

UTS:

ARRIVING AT UTS

YOUR INTERNATIONAL STUDENT GUIDE



UNIVERSITY OF
TECHNOLOGY SYDNEY



WELCOME TO UTS

Welcome to the University of Technology, Sydney (UTS).

You've taken your first steps into a diverse and vibrant environment in which you'll have an exciting and challenging learning experience.



The University of Technology, Sydney welcomes over 3000 new international students each year. We are always excited to see the cultural and linguistic diversity of

students attending Orientation; forming new friendships and, with the help of our friendly Peer Networkers, making their first links with the UTS community.

At UTS you will experience a hands-on style of teaching and learning that builds practical skills and academic knowledge, challenging you to think critically and learn actively. From tutorial discussions to group assignments, our learning environment promotes collaboration, and participation in industry. Engage with this educational experience and make it your own.

UTS campus life offers many opportunities for you to join in. This includes barbecues, festivals and parties, a sports and recreation program, and other social activities such as those offered by Community Connections, a social program that brings Australian and international students together on and off campus throughout the year.

I encourage you to get involved and make the most of your time at UTS – and in Sydney. It is often over a shared interest in a hobby or subject that friendships thrive.

Take part in conversations and ask questions – inside and outside the classroom. Actively participate in the academic, social and cultural opportunities UTS offers. And if you encounter any difficulties along the way, make use of the UTS support services available to you.

This guide is designed to help you do that. It is filled with information that can assist you in your studies, managing your course and living in Sydney. Keep it handy and refer to it throughout your time at UTS.

I hope that your experiences at UTS will be both enjoyable and successful. The UTS International staff are available to advise and support you during your time with us and we look forward to meeting you!

Tze Ay Chuah
Director
UTS International

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ARRIVING

As a new international student at UTS, you probably have lots of questions about the university and living in Sydney. This guide is designed to address some of your questions about settling in to Sydney and making the most of your experience at UTS.

Inside you'll find:

- > Information about the services provided by different offices of the university
- > Important UTS contacts
- > Useful information about living in Sydney
- > Advice from other international students at UTS

Remember, if you have any issues or questions that aren't answered in this guide, you can always make an appointment with one of our student advisers at the UTS International Student Centre, located on level 3A of the Tower Building.





SETTLING IN

Having the essentials under control early will help you find your feet in Sydney. Here are some tips to get you started.

ACCOMMODATION

Where should I live?

The UTS Housing Service can help you with accommodation information, from recommending initial temporary places to stay, to longer-term residences. They provide information on your rights as a tenant once you have housing. UTS Housing also manages the University's student residences.

Most international students rent accommodation that is privately owned. The UTS online housing and rental listing service, campus student noticeboards and local newspapers all feature many advertisements for shared and rental accommodation and are a great way to find somewhere to live.

Other options include homestays and private student residences. Information on these options is available on the UTS Housing website.

UTS Housing Service
Building 6, level 2
Near the Ultimo Pedestrian Network
Bottom of DAB Building
701 – 720 Harris Street
9514 1529
www.housing.uts.edu.au

Some places our students live are the suburbs close to the City campus – Pyrmont, Ultimo, Newtown, Glebe, Surry Hills or the City; or by the beach – Bondi, Bronte or Coogee. Some students prefer inner city suburbs still accessible by bus or train – Stanmore, Marrickville, Summer Hill or Petersham.

You can search for accommodation from the following websites:

uts.studystays.com.au

Off Campus Accommodation Listing:

www.realestate.com.au

www.domain.com.au

UTS has five residences available to UTS students, on or close to the City campus, including Yura Mudang, a newly built space for 720 students.

ACCOMMODATION INFO SESSIONS

Don't pay any money before viewing and being satisfied with a non-UTS property. During Orientation, you can go on the Housing Bus Tour and attend the Accommodation info sessions, to help you decide where you want to stay and who you'd like to share with. Visit:

www.orientation.uts.edu.au

PRIVATE STUDENT HOUSING

UTS has also negotiated discounted rates at nearby private properties. Check the off-campus accommodation page of the Housing website.

Generally, rental prices become cheaper the further from the centre of Sydney you live. Check the availability and regularity of public transport, as this can vary greatly from location to location.

PRIVATE RENTALS

Remember that finding a place may take time. Private rentals are generally managed by real estate agents. Australia has laws to protect both landlords and tenants, and the agent has an obligation to ensure that the property is maintained and liveable for you as a tenant.

Sydney's rental market is extremely competitive. Do your research before you set out to look at properties, and if you like a place, be prepared to make an offer for it on the day. Check with the agent to make sure you have any documents they need to see.

Don't sign a contract until you have inspected the property and checked the lease agreement. Most leases are for a minimum of six months and are fairly standard. Costs are likely to be incurred if you break your lease early.

BOND

If you rent a place directly, you will need to pay a bond in advance. The amount is typically four weeks rent, it will be refunded at the end of your lease. See the Office of Fair Trading website for more details:

www.fairtrading.nsw.gov.au

When you take possession of a property, you will have a week to check it and make a record of any existing damage or problems in the property. Take photographs if necessary, and attach copies to the report. Make sure you keep a copy of the report, too.

As a renter, you are entitled to live in a place that is suitable for you to live in. For example,

if things go wrong with the oven or the hot water system, the landlord must fix them for you. Contact the rental agent and, if there are continuing problems, the Office of Fair Trading.

SHARING

Many students live in shared accommodation, and you can find a room in a shared house or flat. It's a great way to meet people and to share living expenses. In most circumstances, share accommodation is an informal arrangement between occupants of a property and the lease holders/landlord, therefore there is unlikely to be an agreement with your name on it. It's important that you are comfortable with and are able to trust the people you are living with, as well as having a good understanding of the circumstances of the living situation. Remember to request a written agreement or residential Tenancy Agreement and receipt for all payments to avoid problems later. See:

www.ssu.uts.edu.au/housing/private/share

DON'T FORGET!

Remember to update your address with UTS as soon as you arrive in Australia. Update it again whenever you change address. It is a requirement of your student visa that it be updated within seven days of any move.

IMPORTANT CONSIDERATIONS

Australian properties are usually rented out unfurnished, so you will need to buy your own furniture and bedding. Stores like Kmart and Target, Asian grocery stores, second-hand stores like The Salvation Army of Australia or St Vincent's de Paul Society and websites like the Trading Post, www.tradingpost.com.au are useful for finding inexpensive furniture and household items. Also remember that rental prices usually don't include bills / amenities such as gas or electricity.



GETTING AROUND

PUBLIC TRANSPORT

You'll probably need to use public transport to get to and from UTS or about town. You can plan your trip right down to the time it will take. For general information on buses, ferries and trains, call 131500 or go to:

www.131500.com

TICKETING

There are many ways to buy tickets:

> **MyMulti tickets** cover buses, trains,

ferries

and light rail (trams) within a certain zone.

They are useful if you regularly travel using different forms of transportation

> **Weekly or multi-trip tickets** are cheaper than single tickets

These are available from newsagents, post offices and train stations.

To find out more visit:

www.myzone.nsw.gov.au

BUSES

Sydney's bus network extends to most suburbs. Many buses are pre-pay only. This means you can't buy a ticket on board and you'll need to have a ticket with you.

For specific timetables and fare information

See: www.sydneybuses.info

CBD FREE SHUTTLE

A bright green bus with the number 555 operates on a continuous loop between Central Station and Circular Quay along George and Elizabeth Streets. It runs every 10 minutes between 9.30am and 3.30pm on weekdays (until 9pm on Thursday nights) and between 9.30am and 6pm on weekends. Free buses are also offered in some other larger commercial centres, such as Parramatta.

TRAINS

The Sydney rail network is a popular way to travel to work and study for many Sydneysiders. For information on train timetables and ticket prices and options, go to: www.cityrail.info

FERRIES

Sydney's main ferry terminal is at Circular Quay. Sydney ferries allow Sydneysiders to explore lots of exciting destinations scattered along Sydney Harbour's foreshores; these include Manly, Taronga Zoo, Luna Park and Darling Harbour. Ferries tend not to be frequent outside of peak periods. See:

www.sydneyferries.info

LIGHT RAIL (TRAM)

The Metro Light Rail links Central Station with Sydney's inner western suburbs. These trams, ending at Lilyfield, also stop at Sydney Fish Markets, Darling Harbour and Chinatown. You can use your MyMulti ticket or buy a weekly ticket. See:

www.metrotransport.com.au

CAMPUS SHUTTLE BUS

UTS runs a free shuttle bus service throughout the year for all enrolled UTS students. The bus operates between Broadway, Haymarket and Kuring-gai campuses. A free shuttle bus also runs between Broadway, Haymarket and student residences on weeknights.

To download a timetable, visit the UTS website and search for campus shuttle bus.

