

Application for Admission: UTS Business Honours Courses Autumn 2012



GENERAL INSTRUCTIONS

- This application form is only to be used by Australian citizens, Australian permanent residents or New Zealand citizens seeking admission to the courses listed below. These courses are only available by direct application to UTS.

ELIGIBILITY

- Students must have completed a relevant degree, with an overall credit average and an average mark of 70 (or equivalent for non-UTS students) in the discipline area in which the honours degree is to be awarded. Admission also requires the approval of the relevant head of school.
- If your previous studies were not conducted in English, you must submit evidence demonstrating English proficiency. For entry to undergraduate study, UTS accepts results from IELTS (Academic module) or TOEFL tests. These results are valid for two years from the date of completion of the test. For details on required test results contact the UTS Student Centre. An offer of admission will not be made until proficiency in English is demonstrated.

Note: Applicants who do not satisfy the above criteria will not be considered.

COURSES

Your application is considered in order of your preference/s so you should select these carefully as you will only receive one offer. If you wish to change your course preference/s after you have lodged your application you should advise the Student Administration Unit in writing and your application will be amended accordingly.

COURSES	COURSE CODE	STUDY LOAD	STUDY MODE	CAMPUS
B Business (Honours)	C09004	Full Time	Internal	Haymarket
B Management (Honours) in Events and Leisure	C09005	Full Time	Internal	Kuring-gai
B Management (Honours) in Tourism	C09007	Full Time	Internal	Kuring-gai

CLOSING DATE

The closing date for Autumn Semester 2012 applications is **30 November 2011**.

OFFERS

Processing of decisions will commence in December.

LODGING YOUR APPLICATION FORM:

Prior to lodging your application, complete the Applicant Checklist below to ensure that your application is correct.

APPLICANT CHECKLIST	
Have you:-	√
completed all relevant sections of the application form?	
included the correct course name/s and code/s at Section 3 on page 1 of the application form? Note: This form is not for subjects – use <i>course codes</i> only.	
read and signed the declaration at Section 10 on page 3 of the application form?	
provided an official academic transcript or record of study, if applicable? Note: Transcripts printed from institution websites will not be accepted.	
included proof of completion of study, if applicable? Note: This is not always included on an academic transcript.	
attached an up-to-date resume outlining academic and employment history, if required?	
provided evidence of name change if required (Section 2)?	
attached translations of any documents not in English?	
provided proof of English proficiency, if required (see page 1 of these instructions)?	
ensured that all photocopied documents have been correctly certified (see page 2 of these instructions)? Note: If getting documents certified by a Justice of the Peace they must provide an official registration number.	
removed your documents from any binders or folders?	
completed the 'Acknowledgement of Application' page (if you wish to have receipt of your application acknowledged)?	
detached the application form from these instructions?	
checked addresses/locations for lodging your application (see below)? Note: <ul style="list-style-type: none">do not submit your application to the Facultydo not fax your application	

Lodge your application **by mail** to:

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

OR

Lodge your application **in person** at the UTS Student Centre:

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/

Further enquiries

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

Email via website: www.ask.uts.edu.au
Phone: 1300 ASK UTS (1300 275 887)
Website: www.uts.edu.au

Application Acknowledgement

If you wish receipt of 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		
Name:	_____	Office Use Only Date of receipt at Student Administration Unit
Address:	_____	

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: Direct Admissions
Student Administration Unit
UTS
PO Box 123
BROADWAY NSW 2007

Email via website: www.ask.uts.edu.au

Phone: 1300 ASK UTS (1300 275 887)

Application for Admission: UTS Business Honours Courses Autumn 2012



**UNIVERSITY OF
TECHNOLOGY SYDNEY**

- You must read the instructions for this form before completing the details below
- Please detach the instructions before you submit your application
- Do not write in any of the shaded areas

Are you an Australian citizen, Australian permanent resident, or New Zealand citizen?
 Yes - Proceed to Section 1
 No - You must apply as an International applicant on a different application form.
 Contact UTS: International on (02) 9514 1531 for details.

