

Admissions Manual - Coursework and Enabling Programs

This Admissions Manual (Manual) applies to admissions to University of Newcastle (University) programs in 2025. For information on previous years' admissions, please refer to the relevant "Historic Version" of this document.

About this Manual

Introduction

(1) This Manual supports the [Governance Rule](#). In the event of an inconsistency between this Manual and a Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

(2) For information on enrolment, please refer to the [Enrolment Manual](#).

Purpose

(3) The objective of this Manual is to provide clear and concise directions on admissions to University staff, students, and prospective students.

(4) This Manual will be revised annually and published in the University's policy library.

Scope

(5) This Manual applies to admission to enabling, undergraduate and postgraduate coursework programs offered by the University to students studying in Australia and offshore, including those programs in which students enrol through a partner institution.

(6) This Manual applies to admission to non-award study, including cross-institutional study.

(7) This Manual does not apply to Higher Degree by Research programs. Please refer to the [Higher Degree by Research Policy](#).

(8) This Manual applies to the Joint Medical Program (JMP). In the event of an inconsistency between this Manual and the policies and procedures specific to the JMP, the policies and procedures of the JMP prevail to the extent of the inconsistency.

Section 1 - Admissions Policy

Part A - General Admissions Policy

(9) The University's Academic Senate aims to ensure that:

- a. procedures for admission to programs, including admissions schemes and deferment are clearly defined;
- b. equitable access to entry pathways is established for all applicants;

- c. entry pathways provide opportunities for recognition of prior learning (in accordance with the [Credit and Recognition of Prior Learning Policy](#)); and
- d. transparent and accountable processes exist for amendment, review, and relaxation of provisions for admission.

(10) The Program and Course Approval Committee (PCAC) is responsible for approving admission requirements for coursework and enabling programs. Admission requirements for all programs will be detailed in the Program Handbook, and, where relevant:

- a. outlined in the current edition of the [Universities Admissions Centre \(UAC\)](#) guide; or
- b. listed on the [Universities Admissions Centre \(UAC\)](#) website.

(11) The University's admission processes and decisions will comply with the [Anti-Discrimination Act 1977 \(NSW\)](#). Subject to this:

- a. the University reserves the right to decline or withdraw an offer of admission to any applicant in accordance with the provisions of this Manual;
- b. any applicant or student who is currently excluded from the University or another institution will not be considered for admission to the University during the period of exclusion; and
- c. an exclusion from a College or program at the University may preclude an applicant from being considered for admission to that program or a program within that College during the period of exclusion.

Admission Eligibility and Requirements

(12) To be eligible for admission, all applicants, whether domestic or international, must:

- a. meet the English language proficiency requirements as approved by Academic Senate (please refer to the [English Language Proficiency Policy](#));
- b. satisfy the admission requirements for the relevant program as approved by the Program and Course Approval Committee (PCAC) or as specified in the [Enabling Program Schedule](#) (see clause 13);
- c. meet any other additional requirements that may be prescribed in University rules, policies or schedules;
- d. be a minimum of 16 years of age as of 1 March in the year of admission, unless applying on the basis of the Skills for Tertiary Admissions Test (see Clause 16-18). Applicants under the age of 16 years may apply directly to the Vice-Chancellor for consideration; and
- e. meet the inherent requirements of the relevant program, subject to any reasonable adjustments made in accordance with the [Supporting Students with Disability Policy](#).

(13) The following will be considered in assessing whether an applicant satisfies the admission requirements for a program under clause 12(b):

- a. a completed NSW Higher School Certificate (HSC) or equivalent – irrespective of the age of qualification;
- b. completed or partially completed higher education studies;
- c. TAFE/VET qualifications, with a minimum of a completed Certificate III (AQF level 3) except for the Bachelor of Nursing, which recognises the School Based Traineeship (SBT);
- d. TAFE/VET qualifications, with a minimum of a completed Certificate II (AQF level 2) in conjunction with meeting additional performance-based selection criteria for the Bachelor of Music and Performing Arts and associated combined degrees;
- e. completion of a recognised enabling program within a 10-year period preceding admission to the University;
- f. overseas qualifications equivalent to Australian studies. Recognition of overseas qualifications is determined in accordance with clauses 14-15;

- g. a completed non-ATAR education program completed through a recognised Australian secondary school;
- h. Australian Defence Force experience and qualifications;
- i. completion of the Skills for Tertiary Admissions Test (STAT) Multiple Choice in accordance with clauses 16-18;
- j. any applicable admission schemes as outlined in [Appendix 1](#) of this Manual;
- k. any applicable adjustment factors as outlined in [Appendix 2](#) of this Manual;
- l. any other College/program-specific scheme approved by Academic Senate, and detailed in the relevant Program Handbook; or
- m. a combination of any of the above, as stipulated for individual programs.