DRIVING

To drive in Sydney you need a valid and compatible driver's licence, and to learn the road rules for New South Wales. The Roads and Traffic Authority (RTA) website provides further information: www.rta.nsw.gov.au

Keep in mind that the cost of owning and running a car in Sydney is high. You may be able to find a cheap vehicle, but registration and insurance (which are compulsory), petrol costs and parking are relatively expensive. Also, some roads within the Sydney metropolitan area are toll roads, requiring you to pay a fee for driving on them.

CAR SHARING

Car sharing is popular in inner Sydney. There are several schemes operating. It means you don't have to think about car spaces or maintenance, or even the initial outlay for a car, and you can use the car occasionally when you need it. Take a look at:

www.goget.com.au

www.flexicar.com.au

BICYCLES

There are secure bike parks located around Sydney and Sydney City Council is developing extensive cycle ways, and offers free workshops on riding in the city.

For further information, see:

www.sydneycycleways.net

UTS offers safe bike parking on campus. Showers and racks are available in Building 4, 5 & 10 and at the Kuring-gai campus.

RIDING A BIKE

In Sydney, wearing a bike helmet is compulsory, and you can be fined if you don't follow the road rules. Also, your bike must have lights for after dark. It's a good idea to wear reflective clothing, too. Know the cycle ways in your area so that you can avoid the traffic wherever possible.



MONEY AND BANKING

Aim to open a bank account within the first few weeks of your arrival. You'll need to show several forms of identification, including your passport and proof of enrolment in order to open a bank account. Check with the bank for details.

Banks are generally open from Monday to Friday, 9.30am to 4pm and some branches open on Saturdays. Several banks offer accounts specifically tailored to student needs such as fee free accounts or low fee accounts, so be sure to ask!

Money transfers can take some time. Make sure you have alternative means of obtaining cash in the first few weeks. Overseas telegraphic transfers can take approximately three working days to enter your Australian bank account, while bank drafts can take two or three weeks.

Some of Australia's major banks are listed below, however, there are also many building societies or online banks to choose from.

ANZ Bank

www.anz.com.au

Commonwealth Bank

www.commbank.com.au

National Australia Bank

www.nab.com.au

St George Bank

www.stgeorge.com.au

Westpac Bank

www.westpac.com.au

STUDENT ACCOUNTS

Many banks offer special accounts for students, with lower fees and charges. Do some research before opening your account, or ask your chosen bank if they have any special deals for students.

ATMs

Generally, you can use your Australian banking card in any Automatic Teller Machine (ATM). They are everywhere in Sydney, so it's really convenient. Use ATMs that belong to your own bank and you'll save money by avoiding transaction fees.





FEELING AT HOME

Adapting to your new home may take a while, but here are some tips to help make the transition as smooth as possible.

CULTURE SHOCK AND HOMESICKNESS

It is normal to experience some degree of culture shock as you adjust to a new country and culture. For example, if you come from a culture with a strong hierarchical structure, Australian informality may surprise you.

In contemporary Australia, students even address their teachers by their first names.

It's also perfectly normal to miss your home, having your friends and family around you, and to feel lost sometimes, especially at first. The challenges will be different for everyone.

Adopt strategies to deal with any sense of isolation you feel. Make friends by joining one of the exchange or international student groups, such as ESAC or Community Connections, or one of the many cultural and sporting clubs on page 29. These are good ways to get to know your fellow students, and to get a feel for the country you now live in.

If you need help and support, the university has counsellors and medical practitioners who can help you through the rough times, and support programs such as Network Café exist especially to welcome and connect international students with local and international peers. The international student advisers are also here to help you. See page 15 for their details.

CHAPLAINCY AND MULTIFAITH ROOM

UTS has a visiting chaplaincy team with members from the Baha'i, Buddhist, Christian, Jewish and Muslim faiths. There are multifaith rooms available for use by UTS religious groups on the City campus.

If you have religious food requirements, you may choose to bring food from home. The City campus prayer room and other areas around UTS have spaces with refrigerators and microwaves to store and reheat food.

**Tower Building, level 3, room 16E
9514 2523**

uts.chaplaincy@uts.edu.au

www.ssu.uts.edu.au/chaplaincy

SHOPPING AND EATING OUT

Knowing where to shop and being able to find your favourite comfort foods are fantastic first steps towards feeling at home in a new city. Sydney has a great range of specialty grocery stores and restaurants. Prices vary around the city, but once you get to know your way, you'll get a feel for where to find a bargain.

SUPERMARKETS

There are lots of different supermarkets where you can buy groceries. Many supermarkets in Sydney are open seven days and stay open late. The nearest supermarkets to UTS include Coles and Bi-Lo at Broadway, IGA at Market City, and Coles at World Square.



The larger supermarket chains include:

ALDI: www.aldi.com.au

Bi-Lo: www.localstore.com.au/stores/384/bi-lo/

Coles: www.coles.com.au

IGA: www.iga.com

Woolworths: www.woolworths.com.au

FOODS

Sydney is a very multicultural city and you can find food to suit your religious and cultural requirements, as well as any kind of food you happen to like.

UTS has its own food court at level 3 of the Tower Building, with food from different regions of the world.

There are several websites which list restaurants by locality and speciality, as well as giving price ranges. See:

www.eatability.com.au/au/sydney

www.yourrestaurants.com.au

www.bestrestaurants.com.au

UTS is located right next to Chinatown, an area full of Chinese supermarkets, but also specialty Thai, Japanese and Korean supermarkets, among others. You can often buy imported groceries more cheaply at these stores, and some homewares are cheaper too.

HALAL FOOD

Sydney has many restaurants and supermarkets which cater to a halal diet.

For a useful guide, see: www.guidedways.com/halalfoodguide.php. This website will also help you find your local mosque, or mosques throughout Australia, if you are travelling.

KOSHER FOOD

Sydney's Jewish population has traditionally been largest in the eastern suburbs, such as Bondi and Randwick. Here you will find some kosher restaurants. You can buy some labelled kosher food in ordinary supermarkets, and the following website lists kosher food available in Australia: www.ka.org.au

The Southhead Synagogue publishes a pdf listing kosher outlets in Sydney at: hillel.com.au/index.php/kosher-food-and-shops

EATING WITH FRIENDS

Generally if you are invited to a restaurant or café, you will be expected to pay for yourself, and the bill may be split between those attending. If you are invited to someone's house, it's common to take a small contribution, such as a bottle of wine, or a small box of chocolates.



SAFETY

Sydney is a fairly safe city; however, as with any big city, you need to take care of yourself, and be aware of your surroundings when out and about.

- > if possible travel in a group
- > keep valuables such as mobile phones, laptops and iPods out of sight
- > at quiet times and at night, travel in the front carriage of the train, or sit next to the guard's compartment. Where possible travel in a carriage with other passengers

- > check timetables in advance. Avoid long waits on platforms and around Public Transport hubs. If you do have a long wait stay in well lit areas or near open shops
- > walk in well lit areas even if it means your trip is longer
- > if you feel threatened in any way, go to a shop or a house with its lights on (if at night) and ask for police to be contacted

Source: Victoria Police

OFF CAMPUS SAFETY TIPS

While you make the most of your time in Sydney, trying new activities and experiences, it's important to keep these safety tips in mind.

On the Beach

Swim with friends (or people you know) only between the flags on patrolled beaches. Do not swim at night, and remember to wear sunscreen!

www.sls.com.au/beach-safety

Bushwalking

Inform someone if you set off on a bushwalk and make sure you take a map, plenty of water, wet weather gear, warm clothes and a phone. It is preferable to walk with a few friends and take an emergency beacon, available from camping stores. Always inform someone of where you are going and when you intend to be back.

www.environment.nsw.gov.au/parksafety

Driving and alcohol

In Australia, it's illegal to have more than a small amount of alcohol before driving.

Don't drink and drive or get into a car with a driver who has been drinking. Share a taxi home instead. To learn more about blood alcohol limits for drivers, visit:

www.rta.nsw.gov.au/roadsafety/alcoholdrugs/index.html

Fire Safety at Home

Have a look at the Home Fire Safety info:

www.fire.nsw.gov.au

Being prepared is the key.



SAFE@UTS

SAFE@UTS

UTS has 24-hour security staff patrolling at both the City and the Kuring-gai campuses. You can dial 6 from any campus phone (there are some in the common areas too) or 1800 249 559 from any phone to contact Security. Program this number into your mobile phone.

We want you to feel at home on campus. You can, and should ask for help at any time if for any reason you feel unsafe or unsure of your surroundings.

Carry the Safe@UTS card with you. You can pick one up from the International Student Centre.

www.safetyandwellbeing.uts.edu.au





STARTING AT UTS

Before your classes start, take the time to get to know the uni and the people who are here to help.

UTS INTERNATIONAL

UTS International is the main contact point for all international students at UTS. We provide friendly advice, assistance and guidance including the distribution of course information, provision of supporting documentation for student visas and the coordination of AusAID, Study Abroad and Exchange programs.

