

Admission and Enrolment Procedure Manual – Coursework Programs

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[CLICK HERE for 2016 Manual \(Edition 5\)](#)

[CLICK HERE for 2014 Manual \(Edition 3\)](#)

[CLICK HERE for 2013 Manual \(Edition 2\)](#)

[CLICK HERE for 2012 Manual \(Edition 1\)](#)

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Foreword

This manual should be read in conjunction with the *Rules Governing Admission and Enrolment*. 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 Procedure Manual – 2017* 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.

The Admission and Enrolment Procedure Manual is revised annually and approved by the Teaching and Learning Committee.

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 as approved by the Teaching and Learning Committee.

Application of this Procedure Manual

Academic Senate aims to ensure that there:

1. are clearly defined procedures for:
 - a. all types of admission, including special admissions schemes;
 - b. enrolment, non-award enrolment and concurrent enrolment;
 - c. deferment of enrolment; and
 - d. leave of absence and enforced leave;
2. is equitable access to entry pathways for all applicants;
3. are academic pathways that provide access to credit for learning already undertaken;
4. terms and term dates are approved and promulgated in an appropriate manner;
5. are processes to support student progression; and
6. are transparent and accountable processes for amendment, review and relaxation of provisions for admission and enrolment.

The objective of this procedure manual is 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 Manager, Academic Policy, Governance and Faculty Liaison, Student Central.

Where assistance is required with the interpretation of policies and/or procedures, staff should contact Student Central.

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

Further information for students

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

Communication with Students

The University's primary method of communication with students is electronic, through the UoN student email account and /or the student's nominated preferred email account as recorded in myHub. Students may re-direct their University email to a personal account, but University staff will only use the UoN student email account and /or the student's nominated preferred email account as recorded in myHub.

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

Significant amendments or additions to this edition

Various minor edits have been made in the 2017 edition with significant amendments listed in Table A.

Table A

Clause	Comment
Definitions	Definitions added from the Rules Governing Admission and Enrolment for consistency and clarity Academic Senate approved the definition be added for Academic Year and that the definition for Term be updated to include Full-Year term – 3 May 2017
1.3	New clauses 1.3.2 and 1.3.3 inserted following feedback from Admissions unit in Student Central to provide information for staff and students regarding admission during exclusion periods
1.4	Revision made to same clause within the Course Management and Assessment Procedure Manual following a recommendation from the Assessment Working Group.
Various	Inserted references to the Bachelor of Medical Science/Doctor of Medicine – Joint Medical Program wherever the Bachelor of Medicine – Joint Medical Program is listed in preparation for the proposed 2017 launch of the new JMP program.
Table 2 in clause 3.4 13.1	Bachelor of Fine Art and Bachelor of Teaching (Honours) (Fine Art) removed as these programs are now in teach-out. Bachelor of Creative Industries inserted – new program for 2017.

5	Position title change throughout in Section 5: Pro Vice-Chancellor (Indigenous Education and Research) at the request of the Teaching and Learning Committee (8 November 2016).
5.2.1 iii.	Revision to clause 5.2.1 iii approved by Academic Senate (8 March 2017) for immediate implementation to include “or a Community Representative”.
5.2.1 iv	Removed as there is already a Faculty representative on this panel
5.2.2.i	Changed from ‘establish’ to ‘confirm’ Aboriginal or Torres Strait Islander status of the applicant at the request of the Teaching and Learning Committee (8 November 2016).
10	New Section: Bachelor of Music Special Admissions Scheme as endorsed by TLC 8 November 2016.
11	New Section: Subject Performance Special Admissions Scheme as endorsed by TLC 8 November 2016.
12.1	Additional wording inserted to ensure requirements are clear
14.1	Updates to Schools Recommendation Scheme as advised by Admissions, Student Central
15	Change of title – removal of enrolment as international students are subject to mainstream enrolment requirements. Clarification of audience for this clause.
15.3.2	New clause inserted to include reference to governing policy instruments relating to credit. Subsequent clauses renumbered.
16.1	Revised to remove duplication
16.2	Revised to better reflect current term arrangements given the increasing number and use of non-standard terms.
16.2.2	Academic Senate approved 3 May 2017 the addition of a new clause 16.2.2: <i>A domestic student is deemed to be a full-time student* in an academic year if the student undertakes a total load of 60 units or more in that academic year.</i> <i>*Note: Other authorities may specify another minimum for full-time study – this is the University’s requirement.</i> Subsequent clauses re-numbered accordingly.
16.2.7 and 16.2.8	New clauses inserted to better clarify enrolment requirements.
17.1.4.1	New clause to include provisions for postgraduate programs
17.2.2	Additional wording to provide greater clarification
17.4	Juris Doctor/Graduate Diploma in Legal Practice inserted at the request of the Faculty of Business and Law
18 (Opening) 18.1.1 18.2.1	Statements deleted - By virtue of there being no requisites on courses, a course may be undertaken non-award. Subsequent clauses renumbered
18.3.8	Additional information added to clarify arrangements
19	Wholesale revisions to Section 19 – removal of duplicate clauses; insertion of new clause 19.2 following endorsement by the Program and Course Approval Committee 5 July 2016, with subsequent clauses re-numbered.
20.3 Table 4	Bachelor of Computer Science and Bachelor of Information Technology inserted at request of Faculty of Engineering and Built Environment
21	Wholesale revisions to Section 21: students to speak with Student Central prior to seeking leave to explore options; additional clarification of requirements; amendment of authority to approve LOA from PVC to Program Convenor. Additional clarification of LOA procedures made at the request of TLC. Updates to Table 5 – list of programs excluded from one year automatic LOA to include decisions made by PCAC and TLC in 2016 and to remove discontinued programs that have concluded teach-out.
Former section 21	Entire section 21 (Administration of Summer and Winter Terms) deleted as separate administration of summer and winter term protocols and procedures are no longer required. Subsequent clauses renumbered.
23	New Section – Appeals inserted as per the Student Appeals Principles approved by Teaching and Learning Committee and Academic in 2016.
Former section 23	Strategic planning section deleted as this section does not add value to the document given that it is not populated. Subsequent clauses renumbered.

Relevant Definitions

Academic Senate means the Academic Senate of the University as set out in the University of Newcastle Act;

academic year refers to 1 January to 31 December in a given year;

admission means entry to a program of study;

applicant means person making a formal application for admission;

assumed knowledge means the knowledge base upon which a course builds and which is deemed necessary at the commencement of that course to succeed in that course;

award means an academic qualification that is conferred when a student has met the relevant program requirements;

census date means the date in each term on which a student enrolled in a course is deemed to be financially liable for the course;

concurrent enrolment means enrolment in two programs at the same time;

Council means the Council of the University as set out in the *University of Newcastle Act*;

enforced leave means a period of leave imposed on a Student by the Vice-Chancellor, Deputy Vice-Chancellor (Academic) or Deputy Vice-Chancellor (Research and Innovation) due to concern that the student may be a threat to property and/or a threat to self or others in terms of safety and/or welfare.

ESOS Act means the *Education Services for Overseas Students Act 2000 (Cth)* and its associated legislative framework;

Faculty means the Faculty responsible for the program leading to the award;

Faculty Board in the context of this Rule means the Faculty Board of the Faculty, or the English Language and Foundation Studies Board;

Intervention Strategy/Plan is a plan to assist the student to maintain satisfactory progress;

National Code means the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*;

policy document means any approved University governance instrument including guidelines, procedures, policies, schedules or rule(s);

prescribed date means the day set by the University in each term for each course or program as the last date for withdrawal from that course or program without academic penalty;

Pro Vice-Chancellor means the Pro Vice-Chancellor of the Faculty responsible for the program of study leading to an award;

program means the program of learning that leads to the award of a qualification, or, within the context of this Rule, may mean the program of learning undertaken within an enabling program;

schedule means the schedule attached to a Rule relevant to a particular award;

School means a unit of organisation forming part of a Faculty;

student means a person formally enrolled in a course or program offered by the University;

term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees; for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes;

third party means a person or group other than the University or any of the University's partner institutions;

University means the University of Newcastle, established by the Act.

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

Authorising Policy

The *Admission and Enrolment Procedure Manual – Coursework Programs* has been developed under the authority of the *Rules Governing Admission and Enrolment* and the Academic Senate.

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 and/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. Completed NSW HSC or equivalent – irrespective of age of qualification;
- 1.1.2. Completed or partly completed higher education studies;
- 1.1.3. TAFE/VET qualifications, with a minimum of a completed Certificate III (AQF level 3);
- 1.1.4. Completed recognised enabling program;
- 1.1.5. Overseas qualifications equivalent to Australian studies (International);
- 1.1.6. Post-secondary professional qualifications including – health care practitioner qualifications, defence qualifications or commissioned officer status;
- 1.1.7. 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.
- 1.1.8. A University approved special admission scheme:
 - i. Aboriginal and Torres Strait Islander Admission Scheme;
 - ii. Elite Athletes Admission Scheme;
 - iii. Special Circumstances Admission Scheme;
 - iv. Guaranteed Entry Admission Scheme;
 - v. Special Tertiary Admissions Test (STAT);

- vi. Schools Recommendation Scheme; and
- vii. Any other Faculty/program specific scheme as detailed in Faculty Admission and Selection Criteria approved by the Program and Course Approval Committee and/or Academic Senate.

