2026
STUDENT HANDBOOK
SINGAPORE

UNIVERSITY OF
NEWCASTLE
AUSTRALIA

CONTENTS

WELCOME TO THE UNIVERSITY OF NEWCASTLE

Welcome to The Newcastle Australia Institute of Higher Education (Newcastle Australia IHE) - a campus of the University of Newcastle, Australia.

The University of Newcastle is a research-intensive University and ranked in the top 1% of the world's universities (QS World University Rankings 2026 and Webometrics 2025). We are top 40 in the world for impact. Impact is measured by the Times Higher Education Impact Rankings which assess universities against the 17 United Nations Sustainable Development Goals (UN SDGs). We are committed to solving the world's problems aligned with our core values of equity, excellence, engagement and sustainability.

Newcastle Australia is the Asia Pacific hub of the University. We deliver highest quality programs and undertake collaborative research in partnerships with education institutions in Singapore and across the regions.

We are committed to delivering an outstanding and inspiring student experience and to ensure our graduates possess the skills, knowledge, competencies, and attitude to meet the challenges of future works.

Over the years, we have graduated more than 9,000 graduates from 39 countries, and our alumni are making meaningful and lasting contributions to businesses and wider community in Singapore and worldwide. We are proud of our role in preparing world-class graduates for Singapore and the region.

As a globally and socially committed institution, we also forge partnerships and networks for our students and staff to enable them to contribute their knowledge and expertise and to drive multidisciplinary research to address significant global issues. The Newcastle Australia will continue to play a pivotal role in leveraging the University's excellence in research and innovation by developing mutually beneficial relationships and partnerships with the industry, public and private institutions, and the wider community.

The spirit of looking to the future to imagine and then realise possibilities is at the essence of the University of Newcastle: our motto is 'I look ahead'.

Professor Abhishek Bhati
Pro Vice-Chancellor (Singapore) and
Chief Executive Office (Newcastle Australia Institute of Higher Education)

LOOKING AHEAD

OUR VISION

To be a world-leading university for our regions

OUR PURPOSE

To deliver an exceptional student experience, preparing graduates for life in an increasingly intercounnected society

To serve our regions by taking research that matters to the world and bring our global expertise home
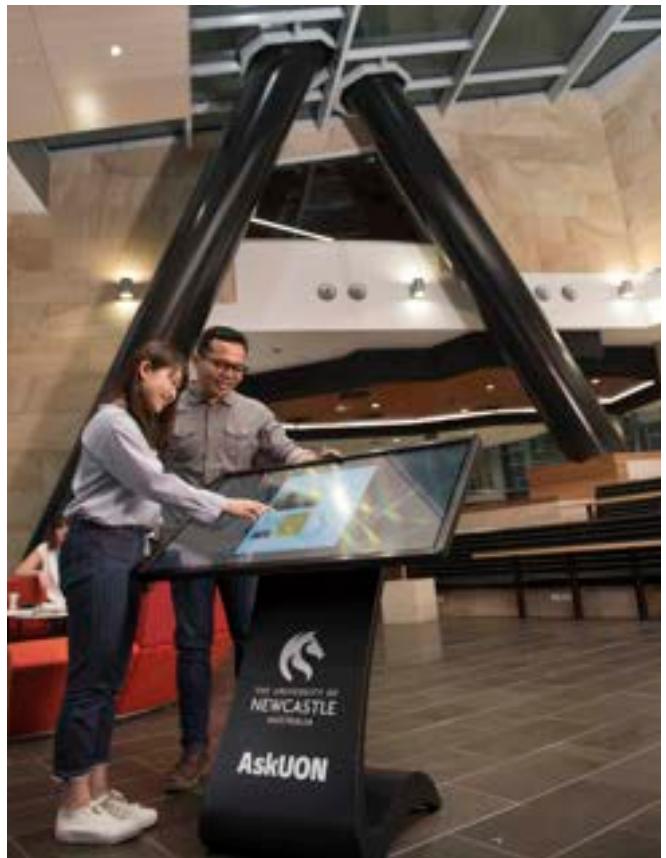
OUR VALUES

Our values set the standards that we expect, encourage and nurture in our staff and students. They guide our decision

Excellence

We pursue the exceptional and strive for innovation in our teaching, research and operating environment

Equity

Our commitment to equity, diversity and inclusiveness is fundamental to everything we do. We believe that every person has the right to participate and succeed

Engagement

We are deeply connected to the challenges and opportunuties in our reglions and beyond

Sustainability

We are ethically minded and prioritise responsible management of our environment and financial resources.

COLLEGES AND SCHOOLS

COLLEGE OF ENGINEERING, SCIENCE AND ENVIRONMENT

The College of Engineering, Science and Environment brings together expertise in engineering, environment and the sciences to deliver life ready graduates and transformative solutions to our region and world.

Our schools:
» School of Architecture and Built Environment
» School of Computer and Information Sciences
» School of Engineering
» School of Sciences

COLLEGE OF HEALTH, MEDICINE AND WELLBEING

The College of Health, Medicine and Wellbeing is new in name but has a long history of delivering globally significant research outcomes and a pioneering approach to education.