Contact UTS International if you have questions regarding:

- > **visa issues** - visa renewal/extension and visa conditions
- > **Overseas Student Health Cover (OSHC)**
- > **student documentation required for:**
 - verifying your status as an international student at UTS
 - change of student visa to visitor visa to stay for your graduation ceremony
 - working in Australia
 - release letter
 - reduced study load
 - taxation purposes
 - banks e.g. securing foreign currency

To receive the documentation described above, you need to complete a request form at UTS International. Please allow a minimum of three working days for your request to be processed.

During busy periods, it may take us longer to fulfil your request. Student documentation letters will

only be processed if you have no fees outstanding, your student status is satisfactory and you have provided all additional requested information.

These letters are issued free of charge.

You can direct any query to a student adviser or study abroad and exchange officer at UTS International. If we are unable to assist with your enquiry, we'll refer you to the relevant faculty or unit.

STUDENT DROP-IN SESSIONS

You can drop in to speak face-to-face with a UTS International student adviser without making an appointment.

Drop-in times during semester are:
Monday, Wednesday and Thursday, 2pm to 4pm
Tuesday and Friday, 10am to 12pm

Student advisers can be contacted by phone or by email, including outside semester.

9514 1796 or **9514 9914**

internationalstudent@uts.edu.au
UTS International Student Centre
Tower Building, level 3a

If the matter is very urgent, call 9514 1531.

STUDY ABROAD AND EXCHANGE ADVISERS

9514 7915

studyabroad.exchange@uts.edu.au

OFFICIAL UTS COMMUNICATION

It is important that official communication from UTS can reach you. Keeping us up-to-date with your current address and mobile number will help to ensure this.

UTS will not accept responsibility if official communications fail to reach you if you have not notified UTS of a change of address.

After enrolment you can notify UTS of your residential address online by logging in to **MyStudentAdmin** using your student number and email password:

onestopadmin.uts.edu.au/estudent

UTS email accounts are one of the official ways the university communicates with staff and students on news, events and important information concerning study and university life. You are therefore obliged to check your UTS email account regularly.

Don't forget also to keep an eye on your UTS Online account. If you have any difficulties with it, contact internationalstudent@uts.edu.au

NOTIFY UTS IF YOU CHANGE YOUR ADDRESS

It is a condition of your student visa that you notify UTS of your current residential address within seven days of:

- > arriving in Australia
- > changing your address

Even if you're living in short-term accommodation such as a hostel, you need to let UTS know where you're staying, and update us when you move.



“I’ve been receiving lots of help from my student adviser after experiencing a difficult year. The student advisers can help you find answers to all your questions and also offer support when times are tough.”

Tu Nguyen Uyen Dy, Vietnam
Bachelor of Business

UTS STUDENT CENTRES

Faculties are the academic divisions of the university. For issues or queries that are specifically related to teaching and/or research programs, contact your UTS student centre.

CITY CAMPUS

Business – undergraduate

Building 5, block C, level 1
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Business – postgraduate

Building 5, block B, level 5
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Communication

Tower Building, level 4
Monday, Tuesday, Thursday and Friday
8.30am to 5pm, Wednesday: 11am to 5pm

Design, Architecture and Building

Building 6, level 4
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Education

Building 10, level 2
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Engineering

Tower Building, level 4
Monday, Tuesday, Thursday and Friday
8.30am to 5pm, Wednesday: 11am to 5pm

Information Technology

Building 10, level 2
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Law – undergraduate

Building 5, block C, level 1
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Law – postgraduate

Building 5, block B, level 5
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Health

Building 10, level 2
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Pharmacy

Building 6, Level 4
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

Science

Building 6, level 4
Monday, Tuesday, Thursday and Friday:
9am to 5pm, Wednesday: 11am to 5pm

KURING-GAI CAMPUS

Building 1, level 5
Monday, Tuesday, Thursday: 9am to 4.30pm
Wednesday 11am to 4.30pm

Student Centres Enquiry Number

1300 ASK UTS (1300 275 887)

- Option 1: Kuring-gai
- Option 2: General enquiries line
- Option 3: Business and Law
- Option 4: Engineering and Communication
- Option 5: Design, Architecture & Building,
Pharmacy and Science
- Option 6: IT, Education,
Health



FINDING YOUR WAY

Make the most of the excellent facilities available at UTS.

ORIENTATION

The UTS Orientation program is designed to help you get the best out of your student experience. At Orientation, you will learn about the University and its academic and support services.

All international students must attend the *Essential International Advice* session as part of Orientation. Here, you'll receive all of the important information you need as an international student at UTS and meet the student advisers.

It's a good idea to attend an introductory library session during Orientation, too. These training sessions will assist you in finding, using and organising information.

You should have received information on how to register for Orientation with the pre-departure email from UTS International. If you didn't receive it, contact UTS International at internationalstudent@uts.edu.au www.orientation.uts.edu.au

ENROLMENT

Enrolment information was also included in your pre-departure email from UTS International. It's essential that you follow this information and enrol correctly before semester starts. Please see the relevant **Quick Facts** section at the back of this guide for further information.

COMPUTER FACILITIES

As a student at UTS you have access to a comprehensive range of facilities, services and resources designed to meet your changing computing and communication requirements. This includes student email and calendaring with 10GB storage; access to over 1300 computers in 40 campus locations with some open 24 hours a day during semester; the UTS wireless/WPA network (free to UTS students); and a laptop loan scheme. To learn more about the services and facilities available from ITD, visit www.itd.uts.edu.au

If you require assistance with general access computing labs, internet kiosks or computer lounges or information on Mac, PC or Unix facilities, search the Service Desk Knowledge Base to find the solution or contact the IT Support Centre: off campus: 9514 2222 – on campus: dial 2222 – online: visit servicedesk.uts.edu.au (student number and password required)

PEER NETWORKERS

During orientation, you can identify Peer Networkers by their orange t-shirts. Don't be afraid to ask them for help!





international cultural
& news centre



“We’re open late, there’s always security staff here, so it’s a very safe area. There’s good computer access, we have a coffee cart just outside, and of course we have staff to help international students with any questions they may have.”

Helen Chan

UTS Information Services Librarian

IT SUPPORT CENTRES

City campus, Broadway
Building 2, level 4

City campus, Haymarket
Building 5C, level 1, room 141

LIBRARY

The UTS Library offers:

- > printed and audiovisual materials
- > full-text journals, audio books and e-books
- > practice presentation and group discussion rooms
- > silent study areas
- > printed and online user guides

The Library website offers 24-hour global access to the catalogue and international databases. Library computers are installed with Chinese, Korean and Japanese software.

There are librarians dedicated to assisting international students, so make sure you ask if you have any questions.

City campus, Building 5, block A
Kuring-gai campus, Building 2, level 4
www.lib.uts.edu.au

Renting or using second-hand text books can be more affordable and sustainable.

For information visit: www.green.uts.edu.au/initiatives/recycling/books.html

BOOKING GROUP STUDY ROOMS

You can book group study rooms around the campus through the UTS Library website. Search facilities at www.lib.uts.edu.au

THE CO-OP BOOKSHOP

The Co-Op Bookshop has a wide range of books, including textbooks. It also stocks calculators, stationery and computer software. You can shop online and have your text books delivered to your home address. Join the Co-Op Bookshop to receive lifetime discounts on purchases, including Apple products.

City campus, corner of Harris Street
and Broadway
9212 3078
uts@coop-bookshop.com.au

Kuring-gai campus
9514 5318
kuringgai@coop-bookshop.com.au
www.coop-bookshop.com.au/bookshop