Recognition of Overseas Qualifications

(14) For the purposes of clause 13, overseas qualifications will be assessed for equivalency to Australian qualifications using proven educational sources, including Country Education Profiles issued by the Australian National Information Centre, ENIC-ARIC or APNNIC.

(15) Where a level of comparability cannot be determined using existing resources, guidelines for the assessment of an overseas qualification may be considered by the University's Teaching and Learning Committee and submitted to Academic Senate for approval.

Skills for Tertiary Admission Test (STAT) Multiple Choice

(16) Completion of the Skills for Tertiary Admission Test (STAT) Multiple Choice will only be considered for admission to the programs outlined in the [Skills for Tertiary Admissions Test \(STAT\) Schedule](#).

(17) Applicants seeking admission on the basis of the STAT Multiple Choice must be at least 18 years of age as of 1 March in the year of admission, and either:

- a. a current school leaver undertaking non-traditional schooling where a formal Year 12 qualification is not possible (i.e., Steiner Education Australia or Australian registered homeschooling); or
- b. a recent school leaver or non-recent school leaver who did not do well at school and has no other qualifications.

(18) There is no time limit on the acceptance of STAT results for admission.

Additional Requirements for International Applicants

(19) In addition to the requirements under clause 12, international applicants intending to study onshore under an International Student Visa:

- a. are eligible for admission only into programs registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS); and
- b. are required to meet the [Genuine Student \(GS\) criteria stated in Ministerial Direction 106](#) under the [Migration Act 1958](#).

(20) The University is required to ensure that necessary welfare arrangements will be in place, prior to making an offer to an international applicant under the age of 18, in accordance with the [Education Services for Overseas Students Act 2000](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#).

Selection Ranks

(21) Minimum selection ranks used for admission to undergraduate degrees:

- a. will be approved annually, for domestic students, by the Senior Deputy Vice-Chancellor (Academic & Global) in

- consultation with the College Pro Vice-Chancellors and Heads of School; and
- b. will be reviewed and adjusted every three years, for international applicants.

(22) An applicant's selection rank will be calculated using proven resources, such as the UAC schedules.

Admission Quotas

(23) The University may place a quota on the number of applicants who will be admitted to a specific program. This quota may be applicable to all applicants, or a specific cohort such as international students.

(24) Where a quota is placed on a program, admission to the program will be either competitive or based on order of acceptance of the offer of admission.

Conflicts of Interest

(25) All staff are required to disclose a conflict of interest if a family member or other personal affiliation is applying for admission to the University either directly or through the UAC.

(26) All staff who undertake administrative, supervisory, or management roles in association with admissions are required to:

- a. declare conflicts of interest in accordance with the [Disclosure of Interest Policy](#) and its associated procedure; and
- b. sign an annual declaration of understanding of the [Conflicts of Interest Policy](#) or retrospective confirmation that relevant conflicts of interest were declared and managed appropriately over the previous 12-month period.

(27) The relevant Senior Manager, Domestic Admissions and Conversions or Senior Manager, International Admissions and Compliance is responsible for ensuring staff comply with the above conflict of interest requirements.

(28) Please also refer to the [Disclosure of Interest Policy](#) and the [Staff Code of Conduct](#).

Part B - Admission Policy for Non-Award Study

(29) Non-award study of an undergraduate or postgraduate course will be available to eligible applicants provided the course has places available and the relevant Head of School has not excluded the course from non-award admission.

(30) All applicants to non-award study must meet the University's English language proficiency requirements (please refer to the [English Language Proficiency Policy](#)).

(31) Higher Education Loan Program (HELP) loans will not be available to domestic students who enrol on a non-award basis. As such, admission to non-award study is subject to the payment of the University's prescribed fees and charges.

(32) Applicants seeking admission to non-award study must:

- a. demonstrate that they meet the assumed knowledge or published course enrolment rules, where applicable, unless otherwise approved by the relevant College Pro Vice-Chancellor or the Director, Pathways and Academic Learning Support Centre;
- b. be 18 years of age or over as of 1 March in the year of proposed enrolment, unless enrolling in the High Performing Students Program through their high school in accordance with clauses 35-37.

