



UNIVERSITY  
OF TECHNOLOGY  
SYDNEY

# 2025 Academic Handbook

UTS College  
Sri Lanka

[utscollege.edu.lk](https://utscollege.edu.lk)

# Welcome to UTS College Sri Lanka



UTS College Colombo Campus

On behalf of everyone at UTS College Sri Lanka and UTS College in Sydney, I would like to extend a warm welcome to you. We are delighted and honoured that you have chosen to study with us, and myself and the team, very much look forward to supporting you on your journey to the University of Technology Sydney in Australia.

Step one starts here and we offer our best wishes for the coming semester.

**Alison Hiscox**

Principal  
UTS College Sri Lanka

As Dean of Studies at UTS College, I am very pleased that you have joined one of our academic pathways to UTS at our Sri Lanka campus.

Our academic courses are designed using a Student Centred Model of Learning called **Learning.Connected**. This means you'll experience a blended approach to your learning experience, using the best of technology enabled learning and classroom learning. You'll experience collaborative and highly interactive activities in your classrooms, with your teachers and fellow students along with interactive sessions online before and after class. This approach builds your knowledge and your independent learning skills, preparing you for study at UTS.

At UTS College Sri Lanka, all learning materials are available on Canvas, our online Learning Management System. This includes texts, readings, videos interactive activities and links, so please familiarise yourself with your online resources. During Welcome Week, your teachers will take you through your online resources and make sure you understand our learning model.

Whether you are attending tutorials, labs or workshops, your teachers will be ready to assist with any problems you might have. All staff at UTS College Sri Lanka are there to answer questions or help you with any issues you may face.

I wish you success with your study goals this semester and your learning future at UTS College and at UTS.

**Sally Payne**

Dean of Studies  
UTS College

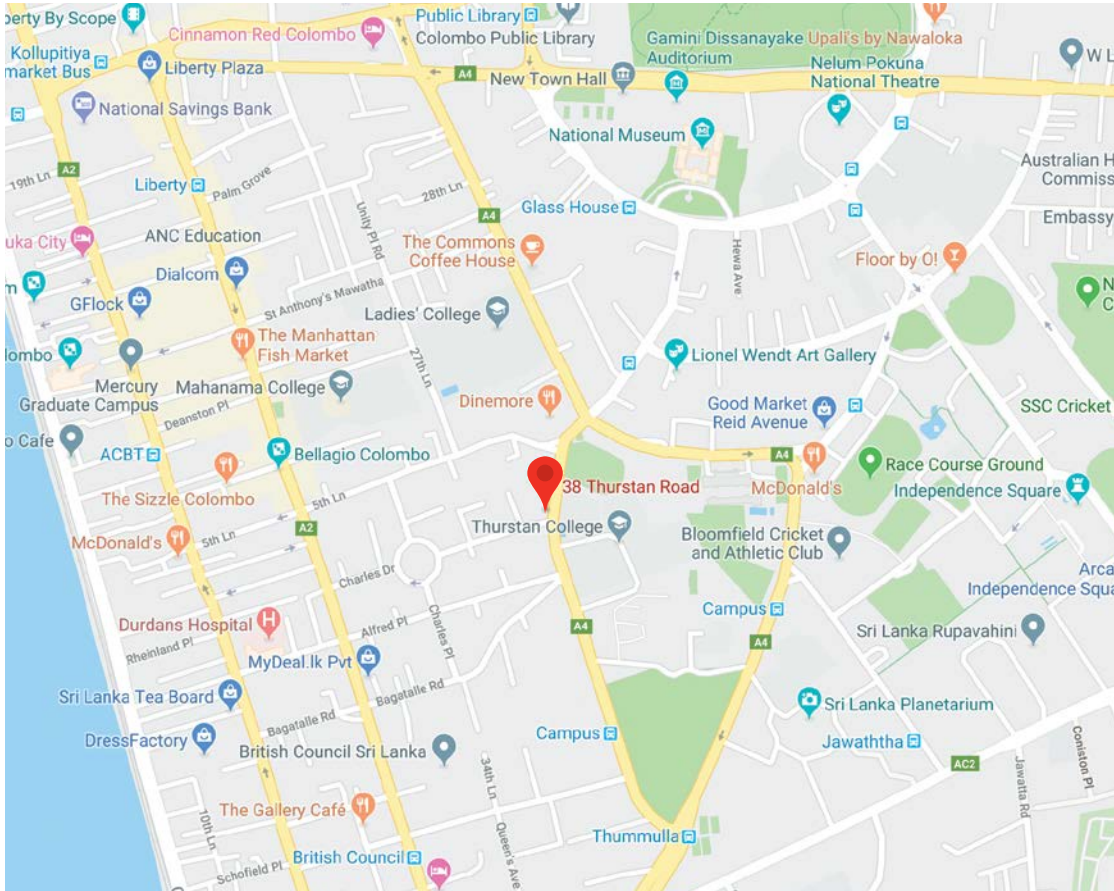
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# 1. General information

## 1.1 Map

UTS College Sri Lanka campus



 **UTS College Sri Lanka**  
38 Thurstan Road, Colombo 3, Sri Lanka



# 1.2 Who's who at UTS College

## UTS College Sri Lanka Senior Staff



**Alison Hiscox**  
Principal  
Sri Lanka



**Dilruk Warnakula**  
Head of Academic  
Sri Lanka



**Samindie Karunaratne**  
Head of Finance and  
Administration  
Sri Lanka



**Tharushi Nimanthika**  
Manager Academic  
Administration  
Sri Lanka



**Hasitha Fernando**  
Head of Sales and  
Marketing  
Sri Lanka

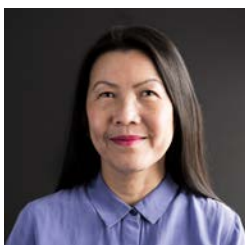
## UTS College Sydney Senior Staff



**Morwenna Shahani**  
CEO  
Sydney



**Sally Payne**  
Dean  
Sydney



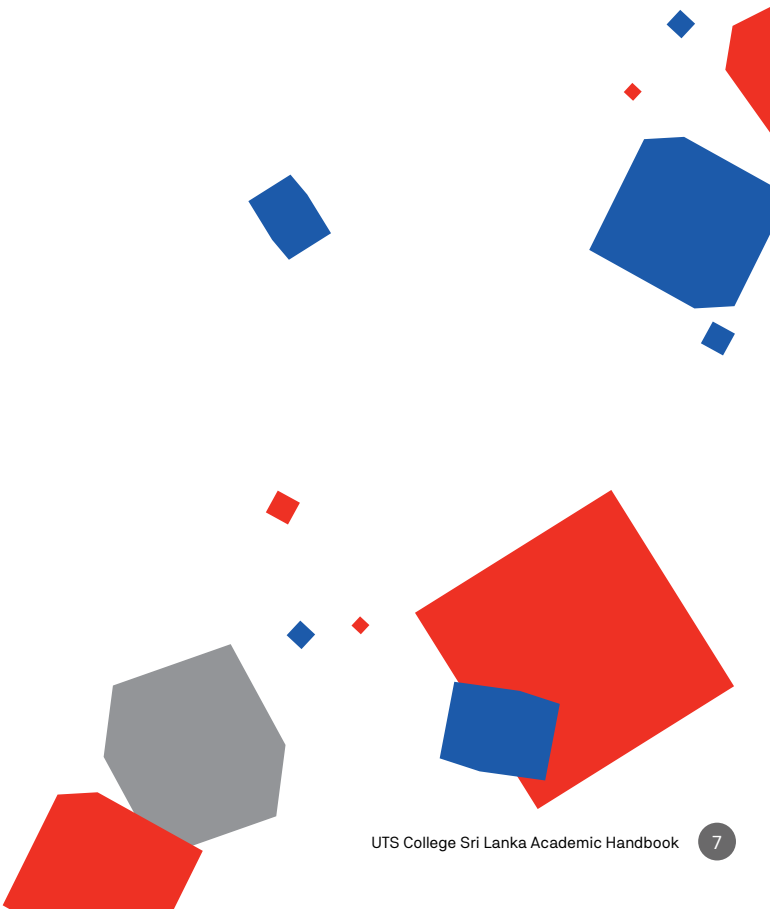
**Jasmine Cheng**  
Program Manager  
Business and  
Information Technology  
Sydney



