

Admission and Enrolment Policy and Procedure Manual – Coursework Programs

Document Number: 000965
Date Approved: 3 August 2011
Date Last Amended: 12 June 2012

2012

CONTENTS

Foreword	1
Significant amendments or additions to this edition	2
Relevant Definitions	2
Authorising Policy	2
1. Admission	3
1.1. Admission to an Undergraduate Program	3
1.2. Admission to a Postgraduate Program	3
2. Educational Access Scheme (EAS)	4
2.1. Provisions	4
2.2. Excluded Programs	4
3. Year 12 Bonus Points Scheme	5
3.1. Provisions	5
3.2. Approved HSC Subjects	5
3.3. Maximum Bonus Points	6
3.4. 2012 Year 12 Bonus Points	6
4. Regional and Rural Bonus Points Scheme	16
4.1. Applicant Eligibility	16
4.2. Institution Eligibility	16
4.3. Excluded Programs	17
4.4. Maximum Bonus Points	17
5. Aboriginal and or Torres Strait Islander Admission Scheme	18
5.1. Eligibility	18
5.2. Interview	18
5.3. Selection Following Interview	19
6. Elite Athletes Admission Scheme	20
6.1. Provisions	20

6.2.	Excluded Programs	20
7.	Special Circumstances Admission Scheme	20
7.1.	Provisions	20
7.2.	Excluded Programs	20
8.	Bachelor of Midwifery Admission Scheme	21
8.1.	Provisions	21
9.	Guaranteed Entry Admission Scheme	22
9.1.	Eligibility:	22
9.2.	Provisions	22
10.	Special Tertiary Admissions Test (STAT)	24
10.1.	Included Programs.....	24
10.2.	Currency	24
11.	International Admission and Enrolment	26
11.1.	Admission Criteria.....	26
11.2.	Assessment of Eligibility	26
11.3.	Credit.....	27
11.4.	Offer of Admission	27
11.5.	Conditions of Enrolment for On-shore Students	27
12.	Enrolment and Term Loads	29
12.1.	Term Loads.....	29
12.2.	Enrolment.....	29
13.	Non-Award Enrolment	30
13.1.	Undergraduate Non-Award Enrolment.....	30
13.2.	Postgraduate Non-Award Enrolment.....	31
13.3.	Admission to the Gifted and Talented Program	31
13.4.	Courses Offered	32
13.5.	Credit Provisions.....	33

14.	Deferment of Admission to a Coursework Award.....	34
14.1.	Eligibility	34
14.2.	Procedure	34
15.	Internal Program Transfer.....	36
15.1.	Availability	36
15.2.	Commencing Students	36
15.3.	Continuing Students	36
15.4.	All Other Students.....	37
16.	Leave of Absence.....	38
16.1.	Leave of Absence for Domestic and Off-Shore Coursework Students.....	38
16.2.	Excluded Programs	38
16.3.	Leave of Absence for International On-Shore Students	39
17.	Enforced Leave	43
17.1.	Miscellaneous	43
17.2.	Reporting	43
17.3.	Low Level Intervention.....	43
17.4.	Medium Level Intervention	43
17.5.	High Level Intervention.....	44
17.6.	Appeal.....	45
18.	Administration of the Summer Term	46
18.1.	Session Dates.....	46
18.2.	Applications.....	46
18.3.	Enrolment.....	46
18.4.	Course Availability	47
18.5.	Course Cancellation	47
18.6.	Fees	47
18.7.	Invoicing of Students	48

18.8.	Withdrawal	48
18.9.	Refunds.....	49
18.10.	Student Identification Cards	49
18.11.	Teaching and Examination Facilities.....	49
18.12.	Examinations	49
18.13.	Potential Graduates	49
18.14.	Other Provisions	50
19.	Strategic Planning.....	51
19.1.	Encouraging Students to Progress to Research.....	51
19.2.	Indigenous Collaboration.....	51
20.	Essential Supporting Documents	51
21.	Related Documents.....	51
22.	Appendices.....	51

Foreword

This manual should be read in conjunction with the *Rules Governing Admission and Enrolment* and the *Admission and Enrolment Policy*. In the event of an inconsistency between lower level policy documents and a Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

In the event of an inconsistency between an Academic Senate policy document and a Faculty policy, procedure or guideline, the policy document of Academic Senate prevails to the extent of the inconsistency.

The *Admission and Enrolment Policy and Procedure Manual – 2012* applies to:

- enabling programs;
- undergraduate and postgraduate coursework programs; and
- programs offered by the University of Newcastle to students studying in Australia and offshore, including those enrolled through a partner institution.

This manual was developed as part of an Academic Senate initiative. The intention is to rationalise and streamline the rules and policies for which Academic Senate is responsible. The most current version of the procedure manual will be published on the University website and will remain in effect for the calendar year (January to December). Changes will only be made in the intervening period if required by external legislation or by Academic Senate.

Application of this Procedure Manual

This procedure manual is designed to provide clear and concise directions on admission and enrolment to staff and students of the University.

Acknowledgements

Some content in this manual is based on policy documents of the University of South Australia (May 2011).

Further information for staff

Where there is a perceived need for a variation from the processes described in the procedure manual, staff should contact the Office of the President of Academic Senate or the Academic Registrar.

Where assistance is required with the interpretation of policies and/or procedures, staff should contact the Governance and Policy team in Student and Academic Administration.

Staff may provide feedback on the *Admission and Enrolment Policy and Procedures Manual* by emailing policy@newcastle.edu.au

Further information for students

For further information or clarification of the content contained in this procedure manual contact policy@newcastle.edu.au

Communication with Students

The University's primary method of communication with students is electronic, through the UoN student email account. Students may re-direct their University email to a personal account, but University staff will only use the UoN student email account.

All students are expected to check their UoN student email account frequently.

Significant amendments or additions to this edition

Section 17 – Enforced Leave [New]

Section 10 – Restrictions for use of Special Tertiary Admissions Test STAT [New]

Section 20 – Essential Supporting Documents [New]

Relevant Definitions

terms means a period of time for the delivery of a course in which students enrol and for which they are usually charged fees; standard terms include, semesters; trimesters; and summer terms. Non-standard terms include: blocks; intensive; and professional development.

This document is to be read in conjunction with the [Rules Governing Admission and Enrolment 000966](#).

Authorising Policy

The *Admission and Enrolment Policy and Procedure Manual – Coursework Programs* has been developed under the authority of the *Admission and Enrolment Policy*.

1. Admission

In accordance with the [Rules Governing Admission and Enrolment \[000966\]](#), Academic Senate is responsible for prescribing the academic requirements for admission to any program. This includes special admission. Applicants will need to meet any additional selection criteria specified for the program in the Program Handbook or in the current edition of the University Admissions Centre (UAC) guide.

1.1. Admission to an Undergraduate Program

There are a number of ways to gain entry to undergraduate programs at the University of Newcastle. You may be considered for admission on the basis of:

- 1.1.1. NSW HSC or equivalent – irrespective of age of qualification;
- 1.1.2. Completed or partly completed higher education studies;
- 1.1.3. TAFE qualifications;
- 1.1.4. Overseas qualifications equivalent to Australian studies (International);
- 1.1.5. Post-secondary professional qualifications including – health care practitioner qualifications, defence qualifications or commissioned officer status;
- 1.1.6. A University approved special admission bonus points scheme:
 - i. Educational Access Scheme (EAS);
 - ii. Year 12 Bonus Points Scheme;
 - iii. Regional and Rural Bonus Points Scheme; and
 - iv. Bachelor of Midwifery Bonus Points Scheme.
- 1.1.7. A University approved special admission scheme:
 - i. Aboriginal and Torres Strait Islander Admission Scheme;
 - ii. Elite Athletes Admission Scheme;
 - iii. Special Circumstances Admission Scheme; and
 - iv. Guaranteed Entry Admission Scheme.
 - v. Special Tertiary Admissions Test (STAT)

1.2. Admission to a Postgraduate Program

- 1.2.1. Admission requirements for Postgraduate coursework programs are specified in the Program Handbook.

2. Educational Access Scheme (EAS)

2.1. Provisions

- 2.1.1.** The Educational Access Scheme awards bonus points to University Admissions Centre Pty Ltd (UAC) applicants who have suffered disadvantage throughout their education, as per UAC EAS guidelines.
- 2.1.2.** The EAS is administered by UAC and applies to both current and non-current school leavers.
- 2.1.3.** Applicants who wish to apply via the EAS after the UAC closing date may apply directly to the University of Newcastle.
- 2.1.4.** Bonus points will not be available to applicants applying directly to the University if already applied under the same circumstance via EAS.
- 2.1.5.** A maximum of 4 bonus points may be awarded via the EAS whether the application is via UAC or directly to the University.