Eligibility for Undergraduate Non-Award Study

(33) Applicants will be eligible to study an undergraduate course as a non-award student if they satisfy at least one of the following requirements:

- a. completion of the NSW HSC or an equivalent senior secondary qualification;
- b. completion of a Vocational Education and Training (VET) qualification, delivered by an accredited Registered Training Organisation at Certificate IV level or above;
- c. completion of a minimum of 10 units of undergraduate or postgraduate studies with a pass grade or higher;
- d. completion of a university enabling program; or
- e. any other qualification resulting in a selection rank of 60 or above.

Eligibility for Postgraduate Non-Award Study

(34) Applicants will be eligible to study a postgraduate course as a non-award student if they satisfy at least one of the following requirements:

- a. completion of an AQF 7 Bachelor's degree (or higher) qualification;
- b. completion of an AQF 5 Diploma or AQF 6 Advanced Diploma, and a minimum of three years relevant professional work experience; or
- c. at least five years relevant professional work experience.

Eligibility for the High Performing Students Program

(35) There are no age restrictions for an applicant to be eligible for the High Performing Students Program, but applicants must display a suitable level of maturity and commitment.

(36) Students participating in the High Performing Students Program may use the courses they complete as an admissions pathway to the University of Newcastle upon completion of their HSC or other assessable qualification.

(37) Applicants may be admitted to a maximum of 20 units of non-award study per term.

Part C - Admissions Policy for Cross-Institutional Study

(38) Cross-institutional study allows students of other institutions to complete an approved course at the University and have it credited back to the program being undertaken at their home institution.

(39) Cross-institutional study is available to eligible applicants provided the course has places available and has not been expressly excluded from cross-institutional enrolment by the relevant Head of School.

(40) Cross-institutional study is not available at the Newcastle Australia Institute of Higher Education (Singapore) campus.

(41) Students who hold a Commonwealth Supported Place at their home institution will be charged the Commonwealth Supported student rate for cross-institutional study at the University.

(42) Fee paying students seeking admission for cross-institutional study will be charged the full fee-paying rate.

Part D - Admissions Policy for End-On Honours

(43) To be considered for admission to an end-on Honours program, applicants must satisfy the minimum Grade Point Average (GPA), as outlined in the [Bachelor Honours Degree \(80\) - Awards and Programs Schedule](#), and satisfy any

additional selection criteria outlined in the relevant program handbook. (See also [Grade Point Average \(GPA\) Calculation Procedure](#)).

(44) Admission to some end-on Honours programs may be competitive, and meeting the minimum admission requirements may not guarantee admission.

Part E - Deferment of Admissions Policy

(45) An applicant admitted to a program may request permission to defer their offer of admission for a period of up to one calendar year. The request must be made in accordance with the requirements specified in Part M of this Manual.

(46) Deferment of an offer of admission guarantees the applicant a place in the offered program on expiry of the period of deferment, subject to the program remaining available for admission.

(47) Deferments will not be approved for programs that are in teach-out (see [Degrees in Teach Out](#)).

(48) Offers of admission and deferment of the offer are program and campus specific and are not transferable.

(49) An applicant's deferred offer of admission may lapse if they do not notify the University of their intention to commence study prior to the expiry of the period of deferment.

(50) In exceptional circumstances, a second year of deferment may be granted upon written request. Such applications will require documentary evidence, where possible, to demonstrate exceptional circumstances that prevent the applicant from being able to commence study after their initial deferral period.

Eligibility

(51) Applicants admitted to a program will be eligible to defer their admission unless the program is listed in clause 56.

(52) Only a limited number of deferments will be allowed within the Bachelor of Medical Science and Doctor of Medicine – Joint Medical Program.

(53) Deferral requests for the Bachelor of Midwifery are considered on a case-by-case basis by the Head of School and Dean of Nursing and Midwifery.

(54) For international applicants who are intending to reside in Australia on a student visa:

- a. deferral requests made before the student visa is granted will be considered on a case-by-case basis;
- b. deferral requests made after the student visa is granted will be considered where the applicant can demonstrate compassionate or compelling circumstances.

(55) For the purposes of clause 54, compassionate or compelling circumstances may include but are not limited to:

- a. illness (physical or psychological) that prevents the applicant from commencing their studies;
- b. death or injury of a close family member or friend;
- c. hardship or trauma, such as sudden loss of employment, family breakdown, disruption to domestic arrangements, or the impacts of crime, accident or natural disasters; or
- d. unavoidable commitments that prevent the applicant from commencing study, such as cultural or religious commitments or military service.