**Justin Chu**  
Program Manager,  
UTS Foundation Studies  
Sydney



**Ali Hunt**  
Program Manager,  
Engineering and Science  
Sydney





# 1.3 Key dates 2025 – 2026

## February Semester 2025

### Week commencing 24 February 2025

Orientation and Academic Preparation Week for new students and re-enrolment for continuing students

### 3 March 2025

Classes commence

### 28 March 2025

CENSUS DATE: Last day to withdraw from a subject without academic penalty

### 12 – 21 April 2025

Sinhala and Tamil New Year Break

### 24 May 2025

Last day of diploma classes

### 26 – 30 May 2025

Diploma examination period

### 30 May 2025

Last day of UTS Foundation Studies classes

## June Semester 2025

### Week commencing 30 June 2025

Orientation and Academic Preparation Week for new students and re-enrolment for continuing students

### 7 July 2025

Classes commence

### 1 August 2025

CENSUS DATE: Last day to withdraw from a subject without academic penalty

### 20 September 2025

Last day of diploma classes

### 22 – 26 September 2025

Diploma examination period

### 26 September 2025

Last day of UTS Foundation Studies classes

## October Semester 2025

### Week commencing 13 October 2025

Orientation and Academic Preparation Week for new students and re-enrolment for continuing students

### 20 October 2025

Classes commence

### 14 November 2025

CENSUS DATE: Last day to withdraw from a subject without academic penalty

### 20 December 2025

Last day of UTS Foundation Studies and diploma classes before the Christmas / New Year break

### 22 December 2025 – 4 January 2026

Christmas/New Year Break

### 5 January 2026

UTS Foundation Studies and diploma students first day back after Christmas/ New Year break

### 19 – 23 January 2026

Diploma examination period

### 23 January 2026

Last day of UTS Foundation Studies classes



## 2. Information for students

### 2.1 Getting help

#### 2.1.1 Student Centre

The UTS College Sri Lanka Student Centre is your first point of contact for any matters that are not a part of your course or study. This includes changing your contact details, getting your student card, current student letters, certificates and transcripts, accommodation assistance, withdrawing from a course or paying your fees.

The UTS College Sri Lanka Student Centre is located on level 3. Opening hours are from 9am-5pm Monday to Friday.

#### 2.1.2 Help with study

If you are having any difficulty with your studies, see your tutor or lecturer before or after your class, or contact them at their email address provided in the Subject Outline. If you need further help please email your Sri Lanka Unit Coordinator of Head of Academic via the Learning Management System (Canvas) or Outlook email to make an appointment.

#### 2.1.3 Learning support

UTS College Sri Lanka has a number of Learning Support programs available for students. Our teachers are available for both weekly drop in sessions and online help. We also offer support sessions in both Academic Writing and Mathematics. Study skills sessions are held regularly throughout the semester to help with time management and assignment preparation. Students can make an appointment to meet the study success advisor/counsellor through +94 77 550 9103.

### 2.2 How to communicate with UTS College Sri Lanka

#### 2.2.1 Check your UTS email account

Email communication from UTS College Sri Lanka is sent to UTS email account. Important information from your teachers or support staff is sent to this account so it is important that you activate your account as soon as you can.

(Please refer to the FAQ section at the back of the handbook for details on how to activate your UTS email account).

#### 2.2.2 Post and telephone

Sometimes UTS College Sri Lanka may need to contact you by letter or phone. You should reply immediately to any communication that you receive from UTS College Sri Lanka and make sure that your address and telephone details are kept up to date. You must notify the UTS College Sri Lanka via [academic@utscollege.edu.lk](mailto:academic@utscollege.edu.lk) or Student Inquiry/Complaints within seven days of a change of address, personal email address or telephone number.

#### 2.2.3 Check all notice boards

Please make sure you check these regularly as they contain information about forthcoming student activities and important notices.

## 2.3 Your Student ID card

You'll be given a student identification (ID) card that you must carry with you at all times when attending UTS College Sri Lanka. You might be asked to produce this card:

- by your teachers
- security or administration staff
- when accessing other services.

Please remember to sign your student card and if you lose it, please visit the Student Centre, to arrange a replacement card. A replacement fee will be charged for this. Do not let others borrow your student card.

### 2.3.1 UTS Library

All services of the UTS Library are available to UTS College Sri Lanka academic students (students undertaking UTS Foundation Studies and diploma courses). The UTS Library is UTS College Sri Lanka's library too.

## 2.4 Your contact details

You are required to advise UTS College Sri Lanka via [academic@utscollege.edu.lk](mailto:academic@utscollege.edu.lk) of your contact details when starting your course. You need to advise us if you change your address, your personal email address or your telephone number and this must be done within seven days of the change. We also need to know your emergency contact details. Keeping us advised of your current contact details allows us to communicate effectively with you.

Change of Contact Details Update forms are available at the Student Centre.

## 2.5 Safety

UTS College Sri Lanka takes your safety very seriously. At Orientation, you will be given contact phone numbers which can be used in emergencies or if you are concerned for your safety.

During business hours (Monday – Friday 9.00am – 5.00pm) you can report such incidents to the Student Centre in person, by ringing 077 4775774 or by sending a report to [academic@insearch.edu.lk](mailto:academic@insearch.edu.lk)

Any incident or allegation of sexual, physical or other abuse can also be reported to the Principal on level 4. Such reports will be dealt with confidentially.

UTS College Sri Lanka has security guards located in our building.

# 3. UTS College Sri Lanka courses

## 3.1 Diploma programs

### Diploma of Business

#### 3.1.1 Diploma of Business (Accelerated) 2 Semesters

##### COURSE STRUCTURE

###### Stage 1

BABC011	Academic and Business Communication
BACC011	Accounting and Accountability
BECO011	Economics for Business
BMKT011	Marketing and Customer Value
BSTA011	Business Statistics

###### Stage 2

BFIN011	Fundamentals of Business Finance
BACC012	Accounting, Business and Society*
BMGT011	People and Organisations
BBSI011	Business and Social Impact

##### Prerequisites

\* Prerequisite is BACC011

##### SUBJECT DESCRIPTIONS

###### BABC011

###### Academic and Business Communication

This subject provides an understanding of the literacy requirements of academic business environments. It examines the principles and practice of communication in undergraduate and professional business environments through an integrated approach that supports the learning of skills across disciplines.

Students have opportunities to practice and engage with the language and study skills required for undergraduate and further study in business. Such skills will help to develop an appreciation of the communication requirements of business professionals.

###### BACC011

###### Accounting and Accountability

The subject provides students with a user perspective on accounting information, focusing on the types of accountability that most business students will use in their professional careers. Through the lens of accountability, it emphasises the key role of accounting in decision-making in business and society. Students will use spreadsheet software to assist in the analysis of financial reporting and internal business decision making. Students will be introduced to legal principles and rules related to the use of accounting information.

###### BECO011

###### Economics for Business

This subject provides students with a foundational understanding of the economic influences on business. It offers an introductory treatment of consumer and business behaviour in competitive markets, the effects of government policies and different market structures on market outcomes, and other fundamental economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with analytical skills to examine the impact of these economic forces on business conditions and to communicate the results of their analysis in writing.

###### BMKT011

###### Marketing and Customer Value

In a changing world, organisations are increasingly called to respond to the needs and wants of customers and other external stakeholders. This subject covers the basic principles of marketing and focuses on the customer, which in many cases is you! As well as the traditional 4P's (Product, Price, Place and Promotion), we explore a more consumer-based perspective on the marketing mix to include the 4 C's of marketing – Consumer wants and needs, Cost, Convenience, and Communication. It will also place a special focus on cultivating knowledge and skills related to analysing competitors, digital and non-digital communication, and developing strategies for generating customer value.

### **BSTA011**

#### **Business Statistics**

This subject is designed to develop students' abilities to assess and critically interpret quantitative data from business and society within a framework of evidence-based reasoning. The science of statistics is widely used by business to make informed investment, production and employment decisions, and by citizens and policymakers as they address environmental and other social issues. The subject places strong emphasis on developing a clear understanding of various analytical tools and their applications to business problems, mastering data-analytic capabilities of Excel, and provides a foundation of skills and competencies for professional practice for further study in different business disciplines.

