

UTS:

**HELPS**

HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

WELCOME TO  
ORIENTATION!

# Studying @ UTS: Preparation for Uni Study

UTS:

**HELPS**

HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

**UTS:HELPS**

U:Learn U:PASS U:Connect



## DAVID SOTIR - ADVISOR

**CB01.05.25**

 **(02) 9514 9733**

 **helps@uts.edu.au**

 **www.helps.uts.edu.au**

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HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

Australian Government  
Department of Education, Employment and Workplace Relations

## Request for Commonwealth support and HECS-HELP

When completing this form, please use a black or blue ballpoint pen and write neatly in BLOCK LETTERS.  
You MUST read the *Information for Commonwealth supported students booklet* before completing this form.

1 **Family name:**  
LEE  
Given names:  
SALLY

2 **Date of birth:** (dd/mm/yyyy)  
XX/XX/XX

3 **Gender:**  
 Female  Male

4 **Name of higher education provider:**  
UTS  
**Campus:**  
CITY

5 **Student identification number:**  
XX XX XX XX XX

6 **Name of course of study:** (e.g. Bachelor of Science)  
PC DEV  
Provider use – course of study code: C330017

7 **What is your citizenship status?**  
(please tick the boxes that relate to you)

I am an Australian citizen  **Go to item 8**

I am a New Zealand citizen (who is not also the holder of a permanent visa)  **Read the note below and go to item 9**

I am the holder of a permanent visa  **Go to item 8**

Is your visa a permanent humanitarian visa and will you be resident in Australia for the duration of your unit(s) of study?  
Yes  **Go to item 8**  
No  **Read the note below**

8 **Complete ONLY if you are an Australian citizen or the holder of a permanent humanitarian visa.**

HECS-HELP assistance allows you to obtain a loan from the Commonwealth for all or part of your student contribution towards your Commonwealth supported place. It also includes a 20% discount on a full up-front payment or any partial up-front payment of your student contribution of \$500 or more. In order to obtain a HECS-HELP loan for all or part of your student contribution amount, you will need to supply your tax file number (TFN) below.

8A **Tax file number (TFN):**  
[REDACTED]

Your provider is authorised under the Higher Education Support Act 2003 (HESA) to collect your TFN. It is not an offence not to provide your TFN. However, you will not be able to obtain a HECS-HELP loan for the amount of your student contribution that remains unpaid on the census date unless you give your provider, on or before the census date, either your TFN or a Certificate of application for a TFN from the Australian Taxation Office (ATO), stating that you have applied for a TFN.

Note: as TFNs are usually provided within 28 days of application, it is essential that you apply early to ensure you have your TFN on or before the census date. If you are applying for a TFN for the purpose of obtaining a HECS-HELP loan and it is within one month before the relevant census date, you should request the ATO to issue you a Certificate of application for a TFN. If you haven't received your TFN within 10 days before the census date, you should provide this certificate to your provider as proof that you have applied, and then quote your TFN once you receive a Tax file number advice from the ATO.

You will also need to provide your TFN if you want to obtain a HECS-HELP loan if you fail to make a full up-front payment on or before the census date. If you do not provide your TFN and do not make a full up-front payment on or before the census date, your provider will cancel your enrolment as a Commonwealth supported student. Your provider is authorised to obtain your TFN information only for the purpose of reporting details of your HECS-HELP loan to the ATO. Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken.

**WARNING:**

www.goingtouni.gov.au

8B **By signing this form, you declare that you agree to ALL of the statements below.**

**Full up-front payment:**  
If I make a full up-front payment by paying 80% of my student contribution for my unit(s) of study on or before the census date, I request the Commonwealth to pay to my provider the HECS-HELP discount to discharge my liability for the unit(s) of study.

