

Higher Education Language & Presentation Support

Studying@UTS

- To provide you with practical information to help you prepare for your studies
- To make you aware of what is expected of you academically as a UTS student

Objectives

HELPS (Higher Education Language & Presentation Support)

- Location: CB01.03.08
- Telephone: 9514 9733
- Email: helps@uts.edu.au
- Website: helps.uts.edu.au

Joseph Yeo

UTS: ORIENTATION



Please take a moment to complete this evaluation. Your comments will help us plan and improve future sessions.
Fill in the response which best reflects your opinion. (• please fill in ONE response per questions).

seminar
focus
ABOUT YOU:

HELPS Studying@UTS (Preparations for Uni Study)

ARE YOU

- 1 Postgraduate
 Undergraduate

- 2 a A local student
 An international student

- b If you are an international student are you:
 A full-fee paying student
 AUSAID / Sponsored student
 Study abroad student
 Exchange student

3 YOUR ORIGIN

Country _____

YOUR
FACULTY/IES:

- 4 Business
 Design, Architecture & Building
 Law
 Science

- Arts & Social Sciences (FASS)
 Engineering & Information Technology (FEIT)
 Health
 Pharmacy

ABOUT THIS SESSION:

Fill in the response which best reflects your opinion. (• please fill in ONE response per questions).

Request for Commonwealth support and HECS-HELP

1250(1A)

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

1 Family name:
LEE
Given names:
SALLY

2 Date of birth: (dd/mm/yy)
XX/XX/XX

3 Gender:
 Female Male

4 Name of higher education provider:
UTS
Campus:
CITY

5 Student identification number:
XXXXX XXXX

6 Name of course of study: (e.g. Bachelor of Science)
AC DEV
Provider use - course of study code: C30017

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

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

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

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

Is your visa a permanent humanitarian visa and will you be resident in Australia for the duration of your unit(s) of study?
Yes **Go to item 8**
No **Read the note below and go to item 9**

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

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

8A Tax file number (TFN):
~~XXXXXXXXXX~~

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

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

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

WARNING:
Your enrolment as a Commonwealth supported student will be cancelled if you do not either pay up-front or give your TFN or a certificate from the ATO on or before the census date.

Note: If you are a New Zealand citizen, the holder of a permanent visa that is not a permanent humanitarian visa, or the holder of a permanent humanitarian visa who will not be resident in Australia for the duration of your unit(s) of study, you are not eligible for HECS-HELP assistance and you MUST make a full up-front payment of your student contribution to your higher education provider on or before the census date for your unit(s) of study. If you do not make a full up-front payment on or before the census date, your enrolment as a Commonwealth supported student will be cancelled. By signing this form, you declare that you understand this information.

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

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

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

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

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

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

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

9 Your obligations:

I have read the Information for Commonwealth supported students booklet and I am aware of my obligations as a Commonwealth supported student.

I understand that my debt with the Commonwealth will remain if I withdraw or cancel my enrolment after the census date but that it may be removed by my higher education provider in special circumstances pursuant to HESA.

I understand that it is my responsibility to be aware of my Student Leaving Enrolment (SLE) and whether it is currently sufficient to cover the unit(s) of study I am enrolled in as a Commonwealth supported student.

10 By signing this form, you also:

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

11 Declaration
Signature: Sally Lee
Date: 09 JULY 2017
Go to item 12

12 Indication of payment option

Complete ONLY if you are an Australian citizen or the holder of a permanent humanitarian visa
In what way do you intend to pay your student contribution?

Full up-front payment of my student contribution amount (You only need to pay 80% of your student contribution amount on or before the census date)

Obtain a HECS-HELP loan for ALL or PART of my student contribution amount (You must provide your TFN or a certificate from the ATO on or before the census date)

If obtaining a HECS-HELP loan, do you wish to make a partial up-front payment of your student contribution amount? (Payments of \$500 or more will attract a 20% discount)

Yes No

Note: This is only an indication of your payment option. Your actual payment will be determined by the Commonwealth.

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

Faculties, schools and course areas

- C04237 Master of Professional Accounting Extended
 - 96 credit points
 - 13 core subjects = 78 credit points
 - 3 elective subjects = 18 credit points

Courses and subjects

- Delivery mode:
 - Full-time
 - Part-time
- Attendance mode:
 - Standard
 - Block
 - Distance
 - Mixed

Modes of study

- Minimum academic progress requirements:
 - Pass at least 50% of enrolled credit points in the previous semester
- Early intervention
- Academic caution
- Reduced study load
- Exclusion
- <http://www.sau.uts.edu.au/academic/progress.html>

Academic progression

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

Subject outlines

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

UTSOnline



Processed on: 03-12-09 5:53 PM GMT
ID: 4813425
Word Count: 948
Submitted: 1

Rod Digges's essay
By LTSS Test Account 01

Similarity by Source	
Similarity Index	31%
Internet Sources:	31%
Publications:	5%
Student Papers:	29%

[what's this?](#)

include quoted include bibliography exclude small matches

mode: show highest matches together



Plagiarism in a digital age by Andrew Coven Introduction Plagiarism is often referred to as the practice of copying

or borrowing someone else's original work or ideas. With the evolution of

the World Wide Web this has become much more complex due to a wider range of source material being instantly available, differences in international copyright regulation and an understanding of different cultural practices when writing essays. Types of