2.2. Excluded Programs

- 2.2.1.** The EAS does not apply to the following programs:

- Bachelor of Medicine - JMP

3. Year 12 Bonus Points Scheme

The University of Newcastle is committed to attracting high achieving Year 12 students and to addressing the national skills shortage. Accordingly, the University offers the Year 12 bonus points scheme for students interested in studying at the University.

Students completing specified subjects for the NSW Higher School Certificate (HSC) and who gain an Australian Tertiary Admission Rank (ATAR) will be eligible to receive up to four additional points for entry to the University of Newcastle.

Year 12 students in other Australian states and territories and Year 12 students sitting the International Baccalaureate (IB) will also be eligible for subject bonus points where the subjects have been mapped by the Universities Admissions Centre (UAC) as equivalent to NSW HSC subjects.

Year 12 bonus points will be awarded to students who obtain excellent marks in the units that are relevant to specific programs of the University.

3.1. Provisions

- 3.1.1. Bonus points are only awarded for high achievement in the approved HSC subjects, as specified in Clause 3.2.
- 3.1.2. Under this scheme, UAC applicants seeking admission to specific programs within the University may be awarded up to an additional four (4) points (as listed in Clause 3.4).
- 3.1.3. All applicants, regardless of age at the time of sitting the HSC, who receive an ATAR or Limited ATAR as a result of undertaking the NSW HSC at a high school or TAFE College may be eligible under the Scheme. This provision only applies to applicants applying for admission in the admission period directly following the completion of their HSC (i.e. when they are classed as a Current School Leaver (CSL) applicant).
- 3.1.4. Students eligible for the additional bonus points under 3.1.3 will also be eligible for the bonus should they seek admission at the subsequent mid-year intake, if one occurs. The bonus points will not apply if the applicant does not apply for admission and does not commence studies in the year immediately following the completion of the HSC.

3.2. Approved HSC Subjects

- 3.2.1. Academic Senate, on behalf of the University, has determined that the HSC subjects listed below will attract bonus points. It is the responsibility of the Faculties to specify which HSC subjects will attract bonus point for the programs they offer:

Table 1

HSC Subject	Performance Bands	Bonus Points
English		
English Advanced	Band 6	2 points or
English Ext 1	Band 3 – 4	4 points or
English Ext 2	Band 2 – 4	4 points
Note: Maximum total of 4 points applies to English		
Mathematics		
Mathematics	Band 5 – 6	2 points or
Mathematics Ext 1	Band 3 – 4	4 points or
Mathematics Ext 2	Band 2 – 4	4 points
Note: Maximum total of 4 points applies to Mathematics		
Languages (not Community or Background Speakers)		
Beginners	Band 5 - 6	2 points or
Continuers	Band 5 - 6	2 points or
Extension	Band 2 – 4	4 points
Note: Maximum total of 4 points applies to Languages		
Aboriginal Studies	Band 5 – 6	2 points
Physics	Band 5 – 6	2 points
Chemistry	Band 5 – 6	2 points
Engineering Studies	Band 5 – 6	2 points
Biology	Band 5 – 6	2 points

3.3. Maximum Bonus Points

- 3.3.1.** Applicants may only be awarded a maximum of 4 bonus points under the Year 12 Bonus Scheme, no matter the combination of subjects.
- 3.3.2.** Applicants may only receive a maximum of 8 bonus points for the Year 12 Bonus Scheme and the University's Regional and Rural Bonus Scheme. Points awarded under the Educational Access Scheme (EAS) are excluded from this rule.
- 3.3.3.** A maximum of three Year 12 Subjects can be allocated to a degree program, with the exception of Engineering and Computer Science programs or combined degrees and the double B Teaching/B ** programs where, to allow for the different specialisations of these programs, HSC subjects on the list for either of the components may attract bonus points, but the maximum number of bonus points awarded to an applicant remains capped at 4.

3.4. 2012 Year 12 Bonus Points

Students completing particular subjects for the Higher School Certificate in 2011 may be awarded up to four additional points for admission to the University of Newcastle in 2012. Eligible applicants may also receive four bonus points under the University's Rural and Regional Bonus Points Scheme.

Table 2

COURSE NAME	HSC SUBJECT BONUS #
Bachelor of Aboriginal Professional Practice Newcastle Campus – Callaghan	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points
Bachelor of Arts Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points
Bachelor of Arts / Bachelor of Science Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Mathematics (Band 5 or 6) 2 points OR Ext 1 (Band 3 - 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points
Bachelor of Biomedical Science Newcastle Campus – Callaghan	This program will not be participating in the HSC Bonus Scheme.
Bachelor of Biotechnology Newcastle Campus – Callaghan	1. Chemistry (Band 5 – 6) 2 points 2. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 3. Physics (Band 5 – 6) 2 points
Bachelor of Business Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points

COURSE NAME	HSC SUBJECT BONUS #
<p>Bachelor of Business / Bachelor of Commerce Newcastle Campus – Callaghan Central Coast Campus - Ourimbah</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points</p>
<p>Bachelor of Commerce Newcastle Campus – Callaghan Central Coast Campus - Ourimbah</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points</p>
<p>Bachelor of Communication Newcastle Campus – Callaghan</p>	<p>1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Computer Science Newcastle Campus – Callaghan</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Engineering Studies (Band 5 – 6) 2 points</p>
<p>Bachelor of Construction Management (Building) Newcastle Campus – Callaghan or by Distance Education</p>	<p>1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 2. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Design (Architecture) Newcastle Campus – Callaghan</p>	<p>1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Development Studies</p>	<p>This program will not be participating in the</p>

COURSE NAME	HSC SUBJECT BONUS #
	HSC Bonus Scheme.
Bachelor of Engineering (All Specialisations) Newcastle Campus – Callaghan	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. Physics (Band 5 – 6) 2 points 3. Chemistry (Band 5 – 6) 2 points 4. Engineering Studies (Band 5 – 6) 2 points
Bachelor of Engineering (Combined) Newcastle Campus – Callaghan	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. Physics (Band 5 – 6) 2 points 3. Chemistry (Band 5 – 6) 2 points 4. Engineering Studies (Band 5 – 6) 2 points
Bachelor of Environmental Science and Management Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Chemistry (Band 5 – 6) 2 points 2. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 3. Physics (Band 5 – 6) 2 points
Bachelor of Exercise and Sport Science Central Coast Campus - Ourimbah	1. Chemistry (Band 5 – 6) 2 points. 2. Physics (Band 5 – 6) 2 points. 3. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points
Bachelor of Food Science and Human Nutrition Central Coast Campus - Ourimbah	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. Chemistry (Band 5 – 6) 2 points 3. Physics (Band 5 – 6) 2 points
Bachelor of Fine Art Newcastle Campus - Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 2. Aboriginal Studies (Band 5 – 6) 2 points
Bachelor of Information Technology Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points
Bachelor of Laws (Combined Degrees)	This program will not be participating in the HSC Bonus Scheme.

COURSE NAME	HSC SUBJECT BONUS #
Bachelor of Laws (Graduate Entry)	This is a graduate entry program and therefore Bonus Points are not applicable
Bachelor of Mathematics Newcastle Campus - Callaghan	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points
Bachelor of Mathematics / Bachelor of Computer Science Newcastle Campus - Callaghan	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. Engineering Studies (Band 5 – 6) 2 points
Bachelor of Mathematics / Bachelor of Science Newcastle Campus - Callaghan	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. Chemistry (Band 5 – 6) 2 points 3. Physics (Band 5 – 6) 2 points
Bachelor of Medical Radiation Science (Diagnostic Radiography) Newcastle Campus - Callaghan	1. Physics (Band 5 – 6) 2 points 2. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 3. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points
Bachelor of Medical Radiation Science (Nuclear Medicine) Newcastle Campus - Callaghan	1. Physics (Band 5 – 6) 2 points 2. Mathematics (Band 5 – 6) 2 points Ext 1 (Band 3 – 4) 4 points Ext 2 (Band 2 – 4) 4 points 3. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points
Bachelor of Medical Radiation Science (Radiation Therapy) Newcastle Campus - Callaghan	1. Physics (Band 5 – 6) 2 points 2. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 3. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points
Bachelor of Medicine JMP	This program will not be participating in the HSC Bonus Scheme.