Excluded Programs

(56) Applicants admitted to the following programs are not permitted to seek a deferral of their admission:

- a. all undergraduate end-on honours programs;
- b. Master of Clinical Psychology;
- c. Master of Professional Psychology;
- d. Master of Midwifery (Graduate Entry); and
- e. all enabling programs.

(57) Applicants wishing to delay commencing study within one of the programs listed in Clause 56 must withdraw from the program and re-apply for admission in a later admission period. The applicant's admission to the program at that later date is not guaranteed.

(58) Notwithstanding clauses 56 and 57, applicants who receive an offer for the Master of Clinical Psychology or the Master of Professional Psychology may apply to the Head of School, Psychological Sciences, for approval to defer their admission for one calendar year. Approval will be granted on a case-by-case basis, and only where a deferral is deemed necessary to provide additional time to allow the applicant to establish their Indigenous status with the University prior to commencing their studies.

Part F - Policy for Internal Transfers

(59) Current undergraduate students can apply for an internal transfer to change from one undergraduate program to another, unless the program is listed as excluded in clause 62.

(60) Internal transfers are not available for students in postgraduate programs. Students seeking to change from one postgraduate program to another must submit an application for admission to the new program.

Eligibility

(61) Approval of internal program transfers will be subject to:

- a. vacancies in the substitute program;
- b. lodgement of the program transfer application by the cut-off date;
- c. the applicant meeting all published admission requirements and selection criteria for the target program;
- d. the applicant meeting the inherent requirements of the target program; and
- e. assessment against the [Genuine Student \(GS\) criteria in Ministerial Direction 106](#) (for international student visa holders only).

Excluded Programs

(62) The following undergraduate programs are excluded from internal transfers:

- a. Bachelor of Medical Science and Doctor of Medicine – Joint Medical Program; and
- b. Bachelor of Midwifery.

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

Automatically Approved Transfers

(64) For domestic students, the following scenarios will be automatically approved:

Table 1 - Automatic Approval of Internal Program Transfers

Program Currently Enrolled In	Transfer To
Any combined programs	Either single program within the existing combination, provided that program is offered as a stand-alone program. Any other combined degree where one of the named programs remains the same (excluding combined Laws programs and the Bachelor of Music and Performing Arts/Bachelor of Arts).
Combined Laws (Honours) programs	Another combined Laws (Honours) degree program. For Bachelor of Psychological Science / Bachelor of Laws (Honours), the English language proficiency requirements must also be met.
Bachelor of Engineering (Honours) programs (any discipline), including combined programs, or Bachelor of Surveying (Honours), or Bachelor of Engineering (Mining Transfer)	Any other Bachelor of Engineering (Honours) program, or B Engineering (Mining Transfer), or B Computer Science, or B Surveying (Honours). Any other Bachelor of Engineering (Honours) combined program (for students currently enrolled in a combined program only).
Bachelor of Computer Science	Bachelor of Information Technology
Bachelor of Design (Architecture)	Bachelor of Construction Management (Building)
Any Bachelor program	Bachelor of Arts, or Bachelor of Science, or Bachelor of Business, or Bachelor of Commerce, or any Bachelor of Education program. Any Diploma program (excluding Diploma in Languages, Diploma in Surveying, and Diploma in Town Planning).
Any Diploma program (excluding Diploma in Languages)	Any other Diploma program (excluding Diploma in Languages, Diploma in Surveying, and Diploma in Town Planning).

Part G - Policy for Review of Offers of Admission

(65) The University may review a student's admission, including an offer of admission. The possible grounds for review include, but are not limited to:

- a. the applicant failing to accept the offer of admission by the specified date;
- b. the supply of false information, false or falsified documentation to the University or a third party. This may also result in disciplinary action under the [Student Conduct Rule](#), where relevant;
- c. non-compliance with any terms and conditions included in the student's Letter of Offer, the Terms and Conditions of Enrolment or the [Digital Technology Conditions of Use Policy](#);
- d. failure to pay fees and charges payable to the University or partner institution;
- e. the student is found guilty of misconduct and is suspended, excluded or expelled on grounds listed in the [Student Conduct Rule](#);
- f. the student is suspended or excluded under the provisions outlined in the [Student Academic Progress Procedure](#);
- g. the student has failed to enrol or re-enrol by the date specified; or
- h. operational constraints.