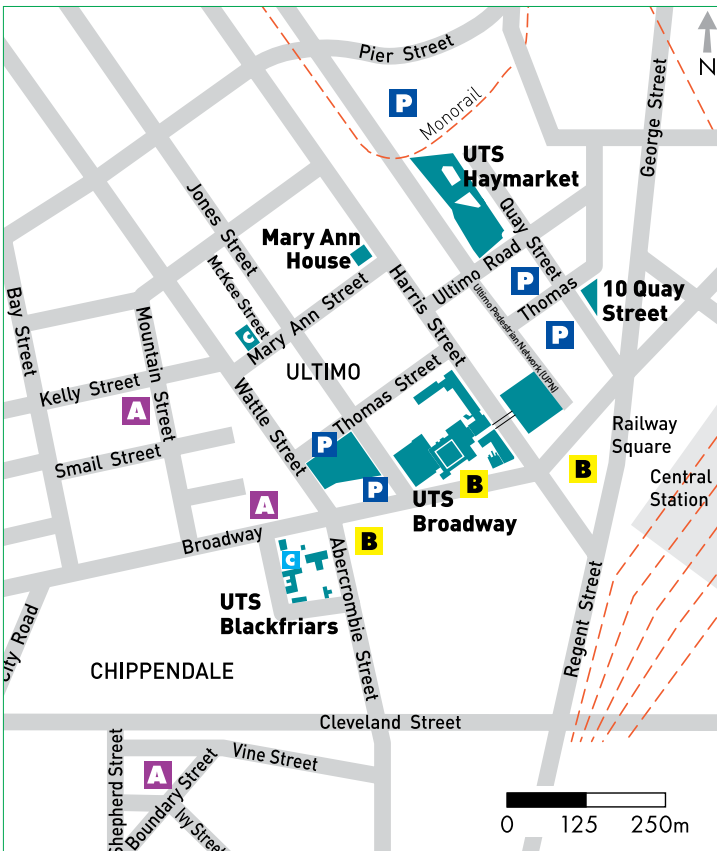
CITY CAMPUS MAPS

These maps will help you find your way around campus

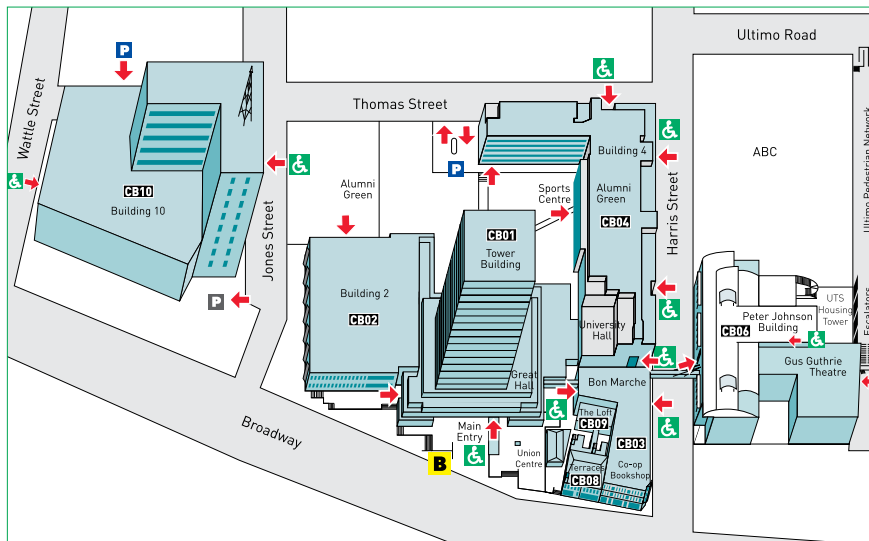
For an in-depth look at the campuses, you can find addresses, campus tours and maps, including interactive maps at: www.international-study.uts.edu.au#maps

This website includes important information about facilities and access, as well as where you can park your bike!

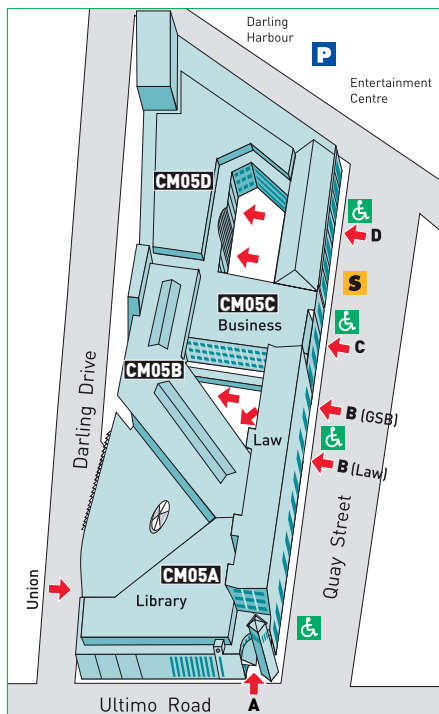
CITY CAMPUS AND SURROUNDING STREETS



CITY - BROADWAY



CITY - HAYMARKET



How do the room numbers work?

The campus comes first
CB = City Broadway
CM = City Markets (Haymarket)
KG = Kuring-gai

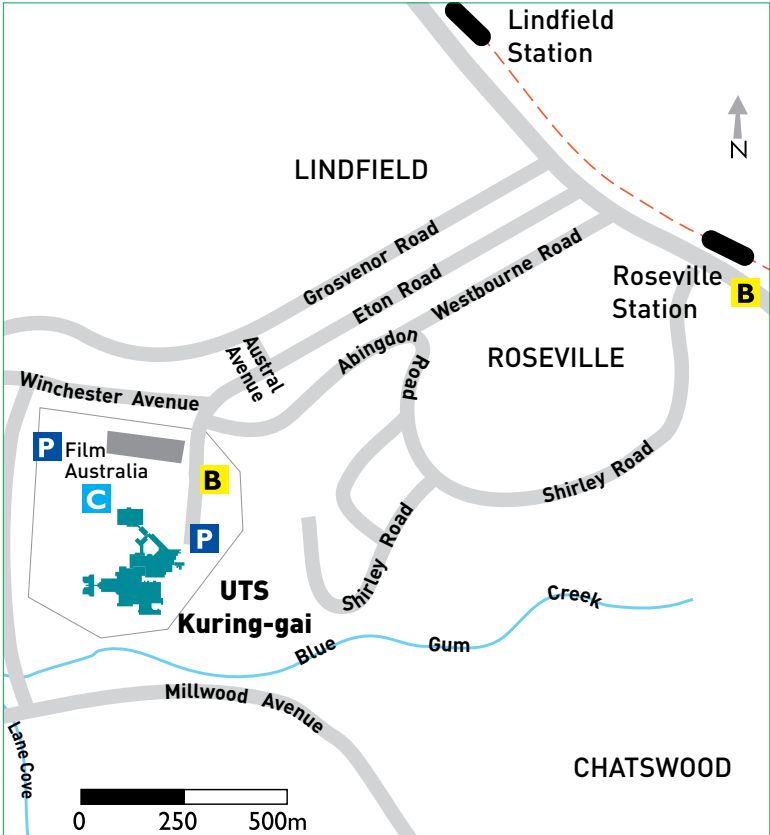
The building comes next, then the floor level, then the room number.

So **CB1.26.17** = Broadway campus, Building 1, level 26, room 17.

KEY	
	Entry / Exit
	Disabled access
	Main bus stop
	UTS shuttle bus
	Parking
	Child care
	Student accommodation
	Building numbers

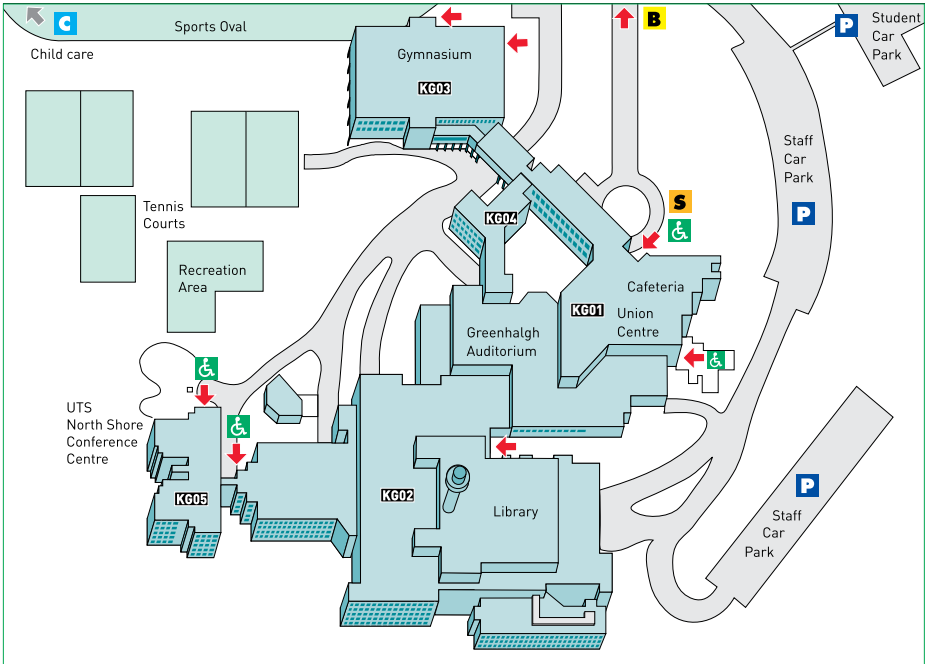
KURING-GAI CAMPUS MAPS

KURING-GAI AND SURROUNDING STREETS



KEY	
	Entry / Exit
	Disabled access
	Main bus stop
	UTS shuttle bus
	Parking
	Child care
	Student accommodation
	Building numbers

KURING-GAI CAMPUS



“The university has many clubs and activities for students to engage in. The city has many events for tourists and citizens alike to enjoy. I most enjoyed the student activities that were organised by fellow students. From O-Fest to Exchange and Study Abroad Club events, there was always something to do and always new ways to meet your peers.”