### **BFIN011**

#### **Fundamentals of Business Finance**

The subject introduces and develops the core technical and theoretical concepts of Finance and illustrates their application to practical financial decision-making problems. Two crucial concepts are introduced: (1) the time-value of money (TVM); and (2) financial risk. TVM techniques are applied to the valuation and management of financial instruments, such as annuities, perpetuities and amortising loans, and to financial securities, such as stocks and bonds. Different ways of measuring financial risk are considered and the fundamental relationship between risk and return is demonstrated empirically and explained. TVM and risk analysis techniques are applied to investment and financing decision problems in a Corporate Finance context. In particular, students will learn how firms decide which projects to invest in and how they choose to raise the capital to fund those investments.

### **BACC012**

#### **Accounting, Business and Society**

This subject provides students with the preparer perspective of accounting information and develops students' critical understanding of business issues underpinning the demand for financial and management accounting information. Accounting information is prepared for various organisational forms using contemporary analytical tools including excel and practical accounting software which require the use of technical skills. The implications of accounting issues are also discussed with an emphasis on ethical decision-making by preparers who need to balance the economic objectives of the primary users of accounting information while also considering broader legal, social and environmental issues.

### **BMGT011**

#### **People and Organisations**

This subject explores the relationship between organisations and individuals from the perspective of the individual at work. It seeks to provide a conceptual understanding of how an individual navigates work in an organisation, including working in teams, leading and motivating staff, organisational politics, and tackling power structures. Students learn an appreciation of the importance of equity, diversity and inclusion in the workplace as well as strategies for managing conflict and communication with internal and external stakeholders. Importantly, students will apply these concepts, and develop these skills, as they self-manage their studies and work in teams. Students develop resilience and a framework for how to manage and work successfully in all types of organisations in the future.

### **BBSI011**

#### **Business and Social Impact**

The key challenge businesses now face is how to integrate social impact into the way they work. In this subject we explore how we can make a difference through creating businesses whose mission is dedicated to realising positive social and environmental change. We first interrogate the relationship between a company's mission, its operations and the resultant impact on society and the environment from multiple perspectives including accounting, economics, finance, management, marketing, Indigenous and global perspectives. Students then examine the challenges and opportunities in harnessing the power of the markets to create both economic and social value. The resultant outcome is that students will develop their own mission through purpose-learning tasks which support their agency as future business leaders to build a stronger and fairer society.

# Diploma of Engineering

## Required Knowledge for the UTS College Diploma of Engineering

The UTS College Diploma of Engineering is offered to students who have successfully completed A Level subjects in Mathematics, Physics and/or Chemistry.

### 3.1.2 Diploma of Engineering (Accelerated) 2 Semesters

#### COURSE STRUCTURE

##### Stage 1

EITC001	Introduction to Technical Communication
EMAT011	Mathematics 1*
EPHY001	Physical Modelling
EICE001	Introduction to Civil and Environmental Engineering

##### Stage 2

EMAT012	Mathematics 2**
EPRO001	Programming 1
EENC001	Engineering Computations
EIEE001	Introduction to Electrical and Electronic Engineering

##### Pre-requisites

\* Pre-requisite is satisfactory mathematics readiness test

\*\* Pre-requisite is EMAT011

Students must complete both Mathematics 1 and Mathematics 2 in the Diploma of Engineering before moving to UTS.

#### SUBJECT DESCRIPTIONS

##### EITC001

###### Introduction to Technical Communication

This subject introduces both Engineering and IT students to the basic principles of technical communication. The subject allows students to engage with and practice the language and study skills required for undergraduate study in Engineering and IT. Students will have opportunities to understand and appreciate the communication requirements of the profession, and also to develop skills in oral, written, visual, and digital technical communication; essential to succeed in increasingly globalised electronic communication environments.

##### EMAT011

###### Mathematics 1

The study of Mathematics is central to an understanding of the world around us and is fundamental to all areas of science and engineering. This subject is designed to develop a student's understanding of the underlying principles of mathematics and to equip the student with the necessary problem-solving skills applicable for solving problems of a practical nature. The subject also provides the requisite knowledge and skills for future studies in Science and Engineering.

##### EPHY001

###### Physical Modelling

This subject is an introductory physics course for engineering and science students covering mechanics, thermal physics, waves and optics, electricity and fluids. The laboratory program complements the learning experiences in the tutorials.

##### EICE001

###### Introduction to Civil and Environmental Engineering

The civil and environmental engineer plays a major role in the provision of basic infrastructure necessary to support the development and maintenance of urban and rural settlements. This subject provides a sound foundation for further education in the processes of design, construction, operation and maintenance of community infrastructure AND an understanding of the need to develop the necessary individual and multidisciplinary skills in civil engineering project analyses and development.

##### EMAT012

###### Mathematics 2

The study of Mathematics and Statistics is central to an understanding of the world around us and is fundamental to all areas of Engineering. This subject is designed to develop a student's understanding of the underlying principles of Mathematics (Linear Algebra and Multivariable Calculus) and Statistics and to equip the student with the necessary problem-solving skills applicable for solving problems of a practical nature. The subject also provides the requisite knowledge and skills for future studies in Engineering.

## **EPRO001**

### **Programming 1**

This subject provides students with a modern introduction to the dynamic field of computer networking, including layered network architecture and the TCP/IP protocol suite. Student practical works include observing network traffic in action and building their own network applications through socket programming. By developing problem solving and design skills in this subject, students also acquire the ability to select the most appropriate network services, design and develop network applications, e.g. web server and email client, to achieve the best data performance.

## **EENC001**

### **Engineering Computations**

This subject covers basic and advanced spreadsheets, matrix operations, solving nonlinear equations, numerical differentiation and integration, advanced built-in functions, spreadsheets add ins, macros and user-written functions.

## **EIEE001**

### **Introduction to Electrical and Electronic Engineering**

Introduction to Electrical Engineering is designed to give students a basic understanding of the scope and methods of Electrical and Electronic Engineering. This includes the engineering process, the technologies involved, the approach to problem solving, and the skills and tools used. This subject aims to increase a student's chance of success at University by developing essential knowledge and skills in the areas of Electrical and Electronic circuit theory and analysis. Students are required to actively participate during scheduled lectures and tutorials, as well as practical laboratory exercises.

The subject material is organised around two modules:

- In Module 1 (The Basics) basic electrical concepts such as voltage, current, resistance and power are introduced; simple circuit analysis techniques for DC and AC circuits are studied; and an analysis of the types, properties and functions of components commonly found in a linear DC power supply is used as an application of this basic knowledge. The practical aspects of this module include learning how to use basic equipment such as a multimeter and digital storage oscilloscope (DSO), learning some simple 'tinkering' skills, and building and testing of simple circuits.
- In Module 2 (Signals in Electrical Engineering) an application called the Filter Challenge is used to provide a context for presentation of material related to time and frequency domain representation of electrical signals including Bode plots and simple first-order RC filters.



# Diploma of Information Technology

## 3.1.3 Diploma of Information Technology (Accelerated) 2 Semesters

### COURSE STRUCTURE

#### Stage 1

IITC001	Introduction to Technical Communication
IIIS001	Introduction to Information Systems
IPRO001	Programming 1
IWBS001	Web Systems

#### Stage 2

IPRO002	Programming 2**
IBRM001	Business Requirements Modelling*
INEF001	Network Fundamentals
IDBF001	Database Fundamentals**

#### Pre-requisites

\* Pre-requisite is IIIS001

\*\* Pre-requisite is IPRO001

### SUBJECT DESCRIPTIONS

#### IITC001

##### Introduction to Technical Communication

This subject introduces both Engineering and IT students to the basic principles of technical communication. The subject allows students to engage with and practise the language and study skills required for undergraduate study in Engineering and IT. Students will have opportunities to understand and appreciate the communication requirements of the profession, and also to develop skills in oral, written, visual, and digital technical communication, essential for them to succeed in increasingly globalised electronic communication environments.

#### IIIS001

##### Introduction to Information Systems

This subject introduces students to the type of information systems which form the foundation of conducting business in the 21st century. Key concepts include how information systems support organisations and add business value, the importance of stakeholders and users in information systems, systems development methodologies, collaborative work processes, teamwork and usability evaluation.