1.1.9. Individual programs can stipulate any combination of the above (including exceptions and higher AQF level qualifications)

1.2. Admission to a Postgraduate Program

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

1.3. Admission Disclaimer

1.3.1. The University of Newcastle reserves the discretion to decline admission to any applicant.

1.3.2. Any student or applicant who is currently excluded from the University of Newcastle or another institution will not be considered for admission to the University of Newcastle during the period of exclusion.

1.3.3. An exclusion from a Faculty or program at the University of Newcastle will preclude an applicant from being considered for admission to that program or a program within that Faculty during the period of exclusion.

1.4. Conflict of Interest

Staff members must avoid being placed in a situation where they are taking action, making a decision or have the ability to influence any action or decision of the University that involves a conflict of interest, or the reasonable perception of a conflict of interest.

A conflict of interest will certainly exist if a staff member is involved in the admission, supervision, assessment or examination of students with whom he or she has, or has had, a close personal relationship.

The UON Conflict of Interest Policy states 'A staff member shall not take part in any matter in relation to any student who is a member of their immediate family, or is currently or has recently been involved in a close personal relationship with that staff member'. Staff are required to complete a conflict of interest declaration if a family member or other personal affiliation is applying for admission to the University either directly or through the Universities Admission Centre Pty Ltd. Forms are available through the Senior Manager, Admissions.

See also: Conflict of Interest Policy [000934] and the Code of Conduct [000059].

1.5. Appeals

- 1.5.1.** There are no avenues for appeal of admissions as the University of Newcastle's decision on admissions is final. An applicant may be eligible for a waiver of admission requirements as per relevant University policies, waiver requests are not considered as appeals.
- 1.5.2.** However, if an applicant is a current student applying to transfer between programs, a student may appeal a decision in accordance with the appeal provisions set out in Section 18.

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:
 - i. Bachelor of Medicine – Joint Medical Program (JMP); or
 - ii. Bachelor of Medical Science/Doctor of Medicine – Joint Medical Program (MD-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 B Teaching ** (Honours) 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. 2017 Year 12 Bonus Points

Students completing particular subjects for the Higher School Certificate in 2016 may be awarded up to four additional points for admission to the University of Newcastle in 2017. 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 Innovation and Entrepreneurship Newcastle Campus – Callaghan/City	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
Bachelor of Arts / Bachelor of Science Newcastle Campus – Callaghan	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 3. Aboriginal Studies (Band 5 – 6) 2 points

COURSE NAME	HSC SUBJECT BONUS #
	<p>4. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points</p> <p>5. Chemistry (Band 5 or 6) 2 points</p> <p>6. Physics (Band 5 - 6) 2 points</p>
<p>Bachelor of Biomedical Science Newcastle Campus – Callaghan</p>	<p>1. Mathematics (Band 5 or 6) 2 points OR Ext 1 (Band 3 - 4) 4 points OR Ext 2 (Band 2 - 4) 4 points</p> <p>2. Chemistry (Band 5 or 6) 2 points</p> <p>3. Physics (Band 5 - 6) 2 points</p>
<p>Bachelor of Biotechnology Newcastle Campus – Callaghan</p>	<p>1. Chemistry (Band 5 – 6) 2 points</p> <p>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>3. Physics (Band 5 – 6) 2 points</p>
<p>Bachelor of Business 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</p> <p>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</p> <p>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 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</p> <p>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</p> <p>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</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR</p>

COURSE NAME	HSC SUBJECT BONUS #
Central Coast Campus - Ourimbah	<p>Ext 2 (Band 2 – 4) 4 points</p> <p>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</p> <p>3. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points</p>
Bachelor of Communication Newcastle Campus – Callaghan	<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>
Bachelor of Computer Science Newcastle Campus – Callaghan	<p>1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points</p> <p>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</p> <p>3. Engineering Studies (Band 5 – 6) 2 points</p>
Bachelor of Construction Management (Building) (Honours) Newcastle Campus – Callaghan by Distance Education	<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>2. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points</p>
Bachelor of Creative Industries Newcastle Campus – Callaghan	<p>1. Aboriginal Studies (Band 5-6) 2 points</p> <p>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</p> <p>3. Mathematics (Band 5-6) 2 points OR Ext 1 (Band 3-4) 4 points OR Ext 2 (Band 2-4) 4 points</p> <p>4. Languages* Beginners (Band 5-6) 2 points OR Continuers (Band 5-6) 2 points OR Extension (Band 2-4) 4 points</p>
Bachelor of Creative Industries/Bachelor of Innovation and Entrepreneurship Newcastle Campus – Callaghan/City	<p>1. Mathematics (Band 5-6) 2 points OR Ext 1 (Band 3-4) 4 points OR Ext 2 (Band 2-4) 4 points</p> <p>2. English (Advanced) (Band 6) 2 points OR</p>

COURSE NAME	HSC SUBJECT BONUS #
	<p>English Ext 1 (Band 3-4) 4 points OR English Ext 2 (Band 2-4) 4 points</p> <p>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 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 Engineering (All Specialisations) (Honours) 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</p> <p>2. Physics (Band 5 – 6) 2 points</p> <p>3. Chemistry (Band 5 – 6) 2 points</p> <p>4. Engineering Studies (Band 5 – 6) 2 points</p>
<p>Bachelor of Engineering (Honours) (Combined) 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</p> <p>2. Physics (Band 5 – 6) 2 points</p> <p>3. Chemistry (Band 5 – 6) 2 points</p> <p>4. Engineering Studies (Band 5 – 6) 2 point</p>
<p>Bachelor of Environmental Science and Management Newcastle Campus – Callaghan Central Coast Campus - Ourimbah</p>	<p>1. Chemistry (Band 5 – 6) 2 points</p> <p>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>3. Physics (Band 5 – 6) 2 points</p>
<p>Bachelor of Exercise and Sport Science Central Coast Campus - Ourimbah</p>	<p>1. Chemistry (Band 5 – 6) 2 points.</p> <p>2. Physics (Band 5 – 6) 2 points.</p> <p>3. 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 Food Science and Human Nutrition 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</p> <p>2. Chemistry (Band 5 – 6) 2 points</p> <p>3. Physics (Band 5 – 6) 2 points</p>
<p>Bachelor of Food Science and Human Nutrition/Bachelor of Business</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR</p>

COURSE NAME	HSC SUBJECT BONUS #
Central Coast Campus - Ourimbah	<p>Ext 2 (Band 2 – 4) 4 points</p> <p>2. Chemistry (Band 5 – 6) 2 points</p> <p>3. Physics (Band 5 – 6) 2 points</p> <p>4. English (Advanced) (Band 6) 2 points OR</p> <p>English Ext 1 (Band 3 – 4) 4 points OR</p> <p>English Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Information Technology</p> <p>Newcastle Campus – Callaghan</p> <p>Central Coast Campus - Ourimbah</p>	<p>For 2014 admissions:</p> <p>1. Mathematics (Band 5 – 6) 2 points OR</p> <p>Ext 1 (Band 3 – 4) 4 points OR</p> <p>Ext 2 (Band 2 – 4) 4 points</p> <p>This program will not be participating in the HSC Bonus Scheme for 2015 admissions and beyond.</p>
<p>Bachelor of Innovation & Entrepreneurship/B Commerce</p> <p>Bachelor of Innovation & Entrepreneurship/B Business</p> <p>Newcastle Campus - Callaghan</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR</p> <p>Ext 1 (Band 3 – 4) 4 points OR</p> <p>Ext 2 (Band 2 – 4) 4 points</p> <p>2. English (Advanced) (Band 6) 2 points OR</p> <p>English Ext 1 (Band 3 – 4) 4 points OR</p> <p>English Ext 2 (Band 2 – 4) 4 points</p> <p>3. Languages* Beginners (Band 5 – 6) 2 points</p> <p>OR</p> <p>Continuers (Band 5 – 6) 2 points OR</p> <p>Extension (Band 2 – 4) 4 points</p>
<p>Bachelor of Mathematics</p> <p>Newcastle Campus - Callaghan</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR</p> <p>Ext 1 (Band 3 – 4) 4 points OR</p> <p>Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Mathematics / Bachelor of Computer Science</p> <p>Newcastle Campus - Callaghan</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR</p> <p>Ext 1 (Band 3 – 4) 4 points OR</p> <p>Ext 2 (Band 2 – 4) 4 points</p> <p>2. Engineering Studies (Band 5 – 6) 2 points</p>
<p>Bachelor of Mathematics / Bachelor of Science</p> <p>Newcastle Campus - Callaghan</p>	<p>1. Mathematics (Band 5 – 6) 2 points OR</p> <p>Ext 1 (Band 3 – 4) 4 points OR</p> <p>Ext 2 (Band 2 – 4) 4 points</p> <p>2. Chemistry (Band 5 – 6) 2 points</p> <p>3. Physics (Band 5 – 6) 2 points</p>
<p>Bachelor of Medical Radiation Science (Honours) (Diagnostic Radiography)</p>	<p>1. Physics (Band 5 – 6) 2 points</p> <p>2. Mathematics (Band 5 – 6) 2 points OR</p>