The College is committed to producing exemplary health care practitioners and researchers who can provide innovative solutions that will deliver better, healthier living for our communities.

Our schools:
» School of Biomedical Sciences and Pharmacy
» School of Health Sciences
» School of Medicine and Public Health
» School of Nursing and Midwifery

COLLEGE OF HUMAN AND SOCIAL FUTURES

The purpose of the College of Human and Social Futures is to inspire, enrich and transform humanity.

Our focus on equity, diversity and inclusion and our emphasis on collaboration and transdisciplinarity facilitates research and teaching outcomes with high societal impact locally, nationally and internationally.

Our schools:
» Newcastle Business School
» School of Law and Justice
» School of Education
» School of Humanities, Creative Industries and Social Sciences

GETTING STARTED

- **CONNECT WITH US ONLINE**

- **UNDERSTANDING YOUR PROGRAM**

- **ACADEMIC CALENDAR**

- **KEY DATES**

CONNECT WITH US ONLINE

ACTIVATE YOUR ACCOUNT

Firstly, you must activate your account to use the University systems or online services. This process can be done from any device (preferably on a computer or laptop).

Click this link to activate your account and set your password.

Once you activate your student account you will gain access to important University online systems. Remember to login using your student number prefaced by a 'c' (e.g. c3123456).

MULTI-FACTOR AUTHENTICATION (MFA)

The University is adopting MFA as it is the most secure and seamless way to protect your credentials and our data when working on or off-campus; from home, or whilst travelling. You are required to set it up after activating your account. More information here.

MYUNI

This is your gateway to the University online systems. Access systems such as NUmail, Canvas, myHub, MyLibrary and more here.

MYHUB

This is where you will enrol in your courses, update your personal details, view your academic transcript and more. You can access myHub via myUni.

CANVAS

The University's virtual learning environment that provides access to online teaching technologies. You can access Canvas via myUni.

- **Canvas**: Here you will find course outlines, assessment requirements, lecture recordings, grades and more. At the start of each term, the courses you have enrolled in will be automatically added to your Canvas under 'Courses'.

- **Turnitin** is where you will submit your assigments electronically. Turnitin uses text-matching software to help you reference correctly and avoid plagiarism and academic misconduct.

STUDENT EMAIL

NUmail is the University of Newcastle student email service and is automatically set up when you activate your account. The University will send important information to this email address, so make sure you check it regularly. You can access NUmail via myUni.

OTHER DIGITAL COMMUNICATION

AskUON - a great resource that allows you to search answers to thousands of questions in the knowledge base, or chat online with a friendly staff member at UON if you'd prefer. Contact details of AskUON can be found here.

MOBILE APPS

myUni is your one-stop shop for access to student systems and information in the palm of your hand.

UNDERSTANDING YOUR PROGRAM

STUDENT NUMBER

The University ID number (7 digits) on your student card that you will use throughout your University studies including for login and identification on assessments.

STUDENT CARD

A form of University photo ID that you will need for verification check during quiz, examination and more. You can email Singapore-StudentCentral@newcastle.edu.au to request for a student card along with your photo.

COMMON TERMINOLOGY

- **Program**: The degree you are studying. E.g. Bachelor of Business

- **Course**: The individual units of study in a program. There is a designated set of courses you must successfully complete to graduate. Each course has a unit value - usually 10 or 20 units.

- **Course Outline**: A document outlining the learning outcomes, assessments and expectations for a course. It's one of the first things students receive for each course at the beginning of the term and tells you how the course will be taught - lectures, workshops, tutorials, laboratories, etc. Find it on each course site in Canvas

- **Program Plan**: Outlines the courses you should be enrolled in for each term and any pre-requisites or assumed knowledge you may need.

- **Program Handbook**: Details the rules and structure of the program, including information on the number and type of courses that you need to complete, the maximum amount of time allowed to complete the program and additional information. You can access your Program Handbook via the Degrees page.

STUDY LOAD

A normal full-time study load through PSB Academy is **40 units each Trimester** or 120 units per year while the part-time study load is **20-30 units each Trimester** or 60-90 units per year.

International students are required to take a full-time study load in accordance with Singapore Immigration & Checkpoints Authority (ICA) requirements.

Local students who need to vary their part-time study load to meet work, National Service or personal commitments, may enrol in as little as **one course** per Trimester. If you choose to reduce your load, you may be unable to finish your program in the minimum time.

ASSUMED KNOWLEDGE AND REQUISITE

Care should be taken when re-enrolling to ensure that you have met all the assumed knowledge and pre-requisite requirements for any course.

Courses with requisite can only be enrolled upon successful completion of the pre-requisite course. Please refer to your program handbook for more information.

ACADEMIC CALENDAR

The academic year consists of Trimester 1, 2 and 3. Each trimester has 12 weeks, broken up with a mid-term break and the examination period at the end.

