Application for Admission:
UTS Business Honours Courses
Autumn 2014

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

- Students must have completed a relevant degree, with an overall credit average and an average mark of 70 (or equivalent for non-UTS students) in the discipline area in which the honours degree is to be awarded. Admission also requires approval from the relevant head of discipline.

- 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.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Code</th>
<th>Study Load</th>
<th>Study Mode</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Business (Honours)</td>
<td>C09004</td>
<td>Full Time</td>
<td>Internal</td>
<td>Haymarket</td>
</tr>
<tr>
<td>B Management (Honours) in Events and Leisure</td>
<td>C09005</td>
<td>Full Time</td>
<td>Internal</td>
<td>Kuring-gai</td>
</tr>
<tr>
<td>B Management (Honours) in Tourism</td>
<td>C09007</td>
<td>Full Time</td>
<td>Internal</td>
<td>Kuring-gai</td>
</tr>
<tr>
<td>B Accounting (Honours)*</td>
<td>C09062</td>
<td>Full Time</td>
<td>Internal</td>
<td>Haymarket</td>
</tr>
</tbody>
</table>

*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 Semester 2014 applications is 29 November 2013.

Offers

Processing of decisions will commence in December.
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 need to provide an official translation as well as the original language documents. For details, see: http://www.sau.uts.edu.au/forms/supporting.html
- 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
    - defence force officer
    - pharmacist
    - medical practitioner or specialist
    - registered nurse
- The person certifying the copies must include the following information on the front of every page to be submitted:
  - the statement ‘I, __________, 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 indicate their registration number and the Australian state in which they are registered
Lodging Your Application Form

Prior to lodging your application, complete the Applicant Checklist below to ensure that your application is correct.

<table>
<thead>
<tr>
<th>Applicant Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you: -</td>
</tr>
<tr>
<td>completed all relevant sections of the application form?</td>
</tr>
<tr>
<td>included the correct course name/s and code/s at Section 3 on page 1 of the application form?</td>
</tr>
<tr>
<td>Note: This form is not for subjects – use course codes only.</td>
</tr>
<tr>
<td>read and signed the declaration at Section 10 on page 3 of the application form?</td>
</tr>
<tr>
<td>provided an official academic transcript or record of study, if applicable?</td>
</tr>
<tr>
<td>Note: Transcripts printed from institution websites will not be accepted.</td>
</tr>
<tr>
<td>included proof of completion of study, if applicable?</td>
</tr>
<tr>
<td>Note: This is not always included on an academic transcript.</td>
</tr>
<tr>
<td>attached an up-to-date resume outlining academic and employment history, if required?</td>
</tr>
<tr>
<td>provided evidence of name change if required (Section 2)?</td>
</tr>
<tr>
<td>attached translations of any documents not in English?</td>
</tr>
<tr>
<td>provided proof of English proficiency, if required (see page 1 of these instructions)?</td>
</tr>
<tr>
<td>ensured that all photocopied documents have been correctly certified (see page 2 of these instructions)?</td>
</tr>
<tr>
<td>removed your documents from any binders or folders?</td>
</tr>
<tr>
<td>completed the ‘Acknowledgement of Application’ page (if you wish to have receipt of your application acknowledged)?</td>
</tr>
<tr>
<td>detached the application form from these instructions?</td>
</tr>
<tr>
<td>checked addresses/locations for lodging your application (see below)? Note:</td>
</tr>
<tr>
<td>• do not submit your application to the Faculty</td>
</tr>
<tr>
<td>• do not fax your application</td>
</tr>
</tbody>
</table>

Lodge your application **by mail** to:
Direct Admissions
UTS Student Administration Unit
PO Box 123
BROADWAY NSW 2007

**or**

Lodge your application **in person** at the UTS Student Centre:

<table>
<thead>
<tr>
<th>Haymarket Campus - Building 5</th>
<th>Haymarket Campus - Building 5</th>
<th>Kuring-gai Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block C, Level 1</td>
<td>Block B, Level 5</td>
<td>Level 5, Building 1</td>
</tr>
<tr>
<td>Cnr Quay Street and Ultimo Road</td>
<td>Cnr Quay Street and Ultimo Road</td>
<td>Eton Road</td>
</tr>
<tr>
<td>HAYMARKET</td>
<td>HAYMARKET</td>
<td>LINDFIELD</td>
</tr>
</tbody>
</table>

For information on UTS Student Centre opening hours see: [www.uts.edu.au/students/centres.html](http://www.uts.edu.au/students/centres.html)

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

Email via website: [www.ask.uts.edu.au](http://www.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

Name: ______________________________________
Address: ______________________________________

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: www.ask.uts.edu.au

Phone: 1300 ASK UTS (1300 275 887)
Application for Admission:  
UTS Business Honours Courses  
Autumn 2014

- 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

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

Have you previously been enrolled at UTS, NSWIT, ITAITE, 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

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

Other Given Name/s
Maiden Name or Previous Family Name

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

Address and Telephone Contact Details

Number and Street
Suburb  
State  
Postcode

Home Phone  
Work Phone  
Mobile

Email: Note this will not be used as the main form of communication. All correspondence will be sent to the address indicated above.  
Email