COURSE NAME	HSC SUBJECT BONUS #
Bachelor of Midwifery	1. Biology (Band 5 or 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 2 points OR English Ext 2 (Band 2 – 4) 2 points 3. Chemistry (Band 5 – 6) 2 points
Bachelor of Music Newcastle Campus - Callaghan	This program will not be participating in the HSC Bonus Scheme.
Bachelor of Music / Bachelor of Arts Newcastle Campus - Callaghan	This program will not be participating in the HSC Bonus Scheme.
Bachelor of Natural History Illustration Newcastle Campus - Callaghan	This program will not be participating in the HSC Bonus Scheme.
Bachelor of Nursing Newcastle Campus – Callaghan Central Coast Campus – Ourimbah Port Macquarie Campus	1. Biology (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Chemistry (Band 5 – 6) 2 points
Bachelor of Nutrition and Dietetics Newcastle Campus - Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 2. Chemistry (Band 5 – 6) 2 points
Bachelor of Oral Health Central Coast Campus - Ourimbah	1. Chemistry (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Biology (Band 5 – 6) 2 points
Bachelor of Occupational Therapy Newcastle Campus - Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 2. Chemistry (Band 5 – 6) 2 points 3. Biology (Band 5 – 6) 2 points
Bachelor of Physiotherapy Newcastle Campus - Callaghan	1. Chemistry (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Physics (Band 5 – 6) 2 points
Bachelor of Podiatry Central Coast Campus - Ourimbah	1. Chemistry (Band 5 – 6) 2 points 2. Mathematics (Band 5 – 6) 2 points OR

COURSE NAME	HSC SUBJECT BONUS #
	Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 3. Physics (Band 5 - 6) 2 points
Bachelor of Psychology Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points
Bachelor of Science Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. Chemistry (Band 5 – 6) 2 points 3. Physics (Band 5 – 6) 2 points
Bachelor of Social Science Newcastle Campus – Callaghan Central Coast Campus - Ourimbah	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points
Bachelor of Social Work Newcastle Campus - Callaghan	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points
Bachelor of Speech Pathology Newcastle Campus – Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 2. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 3. Chemistry (Band 5 – 6) 2 points
Bachelor of Surveying Newcastle Campus – Callaghan	1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 2. Physics (Band 5 - 6) 2 points 3. Chemistry (Band 5 – 6) 2 points 4. Engineering Studies (Band 5 – 6) 2 points

COURSE NAME	HSC SUBJECT BONUS #
Bachelor of Teaching (Primary) / Bachelor of Arts Newcastle Campus – Callaghan Central Coast Campus – Ourimbah Port Macquarie Campus	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points
Bachelor of Teaching (Secondary) / Bachelor of Arts Newcastle Campus – Callaghan Central Coast Campus – Ourimbah	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points
Bachelor of Teaching (Primary) / Bachelor of Early Childhood Studies Newcastle Campus – Callaghan Central Coast Campus – Ourimbah	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 3. Mathematics (Band 5 or 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points
Bachelor of Teaching (Secondary) / Bachelor of Fine Art Newcastle Campus – Callaghan	1. Aboriginal Studies (Band 5 – 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points
Bachelor of Teaching (Secondary) / Bachelor of Health and Physical Education Newcastle Campus – Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points 2. Physics (Band 5 – 6) 2 points 3. Chemistry (Band 5 – 6) 2 points
Bachelor of Teaching (Secondary) / Bachelor of Maths Newcastle Campus – Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points English Ext 2 (Band 2 – 4) 4 points 2. Physics (Band 5 – 6) 2 points 3. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 4. Chemistry (Band 5 – 6) 2 points.

COURSE NAME	HSC SUBJECT BONUS #
Bachelor of Teaching (Secondary) / Bachelor of Science Newcastle Campus – Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points English Ext 2 (Band 2 – 4) 4 points 2. Physics (Band 5 – 6) 2 points 3. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 4. Chemistry (Band 5 – 6) 2 points.
Bachelor of Teaching (Secondary) / Bachelor of Technology Newcastle Campus – Callaghan	1. Aboriginal Studies (Band 5 or 6) 2 points 2. English (Advanced) (Band 5 - 6) 2 points OR English Ext 1 (Band 3 - 4) 4 points OR English Ext 2 (Band 2 - 4) 4 points 3. Engineering Studies (Band 5 or 6) 2 points
Bachelor of Theology Newcastle Campus – Callaghan	1. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points OR English Ext 2 (Band 2 – 4) 4 points
Bachelor of Visual Communication Design Newcastle Campus – Callaghan	This program will not be participating in the HSC Bonus Scheme.

Key:

* **Languages** – Excludes Community Languages and Background Speakers Languages.

Languages which attract bonus points are:

- **Arabic:** Beginners, Continuers, Extension
- **Chinese:** Beginners, Continuers, Extension
- **Classical Greek:** Continuers, Extension
- **Classical Hebrew:** Continuers, Extension
- **French:** Beginners, Continuers, Extension
- **German:** Beginners, Continuers, Extension
- **Indonesian:** Beginners, Continuers, Extension
- **Italian:** Beginners, Continuers, Extension
- **Japanese:** Beginners, Continuers, Extension
- **Korean:** Continuers
- **Latin:** Continuers, Extension
- **Modern Greek:** Beginners, Continuers, Extension
- **Modern Hebrew:** Continuers
- **Spanish:** Beginners, Continuers, Extension
- **Vietnamese:** Continuers

Applicants can only be awarded a **maximum of 4 bonus points** under the HSC Bonus Points, no matter the combination of subjects. However, eligible applicants can also receive 4 bonus points under the University's Regional and Rural Bonus Scheme.

4. Regional and Rural Bonus Points Scheme

The Regional and Rural Bonus Points Scheme supports the University's commitment to enhancing access to higher education.

Under this scheme, an additional four (4) points are awarded to eligible Universities Admissions Centre (UAC) applicants, who are seeking admission to a program within the University and who attended high schools within a designated area.

4.1. Applicant Eligibility

- 4.1.1. All applicants, regardless of age at the time of sitting the NSW Higher School Certificate (HSC) or the international Baccalaureate (IB), who receive an Australian Tertiary Admission Rank (ATAR) or Limited ATAR as a result of undertaking the NSW HSC or IB at a high school or TAFE College in the University's catchment area in the current year, are eligible.
- 4.1.2. Current year HSC or IB students eligible for the additional bonus points would also be eligible for the bonus should they seek admission at the next mid-year intake, if one occurs.

4.2. Institution Eligibility

- 4.2.1. The Regional and Rural Bonus Points Scheme applies to schools within the Hunter Region, Central Coast, Central West, Northern Rivers, Mid North Coast, New England, Western Plains, and Broken Hill.
- 4.2.2. Postcodes of schools included in the Regional and Rural Preference Scheme are identified by the University. They are listed below:

School Postcodes Included in the Regional and Rural Bonus Points Scheme

Table 3

Mail Centre	Post Code
Central Coast	2250 – 2263
Hunter Region	2264 - 2338 and 2413 – 2430
Central West	2787 - 2820 and 2845 – 2877
Northern Rivers	2460 – 2483
Mid North Coast	2431 – 2459
New England	2339 – 2412
Western Plains	2821 - 2844 and 2878
Broken Hill	2879 – 2880

4.3. Excluded Programs

4.3.1. The Regional and Rural Preference Scheme does not apply to the following programs:

- Bachelor of Laws (Graduate Entry) 480650
- Bachelor of Medicine (Joint Medical Program) 780000

4.4. Maximum Bonus Points

4.4.1. Applicants may only receive a maximum of 8 bonus points for the Year 12 Bonus Points Scheme and the University's Regional and Rural Bonus Points Scheme. Points awarded under the Educational Access Scheme (EAS) are excluded from this rule.

5. Aboriginal and or Torres Strait Islander Admission Scheme

The University of Newcastle is committed to enabling tertiary education access to Indigenous students.

The Aboriginal and or Torres Strait Islander Admission Scheme assesses the applications of Aboriginal and Torres Strait Islander people for admission to all undergraduate programs other than the Bachelor of Medicine – JMP program. The process is structured to ensure applications are validated prior to the main Universities Admissions Centre (UAC) selection rounds.

5.1. Eligibility

- 5.1.1. Only those applicants who have established Aboriginal or Torres Strait Islander status will be considered for selection under this admission scheme.

5.2. Interview

- 5.2.1. All applicants to be considered for admission to study under this policy are to be interviewed by a panel comprising:

- i. The Director, Academic and Research, The Wollotuka Institute (or nominee);
- ii. Pro Vice-Chancellor (PVC) of the Faculty of first preference or delegated senior representative of that Faculty;
- iii. A representative from Aboriginal Education Consultative Group (AECG) Hunter Region; and
- iv. The Assistant Academic Registrar for Faculty of first preference (non-voting).

