

# Admission and Enrolment Procedure Manual - Coursework Programs

## Foreword

This manual applies only to admissions and enrolments in the calendar year of 2019.

(1) This manual supports the [Governance Rule](#), Schedule 2 – Delegation of Academic Matters of the Governance Rule and the [Awards and Graduation Policy](#). In the event of an inconsistency between lower level policy documents and a Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

(2) 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.

(3) The Admission and Enrolment Procedure Manual – 2019 applies to:

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

(4) The Admission and Enrolment Procedure Manual is revised annually and approved by Academic Senate.

(5) The most current version of the procedure manual will be published on the University website. The provisions of the manual apply to Admission and Enrolment for the noted academic year. Changes will only be made in the intervening period if required by external legislation or as approved by Academic Senate.

## Application of this Procedure Manual

(6) Academic Senate aims to ensure that there:

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

(7) 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**

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

### **Further Information for Staff**

(9) Where there is a perceived need for a variation from the processes described in the procedure manual, staff should contact the Senior Manager Admissions, UniAccess, Student Central.

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

(11) Staff may provide feedback on this manual by emailing [academicpolicy@newcastle.edu.au](mailto:academicpolicy@newcastle.edu.au)

### **Further Information for Students**

(12) For further information or clarification of the content contained in this procedure manual contact [academicpolicy@newcastle.edu.au](mailto:academicpolicy@newcastle.edu.au)

### **Communication with Students**

(13) 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 primarily use the UON student email account.

(14) All students are expected to check their UON student email account frequently.

### **Authorising Policy**

(15) The Admission and Enrolment Procedure Manual – Coursework Programs has been developed under the authority of the Academic Senate.

## **Section 1 - Admission**

(16) 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 and/or listed on the [Universities Admissions Centre](#) website.

(17) In the processes of student selection, the University will assess the academic competence of applicants. Applications from students who meet standard admission criteria for a program will not be rejected on the basis of pre-judgements of their ability to cope with the demands of the program, or of their potential employability.

### **Admissions - General**

(18) To be considered for admission to the University, applicants will be required to:

- a. have met the English Language Proficiency requirements as set out by the Academic Senate.
- b. have satisfied the academic requirements prescribed by the Academic Senate for admission to any program.
- c. have met any other additional requirements that may be prescribed in the Rules, the policies, schedules or the Faculty Admissions and Selection Criteria, and
- d. be a minimum of 16 years of age at 1 March of the year of admission. Applicants under the age of 16 years may

apply directly to the Vice-Chancellor for consideration.

## **Admission to an Undergraduate Program**

(19) 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:

- a. Completed NSW HSC or equivalent – irrespective of age of qualification;
- b. Completed or partly completed higher education studies;
- c. TAFE/VET qualifications, with a minimum of a completed Certificate III (AQF level 3), excluding the Bachelor of Nursing;
- d. TAFE/VET qualifications, with a minimum of a completed Certificate II (AQF level 2) in conjunction with additional performance based selection criteria for the Bachelor of Music and associated combined degrees.
- e. Completed recognised enabling program;
- f. Overseas qualifications equivalent to Australian studies (International);
- g. A University approved special admission scheme:
  - i. Educational Access Scheme (EAS);
  - ii. [Year 12 Adjustment Scheme](#);
  - iii. [Regional and Rural Adjustment Points Scheme](#); and
  - iv. Bachelor of Midwifery Admission Scheme.
  - v. Aboriginal and Torres Strait Islander Admission Scheme;
  - vi. Elite Athletes Admission Scheme;
  - vii. Special Circumstances Admission Scheme;
  - viii. Special Tertiary Admissions Test (STAT);
  - ix. Schools Recommendation Scheme;
  - x. 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 as detailed in the relevant Program Handbook.
  - xi. Newcastle Law School Indigenous Early Entry Scheme.
- h. Individual programs can stipulate any combination of the above (including exceptions and higher AQF level qualifications).
- i. A maximum total of 12 points will be applied to the selection rank for eligible students under clauses 19(g) and (h) above.

## **Admission to a Postgraduate Program**

(20) Admission requirements for Postgraduate coursework programs are specified in the Program Handbook.

## **Admission Disclaimer**

(21) The University of Newcastle reserves the discretion to decline admission to any applicant.

(22) 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.

(23) 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.

## Conflict of Interest

(24) 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.