ENROLMENT FIRST WEEKS FIRST ASSESSMENT DUE UNI BREAK ACADEMIC PENALTY DATE RESULTS

ORIENTATION ENGAGE WITH SOCIAL ACTIVITIES CENSUS DATE FINAL ASSESSMENTS EXAMS
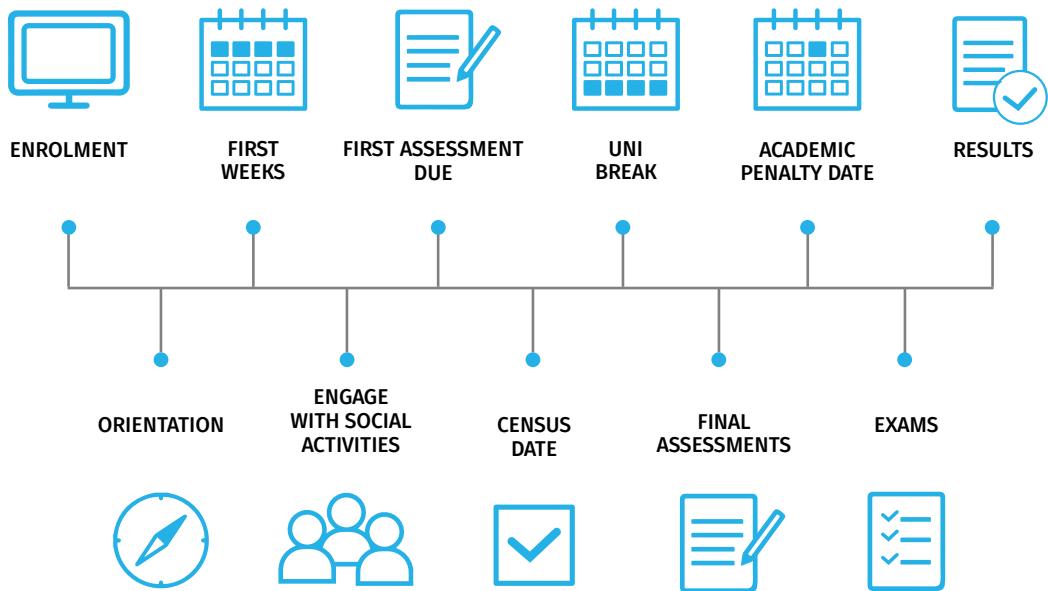
CENSUS DATE

The date by which you need to finalise your enrolment each Trimester to avoid financial penalty.

ACADEMIC PENALTY DATE

The date by which you need to withdraw from courses without affecting your grade.

KEY DATES

	TRIMESTER 1	TRIMESTER 2	TRIMESTER 3
TERM COMMENCES	19 January 2026	11 May 2026	24 August 2026
LAST DAY TO ADD A COURSE*	30 January 2026	22 May 2026	04 September 2026
CENSUS DATE	13 February 2026	05 Jun 2026	18 September 2026
MID-TERM BREAK	16 - 20 February 2026	-	28 September - 02 October 2026
TERM CONCLUDES	17 April 2026	31 July 2026	20 November 2026
EXAMINATION PERIOD	20 - 30 April 2026	03 - 13 August 2026	23 November - 03 December 2026
FULLY GRADED DATE	08 May 2026	21 August 2026	11 December 2026
RESCHEDULED EXAMINATION PERIOD	18 - 22 May 2026	31 August - 04 September 2026	14 - 18 December 2026

*Last day to add a course through MyHub without approval

ACADEMIC
ESSENTIALS

- **STUDY PATTERN**

- **ENROLMENT**

- **LEAVE OF ABSENCE**

- **EXAMINATION**

- **ACADEMIC INTEGRITY**

- **LIBRARY**

- **DEVELOP YOUR ACADEMIC SKILLS**

- **GRADUATION**

- **ALUMNI**

STUDY PATTERN

The number of hours per week required by individual students, in addition to lectures, tutorials and/or laboratory work during the academic term, will vary according to many factors including academic background, personal ability, work/study techniques and the level of performance the student wishes to attain in a particular program.

Please refer to your course outline for further information.

As a general indication, there will be about 40-50 hours per course of lectures, tutorials and/or laboratory work during the academic term. Students will also need to undertake a private study of at least the same number of hours.

The University advises that a student is expected to contribute **at least 120 hours** of total effort to each 10 unit course (subject). This includes lecture and tutorial time, time spent summarising lectures, time spent thinking about, planning, preparing and finalising assignments, and time spent studying and sitting for exams.

You should consider this carefully when deciding on course enrolment.

When choosing your enrolment, you should take note of the recommended enrolment load for your program, and your personal situation.

Should you over-enrol, the implications of doing so (i.e. timetable clashes and increased workload) are your responsibility, and over-enrollment will not be considered as a suitable reason for an Adverse Circumstances application.

You can check and change your enrolment anytime.

Tuition fees are to be paid to PSB Academy, and the fees that you are liable for will be based on your enrolment information in myHub. **Enrolment in a course indicates your acceptance of the financial liability for that course.**

ENROLMENT

For information on course availability, please refer to the program pathway or Course Availability List. The pathway or Course Availability List must be read in conjunction with the **Program Handbook** and the **Program Planner**.