- 5.2.2. There will be two interviews:

- i. one to discuss Aboriginality: as a part of the interview process the Director, Academic and Research, The Wollotuka Institute (or nominee) will establish the Aboriginal or Torres Strait Islander status of the applicant; and
- ii. one to determine the applicant's potential capability to undertake study.

- 5.2.3. Interviews will normally be held from late November to early January for main round applications and May for mid-year applications.

- 5.2.4. The Director, Academic and Research, the Wollotuka Institute (or nominee), will convene and chair the meeting of the interview panel.

The panel will consider and rank applicants for particular programs and will provide information where possible according to the following criteria:

- i. appropriate educational background (including schedule ranks and notional ATAR (Australian Tertiary Admission Rank) if available;
- ii. relevant work experience;
- iii. communication skills;
- iv. motivation;
- v. organisational skills;
- vi. capacity to understand sustained independent study; and
- vii. any other material considered relevant.

5.2.5. The panel will where necessary:

- i. invite representation;
- ii. determine the form of the interview;
- iii. advise applicants regarding alternative program options; and / or
- iv. recommend that an applicant undertake a suitable bridging program.

5.3. Selection Following Interview

5.3.1. When admission rank information is available, the Chair of the panel and PVC of the Faculty to which the applicant is seeking admission may review the cases of applicants and may alter the ranking of applicants on the basis of this information.

5.3.2. The PVC of the Faculty to which the applicant is seeking admission on the advice of the Chair of the panel shall recommend to the Deputy Vice-Chancellor (Academic and Global Relations) that offers be made to applicants considered eligible.

Sufficient offers may be made to eligible applicants to fill the quota for a program (ie up to 10% above the normal course quota unless a specific quota exists).
Firm offers are made to UAC applicants.

6. Elite Athletes Admission Scheme

6.1. Provisions

- 6.1.1.** Applicants with Elite Athletes status may apply directly to the University for Special Admission. The applicant's status as an Elite Athlete must be confirmed by NuSport.
- 6.1.2.** Admission can usually be approved if the applicant is within 4 points of the Main Round UAC cut off.

6.2. Excluded Programs

- 6.2.1.** The Elite Athletes Admission Scheme does not apply to the following programs:
 - Bachelor of Medicine - JMP

7. Special Circumstances Admission Scheme

7.1. Provisions

- 7.1.1.** Applicants may apply directly to the University if disadvantaged by specific circumstances not already included in the other Admissions Schemes offered by the University. These may include but are not limited to:
 - i. Late qualification assessment at UAC; and / or
 - ii. Family/home/work circumstances.
- 7.1.2.** Each application for admission under Special Circumstances Admission Scheme will be assessed on its own merits.
- 7.1.3.** Applicants will usually be within 4 points of the Main Round cut off to be considered eligible for special admission under the Special Circumstances Admission Scheme.

7.2. Excluded Programs

- 7.2.1.** The Special Circumstances Admission Scheme does not apply to the following programs:
 - Bachelor of Medicine - JMP

8. Bachelor of Midwifery Admission Scheme

8.1. Provisions

- 8.1.1.** Applications to the Bachelor of Midwifery Admission Scheme may be awarded 4 bonus points for residence within the Hunter New England Health district. The maximum number of bonus points available for applications to the program will not exceed 12.

9. Guaranteed Entry Admission Scheme

The University may offer guaranteed Commonwealth-supported places in selected undergraduate programs.

9.1. Eligibility:

9.1.1. A University of Newcastle enabling program:

- i. Open Foundation;
- ii. Newstep; or
- iii. Yapug; or

9.1.2. An Australian TAFE or other AQF qualification at a minimum level of:

- i. Certificate IV;
- ii. Diploma; or
- iii. Advanced Diploma.

9.1.3. All applicants must meet the University of Newcastle's English Language Proficiency requirements.

9.1.4. The guarantee of admission is contingent on the applicant meeting any other published requirements for admission to a Commonwealth-supported place including:

- i. citizenship requirements, i.e. student must be:
 - a. an Australian Citizen; or
 - b. a New Zealand citizen residing in Australia for the duration of their studies; or
 - c. the holder of a permanent visa who will be resident in Australia for the duration of their studies; and
- ii. have sufficient Student Learning Entitlement.

9.2. Provisions

9.2.1. Guaranteed undergraduate places will only be available to applicants who apply in time for consideration in the Main Round of UAC offers, unless otherwise determined prior to the commencement of the admissions period.

9.2.2. The undergraduate programs that are available for guaranteed entry will be promulgated prior to the commencement of the admission period and will vary from year to year depending upon availability of places.

- 9.2.3.** Participating programs will be determined by the Deputy Vice-Chancellor (Academic and Global Relations) and the Deputy Vice-Chancellor (Services) in consultation with the relevant Pro Vice-Chancellors.
- 9.2.4.** Applicants seeking guaranteed entry must apply via UAC in the same way as all applicants for admission.
- 9.2.5.** Applicants who are currently serving exclusion periods from a program at this or another institution will not be eligible for a guaranteed place in accordance with clause 5.4 of the Rules Governing Admission and Enrolment until the exclusion period has expired.
- 9.2.6.** Indigenous applicants may also be considered for admission under the University's Aboriginal and or Torres Strait Islander Admissions Scheme.
- 9.2.7.** Successful applicants offered a guaranteed place may defer the offer for up to 12 months in accordance with the University's Deferment of Admission to a Coursework Award Procedure.
- 9.2.8.** The University reserves the right to withdraw program offerings during the admissions process or not offer any places in programs depending on current student numbers.

10. Special Tertiary Admissions Test (STAT)

The STAT is a series of related tests designed to assess a range of competencies commonly considered important for success in tertiary study. STAT is an entry option used for some undergraduate programs within the University of Newcastle.

The University of Newcastle will consider the STAT Multiple Choice results for admission purposes for the programs listed in Section 10.1, where an applicant is:

- i. a non-current school leaver; and
- ii. 18 years or over on 1 March in the year of program commencement.

10.1. Included Programs

10.1.1. The following programs accept the STAT as a possible means of entry:

Faculty of Business and Law

Bachelor of Business
Bachelor of Business/Bachelor of Commerce
Bachelor of Commerce

Faculty of Education and Arts

Bachelor of Aboriginal Professional Practice
Bachelors of Arts
Bachelors of Fine Art
Bachelor of Music
Bachelor of Music/Bachelor of Arts
Bachelor of Social Science
Bachelor of Teaching (Primary)/Bachelor of Arts
Bachelor of Teaching (Primary)/Bachelor of Early Childhood Studies
Bachelor of Teaching (Secondary)/Bachelor of Arts
Bachelor of Teaching (Secondary)/Bachelor of Fine Art
Bachelor of Teaching (Secondary)/Bachelor of Health and Physical Education
Bachelor of Theology

Faculty of Engineering and Built Environment

Bachelor of Construction Management (Building)
Bachelor of Design (Architecture)

Faculty of Health

Bachelor of Nursing
Bachelor of Midwifery

10.2. Currency

- 10.2.1.** There is no time limit on the acceptance of this qualification for admission to the programs listed above.

11. International Admission and Enrolment

The University of Newcastle is a culturally diverse community, enriched by the contributions of its diverse student population. This policy provides the principles that apply to the recruitment, admission and enrolment of international students. It supports the *Education Services for Overseas Students Act 2000 (ESOS)*, the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* and the University's [Rules Governing Admission and Enrolment \[000966\]](#). It should be read in conjunction with those documents and related policies and procedures.

These provisions apply to international admissions for all University of Newcastle programs of study, including those offered through partner organisations on-shore and/or offshore. It does not include applicants for [GradSchool.com.au](#) or those studying off-shore in an online environment.

11.1. Admission Criteria

- 11.1.1. To be considered for admission to a program, an international applicant is required to satisfy the conditions stipulated in the Rules Governing Admission and Enrolment.

Note: Where students do not meet the required standard of English proficiency or academic standards, they may be offered admission to a nested series of programs which allows them to progress to an approved award e.g. through an approved English Language course or International Foundation course.

11.2. Assessment of Eligibility

- 11.2.1. An international application for admission will be assessed against the criteria for admission referred to in 11.1 above.
- 11.2.2. Eligibility will be determined in accordance with the published ATAR or equivalent cut-off scores for the relevant academic program.
- 11.2.3. The University will use proven educational sources to establish the Australian equivalence of applicant qualifications.
- 11.2.4. All documentary evidence attached to an application must be original; or certified as true copies of the original by a certified contractual agent; or certified as true copies by a trusted source such as a Notary Public or Justice of Peace.
- 11.2.5. For Study Abroad and Exchange students only, all documentary evidence attached to an application must be original; or certified as true copies of the original by a certified contractual agent; or certified as true copies by a trusted source such as a Notary Public or Justice of Peace; or verified by a trusted source such as the home overseas institution.