#### IPRO001

##### Programming 1

This subject provides students with a modern introduction to the dynamic field of computer networking, including layered network architecture and the TCP/IP protocol suite. Student practical works include observing network traffic in action and building their own network applications through socket programming. By developing problem solving and design skills in this subject, students also acquire the ability to select the most appropriate network services, design and develop network applications, e.g. web server and email client, to achieve the best data performance.

#### IWBS001

##### Web Systems

This subject introduces the computer as a component of the internet. This enables students to understand the use of a computer in a distributed environment, and provides the context for later subjects on distributed services. Students will be able to develop scripting skills required in later subjects, such as using the command line interface of UNIX and building web sites. Some fundamental computing theory is introduced.

## **IPRO002**

### **Programming 2**

The subject builds on a set of basic skills in program design and object-oriented programming. It covers the topics of inheritance, GUI programming and provides knowledge and practice in advanced GUI building and design. It provided practical experience in the design, construction and evaluation of object-oriented systems and shows how to develop a correct and well-designed system from a specification using design rules and design notations.

## **IBRM001**

### **Business Requirements Modelling**

This subject provides students with the opportunity to experience the process by which IT solutions are designed to solve business problems. It emulates the commercial environment, with students working in groups to produce a design solution to a business problem. This subject contributes to developing team skills and an understanding of how teams work. It introduces students to the software development life cycle and relates information systems concepts to the business environment. In addition, it provides students with an opportunity to develop analytical thinking and problem-solving skills, develop effective writing and presentation skills, and demonstrate the capacity for continued learning.

## **INEF001**

### **Network Fundamentals**

This is the first subject in the field of data communications and networking. Basic networking concepts and skills are developed. The skills and knowledge gained are essential to all IT professionals. Students will be introduced to networking technologies, network devices, end systems (PCs and servers) and the role of protocols and standards. Through a case study and group work, students will work collaboratively and individually to produce and justify an initial design for a computer network, requiring analysis and evaluation of alternative solution and technologies.

## **IDBF001**

### **Database Fundamentals**

This subject introduces students to the fundamentals of effective database systems. Students are taught how data is structured and managed in an organisation in a way that can be used effectively by applications and users. They also learn to use the language SQL for effective data retrieval and modification. This subject teaches students to appreciate the significance and challenges of good database design and management, which underpins the development of functional software applications.



# Diploma of Science

## 3.1.4 Diploma of Science (Life Sciences Stream) (Accelerated) 2 Semesters

### COURSE STRUCTURE

#### Stage 1

SNAE001	Nature and Evolution
SATC001	Academic and Technical Communication
SCHM001	Chemistry 1
SPGI001	Scientific Perspectives of Global Issues
SCBG001	Cell Biology and Genetics

#### Stage 2

SCHM002	Chemistry 2*
SMBL001	Molecular Biology
SDDD001	Design, Data, and Decisions
SHAP001	Human Anatomy and Physiology

#### Prerequisites

\* Prerequisite is SCHM001

### SUBJECT DESCRIPTIONS

#### SNAE001

##### Nature and Evolution

The existence of humans on earth has arguably been made possible through the evolution of a vast diversity of biota – to which we are inextricably linked, both directly and indirectly. Earth's biodiversity is not only extraordinary and fascinating but also fundamental to our ongoing survival. An understanding of the biological complexity of life is an important component underpinning a career in science, irrespective of the chosen scientific profession.

This subject investigates the question: what does it take for life to exist in the range of habitats across the globe? There is considerable variation among living organisms, including humans, in their biology and how they interact with their environment. This subject explores the problems faced by organisms living in different habitats and demonstrates the strategies of plants, animals, fungi, protists, bacteria and archaea that have evolved to cope with the vast array of habitats on earth. The order in which these biotas are treated is reflected in the order of the evolution of life, i.e. movement from water to land (and in some cases back again). All major taxa are discussed comparatively to better demonstrate the diversity of evolutionary strategies that have evolved in response to environmental conditions. The subject concludes with considerations of the sustainable use of animals, plants, fungi and bacteria as resources for humans.

#### SATC001

##### Academic and Technical Communication

This subject provides a broad overview of the principles and practices of communication within the study of science at the undergraduate level in Australian universities. Students will have the opportunity to engage with the research, language and literacy demands necessary to support the growth and development of their content knowledge for the science and mathematics subjects being studied. Sources from a range of texts are explored in terms of the way scientific, mathematical and technical knowledge is constructed and presented within the university environment and beyond.

#### SCHM001

##### Chemistry 1

This subject is an introduction to chemistry covering matter, chemical reactions, atomic structure, stoichiometry, the periodic table, intermolecular forces, crystal structures, molecular geometry, introductory carbon chemistry, thermochemistry, equilibrium and acidbase equilibria. The laboratory program complements the learning experiences in the tutorials.

#### SPGI001

##### Scientific Perspectives of Global Issues

Our world is facing multiple challenges: environmentally; economically; and socially. Students learn what the issues are, the science behind them, what is being done and how are they being monitored. Through inquiry-based learning and pertinent case studies, students explore the value of scientific thinking, conventional science, and Indigenous knowledge, as well as the unique opportunities that each offer in helping to address global issues. This subject also supports students to develop critical thinking skills and professional attributes of the modern scientist, to conduct science ethically and respectfully for a successful career.

#### SCBG001

##### Cell Biology and Genetics

This subject is concerned with the cellular nature of biological material and students engage in processes of scientific inquiry in cell biology and genetics. The subject introduces the student to the basic concepts of cell biology, cell structure and function and the underlying genetic code.

### **SCHM002 Chemistry 2**

This subject builds on and develops further the material introduced in Chemistry 1. Physical chemistry topics include: acidic and basic salts, acid-base titrations, buffers, solubility equilibria, complex ion equilibria, introduction to chemical thermodynamics, enthalpy of reactions, Hess's Law, entropy and Gibbs free energy; chemical kinetics; coordination chemistry, redox chemistry, electrode potentials, electrolysis, corrosion and Galvanic cells. Carbon chemistry topics include: structures and reactions of the common families of carbon compounds, alkanes, alkenes, alkynes, arenes, halogen compounds, alcohols, ethers, alkanals, alkanones, carboxylic acids, amines, amides, esters; stereochemistry, chirality and optical isomerism; biological molecules and biopolymers, amino acids, peptides, proteins, carbohydrates and nucleic acids.

### **SMBL001 Molecular Biology**

This subject provides an introduction to the basics of molecular biology and an understanding of the key concepts underlying the experimental techniques of DNA manipulations in molecular biology experiments. The key techniques and the science behind the methodology are introduced, which enables students to embrace a wide learning curve of elements within the subject. Students are encouraged and challenged to understand ideas and concepts, evaluate and analyse data and information, and apply these skills to critique current molecular biology projects in the assessment task

Topics include the structure, function, isolation, and extraction of DNA, RNA, and proteins; molecular cloning techniques involving restriction enzymes, DNA ligation, transformation, and expression systems; and an introduction to DNA sequencing and PCR. This subject encourages students to become adept at the techniques required for molecular analysis in a modern scientific laboratory. It also provides a foundation for more advanced molecular biology studies, as well as the skills and knowledge for future potential positions in industry, such as pharmaceutical and commercial, research and development, and gene technology and engineering companies.

### **SDDD001 Design, Data, and Decisions**

This subject introduces students to some basic statistical concepts and techniques used to support decision making in the life sciences. Students are initially introduced to statistical terminology and methods of collecting and displaying data. From there they will learn about random processes and some of the probability distributions that can be used to model data in the real world, e.g. Binomial and Normal distributions. Based on this, students will learn how statistical inferences are made from sample data in order to tell us the important features of a population. They will also learn how statistical methods can be used to study the relationship between two or more variables. The final part of the subject applies this knowledge by using techniques commonly found in scientific studies. These include hypothesis testing, regression, chi-square tests and analysis of variance. Upon successful completion of this subject, students should be equipped with the fundamental knowledge and skills in statistics they will require to undertake studies in a science degree at UTS

### **SHAP001 Human Anatomy and Physiology**

This subject describes the anatomy (structure) and physiology (function) of the healthy human body. The content includes: homeostasis; the anatomical organisation of the body and anatomical terms; the structure and function of the blood, cardiovascular system, musculoskeletal system, endocrine system, nervous system, respiratory system, gastrointestinal system and urinary system; and human reproduction. Development of practical skills is a major part of the subject.