(25) 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.

(26) Admissions team staff must also sign an annual declaration of understanding of the Conflicts of Interest Policy and/or retrospective confirmation that relevant conflicts of interest were declared and managed appropriately over the previous 12 months period.

See also: [Conflict of Interest Policy](#) and the [Code of Conduct](#).

## Appeals

(27) 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.

(28) 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 21.

# Section 2 - Educational Access Scheme (EAS)

## Provisions

(29) The Educational Access Scheme involves adjustment factors for applicants who have suffered disadvantage throughout their education, using [University Admissions Centre](#) Pty Ltd (UAC)EAS guidelines.

(30) EAS applies to both current and non-current school leavers.

(31) Applicants who wish to apply for the EAS must adhere to UAC closing dates, or direct admission closing dates as published on the University's website.

(32) Adjustments will not be available to applicants applying directly to the University if already applied under the same circumstance via EAS.

(33) A maximum of 4 points may be awarded to the selection rank for applicants eligible under the EAS whether the application is via UAC or directly to the University.

## Excluded Programs

(34) The EAS does not apply to the following programs:

- a. Bachelor of Medicine – Joint Medical Program (JMP); or
- b. Bachelor of Medical Science and Doctor of Medicine – Joint Medical Program (MD-JMP).

## Section 3 - Year 12 Adjustment Scheme

(35) Students completing specified subjects for the NSW Higher School Certificate (HSC) will be eligible to have up to four additional points added to their selection rank when being assessed for admission to the University of Newcastle.

(36) Year 12 students in other Australian states and territories or those sitting the International Baccalaureate (IB) will also be eligible for equivalent adjustments where the subjects have been mapped by the [Universities Admissions Centre](#) (UAC) as equivalent to NSW HSC subjects.

### Provisions

(37) Points are only applied for achievement in the approved HSC subjects as specified in Table 1 of the Year 12 Adjustment Scheme Schedule (2019).

(38) A maximum of 4 points can be awarded under this scheme.

(39) This scheme only applies to UAC applicants applying via UAC for admission in the period academic year directly following the completion of their HSC.

### Approved HSC Subjects

(40) Academic Senate, on behalf of the University, has determined that the HSC subjects listed in Table 2 of the Year 12 Adjustment Scheme Schedule (2019) will attract adjustments. It is the responsibility of the Faculties to specify which HSC Subjects will attract adjustments for the programs they offer.

## Section 4 - Regional and Rural Adjustment Scheme

(41) The [Regional and Rural Adjustment Points Scheme](#) supports the University's commitment to enhancing access to higher education.

(42) Under this scheme, an additional five points are added to the selection rank 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.

### Applicant Eligibility

(43) 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) as a result of undertaking the NSW HSC or IB at a high school or TAFE College in target areas designed by the University, are eligible.

(44) 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.

### Institution Eligibility

(45) Postcodes of schools included in the [Regional and Rural Adjustment Points Scheme](#) are identified by the University. They are available to prospective students at [Regional and Rural Adjustment Points Scheme](#) website.

### Excluded Programs

(46) The [Regional and Rural Adjustment Points Scheme](#) does not apply to the following programs:

- a. Bachelor of Medical Science and Doctor of Medicine (Joint Medical Program).

- b. Bachelor of Midwifery.

## Section 5 - Aboriginal and Torres Strait Islander Admission Scheme

(47) The University of Newcastle is committed to enabling tertiary education access to Aboriginal and Torres Strait Islander (Indigenous) students.

(48) The Aboriginal and 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 Medical Science and Doctor of Medicine – Joint Medical Program. The process is structured to ensure applications are validated prior to the main [Universities Admissions Centre](#) (UAC) selection rounds.

### Eligibility

(49) Only those applicants who have established Aboriginal and Torres Strait Islander status will be considered for selection under this admission scheme. Status can be established through the provision of the following documentation:

- a. birth records or genealogies verified by a suitable authority;
- b. a [Confirmation of Aboriginality form](#) stamped with the common seal of an incorporated Indigenous organisation;
- c. documentation providing evidence of self-identification, and/or a letter of support confirming the applicants' status by a prominent community member.

### Interview

(50) All applicants to be considered for admission to study under this scheme are to be interviewed by a panel comprising:

- a. The Pro Vice-Chancellor Indigenous Education and Research (or nominee);
- b. The Faculty Pro Vice-Chancellor of first preference or delegated senior representative of that Faculty; and
- c. A member of the Aboriginal and Torres Strait Islander community or a representative from the Hunter region Aboriginal Education Consultative Group (AECG).