**Partial up-front payment:**  
If I make a partial up-front payment of \$500 or more of my student contribution for my unit(s) of study on or before the census date (and this is less than 80% of the contribution), I request the Commonwealth to:  
• pay to my provider the HECS-HELP discount to discharge that part of my liability for the unit(s) of study; and  
• lend me an amount equal to my student contribution for the unit(s) of study, minus my up-front payment and the HECS-HELP discount, and pay this to my provider on my behalf.

**Full deferral:**  
If I have NOT made any up-front payment towards my student contribution for my unit(s) of study on or before the census date, I request that the Commonwealth lend me an amount equal to the unpaid part of my student contribution for the unit(s) of study and pay this to my provider on my behalf.

**Repayment of a HECS-HELP loan:**  
I understand that I will repay to the ATO the amount that the Commonwealth has loaned to me. These repayments will be made in accordance with Chapter 4 of HESA, when my income reaches a certain level, even if I have not completed my studies.

**Refund of HECS-HELP loan amounts:**  
I understand that my debt with the Commonwealth will remain if I withdraw or cancel my enrolment after the census date, but that my debt may be removed by my provider in special circumstances.

**Cancellation of enrolment as a Commonwealth supported student:**  
I understand that I MUST either make a full up-front payment or provide my TFN or a Certificate of application for a TFN from the ATO to my provider on or before the census date otherwise my enrolment as a Commonwealth supported student in the unit(s) of study will be cancelled.  
Go to item 9

10 **By signing this form, you also:**

- declare that:
  - the information on this form is complete and correct and you can produce documents to verify this if required.
- request that:
  - if you satisfy all of the applicable eligibility criteria, the Commonwealth give to your provider the student contribution amount relating to the unit(s) of study you are undertaking as a Commonwealth supported student.
- understand that:
  - when your SLE is consumed, you will no longer be eligible for a Commonwealth supported place and this form will not be valid for unit(s) of study not covered by your SLE.
  - if your eligibility for Commonwealth support and/or a HECS-HELP loan changes, you must notify your provider.
  - your personal information will be stored by the Department of Education, Employment and Workplace Relations (DEEWR) in order to administer your Commonwealth assistance.
  - the authority to collect the information on this form is contained in HESA.
  - the information is collected for program administration purposes.
  - the information may be shared for these purposes between the ATO and DEEWR and information may not otherwise be disclosed without your consent unless authorised or required by law.
  - giving false or misleading information is a serious offence under the Criminal Code.

Go to item 11

11 **Declaration**  
Signature: Sally Lee  
Date: 07 JULY 2016  
Go to item 12

12 **Indication of payment option**  
Complete ONLY if you are an Australian citizen or the holder of a permanent humanitarian visa.  
In what way do you intend to pay your student contribution?  
Full up-front payment of my student contribution amount

9 **Your obligations:**

## Autumn 2017\_ Studying at UTS: Preparations for Uni Study

## 1. Are you a

- Postgraduate
- Undergraduate

## 2. Are you a / an

- Local student
- International student

## 3. If you are an international student, are you

- A full fee paying international student
- AUSAID / Sponsored student
- Study Abroad student
- Exchange student

## 4. Your country of origin:

## 5. Your Faculty/ies

- Business
- Design, Architecture and Building
- Law
- Science
- Arts and Social Sciences (FASS)
- Engineering and Information Technology (FEIT)
- Health

Please be sure to complete the online survey at the end of this session.

Thank you in advance!

<https://www.surveymonkey.com/r/STUDYINGUTS17>

UTS:

# HELPS

HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

## About HELPS

Hi, HELPS has moved. Come and say hi to our new space **Building 1 Level 5 Room 25 (CB01.05.25)**.

**WATCH: UTS HELPS (Higher Education Language & Presentation Support)**

[Transcript](#)

YouTube

## What can I gain from this session?

- practical information
- academic expectations

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## UTSspeak

Acronyms and initialisms

**SSU**

**DAB**

**GPA**

**PG**

**UG**

**HELPS**

**ALO**

**RAO**

## Semester vs Session

‘Semester’ and ‘session’ – what’s the difference?

