2021 Application for Admission: Direct Undergraduate Course Diploma in Information Technology Professional Practice (C20056)

UTS

General Instructions

This application form for the Diploma in Information Technology Professional Practice (C20056) can only be used by applicants who satisfy one of the following criteria:

1. UTS students who are **currently Admitted** into one of the following courses:

C09119	Bachelor of Computing Science (Honours)
C10158	Bachelor of Mathematics and Computing
C10219	Bachelor of Business Bachelor of Science in Information Technology
C10229	Bachelor of Science in Games Development
C10239	Bachelor of Science in Information Technology Bachelor of Arts in International Studies
C10245	Bachelor of Science in Information Technology Bachelor of Laws
C10327	Bachelor of Science in Information Technology Bachelor of Creative Intelligence and Innovation

2. UTS students who **are about to complete** the following course and wish to add the Diploma in IT Professional Practice.

C10148	Bachelor of Science in Information Technology

3. Graduate students who have an ACS Foundation or UTS Work Integrated Learning Scholarship **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:

Session	Closing Date
Autumn session (commencing 22 February 2021)	19 February 2021
Spring session (commencing 2 August 2021)	29 July 2021

Offers

Offers will be made progressively as the Faculty of Engineering and Information Technology provides decisions to the Student Administration Unit.

All applicants will be advised of the outcome of their application by mail.

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 and provide proof of name change e.g. Marriage Certificate

Section 3 – Course Details

- State which teaching session 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 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 for details.)
- 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 or UTS Work Integrated Learning Scholarship

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

Certification of Documents

- Documents **cannot** be returned. It is recommended that you submit certified copies, **not** originals.
- Photocopies of electronic transcripts from other institutions will only be accepted when they can be verified as authentic through an online secure portal hosted by the institution (this often involves submitting a link and password to UTS)
- 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)

2021 Application for Admission:
Direct Undergraduate Course
Diploma in Information Technology
Professional Practice (C20056)

UTS

Date Received at Student Centre	• **You must read the instructions accompanying this form before completing the details below** • **Please detach the instructions before you submit your application**
	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.

ADMISSIONS USE ONLY

Date Received in Admissions	**1. PREVIOUS ENROLMENT**	
	If you have applied to UTS please state your application number, if known:	Student Number
		CHESSN
	2. PERSONAL DETAILS	

Documents Required

( ) Academic Transcript	Surname or Family Name	First Given Name
( ) Proof of Completion	Other Given Name/s	Maiden Name or Previous Family Name
	Title (Mr/Ms etc)	Gender (M, F or X)	Date of Birth (dd/mm/yy)
( ) ACS Foundation Letter	**Address and Telephone Contact Details**	
	Number and Street	
( ) Industrial Training Placement	Suburb	State	Postcode
( ) English Test Date Requested:	Home Phone	Work Phone	Mobile
( ) Other	Email Address	
	3. COURSE DETAILS	
	Please indicate the session for which you are applying: Autumn session or Spring session	Session

SAU Use	Course Name and Code		Study Mode	Load	FACULTY USE ONLY Decision of Faculty Nominee: Tick Yes/No AND Sign and Date	
H	Diploma in Information Technology Professional Practice	C20056	Internal	Full time only	( ) Yes ( ) No	Signature: Date:

ADMISSIONS USE	BFA	Decision	FACULTY USE: (Basis For Admission/Additional Comments)
Is application complete? ( ) Yes ( ) No		( ) OF ( ) RJ Date Letter Sent	

4. CITIZENSHIP/RESIDENCY

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 - 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 **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 Australian 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	ATAR/UAI/TER	State e.g. NSW

School Code

6. ACADEMIC QUALIFICATIONS

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

Tertiary Studies

HLA

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

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.

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 & Session)

8. INDUSTRIAL TRAINING PLACEMENT – to be completed by 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

Placement	Name of Company providing industrial training	Address	Supervisor's name and phone number
Date from: …..................... Date to: ….....................			

9. ENROLMENT – to be completed by 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)
C09119	Bachelor of Computing Science (Honours)		
C10158	Bachelor of Mathematics and Computing		
C10219	Bachelor of Business Bachelor of Science in Information Technology		
C10229	Bachelor of Science in Games Development		
C10239	Bachelor of Science in Information Technology Bachelor of Arts in International Studies		
C10245	Bachelor of Science in Information Technology Bachelor of Laws		
C10327	Bachelor of Science in Information Technology Bachelor of Creative Intelligence and Innovation		
C10148	Bachelor of Science in Information Technology	N/A	

Go to Section 11

10. ACS FOUNDATION or UTS WORK INTEGRATED LEARNING SCHOLARSHIP HOLDERS - to be completed by non-UTS students

This section is for non-UTS students who hold an ACS Foundation or UTS 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. 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.**

Signature	Date

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.

12. DOCUMENT CHECKLIST – to be completed by 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

13. SUBMITTING YOUR APPLICATION

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.