(66) When grounds for review have been identified, the course of action may include but is not limited to:

- a. withdrawal of an offer of admission;
- b. suspension of admission;
- c. termination of admission.

(67) The University may withdraw an offer of admission to a program, including a deferred offer, at any time if:

- a. the program quota was filled before the offer was accepted;
- b. the University suspends admission to the program in the specific term and/or at the specific campus relevant to the offer;
- c. the University otherwise ceases to offer the program; or
- d. the University identifies that the Genuine Student (GS) criteria has not been met by an international applicant.

(68) The withdrawal of an offer, or the suspension or termination of admission, must be approved by an appropriate delegate.

Part H - Admissions Appeals Policy

(69) A student may appeal:

- a. the outcome of an application for admission to End-on Honours;
- b. the outcome of an application for admission to Graded Honours Stream within an Embedded Honours Program;
- c. a decision made under any clause in this manual, except:
 - i. Clause 52;
 - ii. Clause 56.

(70) An appeal may be made for any of the following reasons:

- a. evidence of a breach of the requirements of this Manual;
- b. evidence that the original decision or outcome was affected by a conflict of interest; or
- c. evidence of a lack of procedural fairness.

(71) An appeal on the grounds of the decision or outcome alone will not be considered.

(72) An appeal, and the determination of an appeal, must be made in accordance with the [Academic Appeals Policy](#).

Section 2 - Admissions Procedures

Part I - Domestic Admissions Procedures

(73) Domestic applicants seeking admission to an undergraduate or postgraduate program must lodge their application either through the [Universities Admissions Centre \(UAC\)](#) or directly to the University.

(74) Domestic applicants seeking admission to an enabling program must lodge their application directly to the Pathways and Academic Learning Support Centre (See [Direct Application to Enabling Pathways](#)).

Part J - International Applicant Admission Procedures

(75) The University of Newcastle is a culturally diverse community, enriched by the contributions of its diverse student population. The following procedure applies to the admission of international applicants, and is in accordance with the [Education Services for Overseas Students Act 2000 \(ESOS\)](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#), which should be read in conjunction with this document.

(76) International applicants applying for admission to a coursework program or non-award course must apply directly to the University via application channels published on the University of Newcastle website.

(77) International applicants currently completing senior secondary studies, or the International Baccalaureate at an

Australian high school must apply for admission via direct application through the University portal. Applications lodged through UAC will not be accepted.

Submission of documentation

(78) Each piece of documentary evidence attached to an application for admission must be either:

- a. an original document;
- b. a colour copy of the original document;
- c. certified as a true copy of the original document by a certified contractual agent;
- d. certified as a true copy of the original document by a trusted source such as a Notary Public or Justice of Peace;
or
- e. verified by a trusted course such as the applicant's home overseas institution (for applications to Study Abroad and Exchange Programs only).

(79) Where original documents or colour copies are not provided, or the documentation is not certified as outlined above, the University may issue a conditional offer of admission subject to the provision of appropriate documentation.

Offer of Admission

(80) Following assessment of an international applicant's admission application, the University will either:

- a. make an unconditional offer of admission;
- b. make a conditional offer of admission;
- c. make a packaged offer of admission that will permit the applicant to enter their desired program after successful study or completion of another program;
- d. make an offer of admission to an alternate program; or
- e. decline to make an offer of admission.

(81) Offers of admission to International applicants who are intending to study in Australia on a student visa:

- a. must contain or be accompanied by the required information as set out in Standard 2 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#); and
- b. may require the applicant to pay a deposit to secure their place in the program.
 - i. Deposits will be charged in accordance with the [ESOS Act 2000](#) and any refund will be processed in accordance with the [International Student Fees Refund Procedure](#).

(82) The University reserves the right to withdraw an offer of admission, in accordance with Part G of this Manual, if the decision to make that offer is based on incomplete, fraudulent, or misleading information supplied by the applicant or their education agent.

Part K - Non-Award Admissions Procedures

(83) Applicants seeking admission to non-award courses must lodge the necessary application form and supporting documentation by the published closing date for the intended term of study.

(84) Applications will be assessed by relevant Admissions staff in consultation with the relevant College.

(85) Applicants will be notified in writing of the outcome of their application.

Admission to the High Performing Students Program

(86) The University will publish the list of courses available under the High Performing Students Program on the [High Performing Students Program website](#).

(87) Applicants to the High Performing Student Program must:

- a. submit an expression of interest 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.
- b. attend an interview with the coordinating high schools and a University of Newcastle representative.