# UTS Foundation Studies

## 3.2.1 UTS Foundation Studies (Standard) 2 Semesters

### COURSE STRUCTURE

8 Subjects, 2 Semesters

#### Stage 1

FFE001	Foundation English 1
FCS001	Culture and Society
FFI001	Foundation IT
FMT001	Foundation Mathematics 1 ( <i>Non – Engineering pathway</i> )
OR	
FMT002	Foundation Mathematics 2 ( <i>Engineering pathway</i> )

#### Stage 2

FFE002	Foundation English 2
FFB001	Foundation Business ( <i>Non – Engineering pathway</i> )
or	
FFP001	Foundation Physics ( <i>Engineering pathway</i> )
FKP001	Professional Knowledge and Practice
FMT002	Foundation Mathematics 2 ( <i>Non – Engineering pathway</i> )
or	
FMT003	Foundation Mathematics 3 ( <i>Engineering pathway</i> )

#### Information for students on pathway to Science

- You may choose to follow the Business/IT pathway OR the Engineering pathway but cannot mix pathway
- This means if you wish to take Foundation Physics, you must choose the Engineering pathway and study all units in that pathway. Please be aware that in the Engineering pathway you will study a higher level of maths
- Please note that Foundation Physics is not required for entry to the UTS College Diploma of Science program.

### SUBJECT DESCRIPTIONS

#### FFE001

##### Foundation English 1

This subject is designed for students entering the program with an IELTS of 5.5. The subject aims to develop students' English language skills as well as academic skills that are useful for study in current foundation subjects and future diploma and degree programs.

#### FFE002

##### Foundation English 2

This subject follows on from Foundation English 1 and further develops students' reading, writing, listening and speaking skills in English in preparation for further studies in the UTS Foundation Studies program.

#### FCS001

##### Culture and Society

This subject is designed to facilitate the development of students' social and cultural literacy to synthesise personal experience and public knowledge at the micro, meso and macro levels of society. The subject examines a range of cultural aspects, such as identity, gender, food, technology, power, authority, etc., to identify the dynamic interaction between culture, society, persons and environment over periods of time. Students are also scaffolded to develop their perceptions of Australian Indigenous societies as well as globalisation, so they can better understand Australian society and the world, to achieve intercultural communication in contemporary society.

#### FMT001

##### Foundation Mathematics 1

In this subject, students are provided with a broad contextual introduction to elementary mathematics. It covers fundamental mathematical methods including an introduction to numbers, rates and ratios, basic algebra, solving linear and literal equations, trigonometry, introductory data analysis and measurement. Students have opportunities to apply their mathematical knowledge in a variety of contexts and develop skills and knowledge which can then be used as a basis for further study of mathematics.

#### FMT002

##### Foundation Mathematics 2

Today's world is fast paced, diverse and increasingly complex. It is into this context that many are seeing the essential need for humans to understand the beauty of Mathematics to give them the skill and language needed to be a significant contributor to the next generation.

This subject provides a broad contextual introduction to elementary mathematics. It builds fundamental understandings of mathematical methods and introduces concepts such as transformation of graphs, graphing techniques, calculus, sequences and series, and data. The emphasis is on developing appropriate ways to approach mathematical problems helping students to understand and analyse their world through mathematics.

#### FMT003

##### Foundation Mathematics 3

Quantitative knowledge and skills are fundamental to many disciplines and many professions. This subject aims to provide students with opportunities to acquire essential knowledge and skills in fundamental quantitative areas including basic algebra, functions and calculus. Therefore, students' confidence in the basic mathematics topics can be promoted, ensuring smooth and confident transition to further quantitative subjects in Science and Engineering. Intro to Maths 2 (FMT002) is a pre-requisite for this subject.

### **FFB001**

#### **Foundation Business**

Foundation Business is designed to provide students with an overview of basic business concepts including management, economics and finance. This subject provides students with the opportunity to develop some skills to assist with making simple business decisions. It is a practical subject drawing on students' knowledge using activities to lay the foundation for further business studies.

### **FFP001**

#### **Foundation Physics**

Foundation Physics lays the fundamental base for engineering and the physical sciences with topics that cover classical mechanics, oscillations and waves, fluids, electricity, and thermal physics. The subject explores these concepts in the context of current technology and engineering. It equips the student with general knowledge, mathematical concepts, and skills in physics. Practical applications are also explored, extending the student's problem-solving capabilities to the physical world. Through the tutorials, students are introduced to data analysis methods, experimental and measurement techniques used in engineering. The aim is to develop core physical skills needed for real-world problem-solving.

### **FKP001**

#### **Professional Knowledge and Practice**

Graduates of today are facing the perplexities of what the future of work look like and find it hard to catch up to the employment trends of tomorrow. Redefining opportunities for people is likely to be the most pressing social issue of the coming century.

In this subject, students examine what professionalism looks like from their home country context, a global context, as well as the Australian and Indigenous context. Students will then explore the attainment of knowledge through the Theory of Knowledge Framework through in-class live debates. They will then be introduced to the Human-Centred Design Framework and the NSW Public Service Capability Framework as the building blocks in constructing a lifelong career plan that is meaningful to them.

Lastly, students will look at the United Nations Sustainability Development Goals to ensure that the students are well-informed global citizens that can contribute to sustainable development in their future careers and studies.

In the tutorials each week, students will engage in readings, class debates, radical collaboration and rapid prototyping. Guests will provide their insights into different career paths. Students are expected to leave the course confident about the degree they aim to undertake and gain better insight into the Future of Work.

### **FFI001**

#### **Foundation IT**

This subject introduces the emerging trends in information technology. Students will explore the current and potential impacts of emerging and rapidly evolving technologies on different aspects of life and society.

The subject is designed to guide students using a project-based learning approach. Students will have the opportunity to work in groups to discuss and share project ideas. They will be guided to identify problems, develop relevant proposals and present ideas through research, and real-world issues using a set of contemporary tools. In addition to tools and best practices, students explore the benefits and challenges of project planning involving technologies.

Students are required to demonstrate what they learn as they journey through the course. During the project-based learning process, students also engage and develop communication, collaboration, critical thinking, and other essential 21st century skills that will help them meet the challenges of the world to come.

### **TEACHING AND LEARNING ACTIVITIES**

All classes are face-to-face tutorials and incorporate a range of teaching and learning strategies that include collaborative activities, short presentations, simulations, games, class discussions, role play, debates, case studies, research and analysis, problem solving, group work, language and skills development. The tutorial activities aim to develop a culture that encourages critical thinking and reflection, team work skills and the development of a range of academic literacy skills. Tutorial activities are complimented by independent study, preparation exercises, and assignment work.

# 4. Managing your studies

## 4.1 Changing your course

### 4.1.1 Changing your study plan

If you want to change your study plan you will need to go to the Student Centre. Transferring to another program will depend on availability and your academic progress or academic qualifications.

Applications to transfer to another UTS College Sri Lanka course (from existing students who have already studied one or more semesters of another academic course) will only be accepted from Results Release Date until close of business on Wednesday during Orientation Week (the week before classes commence).

## 4.2 Attendance

Regular attendance at every class is very important for success in your studies. Students with good attendance rarely fail. You must attend all classes. Personal reasons such as weddings, holidays, sports or hobbies are not acceptable reasons for missing classes.

It is also important that you arrive on time for class. Lateness to class disrupts your studies and also your classmates. You must ensure you do the assignments, group projects, class-work preparation, exams and other learning tasks set by your tutor. You must attend the specific class you have enrolled in or you will be marked absent. You cannot change your tutorial without the permission of the Student Centre. UTS College Sri Lanka reserves the right to alter any student's timetable.

### 4.2.1 What to do when you cannot attend your class

If you're ever unable to attend classes due to serious circumstances, (e.g. being in hospital, had an accident, been involved in a police matter, have a family crisis, etc), you should contact the Student Centre by phone on: 077 555 5520. If you're unable to speak to someone when you call, you should leave a message giving your name, your student number, a brief description of what has happened to prevent you from attending classes and a phone number for UTS College Sri Lanka to contact you.

