

# Application for Admission: UTS Business Honours Courses Autumn 2021



## 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

- Applicants must have completed a relevant degree, with an overall credit average and an average mark of 70, or equivalent, in the discipline area in which the Honours degree is to be awarded. Admission also requires approval from the relevant Head of Discipline Group.
- 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), Pearson 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) with following Specialisation: <ul style="list-style-type: none"><li>Management</li><li>Accounting</li><li>Economics</li><li>Marketing</li><li>Finance</li></ul>	C09004	Full Time	Internal	City
B Management (Honours)	C09081	Full Time	Internal	City
B Accounting (Honours)*	C09062	Full Time	Internal	City

\*NOTE: Offered only to students who have completed the Bachelor of Accounting program at UTS or an equivalent accounting industry sponsored co-operative education degree. This course is not offered to international students.

## Closing Date

The closing date for Autumn session 2021 applications is **29 January 2021**.

## Offers

Processing of decisions will commence in December 2020.

## Completing the Application Form

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 that stated on any documents submitted, you must:

- indicate your previous name(s) in the space provided
- provide proof of name change e.g. certified copy of a Marriage Certificate, Divorce Order, Deed Poll

### Section 3 - Choice of Courses

- Indicate which course/s you are applying for in order of preference

### Section 4 - Citizenship/Residency

- If you do not currently hold Australian or New Zealand citizenship or Australian permanent residency then you must apply as a full-fee paying International student on a different application form. Contact UTS: International on 9514 1531

### Section 6 - Academic Qualifications

- If you list any academic qualifications here you will need to provide a full academic transcript showing the subjects studied, the marks obtained and an explanation of the grading system. If you have completed the qualification you will need to provide proof of completion
- If any of your qualifications are not in English you will need to provide an official translation **as well as** the original language documents. For example, documents translated by a professional level translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) are accepted. (See [www.naati.com.au](http://www.naati.com.au) for details.)
- Previous UTS students do not need to provide evidence of UTS study

## 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.
- You **cannot** certify your own documents, even if you belong to one of the categories listed below, and you **cannot** have your documents certified by a person directly related to you.
- 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
  - An accountant who is a member of one of the following Australian associations: the Institute of Chartered Accountants in Australia; CPA Australia; 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
    - 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 and defence force officer
    - a health professional registered with the Australian Health Practitioner Regulation Agency (e.g. doctor, pharmacist, optometrist, nurse)
- 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 (and official stamp or seal of their organisation if available)
  - telephone number
  - date
  - a JP must also indicate their **registration number** and the Australian state in which they are registered (contact details are optional for JPs)

## 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)?	
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"><li>do not submit your application to the Faculty</li><li>do not fax your application</li></ul>	

Lodge your application **by mail** to:

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

**OR**

Lodge your application **online** at:

<https://www.uts.edu.au/askuts>

### Current Students:

- Select **Current Students > Submit an online enquiry**
- Login with your UTS credentials
- Select **AskUTS or Submit an eRequest > AskUTS > Submit a form**
- Enter your enquiry and upload your form

### Future/External Applicants:

- Select **Future Students > Submit an online enquiry (domestic students)**
- Fill in your details and submit
- An acknowledge email will be sent to the email provided
- Attach your application in a reply to the acknowledgement email.

### Further enquiries

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

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

Phone: 1300 ASK UTS (1300 275 887)

Website: [www.uts.edu.au](http://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.



### Acknowledgement of Application

#### Office Use Only

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

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

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

Phone: 1300 ASK UTS (1300 275 887)

# Application for Admission: UTS Business Honours Courses Autumn 2021



- 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

Date Received at UTS

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

### ADMISSIONS USE ONLY

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

Date Received in Admissions

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 \_\_\_\_\_

### Documents Required

Other Given Name/s \_\_\_\_\_ Maiden Name or Previous Family Name \_\_\_\_\_

Academic Transcript

Title (Mr, Ms etc) \_\_\_\_\_ Gender (M, F or X) \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

Proof of Completion

### Address and Telephone Contact Details

Number and Street \_\_\_\_\_

English Test Request

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Date Requested: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Other

Email Address \_\_\_\_\_

### FACULTY USE:

### 3. CHOICE OF COURSES

Course: \_\_\_\_\_

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

Major: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Admissions Use Only

### WAM

Is application complete? \_\_\_\_\_ BFA \_\_\_\_\_ Decision: \_\_\_\_\_  
 Yes OF  RJ   
 No Date Letter Sent: \_\_\_\_\_

Course: \_\_\_\_\_

Major: \_\_\_\_\_

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

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Faculty Comments: \_\_\_\_\_