Ericka Vales, USA
 Bachelor of Arts in Communication (Media Management)



WE'RE HERE TO HELP

Take advantage of the support services UTS provides. You can make an appointment with a doctor, get assistance with assignments and English language, seek help to find a part-time job, or get career advice.

HEALTH SERVICE

The health service on City campus provides friendly and confidential medical services to all UTS students, staff and the general public. Show your Medibank private membership card for free treatment for most consultations. If you've forgotten your card or are with a different OSHC provider, you can pay for the visit and make an online claim afterwards.

Alternatively, you may choose to attend one of the many medical centres around the City and Kuring-gai campuses or in your local area.

If you attend a medical practice off campus, you will need to pay at the time of your consultation and lodge an online claim with Medibank or your OSHC provider afterwards.

At the UTS Health Service, you can specifically request a male or female doctor if you wish.

Tower Building, level 6
9514 1177

www.ssu.uts.edu.au/health

COUNSELLING SERVICE

- > free and confidential service
- > qualified psychologists and social workers
- > assisting with personal, relationship, psychological, study and administrative difficulties, including applications for special consideration
- > individual counselling, group programs, workshops and referral

City campus
Monday to Friday
Tower Building, level 6
9514 1177

Kuring-gai campus
Monday, Tuesday, Wednesday
Building 1, level 5
9514 5342
www.ssu.uts.edu.au/counselling

CAREERS SERVICE

The UTS Careers Service provides information, individual advice and workshops on career development issues including:

- > resumé writing
- > job seeking and interview skills
- > career counselling and guidance, including a dedicated international counsellor

Working Solutions is a semester-long specialised program for international students focusing on employability skills in the Australian workforce. All international students are invited to join.

UTS Careers also offers career development subjects which may be taken as electives with course credit in some degrees. Talk to a careers counsellor for more information.

Tower Building, level 3

9514 1471

careers@uts.edu.au

www.ssu.uts.edu.au/careers

Other websites, which are useful for employment, are:

www.seek.com.au

www.mycareer.com.au

www.careerone.com.au

STUDENTJOBS@UTS

StudentJobs@UTS allows you to register your interest in working casually or part-time on campus. It only takes a few minutes to create a profile which is added to the database. UTS hiring managers then match your skill set to any vacancies that might be available. This provides you with more opportunities to gain work experience and earn income while working and studying. See:

www.ssu.uts.edu.au/careers/opportunities/studentjobs.html

FINANCIAL ASSISTANCE

Make an appointment to receive confidential advice about practical and financial aspects of your life, such as:

- > budgeting to make the most of your current income
- > ideas on how to save
- > advice on making large purchases such as computers

City campus

Monday to Friday (excluding Wednesdays)

Tower Building, level 6

9514 1177

Kuring-gai campus

Wednesdays only

Building 1, level 5

9514 5342

financial.assistance@uts.edu.au

www.ssu.uts.edu.au/fassist

SPECIAL NEEDS SERVICE

UTS is committed to providing equal opportunity for students with disabilities through an inclusive educational environment. This includes a wide range of temporary and permanent disabilities: physical, sensory, psychiatric and learning disabilities, as well as ongoing illnesses. Supporting documentation of your disability is required if you wish to apply for alternative assessments during semester or special conditions in examinations.

City campus

Tower Building, level 6

9514 1173

Kuring-gai campus

Building 1, level 5

9514 5342

special.needs@uts.edu.au

www.ssu.uts.edu.au/sneeds



“You have UTS Peer Mentoring for international students which helped me a lot in my first year when I didn’t know what was going on. English was very difficult for me so the Peer Mentoring was very interesting, and I also joined U:PASS where I got help with passing difficult subjects like Property Law. Sometimes when you don’t know the other students you feel uncomfortable asking questions but U:PASS helped make things easier.”

Alizée Labbe

Bachelor of Arts in Law and International Studies

LANGUAGE AND STUDY SKILLS HELPS (ENGLISH LANGUAGE SUPPORT)

The Higher Education Language & Presentation Support (HELPS) service at UTS offers free daily workshops throughout the semester on academic writing, speaking and presentation skills.

HELPS is located in building 1, level 3, room 8 of the City campus (opposite the Careers Service). You can drop in any time during the day to talk with the team, who are keen to help.

City campus

Tower Building, level 3, room 8

9514 9733

helps@uts.edu.au

If you are from a non-English speaking background, you may be eligible to apply for special exam conditions – extra time and use of a dictionary. Ask the Student Centres for more details.

CONVERSATIONS@UTS

Conversations@UTS are sessions that allow you to practise effective ways of speaking in social and professional contexts. Join UTS staff and alumni volunteers in a relaxed, friendly and supportive conversation! Search ‘conversations’ on the UTS website for upcoming conversation sessions.

U:PASS

UTS Peer Assisted Study Success program (U:PASS) is designed to assist you in subjects which are perceived as difficult or historically have a high failure rate. U:PASS leaders are trained senior students who have successfully completed these subjects. They lead study sessions to improve student learning and development in the targeted subjects.

Tower Building, level 3

9514 1314

www.ssu.uts.edu.au/peerlearning

EQUITY AND DIVERSITY UNIT

UTS is committed to ensuring the elimination of any discrimination and harassment in employment, education and service delivery on the grounds of sex, race, colour, descent, national or ethnic origin, ethno-religious background, marital status, sexual orientation. If you have an equity-related query or complaint, contact the Equity and Diversity Unit for a confidential appointment.

Tower Building, level 17

9514 1084

equity@uts.edu.au

www.equity.uts.edu.au

STUDENT OMBUD

The Student Ombud’s Office is a confidential, informal and impartial service that sorts out any problems students may encounter with UTS processes and procedures. If you feel unfairly treated by the university or if you find yourself in a disagreement with an individual, an office, or a department within the university, you can seek assistance from the Student Ombud:

City campus

Building 2, level 4, room 402

9514 2575

ombuds@uts.edu.au

www.ombuds.uts.edu.au

STUDENTS' ASSOCIATION

The Students' Association is the officially recognised voice of UTS students. It provides essential representation for all UTS students on an individual, university and government level.

The Students' Association has Overseas Student Officers – international students who represent the interests of international students at UTS.

Level 3, The Tower
9514 1155
students.association@uts.edu.au
www.sa.uts.edu.au

BLUEBIRD BREKKIE BAR

The UTS Students' Association offers the award-winning Bluebird Brekkie Bar, a sustainable pop-up breakfast spot where you can meet your friends for free muesli, natural yoghurt, bread, fresh fruit, fair-trade tea and coffee.

Level 4, Tower Building
Every Wednesday during semester
8.30am - 11am

CHILDCARE FACILITIES

UTS has three childcare centres; two in the city and one at Kuring-gai.

There are others available throughout Sydney. There is a shortage of childcare places in the metropolitan area, so getting a place can be competitive. There are fees involved, though some childcare places at UTS may be subsidised.

For further information, visit:
www.childcare.uts.edu.au
www.cityofsydney.nsw.gov.au/community/childcare/default.asp

NEED HELP WITH A LEGAL MATTER?

The following services help you access the resources you need.

- > visa and general administration queries – UTS International
- > issues relating to unlawful harassment – Equity and Diversity Unit
- > counselling and support – Student Services Unit
- > accommodation issues – UTS Housing Service
- > financial advice – Student Services Unit
- > advocacy for students – Students' Association

The UTS Security Service is the first point of contact for all types of emergencies (located at the street level entrance of the Tower building).



Bluebird Brekkie Bar



BEYOND THE CLASSROOM

Meeting new people and experiencing new things are important parts of settling in to a new place and helping you feel at home. Getting involved with UTS clubs and societies is a great way to start!

NETWORK CAFÉ PROGRAM

Network Café brings together new students with experienced UTS students. It's a great way to meet both international and Australian students. You can enjoy the company of your Network Café friends at the weekly catch up held at the Concourse Café on City campus.

There are also special events during semester including short trips, games and sports day.

9514 2463

network.cafe@uts.edu.au

www.ssu.uts.edu.au/networkcafe

UTS RESEARCHERS CAFÉ

If you're a first year research student (PhD or Masters), come along to the Concourse Café the first Wednesday of each month to meet other local and international research students over a coffee or tea.

9514 1336

grs@uts.edu.au



“I applied and got a BUiLD Ambassador’s Grant to volunteer with an organisation called the *Palmera Projects* to create sustainable livelihood projects in Northern Sri Lanka, an area previously devastated by civil war. By volunteering, you find a constant reminder as to why you choose to study what you’re doing.”

Johanan Ottensooser

Bachelor of Business and Bachelor of Laws

BUiLD – BEYOND UTS INTERNATIONAL LEADERSHIP DEVELOPMENT PROGRAM

BUiLD is an exciting and dynamic international leadership program, open to all UTS students. The program provides opportunities for you to make the most of your time at UTS, develop your leadership potential and take part in a range of local and international activities.