### 4.2.2 Documentary evidence

If you're unable to attend classes for any reason, such as an illness, accident or family bereavement, you need to contact the Student Centre by phone on: 077 555 5520 or email: [academic@utscollege.edu.lk](mailto:academic@utscollege.edu.lk)

If you are absent due to illness, you'll need a medical certificate which should include the period of illness. A medical certificate is issued by a registered medical provider such as hospitals, doctors, dentists (emergency appointments only), psychiatrists and psychologists. Medical certificates can not be purchased online or from friends. UTS College Sri Lanka does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc. The medical certificate must be the original and must state the practitioner's provider number. This documentation should be provided to the Student Centre on your first day back after the absence and must not be backdated.

UTS College Sri Lanka holds documentary evidence of the circumstances that prevented you from attending class. Documentation includes medical certificates, a police report or in the case of a loss in the family, a death certificate or statement from a funeral home.

Documentation is required to support any claim that your ability to study has been seriously affected and you need special consideration. Academic Administration can help you this.

### 4.2.3 Going on holidays

Holiday leave is not permitted during the semester.

### 4.3 Academic progress

Students are expected to maintain satisfactory academic progress and complete their courses within the normal time-frame required. Failing subjects will impact on your planned articulation to your degree.

Students who are struggling to meet academic progress expectations will be placed on Academic Caution and will be contacted by Academic Administration who will offer additional support.

### 4.4 Tutorial allocation and classroom changes

Information on tutorial times and classroom changes will be informed via email and text messages to the student or via the Learning Management System (Canvas).

### 4.5 Working while studying

UTS College Sri Lanka courses are fast-track with only short vacations. A focus on study is important but UTS College Sri Lanka recognises that you might wish to work part-time. Working arrangements need to be fitted in around your study commitments.

### 4.6 Timetables

You will be emailed your timetable. UTS College Sri Lanka reserves the right to change a student's timetable, especially during the first three weeks of the semester. You are advised to check your UTS email regularly as timetable-change notifications are sent to this email account.

### 4.7 Re-enrolling

Please contact the Academic Administration for your re-enrolment procedure and schedule.

### 4.8 Withdrawal from UTS College Sri Lanka or Transfer to another Educational Provider

If you have decided to withdraw from your studies at UTS College Sri Lanka, you should first speak to a staff member in the Student Centre. You'll need to return your student card and ensure that you have no outstanding fees. Students wishing to leave early are bound by the UTS College Sri Lanka refund policy and the Terms and Conditions outlined in your offer letter.

### 4.9 Deferring a semester

If you need to defer your studies at UTS College Sri Lanka, you must first speak to a staff member in the Student Centre. Prior to applying to defer your course, you must ensure that you have no outstanding fees.

### 4.10 UTS College Academic Board and its Committees

The UTS College Academic Board meets each semester. It is chaired by an external member. Under its terms of reference it oversees and makes recommendations on matters relevant to the academic operations of UTS College.

#### 4.10.1 Learning and Teaching Committee

The Learning and Teaching Committee provides advice and makes recommendations to the Academic Board on the following:

- a. strategic directions, priorities and quality assurance processes for the student experience and learning and teaching
- b. policies, processes and systems related to learning and teaching
- c. improvement plans based on the outcomes of course and subject reviews, student and staff surveys, and benchmarking activities, and reports on progress in their implementation.

# 5. 2024 fee information

## 5.1 UTS Foundation Studies

### UTS Foundation Studies (Standard) (CRICOS COURSE CODE 082432G) (UTS COURSE CODE CC30019)

Tuition fees	Rs. 93,750 per subject
1st semester fee	Rs. 375,000
2nd semester fee	Rs. 375,000
TOTAL FEE	Rs. 750,000

## 5.2 Diploma programs

For detailed fee information please refer to the UTS College website. The fee structures are set out below.

### Diploma of Business (Accelerated) (CRICOS COURSE CODE 070300G)

Tuition fees	Rs. 94,444 per subject
1st semester fee	Rs. 425,000
2nd semester fee	Rs. 425,000
TOTAL FEE	Rs. 850,000

### Diploma of Engineering (Accelerated) (CRICOS COURSE CODE 070305C)

Tuition fees	Rs. 112,500 per subject
1st semester fee	Rs. 450,000
2nd semester fee	Rs. 450,000
TOTAL FEE	Rs. 900,000

### Diploma of Information Technology (Accelerated) (CRICOS COURSE CODE 070299G)

Tuition fees	Rs. 106,250 per subject
1st semester fee	Rs. 425,000
2nd semester fee	Rs. 425,000
TOTAL FEE	Rs. 850,000

### Diploma of Science (Accelerated) (CRICOS COURSE CODE 070302F)

Tuition fees	Rs. 105,555 per subject
1st semester fee	Rs. 528,000
2nd semester fee	Rs. 422,000
TOTAL FEE	Rs. 950,000

UTS College Sri Lanka reserves the right to charge the following additional fees:

- replacement testamur fee
- transcript fee
- student card replacement fee.

## 5.3 Refunds

UTS College Sri Lanka will refund tuition fees in some circumstances. Please refer to the Terms and Conditions attached to your offer letter.

## 5.4 Payment of fees

Invoices for payment of tuition fees for subsequent semesters are sent out towards the end of each semester. You should pay your fees well before re-enrolment, as indicated on the invoice.

Students who owe fees will not be given examination results. Academic transcripts will not be available until all outstanding fees have been paid.

# 6. Completing your studies

## 6.1 Moving on

### 6.1.1 Transferring to UTS

If you are in the final semester of your diploma or UTS Foundation Studies program and wish to transfer to UTS, you must attend the UTS transfer session, where you will be provided with advice and information.

Application to UTS happens when first applying for your UTS College Sri Lanka course. UTS College Sri Lanka staff will assist you with this. Visa application happens after completion of semester one assuming you have passed all your subjects. Please see the Head of Sales and Marketing if you need further assistance.

## 6.2 Academic records

At the end of your course, you'll receive a copy of your results. During the course you may request an Academic Transcript. A replacement testimonial may be requested from the Academic Administration or via an email request to [academic@utscollege.edu.lk](mailto:academic@utscollege.edu.lk)

## 6.3 Graduation and Prize Giving Ceremony

The Graduation and Prize Giving Ceremony is an opportunity for you to celebrate the completion of your studies at UTS College Sri Lanka with fellow students, family and friends. It is a formal event, held for students who have completed their studies in the UTS Foundation Studies and diploma programs.

Students who are eligible to attend the ceremony will receive an invitation by email and post to their supplied address. The details of the ceremony will also be available on the website and on noticeboards at the College.

# 7. Policies

UTS College Sri Lanka has a range of policies and procedures available to assist in understanding what is required during your studies, your responsibilities and our obligations to you. A brief outline of important policies can be found below, with full versions of the policies located on the UTS College website:

<http://www.utscollege.edu.au/au/current-students/support/policies-and-procedures>

## 7.1 Transnational Education Policy

Transnational education students are entitled to the same educational benefits and experience to those enrolled in courses delivered by UTS College at the Sydney campus. To safeguard this equivalence, the intention of the Transnational Education Policy is to ensure effective academic governance and delivery of UTS College programs by transnational partners and subsidiaries.

## 7.2 Application, Admission and Enrolment Policy

### New enrolments

You must either pay your tuition fees, or enter into a written payment agreement with UTS College Sri Lanka, prior to commencement of classes. Full payment of semester fees must be received before the end of each semester.

### Last day to enrol

Students who fail to re-enrol by Friday of week one and who have made no arrangements at the Student Centre to defer their course will be withdrawn from the course.

### Last day to withdraw from a subject without academic penalty

You are permitted to drop a subject from your study plan up to and including the Census date, which is normally Friday of week four classes. However this should only be done after consultation with Student Centre staff. Under normal circumstances you are expected to enrol and attend the published subjects (the normal study load) for each stage of your course.

### Pre-requisites and co-requisites

You cannot enrol in a subject, which has a pre-requisite, without first successfully completing the pre-requisite unless there are exceptional circumstances and you have the permission of the Program Manager.

All requests must be made via email to the Head of Academic Sri Lanka ([dilruk.warnakula@insearch.edu.lk](mailto:dilruk.warnakula@insearch.edu.lk))

### Maximum number of subjects

You cannot normally enrol in more than the standard number of subjects for the stage of your course. You may only be allowed to enrol in more than the standard number of subjects for your course in exceptional circumstances and with the approval of the Program Manager.