COURSE NAME	HSC SUBJECT BONUS #
Newcastle Campus - Callaghan	<p>Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points</p> <p>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</p>
<p>Bachelor of Medical Radiation Science (Honours) (Nuclear Medicine) Newcastle Campus - Callaghan</p>	<p>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</p> <p>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</p>
<p>Bachelor of Medical Radiation Science (Honours) (Radiation Therapy) Newcastle Campus - Callaghan</p>	<p>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</p> <p>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</p>
Bachelor of Midwifery	<p>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</p> <p>3. Chemistry (Band 5 – 6) 2 points</p>
<p>Bachelor of Music Newcastle Campus - Callaghan</p>	<p>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</p> <p>3. Mathematics (Band 5-6) 2 points OR Ext 1 (Band 3-4) 4 points OR Ext 2 (Band 2-4) 4 points</p> <p>4. 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 Music / Bachelor of Arts Newcastle Campus - Callaghan</p>	<p>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</p>

COURSE NAME	HSC SUBJECT BONUS #
	<p>3. Mathematics (Band 5-6) 2 points OR Ext 1 (Band 3-4) 4 points OR Ext 2 (Band 2-4) 4 points</p> <p>4. 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 Nursing Newcastle Campus – Callaghan Central Coast Campus – Ourimbah Port Macquarie Campus</p>	<p>1. Biology (Band 5 – 6) 2 points</p> <p>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</p> <p>3. Chemistry (Band 5 – 6) 2 points</p>
<p>Bachelor of Nutrition and Dietetics (Honours) 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>2. Chemistry (Band 5 – 6) 2 points</p>
<p>Bachelor of Oral Health Therapy Central Coast Campus - Ourimbah</p>	<p>1. Chemistry (Band 5 – 6) 2 points</p> <p>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</p> <p>3. Biology (Band 5 – 6) 2 points</p>
<p>Bachelor of Occupational Therapy (Honours) 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>2. Chemistry (Band 5 – 6) 2 points</p> <p>3. Biology (Band 5 – 6) 2 points</p>
<p>Bachelor of Pharmacy (Honours) Newcastle Campus - Callaghan</p>	<p>1. Mathematics (Band 5 or 6) 2 points OR Ext 1 (Band 3 - 4) 4 points OR Ext 2 (Band 2 - 4) 4 points</p> <p>2. Chemistry (Band 5 or 6) 2 points</p> <p>3. Physics (Band 5 - 6) 2 points</p>
<p>Bachelor of Physiotherapy (Honours) Newcastle Campus - Callaghan</p>	<p>1. Chemistry (Band 5 – 6) 2 points</p> <p>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</p> <p>3. Physics (Band 5 – 6) 2 points</p>
<p>Bachelor of Podiatry Central Coast Campus - Ourimbah</p>	<p>1. Chemistry (Band 5 – 6) 2 points</p> <p>2. Mathematics (Band 5 – 6) 2 points OR</p>

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

COURSE NAME	HSC SUBJECT BONUS #
	<p>4. 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 Teaching (Primary) (Honours) Newcastle Campus – Callaghan Central Coast Campus – Ourimbah Port Macquarie Campus</p>	<p>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 4. Mathematics (Band 5 or 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Teaching (Humanities) (Honours) Newcastle Campus – Callaghan Central Coast Campus – Ourimbah</p>	<p>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 4. Mathematics (Band 5 or 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Teaching (Early Childhood and Primary) (Honours) Newcastle Campus – Callaghan Central Coast Campus – Ourimbah</p>	<p>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 4. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points</p>

COURSE NAME	HSC SUBJECT BONUS #
<p>Bachelor of Teaching (Health and Physical Education) (Honours) Newcastle Campus – Callaghan</p>	<p>1. Aboriginal Studies (Band 5 or 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 4. Chemistry (Band 5 – 6) 2 points 5. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points 6. Mathematics (Band 5 or 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points</p>
<p>Bachelor of Teaching (Mathematics) (Honours) Newcastle Campus – Callaghan</p>	<p>1. Aboriginal Studies (Band 5 or 6) 2 points 2. English (Advanced) (Band 6) 2 points OR English Ext 1 (Band 3 – 4) 4 points English Ext 2 (Band 2 – 4) 4 points 3. Physics (Band 5 – 6) 2 points 4. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 5. Chemistry (Band 5 – 6) 2 points. 6. 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 Teaching (Science) (Honours) Newcastle Campus – Callaghan</p>	<p>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. Aboriginal Studies (Band 5 or 6) 2 points 3. Physics (Band 5 – 6) 2 points 4. Mathematics (Band 5 – 6) 2 points OR Ext 1 (Band 3 – 4) 4 points OR Ext 2 (Band 2 – 4) 4 points 5. Chemistry (Band 5 – 6) 2 points. 6. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points</p>

COURSE NAME	HSC SUBJECT BONUS #
Bachelor of Teaching (Technology) (Honours) 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 4. Mathematics (Band 5-6) 2 points OR Ext 1 (Band 3-4) 4 points OR Ext 2 (Band 2-4) 4 points 5. Languages* Beginners (Band 5 – 6) 2 points OR Continuers (Band 5 – 6) 2 points OR Extension (Band 2 – 4) 4 points

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:

Table 3 - School Postcodes Included in the Regional and Rural Bonus Points Scheme

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:

- i. Bachelor of Medicine (Joint Medical Program) 780000
- ii. Bachelor of Medical Science/Doctor of Medicine (Joint Medical Program)
- iii. Bachelor of Midwifery 483400 and 483410

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 or the Bachelor of Medical Science/Doctor of Medicine - JMP programs. 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 Pro Vice-Chancellor (Indigenous Education and Research) (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 or a Community Representative; and
- 5.2.2. There will be two interviews:
 - i. one to discuss Aboriginality: as a part of the interview process the Pro Vice-Chancellor (Indigenous Education and Research) (or nominee) will confirm 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 Pro Vice-Chancellor (Indigenous Education and Research) (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 (or nominee) 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 (or nominee) to which the applicant is seeking admission on the advice of the Chair of the panel shall recommend to the Deputy Vice-Chancellor (Academic) 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. Burran Program

The Burran Program is a school based traineeship program that recognises the potential for Aboriginal leaders to improve the educational outcomes for Aboriginal students and their communities. Students complete their HSC whilst completing a school based traineeship in the Certificate III Education Support (CHC30808). Successful completion of the program will guarantee the students entry to a small number of programs at the University of Newcastle. The University of Newcastle's duty of care begins at the point of entry to the University of Newcastle program.

6.1. Application to the University

All applicants must apply to the University via the University Admission Centre (UAC) application process.

6.2. Eligibility for Admission to the University of Newcastle

Applicants must have completed both of the following qualifications to be eligible for this guaranteed entry scheme:

6.2.1. the HSC; and

6.2.2. the AQF level III / Certificate III Education Support (CHC30808) at North Coast TAFE.

Upon completion of both of these two qualifications, applicants will be guaranteed entry to one of the programs listed in 6.3

6.3. Included Programs

6.3.1. Bachelor of Teaching (Primary) (Honours)

6.3.2. Bachelor of Teaching (Early Childhood and Primary) (Honours)

6.3.3. Bachelor of Aboriginal Professional Practice

6.4. Exclusion from Entry

Applicants will not be considered eligible for guaranteed entry if they do not complete both the HSC and the Certificate III Education Support. They will however be eligible for competitive entry via UAC on the basis of any rank they may achieve in the completion of one of these qualifications.

7. Elite Athletes Admission Scheme

7.1. Provisions

- 7.1.1.** 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.
- 7.1.2.** Admission can usually be approved if the applicant is within 4 points of the Main Round UAC cut off.

7.2. Excluded Programs

- 7.2.1.** The Elite Athletes Admission Scheme does not apply to the following programs:
 - i. Bachelor of Medicine – JMP
 - ii. Bachelor of Medical Science/Doctor of Medicine – JMP
 - iii. B Midwifery

8. Special Circumstances Admission Scheme

8.1. Provisions

8.1.1. 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.