(88) The interview will require the applicant to present a portfolio or CV documenting their learning and interests outside of school, and any relevant work experience such as their School to Work logbook. Sample interview questions may seek information on:

- a. why the applicant is interested in the course;
- b. the applicant's career expectations;
- c. how the applicant will manage the extra time the course requires; and
- d. how the applicant will maintain high standards for the School Certificate or the Higher School Certificate.

(89) The coordinating high school will notify individual applicants of the outcome of their Expression of Interest and interview, and if selected, the class details.

(90) The University will coordinate the admission and enrolment process for successful applicants.

(91) The University may charge tuition fees for studies undertaken as part of this program in accordance with the relevant Memorandum of Agreement.

Part L - Cross Institutional Admission Procedure

(92) Applicants for cross-institutional study at the University of Newcastle must first gain approval from their home university to ensure that the course will count towards their degree and that the correct fee type will be applied.

(93) Applicants must complete and submit a completed [Home Provider Endorsement Form](#) to be assessed for cross-institutional admission.

Part M - Deferral of Admission Procedure

(94) Requests to defer an offer of admission must be made:

- a. prior to the census date of the term of study for which the offer was made; and
- b. in accordance with any relevant University policy requirements or any other provisions approved by Academic Senate from time to time.

(95) Late requests for deferral may be considered on a case-by-case basis by the Senior Manager, Domestic Admissions and Conversions or the Senior Manager, International Admissions and Compliance.

(96) To defer an offer of admission, domestic applicants must:

- a. indicate their intention to defer in MyHub before the expiry date of the offer of admission (typically seven calendar days from date of offer); or
- b. notify the Admission team in writing to admissions@newcastle.edu.au prior to the census date of the term for

which the offer was made.

(97) International applicants seeking deferral of admission must apply to defer through International Admissions (IA@newcastle.edu.au).

(98) Where an international applicant's deferral is approved the University will report the change to the international student's enrolment in accordance with the [Education Services for Overseas Students Act \(2000\)](#).

(99) Requests for deferment of admission to the Bachelor of Medical Science and Doctor of Medicine – Joint Medical Program and the Bachelor of Midwifery will be referred to the College of Health, Medicine and Wellbeing by the relevant Admissions team.

Notification of Deferral

(100) The relevant Admissions team will provide a formal notice of the outcome of an application for deferment will be provided to the applicant via email.

(101) If the deferment is approved, the notice must indicate:

- a. that the deferred offer will guarantee the applicant a place in the program for which the original offer was made on expiry of the period of deferment;
- b. that this guarantee is subject to the program remaining available with the same admission requirements; and
- c. that the applicant's deferred offer of admission may lapse if they do not notify the University of their intention to commence studies before the expiry of the period of deferment.

(102) For international applicants residing in Australia on a student visa, the notice must also advise of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa.

Part N - Internal Program Transfer Procedure

(103) Applications for internal transfer must be made using the appropriate online application form:

- a. For [domestic applicants](#).
- b. For [International applicants](#).

Part O - Concurrent Admission to Diploma in Languages

(104) Concurrent admission to the Diploma in Languages is available to applicants currently enrolled at the University in a primary undergraduate or postgraduate coursework program.

(105) Enrolment in the Diploma in Languages is not available to students who are currently enrolled in a program that is excluded from concurrent enrolment provisions as outlined in the [Enrolment Manual](#).

(106) Current students who wish to add the Diploma in Languages as a concurrent enrolment must:

- a. apply direct to the University using the [Diploma in Languages Concurrent Application Form](#);
- b. submit their application by the deadline published on the University website; and
- c. meet the minimum admission requirements.

Part P - End-on Honours Admissions Procedure

(107) Applicants must apply directly to the University using the form available on the University website. Applications

must be submitted on or before the published deadline.

Part Q - Admission Appeals Procedure

(108) This procedure must be read in conjunction with the [Academic Appeals Policy](#).

(109) Applicants and students may appeal an admissions decision or outcome by lodging the appeal in writing to the relevant Admissions team within five working days of notice of the decision or outcome to be appealed.

(110) An appeal of an outcome of an application for admission to End-on Honours will be considered by the relevant Head of School.

(111) An appeal of an outcome of an application for admission to Graded Honours Stream within an Embedded Honours program will be considered by the relevant Head of School, unless the Head of School is the original decision maker. Where the Head of School is the original decision maker, the appeal will be considered by the Academic Division General Manager and Academic Registrar.