All requests must be made via email to the Head of Academic Sri Lanka ([dilruk.warnakula@insearch.edu.lk](mailto:dilruk.warnakula@insearch.edu.lk))

## 7.3 Recognition of Prior Learning Policy

If you are seeking exemption from subjects at UTS College Sri Lanka on the basis of an equivalent level of study at a previous institution, you should apply when submitting your application for entry to UTS College Sri Lanka. Applications for exemptions with all necessary documentation can be submitted until the end of week one of your first semester of study. No exemptions will be granted towards UTS Foundation Studies.

## 7.4 Assessment Policy

The primary goals of assessment at UTS College Sri Lanka are to encourage learning and to indicate a certain level of progress or achievement, both for the student and for UTS College Sri Lanka. Assessment events are criterion referenced and are listed with the weighting of each assessment event and the submission requirements in the Subject Outline. Subject Outlines are available to you in both electronic and hard copy.

The Assessment Policy outlines the principles on formal examinations, moderation, appeals against grades, special consideration and special needs. UTS College Sri Lanka uses an assessment method that refers to pre-set criteria resulting in the following grades: High Distinction, Distinction, Credit, Pass and Fail.

### 7.3.1 Special Consideration Procedure

Special Consideration is the use of academic judgement to determine if your performance in an assessment item has been affected by illness or misadventure. If you have experienced serious illness or if a traumatic incident has affected your performance in an assessment item, you can apply for Special Consideration.

### Under what circumstances can you apply for special consideration?

- Serious illness or injury, hospital admission, severe anxiety or depression
- Death of a parent or sibling, family or relationship breakdown
- Being a victim of crime
- Severe disruption to domestic arrangements.

### **What evidence do you need to submit?**

You must first meet with a member of the UTS College Sri Lanka Academic Administration team to discuss your situation and they will advise you of the evidence you will need to support your request.

You must obtain a 'Request for Special Consideration' form from the Student Centre, complete it and lodge it in person. The professional authority section of the form must be completed and signed for a request to be considered.

The professional authority must be completed and signed by a:

- registered medical practitioner, registered psychologist or other registered counsellor
- minister of religion (only if religious commitments have impacted on ability to do assessments).

Documentation such as a medical report, death notice or certificate, police report or statutory declaration may also be submitted to support your application.

The Academic Administration team will keep your documentation in a confidential file.

The severity and period of illness must be clearly stated in the professional authority section. Backdated medical certificates, receipts for medical fees or medical certificates from non-registered practitioners will not be accepted.

If you miss a mid-semester or final exam, you must submit a 'Request for Special Exam (due to illness/ misadventure)' form.

### **How is Special Consideration processed?**

If approved, the Academic Administration team will inform the Subject Coordinator who will apply the Special Consideration provisions to your results in the assessment and will notify you by email of any extension or alternative assessment deadlines. Such deadlines cannot extend beyond the final day of the second week of the special exams except in exceptional circumstances. All requests for Special Consideration must be lodged no later than five working days after the due date of the assessment.

## **7.5 Education Access and Inclusion Policy**

The purpose of this policy is to ensure that relevant UTS College Sri Lanka staff are aware of their responsibilities relating to students with diverse abilities, needs, and circumstances (including but not limited to disabilities and medical conditions) in order to provide equitable educational access. Disclosure of a disability or medical condition is encouraged so that UTS College Sri Lanka staff can best assist students in the course of their studies, but is not compulsory. Relevant documentation (such as doctor or counsellor's certificates) would be helpful for UTS College Sri Lanka staff to access.

All information collected will be treated as confidential and access to this information restricted to staff on a legitimate need to know basis. Disclosure of any disability or medical condition beyond this is up to the student.

## **7.6 Academic Course Progress Policy, Attendance Policy and Completion Policy**

Diploma and UTS Foundation Studies students must demonstrate that they are progressing in their course by achieving each of the following:

- a. passing fifty per cent or more of the subjects attempted in any study period
- b. not failing a subject more than twice
- c. no more than five (5) fail results on their entire record.

We also require a minimum of 80% attendance at all scheduled classes and punctual submission of assessments as specified in the subject outlines. Students are expected to complete their course within the expected duration of study.



## 7.7 Academic Integrity Policy

While studying at UTS College Sri Lanka you are expected to maintain high standards of academic honesty and integrity. You will be penalised if you seek to gain unfair advantage by copying another student's work, or in any way misleading a lecturer or tutor about your knowledge, ability, or the amount of original work you have done, or if you assist other students to do so.

There are five levels of penalties:

1. Reprimand
2. Reduction in grade
3. Fail grade for the assessment event
4. Fail grade for the subject
5. Exclusion from UTS College Sri Lanka.

If you are found to have breached the Academic Integrity Policy, you will be contacted by the Student Conduct Committee by email to schedule a time to meet with the committee members to discuss the allegation.

If you want to lodge an appeal, all appeals must be in writing addressed to the Manager Academic Administration of UTS College Sri Lanka and lodged with the Student Centre within seven days of the date you are notified of the decision. You must demonstrate that there were procedural or factual errors in the decision made.

## 7.8 Non-Academic Misconduct Policy

While studying at UTS College Sri Lanka you are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without impediment due to the misconduct of others.

Non-academic misconduct includes contraventions of UTS College Sri Lanka's rules, policies and procedures and also includes but is not limited to breaches of confidentiality and privacy, discrimination, submission of fraudulent documentation, intimidation or assault on another student or staff member at UTS College Sri Lanka.

If you are found to have breached the non-academic misconduct policy, you will be contacted by the Student Conduct Committee by email to schedule a time to meet with the committee members to discuss the allegation.

## 7.9 Student Complaints and Appeals Policy

UTS College Sri Lanka views student complaints as providing an opportunity to review and improve its policies and practices and also to gain insight into student levels of satisfaction. Complaints and appeals can be forwarded to [academic@utscollege.edu.lk](mailto:academic@utscollege.edu.lk) or submitted via [Student Inquiry/Complaints](#).

UTS College Sri Lanka regards student complaints as a confidential matter, however UTS College Sri Lanka will usually not accept anonymous complaints. Procedural fairness will be observed in all aspects of handling a complaint.

This policy is designed to ensure procedural fairness, facilitate consistent handling of complaints and meet best practice standards of complaint handling. If you are unsatisfied with the outcome of a complaint or appeal you can pursue the complaint with an independent third party.

## 7.10 ICT Acceptable Use and Security Policy

The following code of conduct is to provide students with a set of disciplines that will help protect and secure UTS College Sri Lanka's systems and network environment.

### You must not:

- give your password to another person, or have it in written form where it is likely to be seen by another person
- obtain passwords which you are not authorised to have
- use another person's identification when signing on to an UTS College Sri Lanka computer or network
- use UTS College Sri Lanka computing facilities for purposes not related to legitimate business or study activities
- use UTS College Sri Lanka computing facilities to purposely disrupt other users
- introduce tools that could be used to hack, disrupt, or alter system software or alter system security
- copy or load software of any kind onto any computer unless authorised by the Systems Manager or Network Administrator
- access data on any UTS College Sri Lanka computer or any computer via the UTS College Sri Lanka network unless you have been assigned access rights to the data
- attach any devices to the UTS College Sri Lanka computer network without authorisation from the Systems Manager or Network Administrator
- leave your workstation unattended while logged on to the UTS College Sri Lanka computer network.

### BYOD (Bring Your Own Device)

UTS College Sri Lanka has a student centred, technology enabled approach to learning and teaching where students learn through seamless integration of technology-enhanced strategies and face-to-face activities, characterised by the best features of interaction within a subject.

This approach requires you to use your own devices (tablets and/or laptops that can be connected to UTS College Wi-Fi\*) to access learning resources and to participate and complete class activities. As part of your studies we encourage you to bring your own device (BYOD) to all your classes so you can use apps and access online resources that will support your learning. You will also be able to use your device at home to access learning resources. You will not be required to purchase apps, and all apps used by UTS College Sri Lanka are available on iOS and Android.

