Step-by-Step Guide to Finding Subjects as a Study Abroad and Exchange Student

This guide helps you navigate the two primary tools for finding suitable subjects for study abroad and exchange students.

- Study Abroad and Exchange Study Guides
- UTS Handbook

1. Study Abroad and Exchange Subject Guides

Use the Study Abroad and Exchange Subject Guides (formerly Faculty Advising Guides) as a starting point to view subjects recommended by faculties for Study Abroad and Exchange students. The Study Abroad and Exchange Subject Guides can be found on the UTS Study Abroad and Exchange webpage. Students are required to thoroughly research between 6 to 8 subject options (10 maximum) before submitting their online application.

2. **Handbook Search**

The **UTS Handbook** allows you to access the list of subjects available at UTS. These are grouped by a range of formats e.g. Course, Major, Sub-Majors, Subjects, etc.

**Course Area** is the top level grouping e.g. UTS Business. Under Course Area are specific Courses e.g. Bachelor of Business, and within the Courses are the **Majors** and the **Subjects**, which are the smaller building block that make up the Course.

Follow the steps below to navigate to the Handbook and view the subject formats.


Find for the **UTS Handbook** via the UTS homepage for current students -
http://www.uts.edu.au/current-students

The **UTS Handbook** allows you to access the list of subjects available at UTS. Follow the example below to research UTS subjects for your study plan.
4. **Handbook Subject Search – Finding Specific Subjects**

   a. **Finding Specific Subjects via Course Areas**

      i. Click on the Course Area you are interested in e.g. UTS Business.
ii. Click on Subjects.

iii. Click on your preferred subject name and code. In the example below *Accounting for Business Combinations 22320* is selected. 
b. Finding Specific Subjects via Majors

i. Open Study Package Directory and click on Majors.

![Image of study package directory]

ii. Select your preferred major, in this example *Accounting MAJ08437*.

![Image of alphabetical list of majors]

- Aboriginal Studies and Language, Literacy and Numeracy MAJ09368
- Aboriginal Studies and Language, Literacy and Numeracy MAJ09396
- Accounting MAJ08437
- Adult Education MAJ07067
- Advanced Animation MAJ10052
- Advanced Materials and Data Science MAJ01165
- Aerospace Engineering MAJ03414
- Animation Design MAJ10018
iii. Click on your preferred subject name and code. In the example below *Accounting for Business Combinations 22320* is selected.
c. Finding Specific Subjects via Subject list

i. Open Study Package Directory and click on Subjects.
ii. If you know the Numerical code for the subject, you can search by this but in most cases, it is easiest to search for Subjects using the Alphabetical list.

iii. Select your preferred major, in this example **Accounting MAJ08437**.
5. **Handbook Subject Search – Reviewing Key Subject Details**

Review the details provided for your selected subject. It is important you review information relating to items (a) to (d) below.

**NOTE:** Subjects in different faculties may display this information in slightly different formats.

a). **Check Credit points – Is the subject worth 8CPs or 6CPs?**

b). **Have you met the Requisites?** Have you done similar subjects at your home university to the UTS pre-Requisites? If a lower case ‘c’ appears after the subject code (e.g. 78100c) which indicates that the subject is a co-Requisite and must normally be taken together. If a subject has an academic anti-Requisite you cannot take this selected subject with that anti-Requisite.

c). **Check level of study ie: Undergraduate/Postgraduate – Undergraduate students cannot take Postgraduate subjects.** (Note: not all subjects list whether level)

d). **Click Detailed subject description to obtain additional information including assessment tasks.**

This detailed subject description can be printed and forwarded to an academic advisor at your home University to be assessed for academic approval / credit equivalency.

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A Genealogy of Digital Photography 88008
Aboriginal and Torres Strait Islander Health: Women and Babies 92360
Aboriginal and Torres Strait Islander Health: Women and Babies 92376
Aboriginal and Torres Strait Islander: Women and Babies 92621
Aboriginal Political History: Ideas, Action and Agency 54085
Aboriginal Sydney Now 013992
Aboriginal Sydney Now 013993
Academic English 59718
Academic English: Communication Fundamentals 59720
Academic English: Communication Fundamentals 59721
Access in Large Scale Buildings 11283
Accountability in Nursing Practice 92329
Accounting and ERP 22759

**Accounting for Business Combinations 22320**
Accounting for Business Decisions A 22107
Accounting for Business Decisions B 22207
Accounting for Decision Making 22815
Detailed subject description for Accounting for Business Combinations 22320.
6. Timetable Subject Search – When is the Subject offered?

Before sending Detailed Subject Descriptions for review by your home university, double check the subject is offered during the session you have applied for. The sessions you can normally study in under the Study Abroad and Exchange Programs are below. Check the UTS Academic Calendar if you are unsure which session applies.

- Main Autumn Session (AUT - March to June) or Main Spring Session (SPR - July to November)
- Calendar B Autumn Session (BAU – February to June) or Calendar B Spring (BSP – July to December)

NOTE: Calendar B is for Education and some Health subjects. You cannot mix Main and Calendar B session subjects. You may only select these subjects if you are studying Education and have first discussed your study plan with UTS international. For more information see the Education Study Guide.

<table>
<thead>
<tr>
<th>Main Session Autumn and Spring</th>
<th>Calendar B Autumn and Spring</th>
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</thead>
<tbody>
<tr>
<td>22322 AUT U_1_S</td>
<td>028226 BAU U_1_S</td>
</tr>
<tr>
<td>Accounting for Business Combinations</td>
<td>Beyond Culture: Diversity in Context</td>
</tr>
<tr>
<td>22322 SPR U_1_S</td>
<td>012224 BSP U_1_S</td>
</tr>
<tr>
<td>Accounting for Business Combinations</td>
<td>Sociology of Education</td>
</tr>
</tbody>
</table>

a. Use the UTS Timetable Planner to find your preferred subject. You will then be able to check the following information about the subject.

   i. Is taught in your preferred UTS Session?
   ii. Is it still available?
   iii. The schedule of class times / activity groups (these may include lectures, labs, tutorials, workshops, etc.)

b. You should review Timetable Terminology explanations in detail on the website to help you interpret the finer detail of reading the timetable.
c. When you search for the course code in the Timetable, the code comes up with AUT for Autumn Session and SPR for Spring Session i.e. 22320_AUT_U_1_S and 22320_SPR_U_1_S Accounting for Business Combinations. You can also filter a subject by Teaching Period, Campus, Faculty and Activity Type.

d. If the code/description entered does not appear in the left-hand side column i.e. No subject found, this means the subject is not offered.
e. You can **add multiple subjects and export (in the Flat View)** to check if class times clash.

f. For some subjects, class times may appear to overlap or clash but this does not mean students attend all items on the timetable.
g. It is important to click on the magnifying glass and review the Activity Group details – i.e. lecture, tutorial, workshop or laboratory times – to understand what you may need to attend. For example, in **22320_SPR_U_1_S Accounting for Business Combinations** below, students must attend one activity from each group i.e. Lec1, Lecture; Tut1, Tutorial and Ups1, UPASS.

h. For some subjects, there are multiple sections a student can select from. For example, in **54051_SPR_U_1_S: Politics, Ideologies and Beliefs** below, students must attend one Int1, Introductory Activity; Lec1, Lecture and Tut1, Tutorial in only 1 section out of the 2 sections available.

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**Need more Information?**
Email the UTS International Study Abroad and Exchange Team at studyabroad.exchange@uts.edu.au
Web: www.studyabroad-exchange.uts.edu.au