8.1.2. Each application for admission under Special Circumstances Admission Scheme will be assessed on its own merits.

8.1.3. 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.

8.2. Excluded Programs

8.2.1. The Special Circumstances Admission Scheme does not apply to the following programs:

- i. Bachelor of Medicine – JMP
- ii. Bachelor of Medicine Science/Doctor of Medicine – JMP

9. Bachelor of Midwifery Admission Scheme

9.1. Provisions

- 9.1.1.** To support a commitment to the Hunter New England Area Health Service, both Current School Leavers and Non School Leavers who reside within the University's Regional and Rural Preference Scheme designated footprint will receive 4 bonus points.
- 9.1.2.** Some applicants may also be eligible for bonus points under Year 12 Bonus Scheme and EAS application.
- 9.1.3.** The maximum amount of bonus points that can be awarded to any applicant is 12 points.

10. Bachelor of Music Special Admission Scheme

The Bachelor of Music Special Admissions Scheme valid for admission to the Bachelor of Music program in 2018 and 2019 provides an admissions pathway that will allow aspiring performers and creators to be assessed primarily on the merits of their creative/performing ability and potential rather than their Admissions Rank and the audition process.

10.1. Admission

10.1.1. Entry to the BMus via this special admissions scheme will be based on qualifications listed in Clause 1.1 and Clauses 1.1.1 - 1.1.6 and Clause 1.1.8 of the Admission and Enrolment Procedure Manual - Coursework Programs [000965] and:

10.1.1.1. Audition (performance); and

10.1.1.2. Interview (oral assessment); and

10.1.1.3. Application (written assessment of a minimum 1000 words).

10.1.2. In accordance with Clause 1.1.9 of the Admission and Enrolment Procedure Manual - Coursework Programs [000965] exemption of Clause 1.1.3 is may be granted to individual applicants on the basis of TAFE/VET qualification, with a minimum of a completed Certificate II (AQF Level 2) who have passed the audition, interview and application process for the Bachelor of Music.

10.2. Selection of Applicants

10.2.1. Using approved skills rubrics, candidates will be ranked on their performance in the audition, interview and application. Assessment of oral and written communication skills as part of the application process ensures the integrity of BMus by:

- a. Assessing an applicant's oral and written communication skill, and not just music ability, upon application.
- b. Increasing an applicant's capacity to succeed in the program and meet the BMus graduate outcomes.

10.2.2. The Faculty Pro Vice-Chancellor, on the advice of the Chair of the Music Admission Committee shall recommend to the Deputy Vice-Chancellor (Academic) that offers be made to applicants considered eligible.

11. Subject Bonus Special Admissions Scheme

This special admissions scheme supports the admission of Year 12 applicants based on their performance in key related HSC subject areas. The scheme aims to map an applicant's prior success in relevant HSC subject areas to their desired University of Newcastle program, for use as an additional consideration to their ATAR in making admission decisions.

11.1. Provisions

- 11.1.1.** Applicants considered under this special admissions scheme is not solely based on the applicant's entrance rank, but a combination of their performance in key NSW HSC (or equivalent) subjects and a minimum rank (Base ATAR min + any relevant bonus points + HSC subject performance) as approved by the Deputy Vice-Chancellor (Academic).
- 11.1.2.** The scheme applies to students completing Year 12 in Australia in the year prior to their intended year of admission to the University of Newcastle.
- 11.1.3.** The scheme does not apply to all programs offered by the University of Newcastle.

12. Guaranteed Entry Admission Scheme

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

12.1. Eligibility:

12.1.1. Successful completion of a University of Newcastle enabling program:

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

12.1.2. Successful completion of an Australian TAFE or other AQF qualification at a minimum level of:

- i. AQF level IV (Certificate IV);
- ii. AQF level V (Diploma); or
- iii. AQF level VI (Advanced Diploma).

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

12.1.4. 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.

12.2. Provisions

12.2.1. 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.

12.2.2. 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.

- 12.2.3.** Participating programs will be determined by the Deputy Vice-Chancellor (Academic) in consultation with the relevant Pro Vice-Chancellors.
- 12.2.4.** 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.
- 12.2.5.** Indigenous applicants may also be considered for admission under the University's Aboriginal and or Torres Strait Islander Admissions Scheme.
- 12.2.6.** Successful applicants offered a guaranteed place may defer the offer for up 12 months in accordance with Section 17 of this Manual.
- 12.2.7.** 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.

13. 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 13.1, 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.

13.1. Included Programs

13.1.1. 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
Bachelor of Arts
Bachelor of Creative Industries
Bachelor of Music
Bachelor of Music/Bachelor of Arts
Bachelor of Social Science
Bachelor of Teaching (Primary) (Honours)
Bachelor of Teaching (Early Childhood Studies and Primary) (Honours)
Bachelor of Teaching (Humanities) (Honours)
Bachelor of Teaching (Health and Physical Education) (Honours)
Bachelor of Teaching (Technology) (Honours)

Faculty of Engineering and Built Environment

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

Faculty of Health and Medicine

Bachelor of Nursing

13.2. Currency

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

14. Schools Recommendation Scheme

The Schools Recommendation Scheme is administered by UAC according to criteria set by each institution. Offers are confirmed by each institution as either unconditional or conditional. The Scheme is intended to facilitate offers to undergraduate students who would not otherwise receive an offer.

14.1. Criteria

- i. Evidence such as the student's performance in relevant subject areas and prior year performance will be required; and
- ii. Students will need to achieve an ATAR (or predicted ATAR) in a range close to that normally required for admission or will have sufficient evidence from the relevant high school to justify admission to their program of choice.

14.2. Included programs

The Faculties will confirm with Admissions the list of included programs each year to be published to schools and online.

15. International Admissions

The University of Newcastle is a culturally diverse community, enriched by the contributions of its diverse student population. This section provides the principles that apply to the recruitment and admission 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 those studying off-shore or in an online environment.

15.1. Admission Criteria

- 15.1.1. 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 Newcastle International College pathway course.

15.2. Assessment of Eligibility

- 15.2.1. An international application for admission will be assessed against the criteria for admission referred to in 15.1 above.
- 15.2.2. Eligibility will be determined in accordance with the published ATAR or equivalent cut-off scores for the relevant academic program and other additional admission requirements.
- 15.2.3. The University will use proven educational sources to establish the Australian equivalence of applicant qualifications.
- 15.2.4. 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.
- 15.2.5. 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.

- 15.2.6.** 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.

15.3. Credit

- 15.3.1.** 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.

- 15.3.2.** Credit will be assessed and outcomes determined in accordance with the Rules Governing Awards and Programs, its supporting Awards and Programs Schedules and the procedures set out in the Program Management Procedure Manual.

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

15.4. Offer of Admission

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

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

- 15.4.3.** 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*.

15.5. Conditions of Enrolment for On-shore Students

15.5.1. 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;
- their enrolment on a full-time basis; and
- complying with their student visa conditions.

15.5.2. 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.

15.5.3. International applicants who are under 18 years of age must also satisfy the relevant Commonwealth government department requirements that suitable welfare and accommodation arrangements have been made for them. Without this, they will not receive a Student Visa.

15.5.4. The University will provide welfare and accommodation arrangements for under-age students who cannot independently satisfy the Commonwealth government'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.

15.5.5. 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 the relevant Commonwealth government departments in accordance with ESOS Act and National Code requirements.

16. Enrolment and Term Loads

16.1. Term Loads

- 16.1.1. 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.
- 16.1.2. The standard full-time load for a summer or a winter term is 20 units.
- 16.1.3. The standard full-time load for a full-year term is 80 units.
- 16.1.4. Academic Senate may approve alternate standard load provisions by location.

16.2. Enrolment

- 16.2.1. A student is deemed to be a full-time student in a term if the:
 - a. student undertakes courses with a total load of 30 units or more and the term is a trimester or semester term; or
 - b. student undertakes courses with a total load of 20 units or more and the term is a summer or winter term; or
 - c. student undertakes courses with a total load of 60 units or more and the term is a Full Year term.

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

- 16.2.2. A domestic student is deemed to be a full-time student* in an academic year if the student undertakes a total load of 60 units or more in that academic year.

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

- 16.2.3. 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. A student is deemed to be a part-time student in a term if the:
 - a. student undertakes courses with a total load of less than 30 units and the term is a trimester or semester; or
 - b. student undertakes courses with a total load of less than 20 units and the term is a summer or winter term; or

- c. student undertakes courses with a total load of less than 60 units and the term is a Full Year term.
- 16.2.4.** 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 University.
- 16.2.5.** A student may choose to take up to 50 units a semester without approval unless they have had restrictions placed on their enrolment.
- 16.2.6.** A student who wishes to undertake more than 50 units in a semester, 40 units in a trimester or 20 units in a summer or winter term must obtain permission from the Program Convenor of the program in which they are enrolled.
- 16.2.7.** Students undertaking a multi-term 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.