You must ensure that you are enrolled in the correct courses.

While you are provided with assistance and advice, the University takes no responsibility for errors in course selection or failure on your part to complete the necessary enrolment procedures.

You must contact your Programme Executive at PSB Academy about your enrolment and academic progression if you fail any course.

Please note that the University and PSB Academy reserve the right to change the advertised pathway at its discretion.

ADD A COURSE

When enrolment opens, you will be able to enrol online through **myHub**. All students are required to enrol in their courses on their own.

For a detailed guide on how to access myHub, how to complete the Mandatory To-Do List and add courses, refer to the **Enrolment Information Booklet**.

You will not be on the class list and will not have access to resources in UONline if you do not enrol in the courses.

LATE ENROLMENT

If you wish to add a course after the last day to enrol, you will need to complete an **Application for Late Enrolment.** Submit the application to your Programme Executives at PSB Academy.

DROP A COURSE

You may withdraw from a course until the last day of term without academic penalty. However, you will be liable for full tuition fees for courses dropped between **Census Date** and **Last Day of Term**.

LEAVE OF ABSENCE

LEAVE OF ABSENCE

You may apply for a one year Leave of Absence through myHub after completion of 10 units or more of study in your program. Students may also be eligible for a second consecutive year of leave with the permission of the College's Pro Vice-Chancellor. To seek the approval, you are required to submit the Application for Leave of Absence form.

RE-ADMISSION

A student who is absent without approved leave from a program at the University for more than one calendar year or fails to re-enrol after an approved Leave of Absence will be withdrawn from the University's system.

Under such circumstances, the student is required to apply for re-admission to the program if he/she wishes to resume his/her studies. If successful, the applicant will be re-admitted to the same or an equivalent program under the program requirements operating at the time of re-admission.

The student will also be liable for any new fees incurred. All former courses studied will have to be re-assessed for credit purposes. Full credit may not be guaranteed.

EXAMINATIONS

All students must attend examinations during the specified period and should ensure that they are not absent during these times.

EXAMINATION DATES

Examination Dates are set out in detail in your individual timetables. You should ensure that you are available to sit for your examinations on the advised examination dates.

COURSE RESULTS

Course results will be available on the University of Newcastle website after the Fully Graded Dates for each Trimester.

The University's policy in relation to the recording of results states that both grades and percentage marks will be used to reflect a student's performance.

GRADING SCALE

The University of Newcastle uses seven point grading scale, where a High Distinction (7) is the highest grade awarded and a Pass (4) is a passing grade. The grading scale used at the University is as follows:

Result:	Reported as:
85 - 100	Percentage mark and HIGH DISTINCTION (HD) grade
75 - 84	Percentage mark and DISTINCTION (D) grade
65 - 74	Percentage mark and CREDIT (C) grade
50 - 64	Percentage mark and PASS (P) grade
0 - 49	No mark and FAIL (FF) grade

REVIEW OF FINAL RESULT IN A COURSE

A student can appeal a final grade for a course, as long as he/she meets the approved criteria outlined in the Management and Assessment Procedure Manual (refer to *Section 5 – Course Completion*).

Students who wish to obtain further information should carefully read the policy and advice found on the University's website.

ADVERSE CIRCUMSTANCES (AC) AFFECTING ASSESSMENT ITEMS

The University acknowledges the right of students to seek consideration for the possible impact of allowable adverse circumstances that may affect their performance in assessment item(s), including formal examinations.

HOW TO APPLY FOR ADVERSE CIRCUMSTANCES (AC)

1. See the Adverse Circumstances Affecting Assessment Items Procedure and Adverse Circumstances Affecting Assessment Items Policy to check that your reasons for applying are in line with these policies.

2. Complete the **online adverse circumstances application** in myUni and upload your supporting documentation (e.g. medical certificate).

3. You will receive an email on the outcome of your application.

ACADEMIC PROGRESS

The University wants to see you succeed in your studies, and we have plenty of support available to help you achieve your goals.

Taking the time to reflect on your studies will help you identify the things you can do to succeed.

You won't be alone either – the University will review your academic performance after every term, and if we identify you're struggling we will reach out to find out why and help get you in touch with support.

Read more about Academic Progress.

ACCESSIBILITY SUPPORT

Extra time to complete an exam, ergonomic furniture and accessible-format exam papers are some of the ways you can receive accessibility support for your exams.

This support is available whether it's for exams in the formal examination period or during the course teaching period.

To receive this support, you will need to register with AccessAbility and apply in advance.

ACADEMIC TRANSCRIPT

You will be able to view and print an online copy of your exam results from online services via myHub or you may request a copy of your Statement of Academic Record.

You can view the unofficial transcript showing all your Academic records on myHub. Go to **My Academics**, then **View My Unofficial Transcript.**

ACADEMIC INTEGRITY

"Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the University."