Plagiarism According to the Merriam-Webster Online Dictionary, to "plagiarize" means

to steal and pass off (the ideas or words of another) as one's own to use (another's production) without crediting the source to commit literary theft to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Anyone who has written or graded a paper knows that plagiarism is not always a black and white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step towards effective prevention. Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed

- 1 15% match (Internet from 02/02/07) <http://www.smifforums.net>
- 2 8% match (Internet from 18/09/09) <http://www.spellofmagic.com>
- 3 4% match (internet) <http://online.northumbria.ac.uk>
- 4 2% match (Internet from 17/05/09) <http://en.epochtimes.com>
- 5 1% match (Internet from 09/02/08) <http://work.restory.net>
- 6 1% match (Internet from 24/08/09) <http://www.legalserviceindia.com>

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

Assessments

Managing People & Organisation Assessment 2

- Essay
- Word limit: 2000 words
- 50%

Sample assignment

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

Student misconduct

- HD: 85-100
- D: 75-84
- C: 65-74
- P: 50-64
- F (X): >50
- F: 0-49
- E: Grade not submitted
- Q: Result pending the completion of an assessment
- T: 45-49; Supplementary exam to be completed
- W: Result withheld due to misadventure
- <http://www.gsu.uts.edu.au/rules/s3.html>

Grades

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

Grade point average (GPA)

- Last day to enrol: 7 March
- Last day to withdraw: 31 March
- Assignment due dates
- Asking for extension (for one week or less): before due dates
- Applying for Special Consideration
- Faculty-based exams
- Centrally-conducted Exams: 12-17 April; 7-27 June
- Exams timetable release: 13 March; 2 May
- Applying for Special Conditions in Exams: 27 March; 8 May
- Applying for Advice of Scheduling Difficulties: 28 March; 19 May
- <http://www.sau.uts.edu.au/dates/index.html>

Important dates

- Self study
- Group study
- Individual assignments
- Group assignments

Independent + group learning

- Faculty
 - Subject tutor, lecturer and coordinator – refer to subject outlines
 - Course coordinator – refer to subject outlines
 - Academic Advisers: <http://www.sau.uts.edu.au/managing/advisers.html>
 - Academic Liaison Officers and Responsible Academic Officers: <http://www.ssu.uts.edu.au/sneeds/services/assessment/alo.html>
 - Student Centre
- Student Services Unit: <http://www.ssu.uts.edu.au/>
- UTS Library: <http://www.lib.uts.edu.au/>
- Students' Association: <http://www.sa.uts.edu.au/>
- Student Ombuds: <http://www.ombuds.uts.edu.au/>
- International Student Advisers: <http://www.uts.edu.au/international/study/services.html>
- Mathematics Study Centre: <http://www.science.uts.edu.au/facilities/centre/maths.html>
- Jumbunna: <http://www.jumbunna.uts.edu.au/>

Where and how to seek help

- Daily workshops
- Drop-in consultations
- Individual consultations by referral
- WriteNow! Writing sessions
- Conversations@UTS
- Holiday courses
- Self-help learning resources

HELPS

- Purpose

- create an opportunity to teach a large number of students simultaneously
- do not teach you all you need to know about the subject
- give you insight into what the lecturer considers important
- alert you to key concepts, theories and issues in the subject
- provide a catalyst for you to think critically about the subject
- sensitise you to debates and controversies dealt with in the literature

Lectures

- Before the lecture
 - establish the topic of the lecture
 - do the pre-reading
 - read the lecture outline/PPT if available beforehand
 - familiarise yourself with key terms as this facilitates listening and understanding

Lectures

- During the lecture
 - arrive early to collect handouts and find a seat where you can see and hear clearly
 - work out how the lecture is structured, and use this structure to organise your notes into sections using headings
 - pay attention to visual cues
 - use active listening techniques to
 - relate the content with what you already know
 - process the information you are seeing/hearing – language signposts ('first', 'however'), repetition, examples
 - formulate questions as you think about the content

Lectures

- After the lecture
 - scan through your notes
 - do the relevant readings
 - review your notes
 - prepare an overall summary of key points as part of your ongoing revision

Lectures

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

Lectures

- Purpose
 - provide an opportunity for tutors to explain and/or elaborate on aspects of the lecture
 - provide an opportunity for students to
 - talk about the subject
 - broaden their understanding
 - explore and clarify a topic by asking questions
 - try out new ideas
 - interact with other students
 - develop their listening and speaking skills
 - hear a range of opinions
 - go further into particular topics or questions

Tutorials

- Before the tutorial
 - check to see what you are expected to read prior to each session
 - complete any activities you have been asked to do
 - review your lecture notes, and write down any questions or comments you have

Tutorials

- During the tutorial
 - speak up and contribute to discussions
 - ask questions and raise your comments
 - listen to, and think about what others have to say
 - develop your ability to
 - think independently and critically
 - argue
 - defend and support a case
 - present a viewpoint
 - discern between opinions and evidence

Tutorials

- After the tutorial
 - talk to and socialise with your classmates
 - form study groups
 - approach or contact your tutor if you have some concerns/issues/questions that you didn't have a chance to raise, or were not appropriate to be raised in class
 - review the activities and re-read some of the readings if necessary
 - follow-up on any issues that you have noted during the tutorial

Tutorials

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

Tutorials

- Adjust your expectations
- Learn the culture
- Make a good start
- See the big picture
- Manage your time
- Lectures and tutorials
- Research and reading
- Writing strategies
- Referencing and plagiarism
- Know where to get help

Getting started

UTS:HELPS

helps.uts.edu.au