17. Concurrent Enrolment

Concurrent enrolment allows a student to undertake two programs simultaneously. Concurrent enrolment shall be limited to two programs. Students must meet the requirements for each individual program. For the purposes of this document, an existing combined program shall be considered as one program.

17.1. Admission requirements for concurrent enrolment

A student may only apply for concurrent enrolment upon meeting the following requirements:

- 17.1.1. the successful completion of 75% of an undergraduate program in which they are currently enrolled; or
- 17.1.2. the successful completion of 50% of a postgraduate coursework program in which they are currently enrolled; or
- 17.1.3. where a student has received credit for up to 50% of their current undergraduate program upon admission, regardless if the credit is provided from internal transfer or from an external institution, a Grade Point Average of at least 5 (Credit Average) must be obtained for at least 60 units of courses in their current program; or
- 17.1.4. where a student has received credit for up to 25% of their current postgraduate coursework program upon admission, regardless if the credit is provided from internal transfer or from an external institution, a Grade Point Average of at least 5 (Credit Average) must be obtained in a further 25% of courses in their current program.
 - 17.1.4.1. Where a student has received credit towards a postgraduate program based on studies completed in a lower nested award, or RPL through an approved admission pathway, students must have achieved a GPA of 5.0 across all studies completed since commencing admission to the higher award.

Each student must also meet the minimum academic requirements for admission to the secondary program.

Note: Faculties can determine any further academic requirements to be met in considering an application for concurrent enrolment.

17.2. Ineligibility for Concurrent Enrolment

A concurrent enrolment application will not be approved where a student has received the following credit upon admission, regardless if the credit is provided from an internal transfer or from an external institution:

- 17.2.1.** more than 50% for an undergraduate program.
- 17.2.2.** more than 25% for a postgraduate coursework program (excluding credit awarded for completion of a nested program, or RPL through an approved admission pathway).

17.3. Compatibility of programs

- 17.3.1.** Concurrent enrolment will only be approved where the two programs to be studied concurrently are deemed compatible by the relevant Faculties.
- 17.3.2.** Compatible programs are programs that do not:
 - 17.3.2.1.** share a significant overlap; or
 - 17.3.2.2.** have majors or specialisations in common – students may be permitted to enrol concurrently but must complete two distinct majors within each program; or
 - 17.3.2.3.** already exist as a combined program.

Examples of incompatible programs include but are not limited to:

- Bachelor of Science and Bachelor of Environmental Science and Management;
- Bachelor of Psychology (Honours) and the Psychology Studies major within the Bachelor of Science or Bachelor of Arts or Bachelor of Social Science

17.4. Exemptions

The following programs listed below are exempt from clauses 17.1 to 17.3:

- Diploma of Languages (11718)

The Diploma of Languages cannot be studied concurrently with the Bachelor of Laws, Bachelor of Laws (Honours) or associated combined degrees or the Juris Doctor/Graduate Diploma in Legal Practice.

17.5. Minimum requirements for Concurrent Enrolment

- 17.5.1.** In order to be awarded both programs following concurrent enrolment approval, a student must:
 - a. complete all minimum requirements for each individual program; and
 - b. a minimum of:
 - i. 320 units of study across both programs for students enrolled in two 3 year AQF level 7 programs concurrently; or

- ii. 400 units of study across both programs for students enrolled in two 4 year AQF level 8 programs concurrently; or
- iii. 400 units of study across both programs for students enrolled in a 4 year AQF level 8 program and a 3 year AQF level 7 program concurrently.

17.5.2. The relevant Faculty Pro Vice-Chancellor(s) may set minimum unit requirements for concurrent program enrolment combinations not already listed in 17.5.1.

17.6. International Students

International Students may apply for concurrent enrolment provided that concurrent enrolment in two programs is permitted under the conditions of the Visa they hold that entitles them to study in Australia. Students must complete their studies within the specified duration of their principle program. Concurrent enrolment for International Students cannot be guaranteed.

17.6.1. If Visa conditions allow for concurrent enrolment, International Students must meet the requirements under clauses 17.1. through to 17.3. inclusive and 17.5.

17.7. Relaxation Provision for Concurrent Enrolment

Relaxation of clauses 17.1. through to 17.4. inclusive will be permitted in exceptional circumstances upon application by the student, where:

- 17.7.1.** both programs are managed by one Faculty, upon consideration by the Pro Vice-Chancellor of the Faculty which manages the programs,
- 17.7.2.** two or more Faculties manage both programs, upon the consideration and unanimous decision of each Pro Vice-Chancellor from each Faculty that co-manages the programs.

18. Non-Award Enrolment

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.

18.1. Undergraduate Non-Award Enrolment

18.1.1. 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.

18.1.2. 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.

18.1.3. 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.

18.1.4. Applicants must be 18 years of age or over at the 1 March of the year of proposed enrolment unless enrolling in the High Performing Students through their high school (refer to clause 18.3 below).

18.1.5. All applicants must meet the University's English language proficiency requirements.

- 18.1.6.** Applicants must lodge the necessary application form and supporting documentation to the Admissions Unit, on or before the published due date for that term.
- 18.1.7.** Individual applications will be referred to the relevant Faculty for approval unless the Faculty has provided authority to Student Central to admit all non-award applicants for a particular course who have satisfied the required level.
- 18.1.8.** Applicants will be notified in writing of the outcomes of their application(s) by the Admissions Unit, Student Central.

18.2. Postgraduate Non-Award Enrolment

- 18.2.1.** 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.
- 18.2.2.** 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.
- 18.2.3.** Applicants must be 18 years of age or over at the 1 March of the year of proposed enrolment.
- 18.2.4.** All applicants must meet the University's English language proficiency requirements.
- 18.2.5.** Applicants must lodge the necessary application form and supporting documentation to the Admission Unit, Student Central, on or before the published due date for that term.
- 18.2.6.** Applications will be assessed by the Admissions Unit, Student Central, in consultation with the relevant Faculty.
- 18.2.7.** Applicants will be notified in writing of the outcomes of their applications by the Admissions Unit, Student Central.

18.3. Admission to the High Performing Students Program

- 18.3.1.** Students receive advice from Schools about courses that are on offer, or can check the High Performing Students program website <http://www.newcastle.edu.au/community-and-alumni/community-engagement/community-and-school-programs/high-performing-students-program>

- 18.3.2.** Students complete an Expression of Interest form and nominate courses.
- 18.3.3.** 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.
- 18.3.4.** 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).
- 18.3.5.** 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.
- 18.3.6.** The coordinating high school notifies individual students of the outcome of their Expression of Interest and, if selected, of class details.
- 18.3.7.** 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.
- 18.3.8.** 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 in accordance with the Memorandum of Agreement between the University of Newcastle and the NSW Department of Education.

Note: Students participating in the High Performing Students Program (formerly titled: 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.

- 18.3.9.** 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).

18.4. Courses Offered

- 18.4.1.** Faculty Pro Vice-Chancellors will be responsible for notifying Student Central of the maximum number of non-award enrolments permitted in an individual course, if any, and to notify Student Central of courses where no non-award enrolment will be permitted. Any approved prerequisites must be observed unless otherwise approved by the Faculty Pro Vice-Chancellor.
- 18.4.2.** It is the applicant's responsibility to ensure that they have met the assumed knowledge requirements and the prerequisites for the course/s they wish to study.
- 18.4.3.** 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.

18.5. Credit Provisions

- 18.5.1.** 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.

19. 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.

19.1. Eligibility

19.1.1. Applicants offered admission to a program, may be eligible to defer their admission for a period of one calendar year, unless the program is listed in Clause 19.2 Excluded Programs.

19.1.1.1. Only a limited number of deferments will be allowed within the

- a. Bachelor of Medicine – JMP;
- b. Bachelor of Medical Science/Doctor of Medicine – JMP; and
- c. Bachelor of Midwifery.

19.2. Excluded Programs

19.2.1. The following programs are excluded from Deferment of Admission

- a. All undergraduate end on honours programs
- b. Graduate Diploma of Psychology
- c. Master of Clinical Psychology

19.2.2. Students wishing to delay commencing study within a program that is excluded from Determent of Admission must re-apply for admission via the appropriate admission centre for admission to the next admission period for the program.

19.3. Procedure

19.3.1. To defer the offer of admission, an applicant must notify the Academic Registrar using MyHub or in writing before the expiry date of the offer of admission (normally seven calendar days from date of offer).

19.3.1.1. Applications for deferment of the Bachelor of Medicine – JMP, the Bachelor of Medical Science/Doctor of Medicine – JMP and the Bachelor of Midwifery will be referred to the Faculty of Health and Medicine.