(51) Applicants will be required to attend an interview. Within this interview the panel will seek to determine the applicant's potential capability to undertake study in the program for which they have applied.

(52) The Pro Vice-Chancellor Indigenous Education and Research (or nominee) will advise the Deputy Vice-Chancellor (Academic), via the Admissions Unit, of applicants who have been recommended for admission. Deputy Vice-Chancellor (Academic) may approve that an offer be made to an applicant whose selection rank is within 4 points of the rank required for admission in the applicable admission round.

(53) Interviews will normally be held from November to January for Semester 1 applications and May-July for mid-year applications.

## Section 6 - Elite Athletes Admission Scheme

### Provisions

(54) 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.

(55) Admission will usually be considered if the applicant's selection rank is within 4 points of the selection rank required to be considered for admission in December Round 2.

### **Excluded Programs**

(56) The Elite Athletes Admission Scheme does not apply to the following programs:

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

## **Section 7 - Special Circumstances Admission Scheme**

### **Provisions**

(57) 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:

- a. Late qualification assessment at UAC; and / or
- b. Family/home/work circumstances.
- c. Applicants with disability.

(58) Each application together with supporting documentation, for admission under Special Circumstances Admission Scheme will be assessed on its own merits and provided there are vacancies in the relevant program/s for which they are seeking admission.

(59) An applicant's selection rank will usually be within 4 points of the selection rank required for admission in December Round 2 to be considered eligible for special admission under the Special Circumstances Admission Scheme.

(60) During the admission process, the University will take reasonable steps to ensure that all applicants, both with or without disability, are able to seek admission and enrolment without experiencing discrimination.

(61) The University recognises that it must consult with the applicants with disability and make reasonable adjustments in the admission and enrolment process. Reasonable adjustments must maintain the inherent requirements of a course and/or program, not cause health and safety risks to other students, not negatively impact on the learning experiences of other students and not give any kind of advantage.

### **Excluded Programs**

(62) The Special Circumstances Admission Scheme does not apply to the following programs:

- a. Bachelor of Medical Science/Doctor of Medicine – Joint Medical Program.

## **Section 8 - Bachelor of Midwifery Admission Scheme**

## Provisions

(63) To support a commitment to the Hunter New England Area Health Service, all applicants who reside within the University's catchment area will have four points added to their selection rank.

(64) Some applicants may also be eligible for adjustments under the [Year 12 Adjustment Scheme](#) and Educational Access Scheme.

## Section 9 - Subject Performance Scheme

(65) This 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.

### Provisions

(66) Admission under this scheme is based on the applicant's performance in key NSW HSC (or equivalent) subjects.

(67) This scheme applies to recent school leavers. Applicants must have an assessable secondary qualification, completed within the 2 years prior to admission, and must have not completed additional studies since completion of their secondary qualification.

(68) The scheme does not apply to all programs offered by the University of Newcastle. Participating programs are outlined in Programs Participating in the Subject Performance Scheme (2019).

## Section 10 - Guaranteed Entry Admission Scheme

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

### Eligibility

(70) Successful completion of a University of Newcastle enabling program:

- a. Open Foundation;
- b. Newstep; or
- c. Yapug; or

(71) Successful completion of an Australian TAFE or other AQF qualification at a minimum level of:

- a. AQF level IV (Certificate IV);
- b. AQF level V (Diploma); or
- c. AQF level VI (Advanced Diploma).

(72) All applicants must meet the University of Newcastle's English Language Proficiency for Admissions requirements.

(73) The guarantee of admission is contingent on the applicant meeting any other published requirements for admission to a Commonwealth-supported place.

### Provisions

(74) Guaranteed undergraduate places will only be available to applicants who apply in time for consideration in

December Offer Round 2, unless otherwise determined prior to the commencement of the admissions period.

(75) 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.

(76) Participating programs will be determined by the Deputy Vice-Chancellor (Academic) in consultation with the relevant Pro Vice-Chancellors.

(77) Applicants who are currently serving exclusion periods from a program at this or another institution will not be eligible for a guaranteed place until the exclusion period has expired.

(78) Successful applicants offered a guaranteed place may defer the offer for up to 12 months in accordance with Section 18 of this Manual.