Since 2016, UTS has been operating on three balanced teaching sessions:

- Autumn session
- Spring session
- Summer session



## Common First Year Issues

- Mismatched expectations
- Self-management
- Sense of belonging and engagement
- Academic literacy skills
- Knowing where to get help

## Flipped Learning

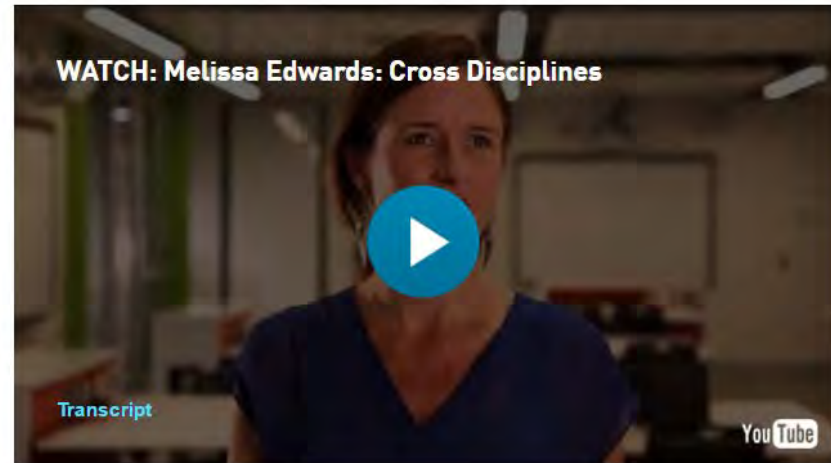
What the flip is flipped learning?

### Flipped learning

In the 'flipped education' model, rather than attending lectures, students access digital resources and undertake preliminary tasks prior to coming to classes where they engage in collaborative, mentored activities.

- [Flipped active learning](#)
- [Why the flip?](#)
- [Case studies: UTS academics using flipped learning](#)

Melissa Edwards explains the benefits of using video in the flipped classroom.



## Faculties, Schools and Course Areas

- Arts and Social Sciences
- Business
- Design, Architecture and Building
- Engineering and Information Technology
- Health
- Law
- Science
- Transdisciplinary Innovation

## UTS:Handbook Information

### Course structure

#### Course completion requirements

REQUIREMENT	CREDIT POINTS
<b>STM90780</b> Core subjects (SecEd)	48
<b>CBK90868</b> Major choice (SecEd)	36
<b>CBK90869</b> Electives (SecEd)	12
Total	96

e.g. C04255v1 Master of Teaching in Secondary Education

## Modes of study

### Delivery mode

- Full time:  $18\text{cp} \geq 24 \text{ cp} \leq 30\text{cp}$
- Part time:  $< 18\text{cp}$

### Attendance mode

- Standard: weekly face-to-face classes
- Block: intensive period(s) of study
- Distance: off-campus, online support

## Lectures

- Before
- During
- After
- Common problems
  - Not sure of what to write
  - Difficulty in listening and writing at the same time
  - Can't make sense of your notes later
  - Daydreaming
  - Can't understand the lecture content
  - Can't understand the lecturer
  - The lecturer talks too fast

## Tutorials

- Before
- During
- After
- Common problems
  - Too shy to speak up
  - Fear of being judged for what you say
  - Not prepared for the tutorial
  - Not given a chance to speak up or participate

## Academic Progression

- Minimum rate of progress (MPR): must pass 50% of the credit points in the enrolled subjects
- Academic caution – required to...
- Early intervention – advised to...
- *Back on Track* program
- Application to Reduce Study Load
- Exclusion – for one year, then reapply...
- <http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/academic-progression>



## Subject Outlines

- Subject information
- Contact information
- Assessments
- Assignment submission details
- Other important information
- Sample subject outline

## UTSOnline

- Content management system
- You will be enrolled in UTSOnline for all your subjects
- Functions: teaching and learning resources repository (subject outline, study guide, readings, internal and external links), communication, assignment submission, etc.
- Turnitin
- Demo
- Sample Turnitin report
- <https://online.uts.edu.au/webapps/login/>

UTS

UTS in a global world | UTS online resources | Log out

UTS

UTSOnline Calendar  
Never miss an assignment due date.