ACADEMIC INTEGRITY MODULE (AIM)

The Academic Integrity Module reduces plagiarism and academic fraud by teaching students the University's five values of academic integrity:

- Honesty
- Fairness
- Trust
- Responsibility
- Respect

The Academic Integrity Module is a **30-minute online test** completed in Canvas to develop skills and understanding of the norms and conventions that underpin scholarly work.

You need to gain a score of **100 percent to pass,** and you can repeat the module as many times as you need to achieve the mark. Once you have successfully completed the module, this will be automatically recorded against your details in myHub.

If you don't complete the module within the specified timeframe, you will be unable to re-enrol in courses, view exam results, grades and transcripts, or graduate from the program.

The AIM must be completed within the first term of study and you will need to complete these courses annually..

Read more about Academic Integrity Module (AIM).

ORAL EXAMINATION (VIVA)

You may be invited to attend an Oral Examination (Viva) with your Course Coordinator as a way to both verify the authorship of assessments and as a quality assurance measure.

An Oral Examination (Viva) is a way for you to demonstrate alignment of performance and to reflect on assessment processes. Your performance in an Oral Examination (Viva) should demonstrate you understand the material at a level that is similar to the work submitted in the related assessment task. An Oral Examination (Viva) provides you with an opportunity to demonstrate your knowledge and ability.

If your Course Coordinator has concerns regarding the authorship of your work following an Oral Examination (Viva) this matter may be referred to the Student Academic Conduct Officer for your school.

Find out more in the Oral Examination (Viva) Procedure.

POLICY

For more information on academic integrity, see the following University's policies:

- Academic Integrity and Ethical Academic Conduct Policy
- Student Conduct Rule
- Student Code of Conduct

LIBRARY

The University of Newcastle Library provides access to thousands of full-text books, journals, standards and databases online, plus a wide range of support services via email and our web pages.

Upon enrolment with the University of Newcastle, all students will have access to the resources available at the University's Library.

As an international student studying offshore, you will have similar access to the resources as onshore students. Access the guide here.

Watch the orientation video here - an introduction to the Library services available online. Find out more about the resources available here.

Note

To access and borrow electronic resources you will use your student number or email to log into the platform where it is hosted.

Different borrowing conditions apply depending on whether you are a pathways, undergraduate or postgraduate student. For more information, visit the Student Borrowing page.

For any assistance, please consult our Learning Advisors via email at Singapore-LearningSupport@newcastle.edu.au.

DEVELOP YOUR ACADEMIC SKILLS

LEARNING SUPPORT

UON Singapore offers all students free and confidential learning support. You can get help or ask for advice on:

- Research skills
- Referencing
- Presentation skills
- Essay and report writing
- Exam strategies
- Critical thinking
- Academic integrity, plagiarism
- Plus many other study-related issues!

PEER ASSISTED STUDY SESSIONS (PASS)

PASS provide a platform for you to compare notes, discuss difficult concepts and review weekly material with other students. Sessions are led by a trained PASS leader who previously received great grades in your course.

Should you require the additional support, check with us if PASS is available as this program is available for some courses.

To discuss any aspect of your studies via online or face-to-face consultations and/or to know more on PASS, you can contact **Singapore-LearningSupport@newcastle.edu.au.**

TRANSITION TO TERTIARY EDUCATION (FOR UNDERGRADUATE DEGREE)

During your academic life with the University, you will be required to complete assignments, write reports, and find relevant information by accessing electronic resources. To ensure that all our students understand the high academic standards, ethos and task demands of the University of Newcastle, we have prepared a Transition to Tertiary Education (TTE) course to help and guide you in the tasks your program will demand of you.

The TTE course consists of two sessions and is designed to provide you with the foundation of good scholarly knowledge, appropriate skills, strategies, core concepts and work habits.

Session 01

- Library access and research skills
- Subject research guides
- e-journals & e-books
- Evaluating Websites
- Academic Integrity
- Referencing (APA, Harvard, etc)
- Zotero (Referencing Software)
- Turnitin & Plagiarism

Session 02

- Essay writing, Paraphrasing & Synthesizing
- Critical reading & writing
- Presentation skills
- Case Studies
- Exam preparation
- Time Management

GRADUATION

Students are eligible to graduate in the first ceremony after successfully completing their degree requirements. Graduation is normally held annually in July and December in Callaghan and November in Singapore.

COMPLETION OF DEGREE REQUIREMENTS

To qualify for the degree, a student is required to satisfactorily complete the requirements governing their program as prescribed in the Awards and Programs Schedule.

MAXIMUM TIME FOR COMPLETION

The maximum time for completion of the program for Coursework students who commenced enrolment on or after 1 January 2011 is **eight years** for an undergraduate program of *240 units*, **ten years** for an undergraduate program of *320 units* and **five years** for a postgraduate program of *120 units*.

More information can be found in the Maximum Time Completion of Programs Schedule.

AWARD WITH DISTINCTION

The University will award relevant **AQF level 9 Masters Coursework and Masters Extended** programs and **AQF level 7 Bachelor** programs as ordinary degree except where students achieve a minimum Grade Point Average (GPA) of 6.0 based on all studies undertaken in the program when the degree will be awarded 'with Distinction'.