(79) 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.

(80) Participating programs are outlined in School Recommendations, Guarantee Admissions Scheme and Programs Accepting STATs Schedule (2019) .

## **Section 11 - Special Tertiary Admissions Test (STAT)**

(81) 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.

(82) The University of Newcastle will consider the STAT Multiple Choice results for admission purposes for the programs listed in clause 83, where an applicant is:

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

(83) Participating programs are included in Guaranteed SRS and STAT Schedule 2019.

### **Currency**

(84) There is no time limit on the acceptance of this qualification for admission.

## **Section 12 - Schools Recommendation Scheme**

(85) 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 may not otherwise receive an offer.

### **Criteria**

(86) Evidence such as the student's performance in relevant subject areas and prior year performance will be required; and

(87) 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.

(88) Participating programs are detailed in Guaranteed SRS and STAT Schedule 2019.

## Section 13 - Newcastle Law School Indigenous Early Entry Scheme

(89) The University of Newcastle is committed to enabling tertiary education access to Aboriginal and Torres Strait Islander (Indigenous) students.

(90) The Newcastle Law School Indigenous Early Entry Scheme offers the opportunity for Indigenous applicants to gain a guaranteed place in the Bachelor of Laws (Honours) Combined program, prior to completion of Senior Secondary Schooling and release of ATARs.

### Provisions

(91) To be eligible for consideration applications apply for admission to the Bachelor of Laws (Honours) Combined via UAC, and submit an application direct to the Newcastle Law School, before the advertised closing date. Closing dates for the Newcastle Law School Indigenous Early Entry Scheme will be published annually on the UON website and UAC entry for the Bachelor of Laws (Honours) Combined program.

(92) Applicants will be required to provide:

- a. An expression of interest in studying law at Newcastle Law School;
- b. A copy of two most recent School reports, demonstrating performance levels of:
  - i. English (Advanced) at 75% or higher or English (Standard) of 80% or higher, and
  - ii. Two additional subjects at 75% or above;
  - iii. Where the applicant has demonstrated circumstances which have impacted their academic performance, the Selection Panel may make a recommend and offer if the applicant has achieved a minimum of 70% in three subjects (including English).
- c. A letter of recommendation for the program from the applicant's School Principal, Year Advisor, Subject Coordinator or Careers Advisor;
- d. Confirmation of Aboriginality and/or Torres Strait Island (ATSI) status as per the University of Newcastle [Aboriginal and/or Torres Strait Islander Establishing Status within the University Policy](#).

(93) All complete applications will be considered. Selected applicants will be invited to participate in a selection interview with a panel comprised of:

- a. The Dean of Newcastle Law School (or delegate);
- b. The Indigenous Student Liaison of Newcastle Law School (or another member of academic staff); and
- c. A representative of the Wollotuka Institute.

(94) The interview panel will advise the Deputy Vice-Chancellor (Academic), via the Admissions Unit, of recommended applicants. Applicants approved by the Deputy Vice-Chancellor (Academic) will receive an offer of admission in the UAC October Offer Round 1.

(95) The Scheme is only available to applicants who are completing the HSC or equivalent in the year preceding admission.

# Section 14 - International Admissions

(96) 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 Providers of Education and Training to Overseas Students 2018](#). It should be read in conjunction with those documents and related policies and procedures.

(97) 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.

## Admission Criteria

(98) To be considered for admission to a program, an international applicant is required to satisfy the conditions stipulated in Clause 18.

(99) 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.

## Assessment of Eligibility

(100) An international application for admission will be assessed against the criteria for admission referred to in Clauses 98 and 99 above.

(101) 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.

(102) The University will use proven educational sources to establish the Australian equivalence of applicant qualifications.

(103) 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.

(104) 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.

(105) 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.

## Credit

(106) International Admissions will facilitate the provision of credit, or arrange for the assessment of credit:

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

(107) Credit will be assessed and outcomes determined in accordance with the Schedules to the [Awards and Graduation Policy](#) and the procedures set out in the [Program Management Procedure Manual](#).

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

## **Offer of Admission**

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

(110) 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.

(111) The offer of admission must contain or accompany 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](#).

## **Conditions of Enrolment for On-shore Students**

(112) Applicants who are not Australian or New Zealand citizens or permanent residents of Australia, must accept responsibility for:

- a. the cost of their tuition and support;
- b. all other expenses associated with their study;
- c. their enrolment on a full-time basis; and
- d. complying with their student visa conditions.