### UTSOnline

**New UTSOnline Login Page, February 13**  
The new login page reflects the [enable](#) timely requirements introduced in the last [Workload Upgrade](#) to deliver a fresh new look, and an easier way to search UTSOnline help.

**Autumn Session 2017 subjects**  
**Staff**  
The process of creating and enrolling subjects in a UTSOnline subject site has changed. Autumn Session 2017 subjects were automatically created on Wednesday the 15th of January, 2017. Detailed information is on the [Automated UTSOnline subject creation and assignment help page](#).

**Students**  
Autumn Session 2017 subject are scheduled to be made available to students on Monday, the 20th of February, 2017, although your subject coordinator may choose to make it available earlier.

**Conditions of use**  
All UTSOnline users have an obligation to read and comply with the following UTS policies governing their use of UTSOnline:

- [Acceptable use of information technology facilities](#)
- [Privacy statement](#)
- [Ethical, socially responsible, legal, efficient use, standards of conduct](#)
- [Collection of personal information, use of online course content](#)
- [Policy and procedures for the treatment of assessment evidence](#)
- [Copyright requirements - students and researchers](#)
- [Copyright requirements - staff](#)
- [All your teaching materials copyright compliant](#)

**Maintenance window**  
UTSOnline has a window reserved for [regular maintenance](#), from 2:00 AM to 8:00 AM (AEST) on Sunday evenings.

**Resources**

- [Information for all users](#)
- [Information for Staff](#)
- [Learning & Teaching Blog](#)
- [Subject availability](#)

## Assessments

- Written assignments – e.g. essays, reports, reflective journals, literature reviews, critical reviews, case studies
- Negotiated – e.g. learning contract
- Projects – in-depth exploration
- Oral presentations
- Practicum
- Exams – e.g. multiple-choice/short-answer/essay questions, computer-based assessments, take-home exams

Originality

GradeMark

PeerMark

## Film Essay

BY YOUR TUTOR

turnitin

19%

SIMILAR

OUT OF 100

Overall Similarity Index

## Match Overview

View all sources

View all sources

Auteur theory was articulated in the 1950s by French film critics, most notably by Francois Truffaut. The concept describes the mark of a film director in terms of: thematic or stylistic consistencies, personal aesthetic vision, recurring themes, established technique, a defined view of the world and a significant degree of control over production. The works of an auteur director are stamped by the personality and unique artistic vision of its creator, and are as recognisable and distinctive as the creators of any other work of art. In auteur films, it is the director who controls the artistic statement, takes credit for the film and is responsible for attracting the audience.

When auteur theory was being developed, Alfred Hitchcock was frequently acknowledged as the consummate exemplar, and his name evokes immediate expectations in terms of themes and techniques. As befits the master of mystery and suspense, his films play with the audience's nerves, sexually or tabooed areas assume central or implicit places in his work (the latent homosexuality of Strangers on a Train, the parody of an Oedipus complex in Psycho and the traumatic remembrance of repressed memories of Marnie), there is a persistent element of black comedy, and frequent eccentric characterisations. Hitchcock was influenced by the German Expressionists, and admired their ability "to express ideas in purely visual terms" (Spoto 68). It is this visual expression of thought and psychology that Hitchcock achieves throughout his films.