11.2.6. Where original documents are not provided, or the documentation is not certified by an appropriate authority, a conditional offer of admission may be made subject to the provision of appropriate documentation.

11.3. Credit

11.3.1. International Admissions will facilitate the provision of credit, or arrange for the assessment of credit:

- i. on the basis of credit precedents agreed by the relevant Faculty, and
- ii. on documentary evidence provided by the applicant.

11.3.2. Where no credit precedents exist, the request for credit will be adjudicated by the Faculty responsible for the program following submission of the required documentation.

11.3.3. Where documentation is not certified by an appropriate authority, an offer with credit may be made subject to the provision of appropriate documentation.

11.4. Offer of Admission

11.4.1. An offer of admission may only be made on behalf of the University by an authorised officer designated as such by the International Office.

11.4.2. Approval of a non-standard offer of admission may only be made by the Deputy Vice-Chancellor (Academic and Global Relations) on the recommendation of the relevant Faculty Pro Vice-Chancellor.

11.4.3. The offer of admission must contain or accompany the required information as set out in Standard 2 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

11.5. Conditions of Enrolment for On-shore Students

11.5.1. Applicants who are not Australian or New Zealand citizens or permanent residents of Australia, must accept responsibility for:

- the cost of their tuition and support;
- all other expenses associated with their study; and
- their enrolment on a full-time basis.

11.5.2. Students will be issued with an electronic Confirmation of Enrolment (eCoE) upon acceptance of offer and payment of deposit. Students must retain a copy of their Confirmation of Enrolment (CoE) and ensure its currency throughout their enrolment at the University of Newcastle.

- 11.5.3.** International applicants who are under 18 years of age must also satisfy the Department of Immigration and Culture (DIAC) that suitable welfare and accommodation arrangements have been made for them. Without this, they will not receive a Student Visa.
- 11.5.4.** The University will provide welfare and accommodation arrangements for under-age students who cannot independently satisfy DIAC's welfare requirements subject to the following conditions:
- i. Such students must live in a University approved Homestay and their parents must enter into a contractual agreement with a University approved Guardian. Only in these cases, will the University accept responsibility for the student's welfare; and, complete the Confirmation of Appropriate Accommodation and Welfare (CAAW) form.
 - ii. The duration of the University's responsibility will routinely commence one week prior to the CoE start date and end, either when the student turns 18 years of age; leaves the country; or when the University no longer approves of the welfare arrangements.
 - iii. If a student wishes to transfer to another provider prior to their 18th birthday, the University will negotiate a suitable date to terminate its responsibilities to the student.
- 11.5.5.** International students studying in Australia on a Student Visa who have their offer of admission or enrolment to the University terminated for any reason will be reported to DEEWR and DIAC in accordance with ESOS Act and National Code requirements.

12. Enrolment and Term Loads

12.1. Term Loads

- 12.1.1. Unless otherwise approved by Academic Senate, the maximum full-time load imposed by a program, will be 40 units in any term other than a summer term.
- 12.1.2. The standard full-time load for a summer term is 20 units.
- 12.1.3. The standard full-time load of any term other than summer term or block terms is 40 units.
- 12.1.4. The standard full-time load of any term other than summer term is 40 units.
- 12.1.5. The standard full-time load for a block terms is 20 units
- 12.1.6. Academic Senate may approve alternate standard load provisions by location.

12.2. Enrolment

- 12.2.1. A student who undertakes courses with a total load of 30 units or more in a term (other than a summer term) is deemed to be a full-time student in that term (see Note 1).
- 12.2.2. A student who undertakes courses with a total load of less than 30 units in a term (other than a summer term) is deemed a part-time student in that term.
- 12.2.3. All international students must enrol in 40 units per semester or 30 units per trimester to adhere to the ESOS Legislation. Permission may be granted to enrol in less than this load in exceptional or extenuating circumstances and must be confirmed in writing by the ESOS Student Compliance Unit.
- 12.2.4. A student may choose to take up to 50 units a semester without approval unless they have had restrictions placed on their enrolment.
- 12.2.5. A student who wishes to undertake more than 50 units in a semester, 40 units in a trimester or 20 units in a summer term must obtain permission from the Faculty Pro Vice-Chancellor (or nominee) of the program in which they are enrolled.
- 12.2.6. Students undertaking a multi-sequence course must complete all the elements or parts in the sequence in sequential sessions i.e. in consecutive terms; study of the second part may not be deferred until a later term.

Note 1: Other authorities may specify another minimum for full-time study – this is the University's requirement.

13. Non-Award Enrolment

The Faculty Pro Vice-Chancellor may, on the recommendation of the Head(s) of School offer eligible applicants the opportunity to enrol in a course(s) without enrolling in an academic program leading to an award of the University.

Non-award enrolment will be subject to the payment of prescribed fees and charges and will be offered in accordance with provisions determined by Academic Senate from time to time.

Fee-HELP or OS-HELP will not be available to students who enrol on a non-award basis.

13.1. Undergraduate Non-Award Enrolment

- 13.1.1.** Undergraduate courses available to non-award applicants will be those approved by the relevant Faculty Pro Vice-Chancellor.
- 13.1.2.** Non-award enrolment in an undergraduate course approved for non-award study will be available to eligible applicants provided the course has places available as determined by the Pro Vice-Chancellor of the Faculty in which the course is offered.
- 13.1.3.** Provision will be made for applicants currently enrolled in a partially completed University of Newcastle undergraduate program to be evaluated individually for non-award study. Authority to approve such an application will rest with the Pro Vice-Chancellor of the Faculty in which the applicant is undertaking the program and the Pro Vice-Chancellor of the Faculty in which the course is offered.
- 13.1.4.** Applicants will be considered for admission to a non-award course on the basis of meeting the general requirements in one of the following categories:
 - i. completion of the NSW Higher School Certificate (NSW HSC) at the required level;
 - ii. completion of an approved program of the NSW Department of Technical and Further Education (NSW TAFE) at the required level;
 - iii. possession of equivalent qualifications to (i) and (ii) above at the required level;
 - iv. completion of the University's Open Foundation Certificate or equivalent qualification at the required level; or
 - v. complete or incomplete tertiary qualification at the required level.
- 13.1.5.** Applicants must be 18 years of age or over at the 1 March of the year of proposed enrolment unless enrolling in the Gifted and Talented Non-Award Program through their high school (refer to clause 13.3 below).

- 13.1.6.** All applicants must meet the University's English language proficiency requirements.
- 13.1.7.** Applicants must lodge the necessary application form and supporting documentation to the Admissions and Enrolments Unit, Student Administration, on or before the published due date for that term.
- 13.1.8.** Individual applications will be referred to the relevant Faculty for approval unless the Faculty has provided authority to Student Administration to admit all non-award applicants for a particular course who have satisfied the required level.
- 13.1.9.** Applicants will be notified in writing of the outcomes of their application(s) by the Admissions and Enrolments Unit, Student Administration.

13.2. Postgraduate Non-Award Enrolment

- 13.2.1.** Postgraduate courses available to non-award applicants will be those approved by the relevant Faculty Pro Vice-Chancellor.
- 13.2.2.** Non-award enrolment in a postgraduate course approved for non-award study will be available to eligible applicants provided the course has places available as determined by the Pro Vice-Chancellor of the Faculty in which the course is offered.
- 13.2.3.** Applicants for postgraduate non-award study are normally expected to meet the criteria set for admission to the lowest level of a relevant nested award unless otherwise approved by the Pro Vice-Chancellor.
- 13.2.4.** Applicants must be 18 years of age or over at the 1 March of the year of proposed enrolment.
- 13.2.5.** All applicants must meet the University's English language proficiency requirements.
- 13.2.6.** Applicants must lodge the necessary application form and supporting documentation to the Admission and Enrolments Unit, Student Administration, on or before the published due date for that term.
- 13.2.7.** Applications will be assessed by the Admissions and Enrolments Unit, Student Administration, in consultation with the relevant Faculty.
- 13.2.8.** Applicants will be notified in writing of the outcomes of their applications by the Admissions and Enrolments Unit, Student Administration.