(113) 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.

(114) 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.

(115) 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:

- a. 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.
- b. 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.
- c. 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.

(116) 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.

# Section 15 - Enrolment and Term Loads

## Enrolment

(117) A student may only enrol in courses that confirm to the requirements of their program as prescribed by Academic Senate.

(118) A student may only enrol at the University if they have:

- a. satisfied the requirements for admission to a program;
- b. a current offer of admission to a program in accordance with the selection criteria and approved procedures;
- c. completed the prescribed enrolment procedures including acceptance of the Terms and Conditions of Enrolment and acceptance of the Terms and Conditions of Computing, which forms part of that enrolment procedure; and
- d. provided sufficient proof of identification (and visa information for international students) as specified by the Academic Registrar.

(119) Students who have satisfied the requirements listed in Clause 118 are deemed to have accepted the privileges and obligations of membership of the University and may obtain or request a University of Newcastle Student Identification card.

(120) Failure to enrol by the date set by the Academic Registrar may lead to the student being required to pay a late enrolment fee and/or the cancellation of their place within the program.

## Re-enrolment

(121) To continue in a program, a student will re-enrol annually, or seek leave of absence.

(122) To re-enrol, or to maintain enrolment, the student will complete the prescribed procedures and pay the fees and charges no later than the date set by the Academic Registrar.

## Enrolment Status

(123) A student will not be permitted to count towards an award, any course (including gaining credit for any course) that is substantially equivalent to one that the student has previously counted towards the same award.

(124) A student who has failed the same course twice will be required to seek permission from the Pro Vice-Chancellor of the Faculty offering the course to re-enrol for a third or subsequent attempt.

(125) A student who has passed a course will not be permitted to retake that course again within the same program, unless permitted by the Pro Vice-Chancellor of the Faculty. A student with a Commonwealth Supported Place (CSP), will incur full fees for any such enrolments.

## Enrolment - Variation

(126) Withdraw from courses(s):

- a. A student wishing to withdraw from a course is required to amend their enrolment in myHub. The withdrawal will take effect from the date of receipt by the University of such a notice.
- b. A student who withdraws from a course after the census date for the term will incur financial liability for the course.
- c. a student who withdraws from a course after the last day of term prescribed date for the course will incur an

academic penalty.

- d. in courses which contain a placement the relevant Head of School is authorised to set a date, different from the University's census date for that term, after which permission of the Head of School is required for a student to withdraw from the course without incurring an academic penalty. That date and its significance must be clearly specified in the Course Outline for the course.

(127) Late enrolment in a course:

- a. A student may not add a course with additional admission criteria for entry after the commencement of the term.
- b. A student may not enrol in a course after the end of the second week of a term.
- c. The relevant Course Co-ordinator may, in exceptional circumstances, and upon receipt of a written application from the student, approve the student's enrolment in a course after the end of the second week of the commencement of the term, but before the census date for that term.

## Term Loads

(128) 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.

(129) The standard full-time load for a summer or a winter term is 10 units.

(130) The standard full-time load for a full-year term is 80 units.

(131) Academic Senate may approve alternate standard load provisions by location.

## Enrolment Load

(132) 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.

(133) 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.

(134) 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.

(135) 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.

(136) A student may choose to take up to 50 units a semester without approval unless they have had restrictions placed on their enrolment.

(137) 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.

(138) 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.

## Section 16 - Concurrent Enrolment

(139) 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.

### Application

(140) Applicants for concurrent enrolment will only be considered when the required application is submitted at least two weeks prior to the commencement of the secondary program. Concurrent application details will be published on the University of Newcastle website.

### Admission requirements for concurrent enrolment

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

- a. the successful completion of 75% of an undergraduate program in which they are currently enrolled; or
- b. the successful completion of 50% of a postgraduate coursework program in which they are currently enrolled;  
or
- c. 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
- d. 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.
  - i. Where a student has received credit towards a postgraduate program based on studies completed in a lower nested award, or Recognition of Prior Learning (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.

(142) 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.

### Ineligibility for Concurrent enrolment

(143) 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:

- a. more than 50% for an undergraduate program.
- b. more than 25% for a postgraduate coursework program (excluding credit awarded for completion of a nested

program, or RPL through an approved admission pathway).