Hitchcock's films are marked by his mastery of cinematic technique which is exemplified in his use of camera viewpoints, elaborate editing and soundtrack to build suspense. Notable includes an incredible zoom in from a high shot

Match overview

Click on a source in the right hand pane to view the matching text in your document

1	www.slideshare.net Internet source	4%
2	www.antiessays.com Internet source	3%
3	Submitted to Edge Hill... Student paper	3%
4	socrates.berkeley.edu Internet source	3%
5	www.dreamcast2k.com Internet source	2%

Text-Only Report

Filter the report to include or exclude the bibliography, quotations and/or small matches

Paper information

Download/print a PDF version of the Originality Report or the Digital Receipt

Click within the text to view the source

## Sample Assignments

- Essay
- Report
- Case Study
- Reflective Writing



**UTS:HELPS**  
U:Learn U:PASS U:Connect

**Sample Written Assignments**

**What?**  
This page features **authentic** sample assignments that you can view or download to help you develop and enhance your academic writing skills. They include academic **essays, reports, case studies** as well as **reflective writing**.

**Why?**  
Many students have consulted with HELPS Advisors over the years and have wanted to view **past assignments** to guide them in their own writing. The assignments have been provided by academic staff and students with their consent to demonstrate original pieces of writing.

**How?**  
The sample essays below are divided into **specific disciplines** to assist you in your writing. They reflect **different genres** of writing according to the particular task for that assignment e.g. reflective, argumentative, descriptive. Each assignment is **annotated with comments** on the important elements of writing such as: argument and thesis, sentence and paragraph structure, style and register, transition language, critical thinking, and referencing. Whenever you see a hyperlink, we recommend that you click on it as it will take you to the relevant page on the HELPS website for more detailed information.

**ON THIS PAGE:**

- What?
- Why?
- How?
- When?
- Who?
- Arts & Social Sciences
- Business
- Design: Architecture & Building
- Education
- Engineering & Information Technology
- Health
- Law
- Science

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- Avoiding plagiarism
- Daily workshops
- Writing support sessions
- Holiday courses
- Self-help resources**
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- Assignment types
- Essay etiquette
- Grammar
- Listening
- Online videos
- Presentation skills
- Pronunciation
- Reading
- Referencing and plagiarism
- Sample Written Assignments
- Using Turnitin

<http://www.uts.edu.au/current-students/support/helps/self-help-resources/sample-written-assignments>

## Student Misconduct

- Cheating and plagiarism
- Penalties: fail the assessment/subject; excluded from the university
- Plagiarism: taking and using someone's ideas or manner of expressing them and passing them as your own by failing to acknowledge the source
- Referencing: Harvard (UTS), APA and AGLC
- Paraphrase and summarise
- Direct quotations
- <http://www.gsu.uts.edu.au/rules/student/section-16.html>

## Grades

- HD: 85-100
- D: 75-84
- C: 65-74
- P: 50-64
- F (X): > 50
- F: 0-49
- E: Grade not submitted
- Q: Result pending the completion of an assessment
- T: 45-49; Supplementary exam to be completed
- W: Result withheld due to misadventure
- <http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/grading-schema-coursework>

## Grade point average (GPA)

- Progressive measure of academic achievement
- Included on your academic records
- HD: 4; D: 3.5; C: 2.5; P: 1.5; F: 0.5
- GPA:  $(\text{Subject 1 GP} \times \text{CP}) + (\text{Subject 2 GP} \times \text{CP}) + \dots / (\text{Total CP enrolled})$
- <http://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/grading-schema-coursework-0>



## Important dates

- Last day to enrol in/withdraw from subjects
- Assignment due dates
- Asking for extension (for one week or less): before due date
- Applying for Special Consideration: assignments – before the due date; exams – no later than two working days after the exam
- Centrally-conducted Exams
- Exams timetable release
- Applying for Special Conditions in Exams
- Applying for Advice of Scheduling Difficulties
- <http://www.uts.edu.au/current-students/managing-your-course/important-dates/important-dates>

## For Enrolment/Course/Administrative Enquiries

**Visit the Student Centre (2 locations) which can help with:**

- Subject and course information
- Study plan, enrolment and class allocation enquiries
- Progression and academic caution
- Exam related and academic progress applications
- Leave of Absence and concurrent study applications
- Recognition of prior learning and subject substitution applications
- Graduation matters