13.3. Admission to the Gifted and Talented Program

- 13.3.1.** Students receive advice from Schools about courses that are on offer, or can check the Gifted and Talented program website <http://www.newcastle.edu.au/giftedandtalented/>

- 13.3.2.** Students complete an Expression of Interest form and nominate courses.
- 13.3.3.** Students submit an Expression of Interest form and their last school report to the coordinating high school with a signature from their school principal confirming that their work is of a high calibre.
- 13.3.4.** Students attend an interview at the coordinating high school with the Principal of the coordinating high school, a University of Newcastle representative, and the Executive Officer of the program (the interview is formal and all students are required to wear school uniform).
- 13.3.5.** Students present a portfolio or CV representing their learning and interests outside school, and any relevant work experience such as their School to Work log book. Sample interview questions might include:
- Why they are interested in this course;
 - What career expectations do they have; and
 - How will the student manage the extra time this course requires and maintain the high standards for the School Certificate or the Higher School Certificate.
- 13.3.6.** The coordinating high school notifies individual students of the outcome of their Expression of Interest and, if selected, of class details.
- 13.3.7.** Students complete the University's "non-award program application form" provided by their lecturer at their first class. This form enables the University to set up the systems that will support access to e-learning technologies and libraries.
- 13.3.8.** There are no age restrictions for enrolment but students must display a suitable level of maturity and commitment. There is a fee charged for studies undertaken as part of this Program.
- Note: Students participating in the Gifted and Talented Program cannot use the courses they complete as an admissions pathway to the University of Newcastle. However, they may be eligible for credit once admitted to a University Bachelor's program.
- 13.3.9.** Students will be permitted to enrol in a maximum of 20 units per term, except the summer term where the maximum is 10 units without the permission of the Deputy Vice-Chancellor (Academic and Global Relations).

13.4. Courses Offered

- 13.4.1.** Faculty Pro Vice-Chancellors will be responsible for notifying Student Administration of the maximum number of non-award enrolments permitted in an individual course, if any, and to notify Student Administration of courses where

no non-award enrolment will be permitted. Any approved requisites must be observed unless otherwise approved by the Faculty Pro Vice-Chancellor.

13.4.2. It is the applicant's responsibility to ensure that they have met the assumed knowledge requirements for the course/s they wish to study.

13.4.3. It is the student's responsibility to ensure that they comply with the by-laws, rules and policies of the University of Newcastle as well as the terms and conditions of admission and enrolment and payment of required fees and charges. Failure to do so may result in the student's enrolment at the University of Newcastle being cancelled.

13.5. Credit Provisions

13.5.1. Studies undertaken as non-award may be the basis of an application for credit should the non-award student enrol in a University program leading to an award.

14. Deferment of Admission to a Coursework Award

An applicant offered admission to a program may be permitted to defer the offer of admission according to the Rules relevant to the award or any other provisions approved by the Academic Senate from time to time.

14.1. Eligibility

- 14.1.1.** Applicants offered admission via Universities Admissions Centre (UAC) to a program, whether a Commonwealth Supported Place or a Domestic Fee Paying place are eligible to defer their admission for a period of one calendar year or until the next admission period for the program. Only a limited number of deferrals will be allowed within the Bachelor of Medicine and the Bachelor of Midwifery.
- 14.1.2.** Applicants offered admission to an undergraduate honours program are not eligible to defer their admission.
- 14.1.3.** Applicants offered direct admission to a postgraduate program are not eligible to defer their admission.

14.2. Procedure

- 14.2.1.** To defer the offer of admission, an applicant must notify the Deputy Vice-Chancellor (Services) in writing before the expiry date of the offer of admission (normally seven calendar days from date of offer). Applications for deferment of the Bachelor of Medicine and the Bachelor of Midwifery will be referred to the Faculty of Health.
- 14.2.2.** An applicant will be notified in writing of the outcome of the request as soon as possible.
- 14.2.3.** A formal notice of the outcome will be provided at a later date. If the deferment is approved, the notice will indicate that the offer of admission will guarantee a place in the program in which the original offer was made on the expiry of the period of deferment. This guarantee is subject to the program being available for admission in the year in which the applicant seeks admission. The notice will also include general advice on enrolment procedures and advice that if the person wishes to apply for another program, the application must be made through the Universities Admissions Centre by the stated closing date for applications.
- 14.2.4.** Further enrolment advice will be provided at the same time as continuing students are advised of re-enrolment procedures.

- 14.2.5.** The offer of admission will lapse if the person has not enrolled by the stated closing date for enrolment for the term in which the student has been advised to enrol.
- 14.2.6.** Offers of admission and deferment of the offer are program/campus specific and are not transferable.

15. Internal Program Transfer

15.1. Availability

15.1.1. The Internal Program Transfer process is available to the following students only:

- i. commencing students; and
- ii. continuing students who belong to one of the categories listed in 15.3 below.

15.2. Commencing Students

15.2.1. Commencing students may apply for an internal program transfer.

15.2.2. The University will consider the request but approval is not automatic.

15.2.3. Approval of transfers will depend on whether the:

- i. substitute program has vacancies;
- ii. application is lodged by the cut-off date set for the program;
- iii. applicant meets the published cut-off for the substitute program; and
- iv. applicant meets any special selection criteria for the substitute program.

15.3. Continuing Students

15.3.1. Continuing students in the following categories may apply for internal transfer:

Table 4

Program Currently Enrolled In	Transfer To
Any combined degree	Single degree within the existing combination
Single degree that exists in a combined degree	To that combined degree, where the degree is not offered through UAC
Combined Law degree program	Another combined Law degree program
Internal/external mode	To the other mode
Combined degree	Another combined degree where one of the named programs remains the same
Any degree	Another campus for the same program
Graduate diploma, graduate certificate	Masters in a nested degree
B Engineering (any discipline)	B Engineering (any discipline)

Program Currently Enrolled In	Transfer To
B Engineering (any discipline)	B Computer Science
B Computer Science	B Engineering (any discipline)
B Engineering (any discipline)	B Surveying
B Surveying	B Engineering (any discipline)
B Design (Architecture)	B Construction Management (Building)

15.4. All Other Students

- 15.4.1.** All other students wishing to change program must apply via UAC and comply with the general applicant information.

16. Leave of Absence

16.1. Leave of Absence for Domestic and Off-Shore Coursework Students

- 16.1.1. Leave of absence will not be available to enabling students.
- 16.1.2. All domestic and off-shore undergraduate and postgraduate coursework students will be eligible for leave of absence upon the completion of ten units of study and in adherence with the maximum time for completion as outlined in the [Maximum Time for Completion of Programs Schedule \[000962\]](#), unless listed in Clause 16.2.
- 16.1.3. All domestic and off-shore students may take up to one academic year leave of absence from their program without requiring written approval, except for those enrolled in a program listed in Clause 16.2.
- 16.1.4. Students who wish to go on leave of absence must withdraw from all courses prior to the relevant census date, or for students enrolled in a placement course, the relevant prescribed date, and will from that time be considered to be on a leave of absence for one academic year.
- 16.1.5. Students are not required to notify the University in any other way.
- 16.1.6. Students who have not been enrolled in any courses for a period of one academic year will be notified in writing of their options for return or complete withdrawal from their program during the final term of their leave of absence.
- 16.1.7. Students will be permitted to re-enrol in their program following one academic year of leave of absence without requiring any further correspondence.
- 16.1.8. With permission of the relevant Faculty Pro Vice Chancellor, students may be permitted to take an additional leave of absence from the program for one academic year.
- 16.1.9. Failure to re-enrol as directed following a leave of absence will result in the students' enrolment in the program being cancelled. Students will be required to re-apply for admission to the same or alternative program through UAC or other relevant admissions process should they wish to continue.
- 16.1.10. Any enrolment suspension, exclusion or cancellation will override leave of absence and approval will be rescinded.

16.2. Excluded Programs

- 16.2.1. The following programs cannot guarantee a leave of absence due to progression requirements or accreditation restrictions or discontinuation of the program:

- *Bachelor of Medicine*

- 16.2.2.** Students are required to submit an application for leave of absence in these programs outlining their reasons to enrolments@newcastle.edu.au including any supporting documentation prior to the census date for the term of study in which they wish to begin their period of leave of absence.
- 16.2.3.** The Faculty Pro Vice-Chancellor or, in the case of the Bachelor of Medicine, the Dean of Medicine, will be responsible for assessing and approving applications for leave of absence for programs listed under Clause 16.2.

