

# 2012 Application for Admission: Direct Undergraduate Course Diploma in Information Technology Professional Practice C20049



UNIVERSITY OF  
TECHNOLOGY SYDNEY

## General Instructions

This application form for Diploma in Information Technology Professional Practice C20049 can only be used by applicants who satisfy one of the following criteria:

- UTS students who are currently admitted into one of the following courses – C04158, C07078, C10148, C10158, C10219, C10229, C10239 and C10245 and who have obtained a full time industrial training position which is for a minimum of nine months
- UTS students who have completed one of these courses **and** have a current status of Admitted
- Non-UTS students who have an ACS Foundation Work Integrated Learning Scholarship in the state of New South Wales **and** who have completed an undergraduate degree from an Australian university or recognised overseas provider.

**Note: If you are not an Australian citizen, Australian permanent resident or a New Zealand citizen you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details.**

## Closing Dates

Applications are aligned to teaching periods and can be submitted up to the following dates:

| Teaching Period | Closing Dates    |
|-----------------|------------------|
| Summer session  | 5 December 2011  |
| Autumn semester | 27 February 2012 |
| July session    | 18 June 2012     |
| Spring semester | 30 July 2012     |

For information on teaching periods see [www.handbook.uts.edu.au/dates\\_academic.html#2011](http://www.handbook.uts.edu.au/dates_academic.html#2011)

## Offers

Offers will be made progressively as the Faculty of Engineering and Information Technology provides decisions to the Student Administration Unit. Successful and unsuccessful applicants will be advised by mail of the outcome of an application.

## Completing the Application Form

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

**The following instructions relate to the numbered sections of the application form:**

### Section 2 – Personal Details

If your Family Name or Given Name/s are different from that stated on any documents that you submit you should:

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

### Section 3 – Course Details

- State which teaching period you are applying for (see above)

#### Section 4 – Citizenship/Residency

- If you do not currently hold Australian citizenship, Australian permanent residency or New Zealand citizenship, then you must apply as an International student - 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 you must provide an **official** transcript showing the subjects studied, marks obtained and 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 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

#### Section 8 – Industrial Training Placement

- To be completed by all applicants.

#### Section 9 – Enrolment Details

- To be completed by UTS students only.

#### Section 10 – ACS Foundation WIL Scholarship

- To be completed by non-UTS students who hold the above scholarship.

## Certification of Documents

- **Documents cannot be returned once they have been submitted. It is recommended that you submit certified copies, not originals.**
- Uncertified photocopies and faxed or scanned documents will not be accepted.
- Documents can be certified by:
  - 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
  - The university admission centre of any Australian State (e.g. UAC)
  - An Australian overseas diplomatic mission and Australian Education Centres
  - An accountant – a member 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; Registered Tax Agents
  - An Australian Justice of the Peace **with a registration number** – copies verified by a Justice of the Peace without a registration number will NOT be accepted
  - An Australian or New Zealand:
    - bank manager/credit union branch manager
    - barrister, solicitor or patent attorney
    - postal manager
    - principal of a secondary college, high school or primary school
    - police officer at or above the rank of sergeant

**Note: You cannot verify your own documents, even if you belong to one of these categories**

The person certifying the copies **must** include the following information on the **front** of **every** page to be 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 JP must also print their **registration number** and the **Australian state** in which they are registered as a JP

# 2012 Application for Admission: Direct Undergraduate Course Diploma in Information Technology Professional Practice C20049