**Building 10 - Broadway**

Level 2, 235 Jones Street

Ultimo, NSW 2007

**Building 5 - Haymarket**

Block C, Level 1

Cnr Quay Street and Ultimo Road  
Haymarket, NSW 2000

## Where and How to Seek Help

- Faculty
  - Subject tutor, lecturer and coordinator – refer to subject outlines
  - Course coordinator – refer to subject outlines
  - Academic Advisers, Academic Liaison Officers and Responsible Academic Officers:  
<http://www.uts.edu.au/current-students/support/academic-support/course-and-subject-advice>
  - Student Centre
- Student Services Unit: <http://www.uts.edu.au/current-students/support>
- UTS Library: <http://www.lib.uts.edu.au/>
- Students' Association: <http://www.sa.uts.edu.au/>
- Student Ombuds: <http://www.ombuds.uts.edu.au/>
- International Student Advisers: <http://www.uts.edu.au/current-students/info-international-students/services-and-support#international-student-advisers>
- Mathematics and Science Study Centre: <http://www.uts.edu.au/current-students/science/study-resources/mathematics-and-science-study-centre>
- Jumbunna: <http://www.jumbunna.uts.edu.au/>

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U:Learn U:PASS U:Connect



## Discover these!

- Online self-help learning resources
- Drop-in & 1:1 consultations
- Writing support sessions
- Conversations@UTS
- Intensive academic English programmes
- Daily workshops
- Volunteer programmes



[www.helps.uts.edu.au](http://www.helps.uts.edu.au)

# UTS:HELPS

Supporting your Learning

## 1:1 Assignment Advice

Have an in depth 40-minute discussion with an Advisor in relation to your specific assignment needs.

## WriteNow! Writing Support

Work on your assignment while an Advisor is on hand to help.

## Daily Academic English Workshops

Learn about subject areas such as Writing Skills, Study Skills and Communication Skills.

## Online Self-learning Resources

Develop your academic language and learning skills independently. Advisors at drop-in sessions can guide you to the resources most suitable to your needs.

## Conversations @ UTS

Develop your self-confidence in your spoken English in a relaxed, supportive group environment.

## Intensive Holiday Courses

Extend your skills in Academic Writing, Academic Speaking and Workplace Communication in a collaborative environment over a 5-day period.

## HELPS U:Learn

**Drop-in sessions** allow you to meet with an Advisor for 15 minutes to ask questions about your studies and assessments.

The Advisor can then refer you to suitable programs and services.  
No appointment is needed.

## HELPS U:Connect

Volunteers & Buddy Program

## HELPS U:PASS

The UTS Peer Assisted Study Success Program

## Other UTS Contacts & Services

Advisors at drop-ins can refer you to the most relevant UTS service or contact person based on your individual needs. Our cooperative relationship with faculty and support services allows for cross-referrals to and from:

UTS Faculty Academics

UTS Library

UTS Counselling Service

UTS Special Needs Service

UTS Careers Service

# UTS:

# HELPS

## HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT



**SIMIN PENG**  
Nursing student

"HELPS not only supports you with academic English, but also improves your confidence and encourages you to continue pursuing your dream. It can be proven as I have been actively participating in a variety of workshops from the beginning of my course, and it wouldn't happen if I did not find it helpful and comfortable."

**SANDY LAM**  
Business student

"I used to be a shy girl; but, my experience as a HELPS student and HELPS volunteer has enhanced my confidence and communication skills. I am also suffering from the stress of study but seeing the smile and the progress of the students I help, I have more motivation to do better in my work and my study as well."



**CYNTHIA VAIKUNTHAN,**  
Business/Law student

"Volunteering with HELPS gave me so many new opportunities, including the chance to work at HELPS to expand its volunteer programs. I developed my skills in leadership, cross-cultural communication and teamwork that I believe helped me get my graduate job with Commonwealth Bank. Volunteering and working at HELPS enabled me to grow as a person and enhanced my confidence in my abilities. I would recommend that everybody get involved in their programs!"