16.3. Leave of Absence for International On-Shore Students

- 16.3.1.** International on-shore students wishing to apply for leave of absence must have:
- i. completed a minimum of 10 units in accordance with the Rules Governing Awards and Programs; and
 - ii. demonstrated compassionate or compelling circumstances.
- 16.3.2.** Applications for leave of absence must be lodged with the International Student Support Unit for assessment except for cases identified in 16.3.5 – in which case these applications will be lodged and assessed by the ESOS Student Compliance Unit in consultation with the Faculty.
- 16.3.3.** The International Student Support Unit will liaise with appropriate University staff (for example Program Officers, ESOS Student Compliance Unit) regarding impact on the student's program of study. The student will be advised of possible implications such as program/course availability.
- 16.3.4.** Each application will be assessed on a case by case basis and will take into account the statement provided by the student, supporting evidence, academic transcript and advice from other University staff (where applicable).
- 16.3.5.** Acceptable circumstances which the University may class as compassionate and/or compelling grounds are:
- i. Illness that prevents the student from participating in class – supported by a medical certificate (compassionate);
 - ii. Psychological issues – supported by documentation from a medical practitioner/counsellor (compassionate);
 - iii. Death or injury of a close family member or friend – supported by appropriate documentation, which may include, funeral notice, death certificate, medical certificate, evidence of relationship with deceased (compassionate);
 - iv. Hardship or trauma – for example sudden loss of employment; family breakdown; severe disruption to domestic arrangements; impact of crime or accident; impact of natural disasters. Supported by International Student

Support Case Manager and or other appropriate University Official (compassionate);

- v. Unavoidable commitments within the term – for example cultural or religious commitments in which the student is a direct participant; documented military commitments (compassionate/compelling);
- vi. Enrolment conflict – with written evidence from Faculty (compelling);
- vii. Student has been requested by the Faculty Progress and Appeals Committee to take a leave of absence for 6 months as part of an Intervention strategy for students identified as Show Cause who have appealed the exclusion from the University. The Intervention must include other strategies throughout this period if student does not return home.

16.3.6. The International Student Support Unit will advise the Program Officer and ESOS Student Compliance Unit in writing of the outcome of the application.

16.3.7. For approved applications, the ESOS Student Compliance Unit will process the leave of absence on the student system and record the absence in PRISMS. The student will be advised in writing by email to their student mail account that leave of absence has been approved. The student will also be advised to contact the ESOS Student Compliance Unit prior to return for an updated electronic Confirmation of Enrolment (eCoE).

16.3.8. The Department of Immigration and Citizenship (DIAC) may, in accordance with ESOS Legislation, allow students granted leave of absence by the University to remain in Australia for part of the duration.

- i. Students assessed with reasons in 16.3.5 who remain in Australia must be placed on an Intervention Strategy. This requires students to maintain contact with one or more of the University support services to assist with academic skills and preparation for their return to study and may include (but not be limited to) maintaining contact with International Student Support, Counselling Services and/or attending Learning Development workshops.

16.3.9. Students (on a Student Visa) who have been granted a leave of absence for compassionate or compelling circumstances or who have been placed on an Intervention Strategy and wish to increase the number of work hours up to full time during the leave of absence, are responsible for contacting DIAC to ensure they are not in breach of their visa conditions.

16.3.10. Students should advise their Program Officer of their return from leave of absence and make an appointment to discuss their enrolment plan.

16.3.11. Non-Approval

- i. Non-approved applicants – this may be on the grounds of student unable to demonstrate compassionate/compelling circumstances or it is deemed not in the best interest of the student's welfare.
- ii. The International Student Support Unit will advise the student and the ESOS Student Compliance Unit in writing that the application has been denied and will continue to liaise with the student to ensure student is supported. This may include activating an appropriate Intervention Strategy.

16.3.12. The student also has a right to appeal the decision in accordance with the University's [Complaints Resolution Policy 000745](#).

16.3.13. Any enrolment suspension, exclusion or cancellation will override approval of a period of leave.

16.3.14. Duration of leave

- i. Under Australia Government guidelines for visa holders, a student visa holder can have a 6 month leave of absence without impacting on the student visa.
- ii. Leave durations of more than 6 months may result in the student visa being cancelled requiring the student to apply for a new student visa.
- iii. The University may grant up to 12 months leave for undergraduate students, in accordance with the Rules Governing Admissions and Enrolment, with a possible second year of leave available for some programs subject to Faculty requirements and students academic record.
- iv. In accordance with the Rules Governing, postgraduate students can only be granted a maximum of 12 months leave from studies.
- v. It is the student's responsibility to contact the Department of Immigration and Citizenship (DIAC) for visa related information.
- vi. Any extensions to a leave of absence must be reassessed by International Student Support in consultation with the Faculty to ensure there are no course or program progression issues. This will enable the student to know if they will have enrolment problems due to course availability. The student will be provided with an enrolment plan before their return to study. This may require student to extend their student visa due to course availability.
- vii. It is the students' responsibility to contact International Student Support before they return to study to arrange for an enrolment plan and CoE extension (if required).

16.3.15. Students found to have provided false or misleading information may have their leave rescinded and enrolment terminated for breach of enrolment terms and conditions.

17. Enforced Leave

The purpose of the enforced leave provisions is to promote the health and wellbeing of all students within the University community. The enforced leave provisions contained within this section should be read in conjunction with the [Potential Critical Incident – Preventative Action Guideline \[000853\]](#), and is to be applied where it has been identified that a student's behaviour may present such a risk to themselves or others and that action is urgently required. This may be, but is not limited to, an enforced period of leave from the University or a program.

17.1. Miscellaneous

- 17.1.1. Notwithstanding any of these provisions, where deemed appropriate, any real and imminent threat to the safety of a person or persons should be immediately reported to New South Wales Police.
- 17.1.2. These provisions operate in conjunction with the Student Misconduct Rule.
- 17.1.3. Any proceeding commenced simultaneously under either this or the Student Misconduct Rule may be suspended.
- 17.1.4. All decisions made under these provisions are to consider the operation of the Disability Discrimination Act.

17.2. Reporting

- 17.2.1. Any member of staff who considers that a student may be exhibiting behaviour that indicates that they may present a risk to themselves or others is required to immediately report their concern to their supervisor and the staff of the Campus Care Unit.
- 17.2.2. The staff of Campus Care Unit will determine if the risk posed to and by the student requires:
 - i. Low level intervention;
 - ii. Medium level intervention; or
 - iii. High level intervention.

17.3. Low Level Intervention

- 17.3.1. Low level interventions will be managed through the Campus Care Unit.

17.4. Medium Level Intervention

- 17.4.1. Medium level interventions will be referred to the Behavioural Risk Group (BRG) by the staff within the Campus Care Unit.
- 17.4.2. The Behavioural Risk Group will operate in accordance with the Potential Critical Incident – Preventative Action Guideline [000853].

- 17.4.3.** When the Behavioural Risk Group receives a report from the Campus Care Unit they may make preliminary investigations into the report and will identify and assess risks associated with the behaviour of the student.
- 17.4.4.** Where the Behavioural Risk Group forms the view that an appreciable risk exists, and requires a medium level intervention a Safety Plan will be established. The plan will include Intervention Strategies to contain or mitigate the risk.
- 17.4.5.** The Behavioural Risk Group will monitor the success of the Intervention Strategies, and may amend the Safety Plan to suit the circumstances as required and in accordance with the Potential Critical Incident – Preventative Action Guideline [000835] this may include referral to the Academic Registrar to seek the imposition of enforced leave, suspension from the University or a campus.
- 17.4.6.** Where the Behavioural Risk Group forms the view that an appreciable risk exists, and requires a high level intervention, the matter will be referred to the Academic Registrar.

17.5. High Level Intervention

- 17.5.1.** High level interventions will be referred to the Academic Registrar by either the Campus Care Unit or the Behavioural Risk Group.
- 17.5.2.** If the Academic Registrar considers there are reasonable concerns about a students' behaviour, the Academic Registrar will prepare a report to the Vice-Chancellor, detailing;
 - i. the grounds upon which the Academic Registrar believes that the student may pose a threat to the health and wellbeing of the student or others;
 - ii. details of the referral and any material upon which the Academic Registrar has based his or her opinion; and
 - iii. a recommendation for action including the immediate suspension or referral to an independent medical examination, with a request that a report on the student's health condition be provided.
- 17.5.3.** The Vice-Chancellor will consider the report and act as deemed appropriate to ensure the safety and welfare of the students and others.
- 17.5.4.** The Vice-Chancellor will provide the student with a notice of determination setting out:
 - i. the finding of the Academic Registrar that the student has a Health Condition;

- ii. the High Level Intervention to be applied, and the time and manner of its application;
- iii. reasons for the decisions, explaining that the decision and the measures taken are administrative in nature and deemed necessary in the circumstances to ensure the safety and welfare of members of the Campus community; and
- iv. the student's right of appeal.

17.6. Appeal

- 17.6.1.** A student may appeal a determination made under Clause 17, any appeal will be managed in accordance with Clause 21.0 of the Student Misconduct Rule.