You’ll develop your international leadership skills through on campus seminars, guest lectures, international relations events and networking sessions.

9514 1970

email: build@uts.edu.au

www.beyond.uts.edu.au

COMMUNITY CONNECTIONS

Community Connections is an initiative that encourages local and international students to engage with the community of UTS and Sydney. Join in low-cost, social events and connect with other students on day trips around and outside Sydney, cinema nights, cultural events and more. Last year, students enjoyed taking part in clean up Australia Day at Bondi Beach as well as planting trees at Wanda Reserve, Wanda Beach during National Tree Day.

EXCHANGE AND STUDY ABROAD CLUB (ESAC)

ESAC has been formed specifically to encourage international students to mix with Australian students through a variety of social activities. You can find ESAC via the Union website: www.utsunion.uts.edu.au or on facebook.

UTS UNION

The UTS Union organises events where you can socialise and network throughout the year. These include barbecues, band performances, a sport and recreation program, outdoor cinema, trivia competitions, Fair Day and Amazing Race. The Union also provides great places to eat, drink, relax, meet people, see live music and exercise. Look out for the Union cafes, bars, food court and fitness centre on campus.

unionoffice@uts.edu.au

www.utsunion.uts.edu.au

CLUBS AND SOCIETIES

UTS Union has more than 100 clubs and societies covering social, sporting, cultural, political and religious interests. Visit the Union website to find a club that suits you. Many international students join cultural societies such as the Chinese, French, Indian, or Serbian Societies. There are also sports-based clubs such as the Tae Kwon Do, Ski, Cricket or Aussie Rules, as well as social groups like the Anime Club and religious-based groups.

SPORT AND FITNESS CENTRE

The Union's Sport and Fitness Centres offer modern exercise equipment and group fitness classes. The City campus has a new multipurpose sports hall including dance studios, and Kuring-gai has tennis courts for student hire.

9514 2444

info@utsfitness.com.au

www.utsunion.uts.edu.au/fitness

SPORTS AND RECREATION PROGRAM

Explore the beauty and excitement of Sydney – and Australia – through the UTS Union's Sport and Recreation program. Offering day trips, holiday adventures, short courses and social sport, this program is a fantastic way to meet other UTS students and settle in to Sydney.

For more information, visit the Union website or email: union.activities0@uts.edu.au

WHAT'S ON

There are many websites to help you find out what's going on in Sydney. Keeping an eye on the local newspapers is a good idea, or search citysearch.Sydney on the web, where you can find information on everything from bars and restaurants to plays and movies, football and art galleries. The site has reviews, and listings for free events!

FESTIVALS AND CULTURAL EVENTS

Sydney is a multicultural city, and Sydneysiders love a party! So you can expect that there will always be special events happening, from fireworks at New Years Eve, to Chinese New Year celebrations, from Mardi Gras by famous writers and walks through the city. Many of them are free, or incorporate free activities. To find out more, check out the Sydney City Council's 'What's On' website at whatson.cityofsydney.nsw.gov.au and sign up for their e-newsletter.

YOUR STUDENT E-NEWSLETTER

The student advisers at UTS International send out four e-newsletters each year – two in each semester. Watch out for these broadcasts in your inbox as they will remind you about important dates and UTS events. You can read profiles of other students, and provide feedback.



“I go to the events organised for international students by ESAC, Salad Bowl and the Peer Network. Especially during orientation, I attended many of the activities and trips organised by the UTS Union and Peer Networkers, such as the UTS Games Day and the Coogee to Bondi walk. It is very easy to meet people.”

Philippe Laou, France
Graduate Certificate in Engineering



UTS Women's Soccer Team



“I am in the Exposure (photography) Club. Sometimes they organise events to go places and take pictures of the sunrise or sunsets in different places in Sydney, so it’s a fun time. And once you are in the club, and you find your own group, your passion is the same thing, then we organise and we do something together.”

Sirinut Sawatdeeharunat, Thailand
Master of Education

MANAGING YOUR COURSE

You probably have questions about the technical or administrative aspects of your course. We've answered some common questions below, but if you have further questions, your UTS student centre is the best place to start.

HOW DO I CHANGE MY SUBJECTS AFTER I'VE ENROLLED IN THEM?

You can add or drop pre-approved subjects online by following the steps on the Student Admin website:

www.sau.uts.edu.au/managing/msa.html

Use your UTS student number and email password to log in.

If you want to add subjects that were not already approved on your study plan you will need to submit an e-request at:

www.international-study.uts.edu.au/#subjectrequest

Your e-request will be processed by your UTS student centre and you will receive a reply directly from them.

The last day to add a subject is up until the end of week two of each semester.

The last day to delete a subject without academic and financial penalty is the Census date.

Keep in mind that if you drop subjects after these dates, the subject will appear as a fail on your academic transcript and you will be charged the tuition fee.

For a comprehensive guide with important dates highlighted, go to the UTS Handbook

www.handbook.uts.edu.au

and search for:

Principal Dates

or

Academic Year Dates

CAN I REQUEST ADDITIONAL COPIES OF MY TRANSCRIPT?

You can request copies of your academic transcript at your UTS student centre or online.

Just complete the application form and allow a minimum of three working days for the UTS student centre to process your request. There is a fee of \$25 for three copies.

www.sau.uts.edu.au



“I think the teachers at UTS are very comfortable in themselves. They know their subjects very well and they are able to have fun when they teach. As a student you can see how a teacher projects that joy when they’re lecturing on a topic that they love.”

Eric Ramirez, El Salvador

Master of Business Administration with Major in Technology Management



HOW DO I WITHDRAW FROM MY COURSE?

Before making a final decision about discontinuing your course at UTS, discuss your options with your UTS student centre, UTS counsellor or UTS International. If you still want to withdraw, you can do this online:

www.international-study.uts.edu.au/#withdrawal

Please note this is NOT for withdrawing from individual subjects.

Once you have withdrawn entirely from your course and you are no longer enrolled, UTS must report this to DIAC and you may be required to leave Australia.

WHAT IF I HAVE FINANCIAL DIFFICULTIES?

If you are having financial difficulties, you can make an appointment with a financial assistance officer. For further information, visit:

www.ssu.uts.edu.au/fassit.

It is important to remember:

- > It is a requirement of your student visa that you have sufficient funds to support yourself while in Australia
- > If you encounter financial difficulties, contact the UTS Fees Office as soon as possible as you may be able to arrange a fee payment extension. You'll need to provide supporting documentation
- > If you do not pay your tuition fees by the due date your enrolment at UTS may be discontinued

For further info on fees visit:

www.sau.uts.edu.au/fees/international

WHAT IF I AM FAILING A SUBJECT OR COURSE?

The University has a formal process for identifying students at risk of failing, following the release of results at the end of each semester. If you are identified under this process you will be notified and placed in academic support programs designed to help you improve your academic performance.

In exceptional circumstances you may be able to reduce study load requirements. For further info visit:

www.sau.uts.edu.au/enrolment/subject/international.html

CAN I APPEAL A UNIVERSITY DECISION?

As a UTS student you have the right to appeal against certain administrative decisions taken by the University or lodge a complaint if you feel you have been treated wrongly by UTS or UTS staff.

If the University indicates that it intends to cancel or suspend your enrolment, then you always have the right to appeal. For more information go to:

www.international-study.uts.edu.au/#dispute

or

www.equity.uts.edu.au/complaints/index.html

or visit the Students' Association Office on Level 3 of the Tower Building.



YOUR STUDENT VISA

It is important that you are aware of your student visa requirements, and how they relate to studying at UTS and living in Sydney. Knowing the answers to the following commonly asked questions will help you stay on top of your visa requirements.

WHAT ARE MY RIGHTS AS AN INTERNATIONAL STUDENT?

As an international student, you have your own rights and responsibilities, determined by the conditions of your student visa and by Australian government legislation. For more information see the following websites:

Your rights and responsibilities:

www.international-study.uts.edu.au#esos

Student visa conditions:

www.immi.gov.au/students/visa-conditions.htm

HOW DO I CHANGE MY VISA?

To change your visa, or to apply to extend your visa, you will need a valid Confirmation of Enrolment (CoE), which you can obtain from UTS International, and a valid credit card.

You can then apply online at:

www.immi.gov.au/e_visa/students.htm

WHAT DOES MY OVERSEAS STUDENT HEALTH COVER (OSHC) INCLUDE?

In addition to general medical appointments, OSHC covers emergency medical attention through the public health system. It does not include physiotherapy, optical or dental care, the cost of admission to a private hospital, or non-emergency ambulance service.

Extra insurance is available to cover these possible additional expenses.

HOW DO I GET MY MEDIBANK PRIVATE MEMBERSHIP CARD?