(112) For all other matters, in the first instance the appeal will be considered by the Academic Division General Manager and Academic Registrar who may refer relevant matters for consideration to the Senior Deputy Vice-Chancellor (Academic & Global).

(113) Upon receipt of an appeal made within the required timeframe, the delegate considering the appeal:

- 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 this Manual;
- 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 appellant or from the original decision maker; and
- d. will then make one of the following determinations:
 - i. dismiss the appeal; or
 - ii. uphold the appeal and reverse the original decision; or
 - iii. uphold the appeal and vary the original decision.

Determination is Final

(114) The delegate considering the appeal will inform the appellant in writing of the determination, including reasons for the determination.

(115) The determination by the delegate considering the appeal is final and there is no further avenue of appeal within the University.

(116) The appellant may have the right to further appeal outside the University.

Section 3 - Roles and Responsibilities

Applicant Responsibilities

(117) All applicants are responsible for providing valid documentation in accordance with the requirements of the Manual.

(118) Applicants who receive an offer of admission to the University are responsible for accepting the offer (where

relevant) and proceeding to enrolment (see [Enrolment Manual](#)) or deferral processes outlined in this Manual.

Admissions Team(s) Responsibilities

(119) The Domestic Admissions team are responsible for assessing applications from domestic applicants for undergraduate and postgraduate coursework programs where the application is submitted directly to the University.

(120) The Pathways and Academic Learning Support Centre is responsible for assessing applications for enabling programs.

(121) The Joint Medical Program (JMP) Admissions team in the College of Health, Medicine and Wellbeing are responsible for assessing applications for the Joint Medical Program (JMP).

(122) The International Admissions and Compliance team are responsible for:

- a. assessing applications for undergraduate and postgraduate coursework programs, including applications for non-award study and internal transfers, from international applicants; and
- b. considering requests for deferral of admission from international applicants, excluding those seeking admission into the Joint Medical Program.

(123) The relevant Admissions team will also:

- a. assess and process each application, ensuring that all eligibility and requirements are met;
- b. issue an offer of admission to the applicant where all requirements are met, and the application is within the cut-off limits;
- c. process requests for deferral;
- d. process internal transfer applications, including assessing applications where required;
- e. consider requests for cross-institutional study, and forward these for approval to the relevant College Pro Vice-Chancellor; and
- f. consider applications for admission to end-on honours, and forward these for approval to the relevant Program Convenor.

Head of School

(124) The relevant Head of School is responsible for:

- a. determining the outcome of an appeal for admission to end-on honours; and
- b. determining the outcome of an appeal for admission to Graded Honours Stream within an embedded honours program;
- c. notifying the relevant Admissions Teams of courses that are excluded from non-award study, and of any limits to the number of non-award enrolments permitted in an individual course.

Academic Division General Manager and Academic Registrar

(125) The Academic Division General Manager and Academic Registrar is responsible for:

- a. considering the outcome of requests to defer admission from Domestic applicants, excluding those applicants seeking entry into the Joint Medical Program;
- b. approving the withdrawal of an offer of admission made to an applicant; and
- c. determining the outcome of appeals relating to admissions.

Dean of Medicine - Joint Medical Program

(126) The Dean of Medicine - Joint Medical Program (JMP) is responsible for considering the outcome of deferral of admission requests from applicants seeking admission into the Joint Medical Program.

Deputy Vice-Chancellor (Academic) and Vice President

(127) The Senior Deputy Vice-Chancellor (Academic & Global) is responsible for:

- a. setting the University selection ranks;
- b. approving admissions through the Newcastle Law School Indigenous Early Entry Scheme; the Newcastle Law School Refugee Early Entry Scheme, and the Special Circumstances Admissions Scheme;
- c. approving the withdrawal of an offer of admission;
- d. approving the suspension or termination of admission;
- e. determining the outcome of appeals, where the appeal has been referred by the Academic Division General Manager and Academic Registrar; and
- f. considering applications to waive the admissions requirements for an undergraduate or postgraduate applicant.

Vice-Chancellor

(128) The Vice-Chancellor is responsible for considering admission requests from applicants who are under the age of 16 years.

Program and Course Approval Committee (PCAC)

(129) The PCAC is responsible for approving the admission requirements for coursework and enabling programs.

Teaching and Learning Committee (TLC)

(130) The Teaching and Learning Committee (TLC) is responsible for consideration of overseas qualifications not recognised through proven education sources to establish Australian comparability.

Section 4 - Quality Assurance

(131) The Director, Future Students Domestic and Director, Future Students International will review key metrics associated with admissions to monitor performance and identify trends. The findings of the review will be reported annually to Academic Senate.