The Awarding with Distinction Guideline must be read in conjunction with the Awards and Graduation Policy and Awards and Programs Schedule.

AWARD OF HONOURS

For the *Bachelor of Electrical and Electronic Engineering (Honours)* and the *Bachelor of Mechanical Engineering (Honours)* programs, a graded honours classification will be awarded on the basis of a graduating student's superior academic performance in the program as a whole as outlined in the Grading Scales and Administrative Codes (Embedded Honours).

The Grading Scales and Administrative Codes must be read in conjunction with the Awards and Graduation Policy and Awards and Programs Schedule.

ALUMNI

The University of Newcastle alumni community is made up of global leaders and innovators who have positive impacts on their profession, community, region and nation. Connect to your community to expand your professional and personal networks, take advantage of exclusive opportunities and embrace lifelong learning. Look ahead with confidence, knowing that you'll always be a part of the University of Newcastle.

RECONNECT

No matter when you graduated or where in the world you studied, the University of Newcastle wants to welcome you back into the community. Update your details and enjoy your alumni perks.

BENEFITS

Graduation is just the beginning. The University of Newcastle alumni community reaches all corners of the globe, with over 168,000 dynamic and diverse achievers enjoying lifelong benefits.

We are dedicated to producing world class graduates and ensuring that they keep their competitive edge throughout their careers. The University of Newcastle provides resources and services to all graduates, no matter when or where they first put on their graduation gown and cap.

View the benefits and services available for all University of Newcastle alumni here.

PERSONAL ESSENTIALS

- YOUR WELLBEING

- INFORMATION TECHNOLOGY

- PRIVACY, THE UNIVERSITY AND YOU
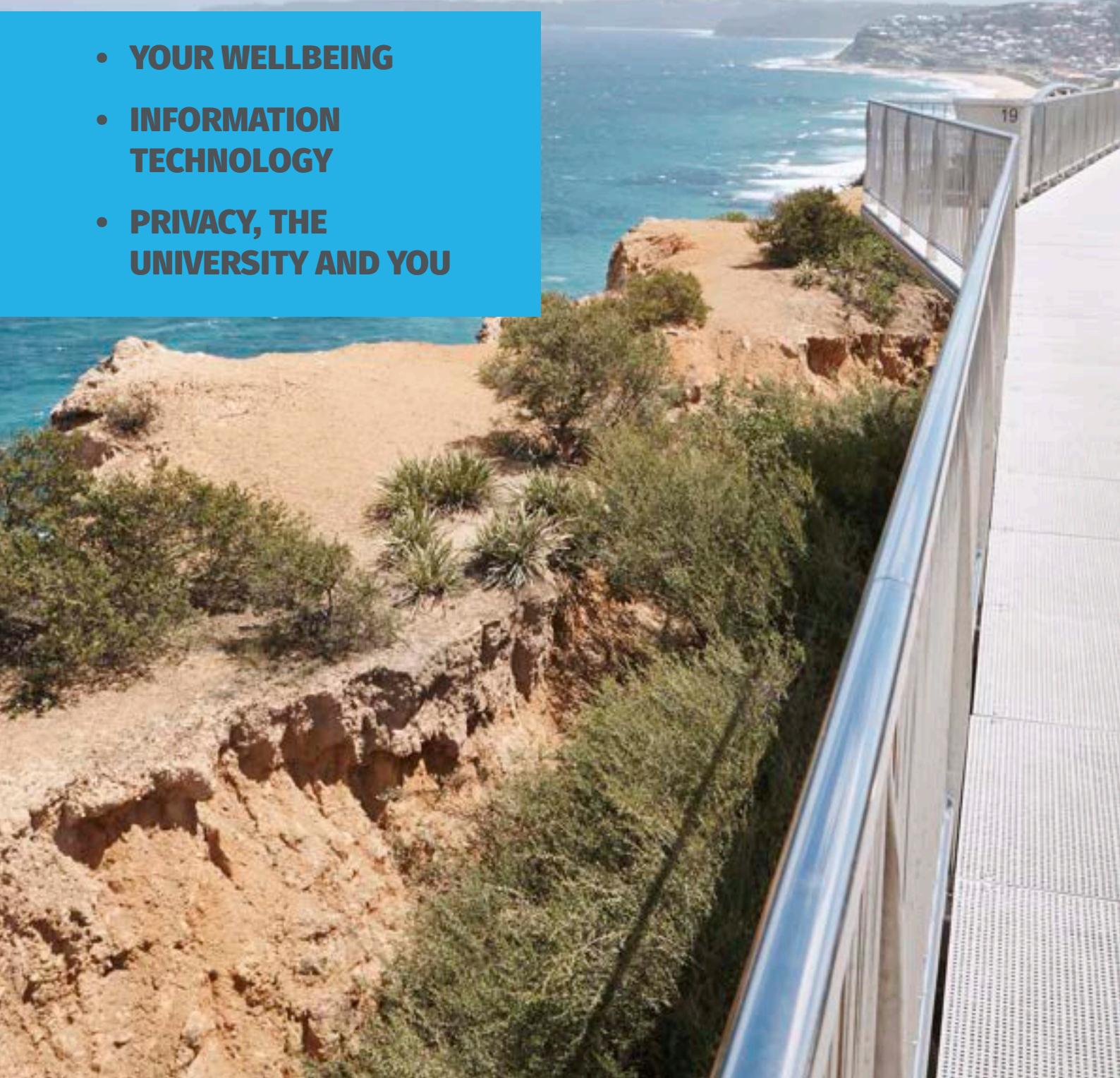
YOUR WELLBEING

MANAGING YOUR MENTAL HEALTH

Your mental health should always be a priority. Taking care of your mental health is a critical skill that will help you navigate your way through life – both as a student and beyond.