If you have arranged Medibank Private OSHC through UTS, you'll need to login to the Medibank website (www.medibank.com.au) and indicate where you'd like your Medibank membership card to be posted. If you have any queries about how to obtain your membership card please contact the UTS International student centre.

Alternatively, if you need to contact Medibank in person you can visit:

Shop 9.15 World Square
644 George St, Sydney
132 332

HOW DO I RENEW MY OSHC?

To renew your Medibank Private OSHC in person, you need your Medibank membership card, passport and a copy of your CoE which confirms you are continuing your studies at UTS. You can also extend your OSHC membership online with your credit card.

For further information on OSHC refer to government website:

www.health.gov.au

DON'T LET YOUR OSHC EXPIRE!

Remember, as a condition of your student visa, it is your responsibility to ensure that you maintain valid OSHC throughout your stay in Australia. Don't let it expire!



CAN I WORK WHILE I STUDY?

Your student visa should include permission to work up to 40 hours a fortnight during semester and unlimited hours when your course is not in session. Just remember that you can't start working until you have started your UTS course.

If you have any queries related to work rights, please contact UTS International. The Department of Immigration and Citizenship website also provides useful information on working:

www.immi.gov.au/students/students/working_while_studying

IF I WORK, DO I HAVE TO PAY TAX?

For taxation purposes, international students are considered residents of Australia; so you will need to pay tax on money that you earn. You need to apply for a Tax File Number (TFN) to ensure you are taxed at the correct rate and the interest you earn on your bank savings is not taxed at the higher marginal rate. You can apply for your TFN online or in person. You will need to supply three forms of identification, for example, passport, student card and credit card to the Australian Taxation Office.

Your TFN will be emailed to you within a few weeks. When you receive your TFN, you should notify your employer and bank of your number.

Australian Taxation Office
 2 Lang Street, Sydney
www.ato.gov.au/taxprofessionals

RELEVANT WEBSITES

Visa application

Department of Immigration and Citizenship: www.immi.gov.au/students

UTS visa information:

www.international-study.uts.edu.au#visa

Health cover

Department of Health and Ageing:

www.health.gov.au

Medibank Private: www.medibank.com.au

Australian Taxation Office: www.ato.gov.au



QUICK FACTS

FOR FULL AWARD INTERNATIONAL COURSEWORK STUDENTS

AM I A FULL AWARD INTERNATIONAL COURSEWORK STUDENT?

You are a full award international coursework student if you are studying your full degree at UTS, and are paying full tuition fees.

CONTACT

If you have any questions about your studies as an international student your first point of contact should be UTS International, email: internationalstudent@uts.edu.au

HOW DO I ENROL IN MY COURSE?

You should have received a pre-departure email containing your UTS student number and directing you to the **Start at UTS** website <http://start.uts.edu.au> to register for a specific enrolment session. The Start at UTS website will also take you through the process of activating your UTS email account. When you attend your enrolment session, you will need to take your passport with you for identification. This will ensure that you get all of the assistance that you need during the enrolment process.

CAN I APPLY FOR ADVANCED STANDING OR CREDIT RECOGNITION?

You can apply for exemptions for subjects you completed at another institution, however the subject studied at the institution must be similar in content and depth to the subject at UTS. You'll need to submit an application for Credit Recognition, together with certified copies of the subject outlines from your previous study to your UTS student centre as soon as possible. Your faculty will process your request. The form for Credit Recognition can be found at: www.sau.uts.edu.au/forms/index.html#applying

CAN I VARY MY COURSE DURATION OR STUDY LOAD?

Under the ESOS legislative framework, you are expected to complete your course by the end date specified on your CoE. Your CoE end date is normally determined by the standard full-time duration of your course. For example, a UTS Bachelor of Business degree should be completed within three years. If you have been granted credit recognition or advanced standing, then your CoE duration may be shorter than the standard full-time duration.



To complete your course in the standard duration you normally need to be enrolled full-time each semester. It is also a visa requirement to study full-time. This is usually 24 credit points, although certain courses have non-standard loads, eg. 18 or 32 credit points. In certain limited circumstances you can study less than the full-time load, however, you must obtain prior permission from your faculty to do so. You will then need to submit a reduced load form to your UTS student centre:

www.sau.uts.edu.au/forms/index.html#enrolment

CAN I BE EXCLUDED FROM MY COURSE?

All UTS students are subject to academic progress requirements. Failure to meet these requirements can result in exclusion from your course. Being excluded has serious consequences for international students on student visas, as UTS is obliged by law to report all excluded students to the government. This can lead to visa cancellation. If you overstay your visa, you can be subject to a three-year exclusion from Australia. To help avoid this occurring it's extremely important that you are familiar with the academic progress requirements for your course and the relevant rules:

www.gsu.uts.edu.au/rules/10-3.html

WHAT IF I NEED TO TAKE TIME OUT FROM MY STUDIES?

If you want to take temporary leave from your course you need to apply for a Leave of Absence (LoA). When applying for LoA, remember:

- > you can usually apply for up to four semesters of LoA
- > talk to a student adviser at UTS International before you apply for LoA
- > if you take LoA, your CoE may be cancelled and you may have to reapply for a new student visa offshore
- > you are usually required to depart Australia during your period of leave
- > you must contact UTS International for a new CoE once you are ready to resume your studies at UTS. Application for leave of absence is made online:

www.sau.uts.edu.au/enrolment/course/leave/applying.html

CAN I TRANSFER TO ANOTHER INSTITUTION?

If you want to leave UTS to pursue your studies at another institution within your first six months at UTS, you will need to apply for a release letter. To obtain a release letter from UTS, you must first submit an online course withdrawal and provide an offer letter from your new education provider to UTS International.

A release letter can only be issued after your course withdrawal has been approved and you have shown that you have a letter from another registered provider confirming that a valid enrolment offer has been made to you.

QUICK FACTS

FOR FULL AWARD INTERNATIONAL RESEARCH STUDENTS

AM I AN INTERNATIONAL RESEARCH STUDENT?

You are an international research student if you are studying a PhD or Masters (Research) at UTS, and are paying full tuition fees or are on a scholarship.

HOW DO I ENROL IN MY COURSE?

As an international student you are required to attend the Graduate Research School (GRS) in person to enrol in your PhD or Masters (Research). You need to bring your passport, Electronic Confirmation of Enrolment (CoE) and your offer letter with you for enrolment. The GRS will enrol you in your nominated course and any coursework subjects on your initial study plan. You will be able to obtain your UTS student ID card after enrolment.

CONTACT

The **Graduate Research School** is the central support service for all research degree students at UTS and can help with:

- > assistance managing your candidature
- > information on scholarships and funding
- > personal development through research education programs and workshops
- > support and administration with your degree

grs@uts.edu.au

Level 7
Building 1 Tower Building
City Campus
9514 1336

Faculty Contacts

There are also a range of faculty specific contacts that can assist you throughout your research candidature at UTS.

- > your **Research Administrator (RA)** is your first point of contact for any queries or problems related directly to your candidature in the faculty
- > your **supervision team** is responsible for overseeing your research degree project throughout your candidature
- > your **Responsible Academic Officer (RAO)** oversees all of the faculty's research students enrolment offer has been made to you

<http://www.gradschool.uts.edu.au/contact-us/faculty-contacts.html>



WHAT RESEARCHER SKILLS AND DEVELOPMENT PROGRAMS CAN I JOIN?

Develop your knowledge, skills and capabilities as a researcher or research supervisor at UTS. The GRS offers a range of activities including workshops for research students and supervisors, online resources, as well as short courses provided by the e-Grad School of the Australian Technology Network of Universities. You can find out more information here:

<http://www.gradschool.uts.edu.au/researcher-skills/index.html>

HOW DO I FIND OUT ABOUT SCHOLARSHIPS AND SUPPORT GRANTS?

The University has a number of research scholarships and funding schemes available each year. Applications are made directly to the GRS and are scored and ranked by each faculty.

If you would like to apply for academic conference scholarships, you can apply for the Vice-Chancellor's Postgraduate Research Student Conference Fund, available three times a year.

To find out more check the scholarships page at

www.gradschool.uts.edu.au/current-students/scholarships-funding/index.html

QUICK FACTS

FOR SPONSORED STUDENTS

AM I A SPONSORED STUDENT?

You are a sponsored student if you are studying your full degree at UTS, and your sponsor, government or employer has an agreement to pay your tuition fees directly to the university.

CONTACT

If you have any questions about your studies, as a sponsored student your first point of contact should be the International Sponsored Students team, email: sponsored.student@uts.edu.au

CAN I GET A TRAVEL CONCESSION?

If you are sponsored by the Australian Government (**AusAID, IPRS and Endeavour Awards**), you are eligible for concession fares on public trains, buses and ferries in NSW. At enrolment a sticker will be attached to your student card. Remember to request a concession fare when you purchase your tickets.