**Higher Education Language and Presentation Support (HELPS)** enhances learning experiences by providing individual and group support in a friendly and respectful environment. It aims to create independent and confident learners so they can reach their study and career goals through the development of their English language and academic skills and understanding.

### > HELPS Staff

The friendly and approachable HELPS Advisors are all trained teachers who are committed to supporting students with a range of academic language and literacy issues. HELPS Advisors can assist in editing your assignment WITH you, not FOR you.

Building 1, Level 5, Room 25,  
15 Broadway, Ultimo NSW 2007  
+61 2 9514 9733  
helps@uts.edu.au  
[www.helps.uts.edu.au](http://www.helps.uts.edu.au)

UTS CRICOS PROVIDER CODE: 00099F  
UTS.MCU/2016/ JANUARY 2017



### Winner of

- > 2015 UTS Teaching and Learning Award for Academic Support
- > 2016 Citation for Outstanding Contributions to Student Learning, Australian Awards for University Teaching

STUDENT SERVICES UNIT

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## HELPS Buddy Program

Meet a volunteer at UTS 1 hour each week for conversation practice

**Volunteers** are students, staff, alumni or working outside of UTS.

Learn about **Australian culture**

Improve your **conversation skills**, including your **pronunciation**

Some students **exchange languages** eg. English/Mandarin; English/French

Join Buddy **Events** and make more friends

*'It was more like if we meet a friend'*

*'I think it helped me to follow the speed of native English speakers.'*

Buddy Program

<http://www.uts.edu.au/current-students/support/helps/english-speaking-practice/helpsmates-buddy-program>

Conversations@UTS

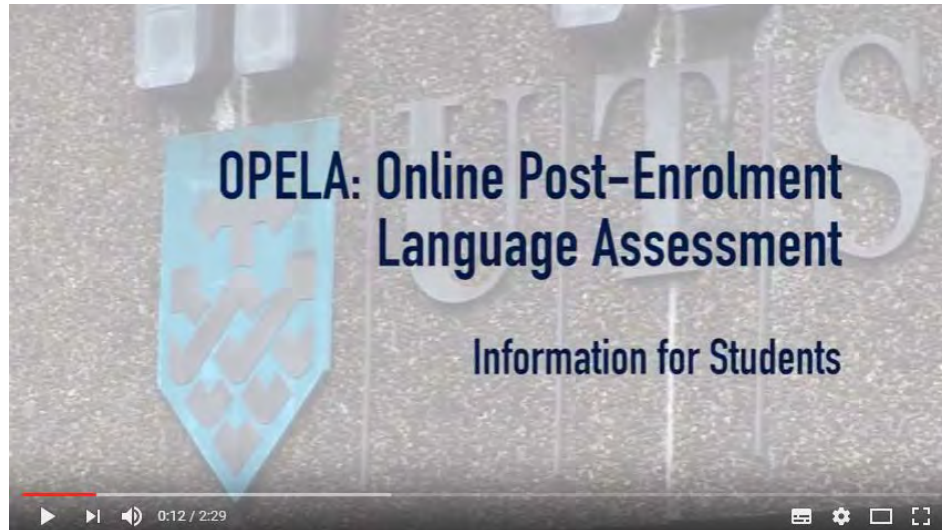
<http://www.uts.edu.au/current-students/support/helps/english-speaking-practice>



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<https://youtu.be/eQqlcORIS3E>



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## 2. Are you a / an

- Local student
- International student

## 3. If you are an international student, are you

- A full fee paying international student
- AUSAID / Sponsored student
- Study Abroad student
- Exchange student

## 4. Your country of origin:

## 5. Your Faculty/ies

- Business
- Design, Architecture and Building
- Law
- Science
- Arts and Social Sciences (FASS)
- Engineering and Information Technology (FEIT)
- Health

Please be sure to complete the online survey at the end of this session.

Thank you in advance!

<https://www.surveymonkey.com/r/STUDYINGUTS17>