

Completing your Application Form for the Diploma in Innovation

Congratulations! You are already one step closer to preparing for a vibrant future of innovative career paths, enabled by this world class course.

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

Section 1 - 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 – Current UTS Courses Admission

- Indicate your current course you are admitted into. The Diploma in Innovation is exclusive to current undergraduate students. Students enrolled in the Bachelor of Creative Intelligence and Innovation at UTS are not eligible.

Section 4 – Declaration and Authority.

- Make sure you read and sign this section.

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 the application form? Note: This form is not for subjects – use <i>course codes</i> only.	
read and signed the declaration at Section 5 on page 3 of the application form?	
provided evidence of name change if required (Section 1)?	
detached the application form from these instructions?	

There are three ways for **current UTS students** to lodge their applications

- 1) Lodge your application by **email** to:
Email the completed form to ftdi-apo@uts.edu.au
Be sure to check that the attached copy is not a blank form.
Need be, export the completed pdf to jpg format and attach the jpg files
- 2) Lodge your application **online** at:
<https://www.uts.edu.au/askuts>
 - 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
- 3) Lodge your application **by mail** to:
Direct Admissions
UTS Student Administration Unit
PO Box 123
BROADWAY NSW 2007

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

For information on UTS Student Centre opening hours see:

www.uts.edu.au/current-students/contacts/general-contacts

Closing Dates

December Session (commencing 16 November 2020)	July Session (commencing 5 July 2021)
6 November 2020	25 June 2021

Late applications will only be considered for the subsequent session

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

- **decide to withdraw your application**

Contact details:

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

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

Phone: 1300 ASK UTS (1300 275 887)

**Direct Application for Admission:
Faculty of Transdisciplinary Innovation
Diploma in Innovation (C20060)**



Date Received	<p>Please read the instructions below before completing both sides of this form.</p> <p>This direct application form is for the Diploma in Innovation and is only to be used by current UTS students either enrolled or who have applied to a UTS undergraduate degree wanting to study the Diploma in Innovation concurrently.</p>		
ADMISSIONS USE ONLY			
Date Received in Admissions			
	CHESN	UAC No.	
		UTS No.	

1. 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, F or X)	Date of Birth (dd/mm/yy)	

Address and Telephone Contact Details

Number and Street			
Suburb		State	Postcode
Home Phone	Mobile	Email Address	
Session commencing the Diploma (July or December)		Session Year	

2. COURSE DETAILS

Fee Type	Course Name	Course Code	FACULTY USE ONLY Decision of Faculty Nominee: Tick Yes/No AND Sign and Date	
H	Diploma in Innovation	C20060	() Yes () No	Signature: Date:

SAU USE ONLY **FACULTY COMMENTS**

Documents required:				
Is Application Complete?	BFA	User Field Updated	Decision	
() Yes			() OF () RJ	
() No			Date Letter Sent:	

3. CURRENT UTS COURSE ADMISSION (If not yet admitted please go to question 4)			SAU Use only
Please provide details of your current UTS course below.			HLA
Year From	Course title	Expected year of completion	Year
			Institution Code

4. 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.