19.3.1.2. International students seeking deferral of admission must apply through the International Office.

19.3.2. Deferments will not be approved for programs in teach-out.

- 19.3.3.** A formal notice of the outcome will be provided. 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 with the same admission requirements.
- 19.3.4.** Further enrolment advice will be provided at the same time as continuing students are advised of re-enrolment procedures.
- 19.3.5.** 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.
- 19.3.6.** Offers of admission and deferment of the offer are program/campus specific and are not transferable.

20. Internal Program Transfer

20.1. Availability

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

- i. undergraduate students applying to transfer to another undergraduate program
- ii. postgraduate coursework students applying to transfer to a nested program

20.2. Commencing Students

20.2.1. Approval of transfers for commencing students 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.

20.3. Continuing Students

20.3.1. Approval of transfers will depend on whether:

- i. the student meets the required academic requirements
- ii. The program is available for internal transfer
- iii. There are vacancies in the program/location
- iv. The student meets any additional selection criteria for the substitute program

20.3.2. The following scenarios will be approved automatically:

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 (Honours) degree program	Another combined Law (Honours) 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, <i>Note: This provision excludes Bachelor of Midwifery who will need to seek permission of the Program Convenor prior to transfer.</i>
Graduate diploma, graduate certificate	Masters in a nested degree
B Engineering (Honours) (any discipline)	B Computer Science or B Engineering (Mining) Transfer
B Engineering (Honours) (any discipline)	B Engineering (Honours) (any discipline)
B Computer Science	B Engineering (Honours) (any discipline)
B Information Technology	B Computer Science
B Computer Science	B Information Technology
B Design (Architecture)	B Construction Management (Building)
B Engineering (Mining) Transfer	B Engineering (Honours) any discipline

20.4. Excluded Programs

20.4.1. The following programs are excluded from internal transfers:

- a. B Medicine – JMP
- b. Bachelor of Medical Science/Doctor of Medicine – JMP
- c. B Midwifery

20.4.2. Students wishing to transfer to a program that is excluded from internal transfers must apply for admission via the appropriate admission centre (i.e. International Office, Admissions or UAC).

21. Leave of Absence

A Leave of Absence provides a means for students to take an approved leave of absence from a program without being required to go through the re-admission process upon return to the University. Students who are approved for a leave of absence will be allowed to enrol in courses during the re-enrolment period for the next term upon their return from their approved leave of absence period. The course offerings of the University are under continual review. Students applying for Leave of Absence should take into consideration that a program from which they take leave may be revised or discontinued, or may cease to be accredited, during their period of absence. In these circumstances, every attempt will be made to provide the original program. However, where this is not possible, the University reserves the right to offer the student a place in an equivalent or near-equivalent program instead of the place in the specific program from which leave was taken.

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

21.1.1. A student may be eligible for a leave of absence for up to one academic year provided that they:

- a. have completed a minimum of ten units of study;
- b. are in adherence with the maximum time for completion as outlined in the [Maximum Time for Completion of Programs Schedule \[000962\] for their program](#);
- c. are not enrolled in an enabling program (Newstep, Open Foundation or Yapug);
- d. are not enrolled in a program listed in Clause 21.2; and
- e. are not currently suspended, on enforced leave, excluded, cancelled or serving an expulsion from a program, Faculty or the University of Newcastle itself, as the suspension, enforced leave, exclusion, expulsion or cancellation will override leave of absence.

21.1.2. Students who wish to go on leave of absence are expected to consult with Student Central prior to the relevant census date, or for students' enrolled in a placement course, the relevant prescribed date and will then need to notify the University in writing or through myHub seeking permission to take a leave of absence.

21.1.3. Students will be permitted to re-enrol in their program following one academic year of leave of absence. Students seeking to return to study prior to the end of one academic year will need to notify Student Central.

21.1.4. With permission of the relevant Program Convenor, students may be permitted to take any additional leave of absence from the program for

up to one academic year unless they are enrolled in a program listed in clause 21.2.

- a. Students seeking an additional leave of absence are required to submit an [application for leave of absence](#) in these programs 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.

21.1.5. 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.

21.2. Excluded Programs

21.2.1. The following programs cannot guarantee a leave of absence due to progression requirements or accreditation restrictions or discontinuation (in teach –out) of the program:

Table 5

Program Code	Program Title
11435	Bachelor of Aboriginal Studies (Honours)
10779	Bachelor of Arts/Bachelor of Laws [This program is in teach-out]
10214	Bachelor of Arts (Honours)
10039	Bachelor of Business [This Program is in teach-out]
11065	Bachelor of Business/Bachelor of Commerce [This Program is in teach-out]
12345	Bachelor of Business/Bachelor of Laws (Honours) [This program is in teach-out]
11182	Bachelor of Business/Bachelor of Laws [This program is in teach-out]
10988	Bachelor of Biomedical Science (Honours)
10982	Bachelor of Biotechnology (Honours)
10446	Bachelor of Commerce [This program is in teach-out]
12344	Bachelor of Commerce/Bachelor of Laws (Honours) [This program is in teach-out]
10780	Bachelor of Commerce/Bachelor of Laws [This program is in teach-out]
11503	Bachelor of Communication/Bachelor of Laws [This program is in teach-out]
11584	Bachelor of Communication (Honours)
11547	Bachelor Development Studies (Honours)
12284	Bachelor of Engineering (Honours) (Chemical)
12288	Bachelor of Engineering (Honours) (Civil)
12291	Bachelor of Engineering (Honours) (Computer)
12295	Bachelor of Engineering (Honours) (Electrical)
12298	Bachelor of Engineering (Honours) (Environmental)
12300	Bachelor of Engineering (Honours) (Mechanical)
12304	Bachelor of Engineering (Honours) (Mechatronics)

12305	Bachelor of Engineering (Honours) (Software)
12281	Bachelor of Engineering (Honours) (Surveying)
12306	Bachelor of Engineering (Honours) (Telecommunications)
10063	Bachelor of Engineering (Chemical) [This program is in teach-out from 2015]
12282	Bachelor of Engineering (Honours) (Chemical)/ Bachelor of Business
12286	Bachelor of Engineering (Honours) (Chemical)/ Bachelor of Mathematics
12287	Bachelor of Engineering (Honours) (Chemical)/ Bachelor of Science
12292	Bachelor of Engineering (Honours) (Computer)/ Bachelor of Computer Science
12293	Bachelor of Engineering (Honours) (Computer)/ Bachelor of Mathematics
12294	Bachelor of Engineering (Honours) (Computer)/ Bachelor of Science
12282	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Business
12290	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Engineering (Honours) (Environmental)
12287	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Mathematics
10193	Bachelor of Engineering (Civil)/ Bachelor of Surveying [This program is in teach-out from 2015]
12282	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Engineering (Honours) (Surveying)
12296	Bachelor of Engineering (Honours) (Electrical)/ Bachelor of Business
12297	Bachelor of Engineering (Honours) (Electrical)/ Bachelor of Mathematics
12299	Bachelor of Engineering (Honours) (Environmental)/ Bachelor of Business
10205	Bachelor of Engineering (Mechanical) [This program is in teach-out from 2015]
12301	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Business
40004	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Mathematics
12303	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Science
12302	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Engineering (Honours) (Mechatronics)
40003	Bachelor of Engineering (Honours) (Mechatronics)/ Bachelor of Mathematics
11706	Bachelor of Environmental Science and Management (Honours)
12230	Bachelor of Exercise and Sport Science (Honours)
12243	Bachelor of Food Science and Human Nutrition (Honours)
11193	Bachelor of Fine Art [This program is in teach-out from 2016]
11194	Bachelor of Fine Art (Honours)
11691	Bachelor of Health Science (Honours)
11679	Bachelor of Information Technology (Honours)
10806	Bachelor of Laws (Graduate Entry) [this program is in teach-out]
10806	Bachelor of Laws [this program is in teach-out]
10861	Bachelor of Laws /Diploma of Legal Practice [this program is in teach-out]
10159	Bachelor of Mathematics (Honours)
40002 40011 40012	Bachelor of Medical Radiation Science (Honours) (all 3 programs)
11017 11018 11019	Bachelor of Medical Radiation Science (all 3 programs) [these programs are in teach out]
12389	Bachelor of Medical Science (Honours)