Need to talk to someone or require some support? You may contact Singapore-LearningSupport@newcastle.edu.au.

ACCESSABILITY

If you live with disability, or have an injury or a health condition (permanent, temporary, episodic or fluctuating) that may affect your ability to study, register with AccessAbility for free, conditional advice. Services include exam support.

Students at PSB Academy may also contact PSB Academy's Student Care and Guidance for assistance via phone at +65 6390 9214 or email to care@psb-academy.edu.sg.

INFORMATION TECHNOLOGY

Each student is given a student ID and access to a range of support systems including a student email account and an OneDrive (1TB of cloud storage) for personal storage of university data. You will need to log in with your student ID and password to access any of these facilities.

Use of the student computing facilities must be in line with the University Information Technology Conditions of Use Policy.

If you are having trouble, the IT Service Desk is always there to help answer questions and solve any account or access issues.

PRIVACY, THE UNIVERSITY AND YOU

To carry out its functions, the University collects and holds information on staff and students. The Privacy and Personal Information Protection Act 1998 (the Act) regulates the way information may be gathered, the use that can be made of the information and the storage of the information.

We are committed to protecting and maintaining the privacy of your personal and health information. For information about our privacy practices, please proceed to the University's website to view the Privacy Management Plan and Web Privacy Statement.

ADMIN
ESSENTIALS

- IMPORTANT CONTACTS
- STUDENT GRIEVANCES
- FORMS AND GUIDES
- YOUR CONTACT DETAILS
- STUDENT POLICIES
- USEFUL LINKS

IMPORTANT CONTACTS

The University of Newcastle, Australia and PSB Academy welcome enquiries from students. There is a team of professional administrative and academic staff to answer your questions and assist you, based in Newcastle and Singapore.

PSB ACADEMY

PSB Programme Executives will assist you with course enquiries regarding change of enrolment and program issues. Should you have any enquiries, please email your Programme Executives.

ADMINISTRATIVE TEAM (SINGAPORE)

Your Programme Executives at PSB Academy is your first point of contact, but if you wish to contact the Singapore Student Central team, you may email Singapore-StudentCentral@newcastle.edu.au

ACADEMIC TEAM - PROGRAM CONVENOR
Overall responsibility for the management and quality of programs.

Dr Christine Armstrong (MBA and GCBA)
Christine.Armstrong@newcastle.edu.au

Dr Caitlin Mollica (B Business)
Caitlin.Mollica@newcastle.edu.au

Dr Cathy Wu (B Commerce)
Cathy.Wu@newcastle.edu.au

Dr Elaine Xu (B Communication)
Elaine.Xu@newcastle.edu.au

Dr Khaled Saleh (B Information Technology)
BIT-PC@newcastle.edu.au

A/Professor Lawrence Ong (B Electrical and Electronic Engineering (Honours))
Lawrence.Ong@newcastle.edu.au

A/Professor Chris Wensrich (B Mechanical Engineering (Honours))
MechEng-PC@newcastle.edu.au

A/Professor Charles Lee (B Environmental and Occupational Health and Safety)
Charles.Cc.Lee@newcastle.edu.au

ADMINISTRATIVE TEAM (NEWCASTLE)

Program Advisor
Program Advisors provide support and enrolment advice throughout your studies. They are here to:

- Assist you to make the most out of the University's free support with success planning

- Assist with enrolment and progression planning. Prior to contacting Program Advice you can check your progression and plan in Program Planner

- Help you create an individual plan for success at University of Newcastle

- Assist you with program variations due to changes in your circumstances and changes within your program

You may reach them at programadvice@newcastle.edu.au

ACADEMIC TEAM - PROGRAM COORDINATOR
Assist with academic enquiries about your courses or program within their area of responsibility.

Dr Yeap Peik Foong (MBA and GCBA)
PeikFoong.Yeap@newcastle.edu.au

Dr Joyce Lim (EMBA)
Joyce.Lim1@newcastle.edu.au

Dr Rita Pidani (B Business)
Rita.Pidani@newcastle.edu.au

Dr Ashley Tong Hui Hui (B Commerce)
Ashley.Tong@newcastle.edu.au

Dr Colin Smith (B Communication)
Colin.Smith@newcastle.edu.au

Mr Foong Swee Yu (B Information Technology)
SweeYu.Foong@newcastle.edu.au

Dr Kok Chiang Liang (B Electrical and Electronic Engineering (Honours))
ChiangLiang.Kok@newcastle.edu.au

**A/Professor Koh Yit Yan (B Mechanical Engineering (Honours))**
YitYan.Koh@newcastle.edu.au

STUDENT GRIEVANCES

Occasionally, you may feel that you are being treated unfairly in relation to academic or administrative matters; for example, inappropriate staff or student behaviour, teaching quality or resources and services. There are pathways within the University for such concerns or complaints to be addressed.

