Go to question (vi)			Y N
vi) Are you residing inside Australia during your studies?		( ) Yes - Go to Part B    ( ) No - Go to Part B			Y N
Part B Country of Birth					.....
vii) If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia ?			Year of entry	Year	
viii) Please state your country of birth		Country			C Code
ix) Please indicate the main language spoken in your home		Language			L Code
x) Are you of Aboriginal descent?		( ) Yes    ( ) No			N A T B
xi) Are you of Torres Strait Islander descent?		( ) Yes    ( ) No			
5. SECONDARY SCHOOL STUDIES					Secondary School Studies
Have you completed Australian Year 12 or Senior School studies? ( ) Yes – please give details below    ( ) No – Go to Section 6					
Year eg 1987	Name of Qualification e.g. HSC	School Name	Candidate No. (if known)	State e.g. NSW	
					School Code
6. ACADEMIC QUALIFICATIONS					Tertiary
Are you currently enrolled and/or have you previously been enrolled at an Australian or overseas University, CAE, Institute of Higher Education, TAFE College, or equivalent? ( ) Yes – please give details below and provide documentary evidence    ( ) No – Go to Section 7					HLP
Years From/To	Institution Attended and Student No. (if known)	Title of Course or Qualification	Completed, Discontinued or Being Attempted	Language of Instruction	Year
					Institution Code
					Institution Code
					Institution Code
					Institution Code
<b>Note: If you have undertaken your studies in an overseas country you may have to provide proof of English proficiency with your application. Refer to page 4 of the instructions for details.</b>					..... .....

<b>7. EXCLUSION FROM PRIOR STUDY</b>		
Have you been excluded from study at UTS? ( ) Yes - Please give details below ( ) No - Go to Section 8		
<b>UTS Course</b>	<b>Last Period of Attendance (Year &amp; Semester)</b>	
<b>8. EMPLOYMENT DETAILS</b>		
Are you currently employed (including self employment)? ( ) Yes - Please give details ( ) No - Go to section 9		
Company Name and Phone Number	Your Position	
<b>9. PROFESSIONAL QUALIFICATIONS</b>		
Do you want any professional qualifications taken into account in the assessment of your application (e.g. CPE, Institution of Engineers, etc)? ( ) Yes - please give details below ( ) No - Go to Section 10		
<b>Qualification</b>	<b>Institution/Professional Body</b>	<b>Years of Membership or Date Obtained</b>
<b>10. OTHER INFORMATION</b>		
Do you have any other relevant information not included above, such as supporting references, short courses, continuing professional education etc, which you wish to be considered? If so, please give details in the form of a supporting statement and/or attach the relevant documents to this application form.		

<b>11. DECLARATION AND AUTHORITY - all applicants must complete this section</b>	
Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.	
<ol style="list-style-type: none"> <li>1. I declare that I have read the general application instructions and that all the information submitted is to the best of my knowledge true and complete.</li> <li>2. I authorise UTS to verify any information provided by me.</li> <li>3. I authorise UTS to obtain official records from any institution attended by me.</li> <li>4. I understand that UTS reserves the right to vary or reverse any decision or enrolment on the basis of untrue, misleading or incomplete information.</li> <li>5. In the event that information provided by me to the University either on this form or at any time is considered by the University on reasonable grounds to be incomplete, untrue, or incorrect in any particular, I understand and consent that the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it.</li> <li>6. I understand that UTS may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR), or its successor, for the purpose of: <ol style="list-style-type: none"> <li>i) use in connection with the Higher Education Information Management System (HEIMS); and/or</li> <li>ii) use in connection with the National Data Collection on University Applications and Offers; and/or</li> <li>iii) other collections as DEEWR, or its successor, may lawfully require from time-to-time.</li> </ol> </li> </ol>	
<b>Signature</b>	<b>Date</b>
<b>Your application may be cancelled if you do not provide true and complete information in connection with your application, or if you make any changes to the above Declaration and Authority.</b>	