	Bachelor of Medical Science/Doctor of Medicine – Joint Medical Program including the single elements of this combined program: Bachelor of Medical Science and Doctor of Medicine
10379	Bachelor of Medicine –Joint Medical Program
12200	Bachelor of Midwifery
12330	Bachelor of Midwifery (Honours)
10809	Bachelor of Music (Honours)
11532	Bachelor of Natural History Illustration (Honours)
11725	Bachelor of Nursing
10706	Bachelor of Nursing [This program is in teach-out]
12339	Bachelor of Nutrition and Dietetics (Honours)
12338	Bachelor of Occupational Therapy (Honours)
10792	Bachelor of Occupational Therapy [This program is in teach-out from 2015]
11576	Bachelor of Oral Health [This program is in teach-out from 2015]
12390	Bachelor of Oral Health Therapy
12328	Bachelor of Pharmacy (Honours)
12337	Bachelor of Physiotherapy (Honours)
11692	Bachelor of Podiatry
11394	Bachelor of Psychology [This program is in teach-out from 2015]
10496	Bachelor of Science (Honours)
11168	Bachelor of Science (Forensic)/Bachelor of Laws [This program is in teach-out from 2015]
10726	Bachelor of Social Science (Honours)
11387	Bachelor of Social Science/Bachelor of Laws [This program is in teach-out]
10374	Bachelor of Surveying [This program is in teach-out from 2015]
12369	Bachelor of Teaching (Fine Art) (Honours) [This program is in teach-out from 2016]
12215	Bachelor of Teaching (Primary)/ Bachelor of Arts [This program is in teach-out from 2015]
12216	Bachelor of Teaching (Primary)/ Bachelor of Early Childhood Studies [This program is in teach-out from 2015]
12214	Bachelor of Teaching (Secondary)/ Bachelor of Arts [This program is in teach-out from 2015]
12217	Bachelor of Teaching (Secondary)/ Bachelor of Fine Art [This program is in teach-out from 2015]
12218	Bachelor of Teaching (Secondary)/ Bachelor of Health and Physical Education [This program is in teach-out from 2015]
12223	Bachelor of Teaching (Secondary)/ Bachelor of Mathematics [This program is in teach-out from 2015]
12219	Bachelor of Teaching (Secondary)/ Bachelor of Science [This program is in teach-out from 2015]
12220	Bachelor of Teaching (Secondary)/ Bachelor of Technology [This program is in teach-out from 2015]
11703	Bachelor of Theology
12208	Bachelor of Theology (Honours)
11254	Bachelor of Visual Communication Design (Honours)
12229	Diploma in Theology [This program is now in teach-out and will be available as an exit only award from 2015]
11509	Doctor of Business Administration [This program is in teach-out]
11704	Doctor of Clinical and Health Psychology [This program is in teach-out]

11579	Doctor of Clinical Psychology [This program is in teach-out]
11255	Graduate Certificate in Applied Linguistics
11234	Graduate Certificate in Aviation Management (Online) [This program is in teach-out]
11712	Graduate Certificate in Digital Media [This program is in teach-out]
11008	Graduate Certificate in Educational Studies [This program is in teach-out]
11360	Graduate Certificate in Environmental and Business Management (in teach--out)
11699	Graduate Certificate in Environmental Management [This program is in teach-out]
11686	Graduate Certificate in Health Science [This program is in teach-out]
10976	Graduate Certificate in Occupational Health and Safety [This program is in teach-out]
12250	Graduate Certificate in Project Management for the Built Environment [This program is in teach-out]
11521	Graduate Certificate in Property [This program is in teach-out]
12211	Graduate Certificate in Theology [This program is in teach-out]
10965	Graduate Diploma in Clinical Epidemiology [This program is in teach-out]
12270	Master of Applied Health and Business Psychology [This program is in teach out]
11287	Master of Applied Management (Health) (Distance Learning/Online) [This program is in teach-out]
11235	Master of Aviation Management (Online) [This program is in teach-out]
11545	Master of Business [This program is in teach-out]
11003	Master of Business Administration [This program is in teach-out]
11696	Master of Business Administration / Master of Applied Finance [This program is in teach-out]
11697	Master of Business Administration / Master of Human Resource Management [This program is in teach-out]
12247	Master of Business Administration / Master of Information Technology (Professional) [This program is in teach-out]
11507	Master of Business Administration / Master of International Business [This program is in teach-out]
11695	Master of Business Administration / Master of Marketing [This program is in teach-out]
11534	Master of Clinical Psychology [This program is in teach-out]
12380	Master of Clinical Psychology
11713	Master of Digital Media [This program is in teach-out]
11378	Master of Disability Studies (Distance Education) [This program is in teach-out]
12248	Master of Disaster Preparedness and Reconstruction [This program is in teach-out]
10934	Master of Early Childhood Education (Distance Education) [This program is in teach-out]
10418	Master of Educational Studies [This program is in teach-out]
11361	Master of Environmental and Business Management (in teach--out)
11700	Master of Environmental Management [This program is in teach-out]
11042	Master of Human Resource Management [This program is in teach-out]
12233	Master of Information Technology [This program is in teach-out]
12234	Master of Information Technology (Professional) [This program is in teach-out]
11586	Master of International Business [This program is in teach-out]
10975	Master of Leadership and Management in Education [This program is in teach-out]
11043	Master of Marketing [This program is in teach-out]

11380	Master of Music Technology [This program is in teach-out]
11689	Master of Occupational Health and Safety [This program is in teach-out]
11536	Master of Pharmacy
12188	Master of Professional Accounting (Advanced) [This program is in teach-out]
12267	Master of Professional Accounting/Master of Business [This program is in teach-out]
12241	Master of Project Management for the Built Environment [This program is in teach-out]
11522	Master of Property [This program is in teach-out]
11233	Master of Social Change and Development [This program is in teach-out]
10936	Master of Special Education [This program is in teach-out]
12212	Master of Theology [This program is in teach-out]
11572	Master of Workplace Injury Management and Occupational Rehabilitation [This program is in teach-out]

21.2.2. Students are required to submit an [application for leave of absence](#) in these programs 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.

21.2.3. The relevant Program Convenor or, in the case of the Bachelor of Medicine – JMP and the Bachelor of Medical Science/Doctor of Medicine – JMP, the Dean of Medicine, will be responsible for assessing and approving applications for leave of absence for programs listed under Clause 21.2.

21.3. Leave of Absence for International On-Shore Students

21.3.1. International on-shore students wishing to apply for leave of absence must have: A international on-shore student may be eligible for a leave of absence provided that they:

- a. have completed a minimum of ten units of study;
- b. have demonstrated compassionate or compelling circumstances;
- c. are in adherence with the maximum time for completion as outlined in the [Maximum Time for Completion of Programs Schedule \[000962\] for their program](#);
- d. are not enrolled in a program listed in Clause 21.2 unless the leave of absence is endorsed by the relevant Program Convenor; and
- e. are not currently suspended, on enforced leave, excluded, cancelled or serving an expulsion from a program, Faculty or the University of Newcastle itself, as the suspension, enforced leave, exclusion, expulsion or cancellation will override leave of absence.

- 21.3.2.** Students who wish to go on leave of absence are expected to consult with Student Central prior to the relevant census date, or for students' enrolled in a placement course, the relevant prescribed date and then:
- a. For Callaghan and Ourimbah campus applications for leave of absence must be lodged with the Student Advice team for assessment.
 - b. For students based at UON Sydney applications for leave of absence must be lodged with the International Student Engagement team.
- 21.3.3.** The Student Advice team or International Student Engagement Sydney will liaise with appropriate University staff (for example Program Advisors or Program Convenors for students enrolled in programs listed in clause 21.2) regarding impact on the student's program of study. The student will be advised of possible implications such as program/course availability.
- 21.3.4.** 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).
- 21.3.5.** 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 an 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 or course availability issues– 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 a determined period as a result of the Show Cause process. The Intervention must include other strategies throughout this period if student does not return home.

21.3.6. For approved applications, the Student Advice team or International Student Engagement Sydney will process the leave of absence 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. Where necessary the student will also be advised to contact the Program Advisor or Student Advice team prior to return for an updated electronic Confirmation of Enrolment (eCoE).

21.3.7. The Australian Commonwealth government may, in accordance with ESOS Legislation, allow students granted leave of absence by the University to remain in Australia for part of the duration. Cases will be assessed by the relevant government department on an individual basis.

21.3.8. 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 the relevant Commonwealth government department responsible for immigration to ensure they are not in breach of their visa conditions.

21.3.9. Students must advise their Program Advisor of their return from leave of absence discuss their enrolment plan.

21.3.10. 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.

21.3.11. The Student Advice team or International Student Engagement Sydney will advise the student in writing that the application has been denied and liaise with the student to facilitate support where applicable. The student also has a right to appeal the decision in accordance with the University's [Complaints Resolution Policy 000745](#).

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

21.3.13. Duration of leave

- i. The Student Advice team or International Student Engagement Sydney will assess student's leave requests for a period of up to six months. Leave requests for longer than six months will be considered and the individual circumstances of the student will be assessed. The student is responsible for liaison with relevant Commonwealth government department regarding the implications on the student visa.
- ii. If a student does not meet required compassionate or compelling circumstances the University may grant a leave of absence that will require the student to discontinue their student visa and reapply for a student visa at the conclusion of the leave of absence.
- 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 (with approval from the relevant Program Convenor) for some programs subject to Faculty requirements, the maximum time for obtaining the relevant award, the student's academic record and the provision of section 21 of this manual.
- iv. It is the student's responsibility to contact the relevant Commonwealth government department responsible for immigration for visa related information.
- v. Any extensions to a leave of absence must be reassessed by a Student Advisor or International Student Engagement Sydney in consultation relevant University staff 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. This may require student to extend their student visa due to course availability.
- vi. It is the students' responsibility to contact relevant the Program Advisor before they return to study to arrange for a CoE extension (if required) and advice on enrolment.