3. CHOICE OF COURSES

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

<table>
<thead>
<tr>
<th>Pref</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Load (Tick One)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>1.</td>
<td></td>
<td>(    ) FT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(    ) PT</td>
</tr>
<tr>
<td>H</td>
<td>2.</td>
<td></td>
<td>(    ) FT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(    ) PT</td>
</tr>
</tbody>
</table>

Admissions Use Only

Is application complete?
(    ) Yes
(    ) No

BFA  
Decision:  
OF (    ) RJ (    )
Date Letter Sent:

Faculty Comments:

Date Received at UTS

ADMISSIONS USE ONLY

Date Received in Admissions

Documents Required

(    ) Academic Transcript
(    ) Proof of Completion
(    ) English Test Request
Date Requested:
(    ) Other

FACULTY USE:

WAM

Course:
Major:

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

(    ) Yes  
Signature:  
Date:

(    ) No  
Signature:  
Date:

BFA Decision:  
OF (    ) RJ (    )

Date Letter Sent:

Faculty Comments:

Version: 19 July 2013  
Page 1 of 3
### 4. CITIZENSHIP/RESIDENCY

**Part A Citizenship/Residency Status**

<table>
<thead>
<tr>
<th>i) Are you an Australian Citizen?</th>
<th>( ) Yes - Go to question (vi)</th>
<th>( ) No - Go to question (ii)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii) Are you a New Zealand Citizen?</td>
<td>( ) Yes - Go to question (vi)</td>
<td>( ) No - Go to question (iii)</td>
</tr>
<tr>
<td>iii) Are you a Permanent Resident of Australia?</td>
<td>( ) Yes - Date permanent residency granted: Go to question (iv)</td>
<td>Date (dd/mm/yy)</td>
</tr>
<tr>
<td>iv) Is your visa a permanent humanitarian visa?</td>
<td>( ) Yes - Go to question (v)</td>
<td>( ) No - Go to question (v)</td>
</tr>
</tbody>
</table>

**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) |
| vi) Are you residing inside Australia during your studies? | ( ) Yes - Go to Part B | ( ) No - Go to Part B |

### 5. SECONDARY SCHOOL STUDIES

Have you completed Australian Year 12 or Senior School studies?

<table>
<thead>
<tr>
<th>Year eg 1987</th>
<th>Name of Qualification e.g. HSC</th>
<th>School Name</th>
<th>Candidate No. (if known)</th>
<th>State e.g. NSW</th>
</tr>
</thead>
</table>

### 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?

<table>
<thead>
<tr>
<th>Years From/To</th>
<th>Institution Attended and Student No. (if known)</th>
<th>Title of Course/Qualification (including Major/s and Sub-major, if applicable)</th>
<th>Completed, Discontinued or Being Attempted</th>
<th>Language of Instruction Year</th>
</tr>
</thead>
</table>

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.

### 7. EXCLUSION FROM PRIOR UTS STUDY

Have you been excluded from study at UTS?

<table>
<thead>
<tr>
<th>( ) Yes - Please give details below</th>
<th>( ) No - Go to Section 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS Course</td>
<td>Last Period of Attendance (Year &amp; Semester)</td>
</tr>
</tbody>
</table>
8. SPECIALISATION AND PROPOSAL

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

<table>
<thead>
<tr>
<th>Management Discipline Group (includes Events &amp; Leisure and Tourism)</th>
<th>Dr Stephen Schweinsberg</th>
<th><a href="mailto:stephen.schweinsberg@uts.edu.au">stephen.schweinsberg@uts.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Discipline Group</td>
<td>Professor Martin Bugeja</td>
<td><a href="mailto:martin.bugeja@uts.edu.au">martin.bugeja@uts.edu.au</a></td>
</tr>
<tr>
<td>Marketing Discipline Group</td>
<td>Dr Paul Wang</td>
<td><a href="mailto:paul.wang@uts.edu.au">paul.wang@uts.edu.au</a></td>
</tr>
<tr>
<td>Finance Discipline Group</td>
<td>Dr Pascal Nguyen</td>
<td><a href="mailto:pascal.nguyen@uts.edu.au">pascal.nguyen@uts.edu.au</a></td>
</tr>
<tr>
<td>Economics Discipline Group</td>
<td>Dr Olena Stavrunova</td>
<td><a href="mailto:olena.stavrunova@uts.edu.au">olena.stavrunova@uts.edu.au</a></td>
</tr>
</tbody>
</table>

Field of Specialisation (tick one box)

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Finance</th>
<th>Economics</th>
<th>Management</th>
<th>Marketing</th>
</tr>
</thead>
</table>

Proposed Area of Research – for Marketing, Events & Leisure and Tourism applicants only.

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

Resume – for Management, Marketing, Events & Leisure and Tourism applicants only.

Attach an up to date resume summarising your academic and employment history.

9. SCHOLARSHIP

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

(Note: 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. 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 Innovation, Industry, Science, Research and Tertiary Education (DIISRTE), 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 DIISRTE, 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.