ACADEMIC

You are advised to follow the steps below if you have concerns regarding an **academic** issue as soon as possible after the issue arises.

> **Lecturer/Course Coordinator**
>
> **Program Coordinator**
>
> **Academic Director**
>
> **Program Convenor**
>
> **Head of School**
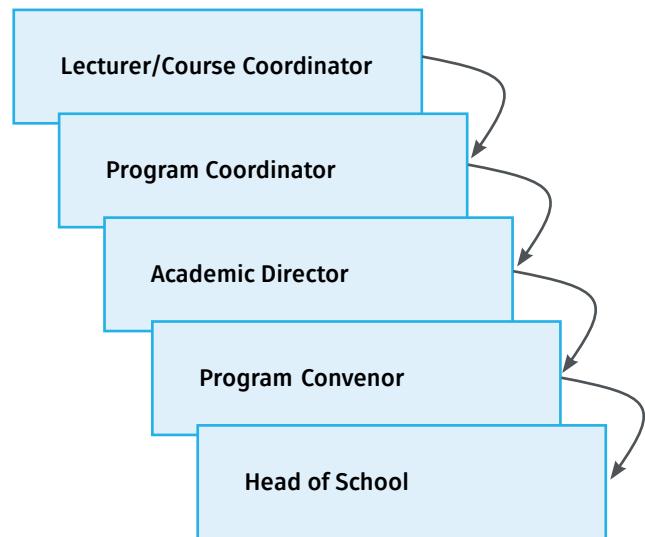
ADMINISTRATIVE

You are advised to follow the steps below if you have concerns regarding an **administrative** issue.

> **PSB Programme Executive**
>
> **Newcastle Australia Institute of Higher Education (NAIHE)**

If you wish to **withdraw from course(s) or program**, you are advised to first consult with the Program Coordinator/Convenor to discuss on alternative options available and pathways to assist with your studies.

Any student who has followed the steps, yet still regards the issue as unresolved, may then submit a formal complaint with the relevant school or division.

FORMS AND GUIDES

There are a range of student related forms and guides that are accessible from the University website.

ENROLMENT

- Application for Cross-Institutional Credit
- Application for Late Enrolment
- Application to Enrol after Census
- Application to Enrol in more than 40 units (Semester)
- Application to Enrol in more than 40 units (Trimester)
- Application for Leave of Absence
- Change of Details
- Onshore campus transfer application
- Standard Letter Request

ASSESSMENT AND EXAMS

- Application for Adverse Circumstances
- Appeal Against Final Results
- Assessment Item Cover Sheet (Individual)
- Assessment Item Cover Sheet (Group)

More forms and guide can be found here.

YOUR CONTACT DETAILS

You need to keep your contact details up to date in the University system. We need to be able to get in contact with you for important things like enrolment, fees, support and, when you get there, graduation. Keep your contact details up to date in myHub.

STUDENT POLICIES

POLICY LIBRARY

The University has a range of different rules and policies that apply to both students and staff, including **Student Code of Conduct**.

Some of the common policies:

- Course Management and Assessment Manual
- Enrolment Manual
- Grade Point Average (GPA) Calculation Procedure
- Program Management Manual - Coursework
- Student Name Policy
- Weighted Average Mark (WAM) Calculation Guideline

Find more policies relating to students on the University website in the Policy Library.

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USEFUL LINKS

MYUNI STUDENT PORTAL https://myuni.newcastle.edu.au

TURNITIN https://www.newcastle.edu.au/current-students/study-essentials/assessment-and-exams/assessments-and-assignments

LIBRARY https://www.newcastle.edu.au/library

INTERNATIONAL STUDENT LIBRARY GUIDE https://libguides.newcastle.edu.au/Internationalstudent/home

STUDENT FORMS AND COVER SHEETS https://www.newcastle.edu.au/current-students/study-essentials/forms-and-guides

IT SERVICE DESK https://www.newcastle.edu.au/current-students/support/it/it-service-desk

UON STUDENT CENTRAL VIDEO GUIDES https://www.youtube.com/user/UoNEnquiries/videos

GRADUATION https://www.newcastle.edu.au/current-students/study-essentials/graduation

POLICY LIBRARY https://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library

2026 SGP STUDENT HANDBOOK (PSB TRIMESTER)
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This handbook is subject to periodic updates to ensure accuracy and relevance. Please refer to this section to confirm that you have the most recent version. The latest version is always available at www.newcastle.edu.au/study/new-students/orientation/singapore-orientation.

For any inquiries or to report discrepancies, please contact Singapore Student Central at Singapore-StudentCentral@newcastle.edu.au.