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

22. 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.

The Behavioural Risk Group meet regularly to monitor, assess and recommend action to maximise the safety of any party of the University community that may be impacted by the conduct of individuals within or in contact with the University community.

22.1. Miscellaneous

- 22.1.1. 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.
- 22.1.2. These provisions operate in conjunction with the Student Misconduct Rule.
- 22.1.3. Any proceeding commenced simultaneously under either this or the Student Misconduct Rule may be suspended.
- 22.1.4. All decisions made under these provisions are to consider the operation of the Disability Discrimination Act.

22.2. Reporting

- 22.2.1. 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.
- 22.2.2. 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.

22.3. Low Level Intervention

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

22.4. Medium Level Intervention

- 22.4.1.** Medium level interventions will be referred to the Behavioural Risk Group (BRG) by the staff within the Campus Care Unit.
- 22.4.2.** The Behavioural Risk Group will operate in accordance with the Potential Critical Incident – Preventative Action Guideline [000853].
- 22.4.3.** 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.
- 22.4.4.** 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.
- 22.4.5.** 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.
- 22.4.6.** 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.

22.5. High Level Intervention

- 22.5.1.** High level interventions will be referred to the Academic Registrar by either the Campus Care Unit or the Behavioural Risk Group.
- 22.5.2.** 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.

22.5.3. The Deputy Vice Chancellor (Academic) will consider the report and act as deemed appropriate to ensure the safety and welfare of the students and others.

22.5.4. The Deputy Vice Chancellor (Academic) 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.

22.6. Appeal

22.6.1. A student may appeal a determination made under Section 19, any appeal will be managed in accordance with Part H of the Student Conduct Rule.

23. Appeals

23.1. Process

23.1.1. A Student may appeal a decision made under the following clauses:

- a. Clause 16.2.5;
- b. Clause 17.1
- c. Clause 18.1.2
- d. Clause 18.2.1 and 18.2.2
- e. Clause 19.3.1.1 and 19.3.1.2
- f. Section 20
- g. Section 21

23.1.2. The Student may lodge an appeal within 5 Working Days of notice of the outcome.

23.1.3. An appeal may only be on one or more of the following grounds:

- (a) evidence of a breach of this Procedure Manual;
- (b) evidence that the determination was affected by a Conflict of Interest; and/or
- (c) new information has become available that could not reasonably have been provided by the Student earlier, and it is probable that this information would have affected the determination.

23.1.4. An appeal on the grounds of outcome alone will not be considered.

23.1.5. An appeal must be made in writing and the grounds of appeal must be clearly set out.

23.1.6. An appeal is to be made to an Appeal Officer, to be determined as follows:

Original decision maker	Appeal Officer/Body
Admissions Officer, Student Central	Academic Registrar
Admissions Officer, UoN Global	Director International Enrolments & Partnerships
Academic Registrar	Deputy Vice-Chancellor (Academic)
Program Convenor	Relevant Faculty Pro Vice-Chancellor
Head of School	Relevant Faculty Pro Vice-Chancellor

Relevant Faculty Pro Vice-Chancellor	Deputy Vice-Chancellor (Academic)
Deputy Vice-Chancellor (Academic)	Vice-Chancellor

23.1.7. Upon receipt of an appeal made in time, the Appeal Officer:

- (a) will consider the information provided in the appeal, to the extent that the information relates to one of the grounds of appeal set out in clause 21.1.3;
- (b) will consider material taken into account by the original decision maker in making their determination, which is relevant to the grounds of appeal;
- (c) may request further information from the Student or from the original decision maker; and will then:
 - (i) dismiss the appeal; or
 - (ii) uphold the appeal and reverse the original decision; or
 - (iii) uphold the appeal and vary the original decision.

23.2. Determination is final

23.2.1. The Appeal Officer will inform the Student in writing of the determination, including reasons for the determination.

23.2.2. The determination of the Appeal Officer is final and there is no further avenue of appeal within the University.

23.2.3. The Student may have the right to further appeal outside the University.

24. Relaxing Provision

To provide for exceptional circumstances arising in any particular case, the Deputy Vice-Chancellor (Academic) on the recommendation of the relevant Pro Vice-Chancellor(s) may relax any provision of this procedure manual, unless otherwise specified in the Rules Governing Admissions and Enrolment.

25. Essential Supporting Documents

[Rules Governing Admission and Enrolment 000966](#)

26. Related Documents

[English Language Proficiency for Admission Policy \(new\)English Language Proficiency for Admission Procedure D15/16415](#)

[Conflict of Interest Policy 000934](#)

[Code of Conduct 000059](#)

[Student Conduct Rule 000935](#)

27. Appendices

There are no appendices for this manual.

Approval Authority	Academic Senate
Amendment Authority	Teaching and Learning Committee
Date Approved	3 August 2011
Date Last Amended	15 May 2017
Date for Review	2017
Policy Sponsor	President of Academic Senate
Policy Owner	Deputy Vice-Chancellor (Academic)
Policy Contact	Manager, Academic Policy and Governance, Student Central academicpolicy@newcastle.edu.au
Amendment History	Chair, Teaching and Learning Committee approved under delegated authority 15 May 2017 the addition of 3 new combined programs to table 2: <ul style="list-style-type: none">• Bachelor of Food Science and Human Nutrition/Bachelor of Business• Bachelor of Arts/Bachelor of Innovation and Entrepreneurship• Bachelor of Creative Industries/Bachelor of Innovation and Entrepreneurship

Academic Senate approved 3 May 2017:

- the definition be added for Academic Year and that the definition for Term be updated to include Full-Year term – 3 May 2017.
- the addition of a new clause 16.2.2: A domestic student is deemed to be a full-time student* in an academic year if the student undertakes a total load of 60 units or more in that academic year.
*Note: Other authorities may specify another minimum for full-time study – this is the University's requirement.
Subsequent clauses re-numbered accordingly.

Revision to clause 5.2.1 ii approved by Academic Senate 08 March 2017 for immediate implementation.

2017 updates added – refer to Table A of this document approved by Academic Senate 30 November 2016.

Administrative update to Section 19 to include additional teach-out programs in the auto-Leave of Absence exclusion table by Manager Academic Policy and Governance 24 February 2016

2016 updates approved by Chair, Teaching and Learning Committee (AUB1) on 2 September 2015 for immediate implementation.

2015 updates approved by TLC 11 November 2014

13 August 2014 - Chair, Teaching and Learning Committee approved, under delegated authority revisions to clauses 3.4 and 11.1.1 to reflect revised program names for 2015 admissions.

3 July 2014 – Chair Teaching and Learning Committee approved under delegated authority revisions to Section 20 to reflect term dates for the summer school term for 2014/2015.

10 February 2014 – Chair, Teaching and Learning Committee approved, under delegated authority, insertion of new clause 1.4 on Conflict of Interest to address policy gap and to refer readers to the University's Conflict of Interest policy and the Code of Conduct

5 February 2014 – Clause 15.3 revised to reflect change of title from Gifted and Talented to High Performing Students Program – approved by DVC(A)/Chair, Teaching and Learning Committee under delegated authority.

31 October 2013 – Updated 2014 (Edition 3) of this Manual, approved by Chair, Teaching and Learning Committee under delegated authority, for implementation 22 November 2013.

12 August 2013 – President of Academic Senate approved, under delegated authority, a revision to Section 3 – Table 2: updates to the Year 12 Bonus Points Scheme for the 2014 admission cycle.

25 January 2013 – Amended title to Procedure Manual to align with Legal advice.

16 January 2013 – President of Academic Senate approved, under delegated authority, revisions to clause 17.2 (including the insertion of Table 5) to provide detailed programs which require Faculty approval for leave.

7 January 2013 – President of Academic Senate approved, under delegated authority, a revision to Section 9 in accordance with the Faculty of Health Admission and Selection Criteria approved by Academic Senate 7 November 2012.

19 October 2012 – Updated 2013 (Edition 2) of this Manual, approved by President of Academic Senate under delegated authority, for implementation from 19 November 2012.

Amendment to Clause 17.2.1. the addition of Master of Clinical Psychology, Doctor of Clinical Psychology and Doctor of Clinical and Health Psychology to the Excluded program list, approved Faculty Board, Science and Information Technology 11 October 2012.

	<p>Addition of Clause 1.3 to provide clarification on the University's discretion to decline admission to an applicant.</p> <p>Previous amendments, refer to 2012 edition for more information.</p> <p>Approved Academic Senate, 3 August 2011, for implementation from 1 January 2011.</p>
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