4. CITIZENSHIP/RESIDENCY					Office Use Only
<b>Part A Citizenship/Residency Status</b>					
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 - Please indicate the date permanent residency was granted, then 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
<b>Part B Country of Birth</b>					.....
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 Australian Aboriginal descent?		( ) Yes ( ) No			N A T B
xi) Are you of Torres Strait Islander descent?		( ) Yes ( ) No			
<b>5. SECONDARY SCHOOL STUDIES</b>					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
<b>6. ACADEMIC QUALIFICATIONS</b>					Tertiary Studies
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					HLA
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
<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 2 of the instructions for details.</b>					
<b>7. EXCLUSION FROM PRIOR UTS STUDY</b>					
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 & Session)		

**8. SPECIALISATION AND PROPOSAL**

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

Accounting Discipline Group	Dr Yaowen Shan	<a href="mailto:Yaowen.Shan@uts.edu.au">Yaowen.Shan@uts.edu.au</a>
Economics Discipline Group	Dr Corrado Di Guilmi	<a href="mailto:Corrado.DiGuilmi@uts.edu.au">Corrado.DiGuilmi@uts.edu.au</a>
Finance Discipline Group	Dr Vitali Alexeev	<a href="mailto:Vitali.Alexeev@uts.edu.au">Vitali.Alexeev@uts.edu.au</a>
Management Discipline Group	Dr Stephen Schweinsberg	<a href="mailto:Stephen.Schweinsberg@uts.edu.au">Stephen.Schweinsberg@uts.edu.au</a>
Marketing Discipline Group	Assoc. Prof Natalina Zlatevska	<a href="mailto:Natalina.Zlatevska@uts.edu.au">Natalina.Zlatevska@uts.edu.au</a>

**Field of Specialisation (tick one box)**

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Economics	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Management	<input type="checkbox"/>	Marketing
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**Proposed Area of Research – for Management and Marketing applicants only.**

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

**Resume – for Management and Marketing applicants only.**

Attach a recent resume summarising your academic and employment history.

**9. SCHOLARSHIP**

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

(**Note:** only one faculty scholarship may be awarded per Discipline Group on the recommendation by the Honours Committee. 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. Applicant Declaration Authority and Privacy Notice - all applicants must complete this section**

- All the information and supporting documents provided with this Application are true and correct and I will inform UTS immediately of any changes to the information I have given.
- I understand that all documents submitted with this application become the property of UTS
- I understand that UTS reserves the right to vary or reverse any decision on the basis of untrue, misleading or incomplete information.

<b>Signature</b>	<b>Date</b>
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**Privacy notice for all applicants**  
 UTS is collecting your personal information, including relevant certified documents and details of previous study, to allow the university to consider and process your application to study at UTS.  
 Information collected will be used to verify the details you have provided and obtain your results and other relevant information relating to your previous studies. If you have studied at UTS previously, existing information held by UTS relating to your previous studies may also be used.  
 UTS will also be using information for quality improvement and planning processes, which may include tracking student progression from application to graduations.  
 UTS may disclose personal information relating to applicants to the Department of Education and Training, or its successor, for the purpose of managing Commonwealth supported places, generating as required Commonwealth student identifiers, or in relation to other data collections as the Department may lawfully require from UTS from time-to-time.  
 If you are an international applicant, information collected may also be disclosed to the Australian Government and designated agencies and authorities where required for compliance with legislation, including the Education Services for Overseas Students Act 2000 (Cth). If you are registering via an Agent, information may be disclosed to your Agent on your behalf.  
 If you are a sponsored student, information, including your academic progress, results, attendance or financial standing, will be disclosed to your sponsor, your embassy, cultural mission or any third party appointed by your sponsor, your embassy and/or cultural mission.  
 If the university has reasonable grounds to believe information provided by you is deliberately incomplete, untrue, fraudulent, or incorrect in any way, the university may disclose this fact and other related information to relevant third parties, including educational institutions that information is claimed to have originated from, or other party's applications have been lodged with. Fraudulent applications may also be referred to the Police.  
 Applicants who are successful will be required to sign the Student Declaration at enrolment. This includes additional privacy information which will also cover information collected during this application process once an applicant commences as a student of UTS.  
 UTS will not disclose information collected as part of this application process further to this privacy notice or the subsequent Student Declaration, without consent, unless required or permitted by law.  
 Records relating to applications will be retained in line with the university's records management policy.  
 You can access information held about you and your application at any time through the application portal. Otherwise, any request you may have to access, correct, delete if lawful, transfer your information, or withdraw your application or consent should be referred to: for postgraduate coursework applicants (student.records@uts.edu.au); or for higher degree research HDR applicants (GRS@uts.edu.au). Note that if you withdraw consent to use this information, UTS may not be able to process your application.  
 For further information about privacy at UTS or making privacy related complaints, refer to Privacy at UTS.