(132) The Director, Future Students Domestic and Director, Future Students International will undertake an annual review of admissions processes, in consultation with the Risk Unit and in accordance with the [Risk Management Framework](#).

Section 5 - Relaxing Provision

(133) To provide for exceptional circumstances arising in any case, the Senior Deputy Vice-Chancellor (Academic & Global) and President Academic Senate in a joint capacity and on the recommendation of the relevant College Pro Vice-Chancellor, may relax a provision of this manual provided that the relaxation:

- a. does not compromise compliance with external obligations (including but not limited to contractual, legislative or accreditation requirements);
- b. does not override a decision made under a formal delegation of authority;

- c. does not replace a decision that is subject to a formal delegation of authority; and
- d. gives due consideration to the principles of procedural fairness.

Section 6 - Appendices and Schedules

(134) [Appendix 1 - 2024 University Approved Admission Schemes](#)

(135) [Appendix 2 - 2024 Adjustment Factors](#)

(136) [Admissions - Year 12 Adjustment Scheme Schedule](#)

(137) [Admissions - Subject Spotlight Scheme Schedule](#)

(138) [Guaranteed Entry Admission Scheme Schedule](#)

(139) [Special Tertiary Admissions Test \(STAT\) Schedule](#)

Status and Details

Status	Current
Effective Date	12th November 2025
Review Date	25th June 2026
Approval Authority	President Academic Senate
Approval Date	11th November 2025
Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	John Radvan Senior Manager, Academic Governance & Compliance

Glossary Terms and Definitions

"Enabling program" - A tertiary preparation program offered to domestic students.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Joint Medical Program (JMP)" - The Bachelor of Medicine or Bachelor of Medical Science and Doctor of Medicine as delivered in partnership by University of Newcastle and University of New England.

"Working day" - Any day other than Saturday, Sunday, or a public holiday in Newcastle, on which business may be conducted.

"Applicant" - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s. For all other uses of this term, the generic definition applies.

"Calendar days" - All days in a month including weekends and public holidays.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Census date" - The date in each term on which a student / candidate enrolled in a course is deemed to be financially liable for the course.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Disciplinary action" - When used in relation to staff of the University, this is as defined in the applicable and current Enterprise Bargaining Agreement, or the staff member's employment contract. When used in relation to students of the University, this refers to the range of penalties that may be applied under the Student Conduct Rule.

"GPA" - The Grade Point Average calculated over a set of courses or specified number of courses at a particular level as per the Grade Point Average (GPA) Calculation Guideline.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Program Convenor" - The academic staff member with overall responsibility for the management and quality of a program.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Term" - When referring to an academic period, 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. For all other uses of this term, the generic definition applies.

"Undergraduate" - Refers to any qualification up to and including the level of a Bachelor Honours degree.

"Unit" - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

"Recent school leaver" - A domestic applicant seeking admission to the University who holds an assessable secondary qualification, completed within the 2 years prior to admission, and who has not completed additional studies since completion of their secondary qualification.

"Selection rank" - The applicant's rank determined for the purpose of undergraduate admission, inclusive of any adjustment factors.

"Adjustment factors" - Additional points that can be applied to an applicant's raw rank on the basis of an admission scheme.

"Domestic applicant" - An applicant (as defined by the University) who is an Australian citizen, Australian Permanent Humanitarian visa holder, Australian Permanent Resident, or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand).

"Domestic student" - A student (as defined by the University) who is an Australian citizen, Australian Permanent Humanitarian visa holder, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand).

"International applicant" - An applicant (as defined by the University) who is not an Australian citizen, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand). See also International Student.

"International student" - A student (as defined by the University) who is not an Australian citizen, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand). This includes students who will be studying offshore and those who will be studying onshore and have a student visa, provisional residency, temporary residency, bridging visa, or any other category of non-permanent visa for Australia.

"College" - An organisational unit established within the University by the Council.

"Current school leaver" - A domestic applicant seeking admission to the University who is currently undertaking a secondary qualification (e.g. Higher School Certificate (HSC), International Baccalaureate (IB), or interstate

equivalent).

"Non-recent school leaver" - A domestic applicant seeking admission to the University who has started or completed additional studies since completion of their secondary qualification.

"Delegate" - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.

"Inherent requirements" - When referring to program requirements, inherent requirements are the essential abilities, knowledge and skills required to complete a specific program and that must be met by all students enrolled in that program.