### You will use your devices in the classroom to:

- research topics and concepts being covered in the class
- develop strong critical thinking skills by using multiple sources of information
- access, explore and share learning using a range of media skills
- access UTS College's online learning management system (UTSOnline) and Student Toolbox
- and much more.

BYOD is part of UTS College Sri Lanka's commitment to provide students with 21st century skills that are becoming increasingly important for their further studies and professional lives.

\*While smart phones can be used in class as a BYOD device, UTS College Sri Lanka suggests devices with larger screens (tablets and/or laptops) are preferable to support your learning.



# 8. Privacy

Your personal information (e.g. name, date of birth, address etc) and sensitive information (e.g. health information, ethnic origin etc) collected during your enrolment at UTS College Sri Lanka may be disclosed to UTS College Limited (UTS College).

UTS College is committed to protecting the privacy of your personal information and sensitive information, which will be managed in accordance with the Australian Privacy Principles, the Privacy Act 1988 (Cth) and Privacy and Personal Information Protection Act 1998 (NSW).

UTS College collects, holds, uses and discloses your personal information and sensitive information to provide UTS College courses and services, as set out in the UTS College Privacy Policy at [utscollege.edu.au/privacy](https://utscollege.edu.au/privacy). Common situations in which UTS College discloses personal and sensitive information to third parties are listed below:

- to other education providers involved with UTS College;
- to government, regulatory and professional bodies, to fulfil UTS College's legal and regulatory obligations;
- to financial institutions for payment processing;
- to universities (such as University of Technology Sydney (UTS)) and the Universities Admissions Centre Pty Limited;
- to a student's education agent in connection with the student's application, whereabouts, current enrolment status, confirmation of block/semester completion and whether they progress to UTS; and
- to a student's emergency contact(s) in connection with their whereabouts or safety.

The UTS College Privacy Policy contains information about students' rights to access and correct their personal information, make privacy complaints, and how UTS College will deal with those complaints. Please direct any privacy enquiries you may have to:

## **The Privacy Officer**

### **Address:**

The Privacy Officer UTS College Limited  
University of Technology Sydney,  
UTS College, CB10.13 PO Box 123  
Broadway NSW 2007 Australia

### **Email :**

[privacy@utscollege.edu.au](mailto:privacy@utscollege.edu.au)



## 9. FAQs

### **Q: How much study time per week is expected?**

A: As a full-time student you should spend about 35–40 hours a week on your studies, made up of an equal amount of face-to-face class time with self-study outside class. Classes are generally scheduled from Monday to Saturday between 8am to 6pm.

### **Q: What can I expect the learning experience to be like?**

A: UTS College Sri Lanka has a blended learning approach to learning and teaching where students learn through seamless integration of technology-enhanced strategies and face-to-face activities, characterised by the best features of interaction within a subject. The blended learning approach requires students to use devices (smart phones, tablets and/ or laptops that can be connected to UTS College Sri Lanka Wi-Fi) to access learning resources and to communicate and collaborate with each other. As part of your studies, it is mandatory to bring your own device (BYOD) to your classes. To learn more about BYOD see page 27.

### **Q: Are there opportunities for me to provide feedback about my studies?**

A: UTS College Sri Lanka conducts online Student Surveys once every semester (3 times per year), which give students the opportunity to provide anonymous feedback about their subjects and teachers. We take your feedback seriously and find it extremely useful in ensuring we continue to deliver high quality programs and teaching excellence.

### **Q: What happens if I can't make it to class?**

A: If you are unable to attend classes due to serious circumstances such as an accident, illness or family crisis, you should contact Academic Administration by telephone: 076 705 4444. If you are unable to speak to someone when you call, please leave a message giving your name, student number, a brief description of what has happened to prevent you from attending classes and a phone number for UTS College Sri Lanka to contact you.

All students must provide documentary evidence (such as medical certificates, a police report, or in the case of a death in the family, a death certificate) of the circumstances that prevented you from attending class to the Academic Administration on the first day back after your absence. This documentation is necessary to support claims that your ability to study has been seriously affected if you need special consideration.

### **Q: Where can I get help with a subject?**

A: If you are having difficulty with anything to do with understanding a subject, you should first talk to your tutor or lecturer before or after class and ask for assistance. You can also contact them via their email address, which is given in the subject outline. If you still need further help please email your Subject Co-ordinator or Program Manager via the Learning Management System (Canvas).

You can also access learning support at UTS College Sri Lanka for help with your studies. Please speak to the Student Centre for more information.

### **Q: What should I bring to class?**

A: Students should always come prepared to class. Your teachers will advise you on exactly what is needed in each class.

### **Q: How can I activate my UTS email account and can I forward my UTS email to my personal account?**

It is very important to activate and check your UTS email address on a regular basis. This is the email address that will be used by UTS College Sri Lanka to communicate to you on a range of matters. Details on how you can activate and forward your UTS email to your personal account are outlined below.

#### **Activating your UTS email account**

1. Go to <http://www.uts.edu.au/email>
2. Click on 'Account Activation'

(Please note: you can only activate your account once)

3. Enter your
  - Student number
  - Given (first) name
  - Surname (last name)
  - Date of birth (dd/mm/yy)
  - Click Continue.
4. Read the UTS IT Facilities Policy and
  - 'Tick' the boxes
  - Click on 'I Agree to the above statements'.
5. Select three secret questions, enter the answers then click 'Set Security Question'
6. Set your password
  - Your password must be 8 to 16 characters long and can only contain letters, numbers and symbols, and must contain at least one of each
  - Click Set Password
  - Examples of correct passwords: Superman1976\$, Timetogo88!, @Superman1976, (Captaincook88), #CrazyCab1, \*Wishingwell76.

### 7. Now you have activated your email account

- Click on 'Log Out'.

### 8. To access to your email please go to:

<https://email.itd.uts.edu.au/email/>

- enter your username (Student Number)
- enter your password (the password you set in Step 6)
- click on Login.

### 9. Now you can see your email

### 10. If you have any issue please contact our technical support on 077 594 8281 or go to

<http://servicedesk.utscollege.edu.au>

### Forwarding your UTS email to your personal account

#### 1. To login to your UTS email please go to:

<https://email.itd.uts.edu.au/email/>

- enter your username (Student Number)
- enter your password
- click on Login.

#### 2. After you login please navigate to the Setting

- Navigate to the Setting Icon, click on it and select 'Options' from the drop down menu.

#### 3. Click on 'Forward your email'

#### 4. Type your personal email address in box provided and click on 'start forwarding'

#### 5. Now you will receive all your UTS email to your personal email address

If you have any issue please contact our technical support on 077 594 8281 or go to:

<http://servicedesk.utscollege.edu.au>

### Q: How do I activate my UTS Online Account?

Instructions on how you can activate your UTS Online account are outlined below.

#### Activating your UTS Online account

Before you can use UTS Online, you will need to activate your account:

- go to [online.uts.edu.au](http://online.uts.edu.au)
- select 'Webmail'
- select 'Account activation'
- enter your details, click 'continue'
- check off all the user agreement boxes
- select your security 'secret questions'
- create your new UTS Online password.

(HINT: use the same password as your UTS College log in)

### If you forget UTS email or UTS Online Password

#### 1. Go to <https://email.itd.uts.edu.au>

- Click 'UTS Webmail'.

#### 2. Reset your password

- Click 'forgot your password'.

#### 3. Enter your details, click 'continue'

Please note, you have previously chosen your security questions, you will require them to reset your password.

### Accessing Canvas

Go to <https://canvas.insearch.edu.au>.

### Q: Can I connect to Wi-Fi while on campus?

UTS College provides students with access to Wi-Fi. To connect to Wi-Fi please follow the instructions outlined below.

#### 1. Select 'Eduroam'

#### 2. Type in your username and password

#### 3. Accept the 'User Authentication Certificate'.

### Q: Are there any security measures in place around campus that I should know about?

A: Security guards are located in all teaching facilities. You are obliged to identify yourself to these guards upon request by producing your student ID card. In the case of accidents, emergencies or lost property you should inform the guards immediately. Fire drills are also carried out every semester. You must familiarise yourself with the location of emergency exits. All classrooms have floor plans indicating the nearest emergency exit from each classroom.



**UTS**  
**College**

**UNIVERSITY  
OF TECHNOLOGY  
SYDNEY**

#### **CONTACT DETAILS**

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