18. Administration of the Summer Term

The protocol for the administration of the 2011/2012 summer term provides guidance to Student Administration, Faculty, School and Financial Operations staff for admitting, enrolling, invoicing of fees and providing students with results. The protocol complements University policy and has been developed in consultation with Student Administration, Faculty, School and Financial Operations staff.

18.1. Session Dates

18.1.1. The Session dates are:

Term begin: Monday 21 November 2011

Term end: Friday 3 February 2012

Census date: TBA

18.1.2. Examinations are scheduled for the week of 6 February 2012.

18.1.3. Fully graded date will be Tuesday 14 February 2012.

18.2. Applications

18.2.1. Applications will be open to current students, students of other universities for the purposes of cross-institutional study, and applicants who meet the criteria for non-award study unless they have had restrictions placed on their enrolment.

18.2.2. Current students shall complete an enrolment form available at the summer term admissions page; they are not required to complete the DEEWR statistical information.

18.2.3. Non-current students of the University of Newcastle shall complete the generic Direct Application form incorporating DEEWR statistical data. The form also requires applicants to attach a photograph so that an ID card can subsequently be produced.

18.2.4. Applications are to be lodged with Admissions and Enrolments by close of business on Monday 7 November 2011.

18.3. Enrolment

18.3.1. Admissions and Enrolments will term activate current students in their program in the summer term.

18.3.2. During term activation, Student Status codes should be used as follows:

Table 5

Code	Description
310	[Full fee overseas tuition] - International students

311	[Full fee sponsored international students] – International students who are sponsored under a foreign aid program e.g. AusAid
301	[Domestic non-award] - New Domestic students (processed by Admissions & Enrolments)
302	[Full fee domestic students] - Continuing and cross institutional Domestic students, including full fee paying domestic students intending to use FEE-HELP
230	[Deferred FEE-HELP] – ONLY for students who are already fee-paying and have lodged a FEE-HELP CAF. This value will populate automatically.
202	[Domestic Commonwealth Supported students] – Domestic CSP who have paid the full student contribution up-front with the HECS-HELP discount.
203	[Aust PR or NZ Citizens who are Commonwealth Supported students] – CSP who are not entitled to HECS-HELP or HECS-HELP discount who have paid the student contribution up-front.

18.3.3. After term activation, current students will be able to enrol in their courses via the myHub self-service enrolment system.

18.3.4. New students will be enrolled in their course(s) by Admissions and Enrolments under their respective non-award or cross institutional program codes.

18.4. Course Availability

18.4.1. The Academic Organisational Unit (AOU) offering the summer term course is responsible for ensuring that the course and offering has been registered on NUSTAR.

18.4.2. Courses offered in 2011/2012 are being held at the Callaghan Campus.

18.4.3. A list of courses offered in 2011/2012 is attached.

18.5. Course Cancellation

18.5.1. Courses may be cancelled at the discretion of the AOU if a minimum enrolment of ten is not achieved.

18.5.2. AOU's must inform students in writing of the decision to cancel a course.

18.5.3. Student Administration and the Financial Operations Team Leader must also be informed of the decision.

18.6. Fees

18.6.1. Tuition fees will be levied as per the tiers in the University Course Fees matrix.

- 18.6.2.** Commonwealth supported (HECS) students will be charged the student contribution relevant to their year of commencement in the program.
- 18.6.3.** Non-award students will be charged as per the relevant subject area tier for non-award undergraduate students within the matrix.
- 18.6.4.** International full-fee students will be charged as per the relevant subject area tier for International Undergraduate students within the matrix.
- 18.6.5.** Students will not be charged a Services and Amenities Fee.
- 18.6.6.** Commonwealth supported and FEE-HELP students will be issued with a Commonwealth Assistance Notice (CAN) within 28 calendar days of census date.
- 18.6.7.** Students will have 14 calendar days in which to appeal their enrolment from the issue date of the CAN.

18.7. Invoicing of Students

- 18.7.1.** Bills will be raised once term activation and enrolment are processed and tuition has been calculated for the term. Students will be notified via student mail when the bill has been generated and bills are available to students on MyHub.
- 18.7.2.** Tuition fee bills are generated on a Wednesday each week by Treasury Operations staff.
- 18.7.3.** Once the tuition fee is calculated and posted to the student account within NUSTAR details are sent to the General Ledger in TechOne. Funds are disbursed to the relevant Faculty monthly by Financial Services staff.
- 18.7.4.** Tuition bills are due within 14 calendar days of issue and the University will pursue outstanding debts.
- 18.7.5.** Bills for CSP (HECS) students will be raised by Fees & Scholarships staff once tuition has been calculated and will be due on census date.
- 18.7.6.** Enrolments may be cancelled if fees are not paid, or if CAFs and tax file numbers are not provided, by the due date.

18.8. Withdrawal

- 18.8.1.** Students may withdraw without academic or financial penalty up to and including 9 December 2011.
- 18.8.2.** Withdrawal after 9 December 2011 and up until 3 February 2012 will incur a financial liability and a WW grade.
- 18.8.3.** Withdrawal after 3 February 2012 will incur an academic and financial penalty - FF.

18.9. Refunds

18.9.1. The Refund Policy applies to domestic and international students.

18.9.2. A refund of tuition fees will be given for course withdrawals up to and including 9 December 2011.

18.9.3. No refund of tuition will be made for withdrawals from 10 December 2011 onwards.

18.10. Student Identification Cards

18.10.1. Enrolled students of the University can continue to use their current student identification card.

18.10.2. New students are required to provide a passport size photograph on their application form or visit a Student Hub to have their photo taken.

18.11. Teaching and Examination Facilities

18.11.1. AOU's are responsible for booking all necessary rooms and facilities.

18.12. Examinations

18.12.1. The Academic Organisation Unit offering the course is responsible for all academic and administrative aspects of examinations including:

- i. timetabling of the examinations and informing students of the schedule;
- ii. booking facilities;
- iii. printing of examination papers;
- iv. providing examination booklets and GPAS200R Answer Sheets if applicable; and
- v. supervising examinations.

18.12.2. Final grades are to be uploaded no later than 4.00 pm on Monday 13 February 2012.

18.12.3. The University's Grading Bases will apply to recording grade performance in courses undertaken in a Summer School.

18.12.4. Examinations will release results via the web on the Fully Graded Date (FGD).

18.12.5. The Fully Graded Date is Tuesday 14 February 2012. This allows continuing students to have advice in relation to their enrolment prior to the first week of Semester 1, 2012.

18.13. Potential Graduates

18.13.1. To assist in the identification of potential graduates, AOU's should have the "Completion" and "Conferred" processes finalised by Friday 17 February 2012.

18.14. Other Provisions

18.14.1. In all instances apart from those listed above the standard University of Newcastle's Policy should be applied.

Courses to be offered in Summer Term 2011/2012

To be confirmed

19. Strategic Planning

19.1. Encouraging Students to Progress to Research

19.2. Indigenous Collaboration

20. Essential Supporting Documents

[Admission and Enrolment Policy – Coursework Programs 000963](#)

[Rules Governing Admission and Enrolment 000966](#)

21. Related Documents

[English Language Proficiency Procedure 000866](#)

[English Proficiency Policy 000104](#)

[Program Management Policy – Coursework 000964](#)

22. Appendices

Approval Authority	Academic Senate
Date Approved	3 August 2011
Date Last Amended	12 June 2012
Date for Review	3 August 2014
Policy Sponsor	President of Academic Senate
Policy Owner	Pro Vice-Chancellor (Academic)
Policy Contact	Deputy Academic Registrar, Governance and Academic Administration
Amendment History	<p>Amendment to Clause 10 to clarify on Resolution AS 12:030, approved President of Academic Senate 12 June 2012.</p> <p>Amendment to Clause 10 to reflect the decision of Academic Senate, 28 March 2012, that STAT is only available to applicants 18 years and over who are not secondary school students [Resolution AS12:030]. Also minor corrections to Definitions and Essential Supporting documents, Governance and Policy, 4 June 2012.</p> <p>Amendment to Clause 16.3.8 to provide clarity on International students on leave of absence remaining in Australia. Approved by President of Academic Senate under AUB1 8 March 2012.</p> <p>Minor amendment to Table 4 in Clause 15.3 to include B Design (Architecture). Approved by President of Academic Senate under delegated authority 1 February 2012.</p> <p>Added "topics included in this manual include" and provided a list on the Policy Library entry page. 10 January 2012.</p>

	Approved Academic Senate, 3 August 2011, for implementation from 1 January 2011.
--	--