1. PREVIOUS ENROLMENT/APPLICATION

Have you previously been enrolled at UTS, NSWIT, ITATE, Kuring-gai CAE or the College of Law?
 Yes – Please state your old student number, if known, or the name of the institution:

Student Number

Have you ever applied for an undergraduate or postgraduate course at UTS?
 Yes No

CHESSN (SAU Use Only)

2. PERSONAL DETAILS

Surname or Family Name

First Given Name

Other Given Name/s

Maiden Name or Previous Family Name

Title (Mr, Ms etc)

Gender (M or F)

Date of Birth (dd/mm/yy)

Address and Telephone Contact Details

Number and Street

Suburb

State

Postcode

Home Phone

Work Phone

Mobile

Email: Note this will not be used as the main form of communication. All correspondence will be sent to the address indicated above.

Email

3. CHOICE OF COURSES

- List the course/s for which you are applying
- Note: This application form is for courses commencing in Autumn Semester only.

Pref	Course Code	Course Name	Load (Tick One)
1.			<input type="checkbox"/> FT <input type="checkbox"/> PT
2.			<input type="checkbox"/> FT <input type="checkbox"/> PT

Date Received at UTS

ADMISSIONS USE ONLY

Date Received in Admissions

Documents Required

Academic Transcript

Proof of Completion

English Test Request

Date Requested:

Other

FACULTY USE:

WAM

Course:

Major:

Decision of Faculty Nominee: (Tick Yes/No AND Sign and Date)

Yes Signature: _____

No Date: _____

Yes Signature: _____

No Date: _____

Admissions Use Only

Is application complete?

Yes

No

BFA

Decision:

OF RJ

Date Letter Sent:

Notify Fees

Faculty Comments:

4. CITIZENSHIP/RESIDENCY					Office Use Only
Part A Citizenship/Residency 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 humanitarian visa?		() Yes - Go to question (v) () No - Go to question (v)			Date
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.					-----
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
xi) Are you of Torres Strait Islander descent?		() Yes () No			T B
5. SECONDARY SCHOOL STUDIES					
Have you completed Australian Year 12 or Senior School studies ? () Yes – please give details below () No – Go to Section 6					Secondary School Studies
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/Qualification (including Major/s and Sub-major, if applicable)	Completed, Discontinued or Being Attempted	Language of Instruction	Year
					Institution Code
					Institution Code
					Institution Code
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 2 of the instructions for details.					

7. EXCLUSION FROM PRIOR UTS STUDY	
Have you been excluded from study at UTS ? () Yes - Please give details below () No - Go to Section 8	
UTS Course	Last Period of Attendance (Year & Semester)

8. SPECIALISATION AND PROPOSAL

Note: We recommend that you discuss your proposed program with the relevant Honours Co-ordinator prior to completing this form. See details below.

Management Discipline Group	Assoc Prof Judy Johnston	judith.johnston@uts.edu.au
Accounting Discipline Group	Prof Andrew Ferguson	andrew.ferguson@uts.edu.au
Marketing Discipline Group	Dr Paul Wang	paul.wang@uts.edu.au
Finance Discipline Group	Prof Susan Thorp	susan.thorp@uts.edu.au
Economics Discipline Group	Dr Gordon Menzies	gordon.menzies@uts.edu.au
Leisure, Sport & Tourism	Assoc Prof Aaron Coutts	aaron.coutts@uts.edu.au

Field of Specialisation (tick one box)

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Economics	<input type="checkbox"/>	Mangement	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Leisure, Sport & Tourism
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Proposed Area of Research – for Marketing and Leisure, Sport & Tourism applicants only.

Attach a personal statement (typewritten and not exceeding 300 words) that outlines your proposed area of research.

Resume – for Management, Marketing and Leisure, Sport & Tourism applicants only.

Attach an up to date resume summarising your academic and employment history.

9. SCHOLARSHIP

Please indicate if you wish to apply for a faculty based scholarship: () Yes () No

(**Note:** this is separate from any scholarship awarded by individual Discipline Groups. Please check with the relevant Honours Co-ordinator regarding Discipline Group scholarships).

FACULTY USE ONLY

Scholarship Decision: () Yes () No	Comments:
Signature:	
Date:	

10. DECLARATION AND AUTHORITY - all applicants must complete this section

Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.

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.
2. I authorise UTS to verify any information provided by me.
3. I authorise UTS to obtain official records from any institution attended by me.
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.
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.
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:
 - i) use in connection with the Higher Education Information Management System (HEIMS); and/or
 - ii) use in connection with the National Data Collection on University Applications and Offers; and/or
 - iii) other collections as DEEWR, or its successor, may lawfully require from time-to-time.

Signature	Date
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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.