Make sure you carry your UTS student card that contains the travel concession with you at all times when using public transport. If you have a concession ticket and do not have your student card, you may be fined. It's important that you don't buy student concession fares until you have a UTS student card confirming your eligibility for travel concession.

Other sponsored students are not eligible for travel concession.

WHAT ARE MY COURSE ENROLMENT REQUIREMENTS?

Correct enrolment and re-enrolments are your responsibility. You must enrol in a full-time load each semester unless you are in your final semester or your sponsor and/or the International Sponsored Students team has given you written permission prior to reducing your student load.

WHAT HAPPENS IF I AM FAILING A SUBJECT?

All UTS students need to make satisfactory academic progress. If you fail or are in danger of failing a subject you should notify the International Sponsored Students team and seek advice from your course or subject coordinator as soon as possible.

CAN I VARY MY STUDY PROGRAM?

To change a course, major or apply for a course suspension or extension, apply in writing to the International Sponsored Students team.

All variations require approval from your sponsor and such approval can often take more than a month.

Extension of award will only be considered under exceptional circumstances where an extension is the only way you would be able to complete your course. Students applying for extension need to demonstrate the potential to succeed. Please be advised variation requests are only approved in special circumstances.

AusAID students will also need to state the reasons for the request, how the change of course or major will benefit your country and the relationship of the change to your country's development.

CAN I BRING MY SPOUSE OR CHILDREN TO AUSTRALIA?

You can bring your family with you during your stay in Australia, however it's important to consider the following issues:

- > living costs, including rent, food, clothing, medical and other necessities
- > cost of airfares for your family to and from Australia and arranging their visas, including the cost of arranging any visa extensions
- > employment possibilities for your spouse



- > the effect on you and your studies if your family is not happy in Australia. The needs of your family may considerably distract you from your studies
- > whether your children will adjust to school in Australia
- > cost of schooling children. If you are bringing school-aged dependants to Australia, you will normally be required to pay full fees if they are enrolled in either a government or non-government school. To find out about enrolling your children in school you can refer to the NSW Department of Education website about study in Australia for temporary residents. There are other associated costs, such as administrative fees, excursion fees, uniform, sports and books

ARE THERE CONDITIONS FOR FAMILY ENTRY?

There are some conditions for family entry to Australia:

Visits for six months or less – a visitor visa is appropriate for a family member who has met all requirements set out by the Department of Immigration and Citizenship. Please note OSHC does not cover family members in Australia on a visitor visa.

AUSAID STUDENTS NOTE

A visitor visa cannot be changed after arrival in Australia to an AusAID student's dependant visa.

Visits longer than six months – student dependant visas are issued to family members who stay for more than six months. The admission of spouse and children for more than six months is subject to the following AusAID conditions:

- > the student must have an award for one academic year (approximately 10 months) or more

AND

- > there must be 6 months of the award remaining
- > where the spouse will not be available to care for the children, suitable childcare arrangements must be made, including: schooling or day care, and for school-aged children, care after hours, on weekends and school holidays and in times of illness. You can find information for temporary visa holders who wish to enrol their children in government schools in NSW at: www.decinternational.nsw.edu.au/study/schools/temporary-residents

DIAC also has conditions which must be met in your home country before an AusAID student dependant's visa is issued. These include:

- > proof of the relationship to the student – ie marriage certificate or birth certificates
- > AusAID approval for issuing of the visa
- > completion of personal health clearances
- > completion of character reference checks
- > evidence of sufficient funds to cover the costs of your family travelling to and living in Australia while you study
- > evidence that you have arranged OSHC cover for your family members

It is important that your family does not leave home until all the entry requirements are met and a visa has been issued.

Note: siblings or parents of sponsored students are not eligible for dependant visas under DIAC rules.

QUICK FACTS

FOR STUDY ABROAD AND EXCHANGE STUDENTS

AM I AN EXCHANGE OR STUDY ABROAD STUDENT?

You are an **exchange student** if you are studying for one or two semesters at UTS, your studies are being credited to your home university and you are paying fees to your home university, not to UTS.

You are a **study abroad student** if you are studying for one or two semesters at UTS, your studies are being credited to your home university and you are paying fees to UTS.

CONTACT

If you have any questions about your program as a study abroad or exchange student, your first point of contact should be:
studyabroad.exchange@uts.edu.au

DO I NEED TO ATTEND AN ENROLMENT SESSION?

No. As a study abroad or exchange student, you do not need to attend an enrolment session in person, as you should have already enrolled online.

AM I ENROLLED CORRECTLY?

You will receive access to enrol yourself into subjects before you arrive at UTS. You should have received a pre-departure email from the study abroad and exchange team directing you to our study abroad pre-departure webpage www.international-study.uts.edu.au#sapredep which provides information about web enrolment, as well as other essential information. If you are not enrolled correctly, please follow the steps in the link above or contact the study abroad and exchange team.

CAN I ENROL IN BOTH UNDERGRADUATE AND POSTGRADUATE SUBJECTS?

Yes. Whether you are an undergraduate or postgraduate student, you may enrol in both undergraduate and postgraduate subjects provided approval is granted.

HOW DO I ENROL IN LANGUAGE (OTHER THAN ENGLISH) SUBJECTS?

To enrol in a language subject, you must first have your language skill level assessed so the appropriate starting level can be determined. Follow the instructions at:

www.international-study.uts.edu.au#language

WHAT IS THE GRADING SYSTEM AT UTS?

There is a range of different marking schemes at UTS depending on what subjects you enrol in. These include:

- > grade (ranging between fail and high distinction) and a percentage mark
- > grade only (no percentage mark)
- > pass/fail with no grade or percentage mark

The marking scheme for your subjects can be found in the individual subject outline that you receive at the start of the semester. If you are in doubt, check with your subject lecturer. For more information on grades, visit:
www.international-study.uts.edu.au#grading



HOW DO I GET MY RESULTS AND TRANSCRIPT?

Your official results will be released on My Student Admin:

onestopadmin.uts.edu.au/estudent

You will be able to print an unofficial copy of your assessment results from My Student Admin.

Two copies of the official academic transcript will be sent to your home country address (study abroad) or home university (exchange). Study abroad students should check their home address is correct on My Student Admin. You can also request additional copies via www.sau.uts.edu.au/academic/record. There is a charge for additional copies.

DO I NEED A UTS STUDENT CARD?

Your student identity card is issued during Orientation. All enrolled students must have a current UTS student identity card. Your student identity card:

- > must be carried at all times while on university premises
- > may be required to be produced on demand by an employee of the University
- > must be presented when borrowing books from the UTS Library, when accessing the computer labs and to gain entry to examination rooms

CAN I GET A TRAVEL CONCESSION?

As a **study abroad and exchange student**, you are not entitled to travel concessions on public transport in New South Wales; therefore, you must pay full fare. You may still be entitled to student concession at cinemas and theatres or other entertainment activities. You usually just need to show your UTS student card to obtain a discount.

WHEN DO I NEED TO FINALISE MY TUITION FEES? (STUDY ABROAD ONLY)

You will need to settle all outstanding fees before the commencement of classes. A tax invoice will be included in the information pack you receive at Orientation. Please contact the UTS International study abroad team if you need further information.

Exchange students do not pay tuition fees to UTS.



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IN AN EMERGENCY

ON CAMPUS SECURITY

Dial 6 from a campus phone or 1800 249 559

www.fmu.uts.edu.au/security/emergencies

GENERAL UTS SECURITY ENQUIRIES

9514 4422

Security patrols UTS Campus at all times

EVENING SHUTTLE BUSES – CAMPUS TO STUDENT HOUSING

www.international-study.uts.edu.au#security

ACCIDENTS, INCIDENTS AND HAZARDS REPORTING

1800 249 559 for security, or report to a staff member

www.safetyandwellbeing.uts.edu.au

OFF CAMPUS

000 – Police/Ambulance/Fire Brigade

COMMUNITY MENTAL HEALTH TEAM

1800 636 825 – free call for your nearest team

24 HOUR TELEPHONE COUNSELLING

Lifeline 13 11 14

Salvo Crisis Line 1300 363 622

For more information, visit the safe@uts website:

www.international-study.uts.edu.au#safe

ARRIVING AT UTS

YOUR INTERNATIONAL STUDENT GUIDE



CONTACT UTS

Website

www.uts.edu.au/international

Email

internationalstudent@uts.edu.au
sponsored.student@uts.edu.au
studyabroad.exchange@uts.edu.au

Telephone

UTS International
9514 1796 or 9514 9914

Facsimile

9514 1530

Location

Tower Building, level 3a
City campus

Find us on Social Media!

Facebook pages include:

University of Technology, Sydney

UTS International students

UTS Study abroad and exchange

UTS Research students

UTS BUILD

UTS Library

You'll also find a UTS presence on Twitter, Youtube and more.



Cover design:

UTS Visual Communication graduate Yiyang Lu from Shanghai China created the cover design and inside page for this Arrival Guide.