**UNIVERSITY OF  
TECHNOLOGY SYDNEY**

|  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| Date Received at Student Centre                        | <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> </ul>   |   |                                     |  |
| <b>ADMISSIONS USE ONLY</b>                             | Are you an Australian citizen, Australian permanent resident, or New Zealand citizen?<br><input type="checkbox"/> Yes - Proceed to Section 1<br><input type="checkbox"/> No - You must apply as an International applicant on a different application form.<br>Contact the UTS: International on (02) 9514 1531 for details. |   |                                     |  |
| Date Received in Admissions                            | <b>1. PREVIOUS ENROLMENT</b><br>Have you previously been enrolled at UTS, NSWIT, ITATE, Kuring-gai CAE or the College of Law?<br><input type="checkbox"/> Yes - Please state your old student number, if known, or the name of the institution<br><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 |  |
| <input type="checkbox"/> Proof of Completion           | Title (Mr/Ms etc)  | Sex (M or F)  | Date of Birth (dd/mm/yy)            |  |
|  | <b>Address and Telephone Contact Details</b>   |   |                                     |  |
| <input type="checkbox"/> ACS Foundation Letter         | Number and Street  |   |                                     |  |
|  | Suburb   |   | State                               | Postcode   |
| <input type="checkbox"/> Industrial Training Placement | Home Phone   |   | Work Phone                          | Mobile   |
|  | <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.   |   |                                     | Email  |
| <input type="checkbox"/> English Test                  |  |   |                                     |  |
| Date Requested:  | <b>3. COURSE DETAILS</b>   |   |                                     |  |
|  | Please indicate the teaching period for which you are applying. See page 1 of the Instructions for teaching periods  |   |                                     | <b>Teaching Period</b>   |
| SAU Use  | <b>Course Name and Code</b>  | <b>Study Mode</b>   | <b>Load</b>                         | <b>FACULTY USE ONLY<br/>Decision of Faculty Nominee:<br/>Tick Yes/No AND Sign and Date</b>     |
| <b>CSP</b>   | Diploma in Information Technology Professional Practice<br>C20049  | Internal  | Full time only                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>Signature: _____<br>Date: _____ |
| <b>ADMISSIONS USE</b>                                  | <b>BFA</b>   | <b>Decision</b>   |                                     | <b>FACULTY USE: (Basis For Admission/Additional Comments)</b>                                  |
| Is application complete?                               |  | <input type="checkbox"/> OF <input type="checkbox"/> RJ<br>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?   |   | <input type="checkbox"/> Yes - Go to question (vi) <input type="checkbox"/> No - Go to question (ii)  |   | 1                         |                          |
| ii) Are you a New Zealand Citizen?  |   | <input type="checkbox"/> Yes - Go to question (vi) <input type="checkbox"/> No - Go to question (iii) |   | 2                         |                          |
| iii) Are you a Permanent Resident of Australia?   |   | <input type="checkbox"/> Yes - Date permanent residency granted:<br>- Go to question (iv)             |   | Date (dd/mm/yy)<br>3    8 |                          |
| iv) Is your visa a permanent <b>humanitarian</b> visa?  |   | <input type="checkbox"/> Yes - Go to question (v) <input type="checkbox"/> 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>   |   |   |   |                           | .....<br>.....           |
| v) Did you meet residency requirements for citizenship more than a year ago?  |   | <input type="checkbox"/> Yes - Go to question (vi) <input type="checkbox"/> No - Go to question (vi)  |   | Y    N                    |                          |
| vi) Are you residing inside Australia during your studies?  |   | <input type="checkbox"/> Yes - Go to Part B <input type="checkbox"/> 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?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |   | N    A                    |                          |
| xi) Are you of Torres Strait Islander descent?  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |   | T    B                    |                          |
| 5. SECONDARY SCHOOL STUDIES   |   |   |   |                           | Secondary School Studies |
| Have you completed Australian Year 12 or Senior School studies ?<br><input type="checkbox"/> Yes – please give details below <input type="checkbox"/> 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 ?<br><input type="checkbox"/> Yes – please give details below and provide documentary evidence <input type="checkbox"/> 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         |
| <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 Instructions Page 2 for details.</b>   |   |   |   |                           |                          |
| 7. EXCLUSION FROM PRIOR UTS STUDY   |   |   |   |                           |                          |
| Have you been excluded from study at UTS ? <input type="checkbox"/> Yes - Please give details below <input type="checkbox"/> No - Go to Section 8   |   |   |   |                           |                          |
| UTS Course  |   |   | Last Period of Attendance (Year & Semester) |                           |                          |
|   |   |   |   |                           |                          |

**8. INDUSTRIAL TRAINING PLACEMENT – UTS students and ACS Foundation Scholarship holders**

Do you have a full-time industrial training placement for a minimum of nine months?  
 ( ) Yes – please give details below      ( ) No – you are not eligible to apply at this time

| Placement                  | Name of Company providing industrial training | Address | Supervisor's name and phone number |
|----------------------------|---|---------|------------------------------------|
| <b>Date from:</b><br>..... |   |         |                                    |
| <b>Date to:</b><br>.....   |   |         |                                    |

**9. ENROLMENT – UTS students only**

Please tick the relevant box below to indicate which UTS course you are currently enrolled in or have completed

| Course Code | Course Name   | Currently Admitted       | Completed Course (without graduating) |
|-------------|---|--------------------------|---------------------------------------|
| C10148      | Bachelor of Science in Information Technology   | <input type="checkbox"/> | <input type="checkbox"/>              |
| C10158      | Bachelor of Mathematics and Computing   | <input type="checkbox"/> | <input type="checkbox"/>              |
| C10219      | Bachelor of Business Bachelor of Science in Information Technology                      | <input type="checkbox"/> | <input type="checkbox"/>              |
| C10229      | Bachelor of Science Games Development   | <input type="checkbox"/> | <input type="checkbox"/>              |
| C10239      | Bachelor of Science in Information Technology Bachelor of Arts in International Studies | <input type="checkbox"/> | <input type="checkbox"/>              |
| C10245      | Bachelor of Science Information Technology/Bachelor of Laws                             | <input type="checkbox"/> | <input type="checkbox"/>              |
| C07078      | Graduate Diploma in Interactive Multimedia  | <input type="checkbox"/> | <input type="checkbox"/>              |
| C04158      | Master of Interactive Multimedia  | <input type="checkbox"/> | <input type="checkbox"/>              |

Go to Section 11

**10. ACS FOUNDATION WORK INTEGRATED LEARNING SCHOLARSHIP HOLDERS (non-UTS Students)**

This section is for non-UTS students who hold an ACS Foundation Work Integrated Learning Scholarship.

You must provide a letter from the Australian Computer Society Foundation confirming that you:

- hold the above scholarship
- have a minimum of nine months relevant full time work experience
- will carry out the work experience in the state of New South Wales

Submit this letter with your application form.

**Note:** If your current WIL scholarship is for less than nine months duration, you should ask the ACS Foundation to provide an additional letter confirming that they will assist you in finding further employment to meet the UTS course requirement of a minimum nine months relevant full time work experience.

**11. 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

**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.**

**Document checklist:****For UTS Students:**

Have you:

- Attached a letter from your employer confirming industrial training placement?

**For Non-UTS students:**

Have you:

- Attached a letter confirming that you hold an ACS WIL Scholarship with a work placement for a minimum of nine months?
- Attached a correctly certified copy of your undergraduate degree (testamur or academic transcript that states you have completed the course). For information on how to certify documents go to [www.sau.uts.edu.au/form/supporting.html](http://www.sau.uts.edu.au/form/supporting.html)

**Where do I lodge the completed application?**

Via post:

UTS Student Administration Unit  
Admissions (Direct)  
PO Box 123  
Broadway NSW 2007

In person:

UTS Building 10  
Student Centre  
Ground Floor  
235 Jones Street  
Ultimo