## **Compatibility of programs**

(144) Concurrent enrolment will only be approved where the two programs to be studied concurrently are deemed compatible by the relevant Faculties.

(145) Compatible programs are programs that do not:

- a. share a significant overlap; or
- b. have majors or specialisations in common – students may be permitted to enrol concurrently but must complete two distinct majors within each program; or
- c. already exist as a combined program.

(146) Examples of incompatible programs include but are not limited to:

- a. Bachelor of Science and Bachelor of Environmental Science and Management;
- b. Bachelor of Psychology (Honours) and the Psychology Studies major within the Bachelor of Science or Bachelor of Arts or Bachelor of Social Science
- c. Bachelor of Psychological Science and the Psychology Studies major within the Bachelor of Science or Bachelor of Arts or Bachelor of Social Science

## **Exemptions**

(147) The following programs listed below are exempt from clauses 139 to 144:

- a. Diploma of Languages (11718)

(148) 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.

## **Minimum requirements for Concurrent enrolment**

(149) 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.

(150) The relevant Faculty Pro Vice-Chancellors may set minimum unit requirements for concurrent program enrolment combinations not already listed in clause 147.

## **International Students**

(151) 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.

(152) If Visa conditions allow for concurrent enrolment, International Students must meet the requirements under clauses 139 through to 146 inclusive and 149 and 150.

### **Relaxation Provision for Concurrent Enrolment**

(153) Relaxation of clauses 139 through to 150 inclusive will be permitted in exceptional circumstances upon application by the student, where:

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

## **Section 17 - Non-Award Enrolment**

(154) 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.

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

### **Undergraduate Non-Award Enrolment**

(156) 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 Head of School in which the course is offered.

(157) 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 Program Convenor for the program in which the applicant is enrolled and the Head of School in which the course is offered.

(158) 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:

- a. completion of the NSW Higher School Certificate (NSW HSC) at the required level;
- b. completion of an approved program of the NSW Department of Technical and Further Education (NSW TAFE) at the required level;
- c. possession of equivalent qualifications to a and b above at the required level;
- d. completion of the University's Open Foundation Certificate or equivalent qualification at the required level; or
- e. complete or incomplete tertiary qualification at the required level.

(159) 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 171 to 180 below).

(160) All applicants must meet the University's English language proficiency requirements.

(161) Applicants must lodge the necessary application form and supporting documentation to the Admissions Unit at least two weeks prior to the commencement of that term.

(162) 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.

(163) Applicants will be notified in writing of the outcomes of their application(s) by Admissions, Student Central.

## **Postgraduate Non-Award Enrolment**

(164) 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 Head of School in which the course is offered.

(165) 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.

(166) Applicants must be 18 years of age or over at the 1 March of the year of proposed enrolment.

(167) All applicants must meet the University's English language proficiency requirements.

(168) Applicants must lodge the necessary application form and supporting documentation to Admission, Student Central, on or before the published due date for that term.

(169) Applications will be assessed by Admissions, Student Central, in consultation with the relevant Faculty.

(170) Applicants will be notified in writing of the outcomes of their applications by the Admissions Unit, Student Central.

## **Admission to the [High Performing Students Program](#)**

(171) Students receive advice from Schools about courses that are on offer, or can check the [High Performing Students Program](#) website.

(172) Students complete an [Expression of Interest form](#) and nominate courses.

(173) 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.

(174) 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).

(175) 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:

- a. Why they are interested in this course;
- b. What career expectations do they have; and
- c. 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.

(176) The coordinating high school notifies individual students of the outcome of their Expression of Interest and, if selected, of class details.

(177) 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.

(178) 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.

(179) 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.

(180) 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).

## **Courses Offered**

(181) 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 requisites must be observed unless otherwise approved by the Faculty Pro Vice-Chancellor.

(182) It is the applicant's responsibility to ensure that they have met the assumed knowledge requirements and the requisites for the course/s they wish to study.

(183) 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.

## **Credit Provisions**

(184) 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.

# **Section 18 - Deferral of Admission to a Coursework Award**

(185) An applicant offered admission to a program may be permitted to defer the offer of admission prior to census date of the term of study for which the offer was made according to the Rules relevant to the award or any other provisions approved by the Academic Senate from time to time.

## **Eligibility**

(186) 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 186(a) or 187 Excluded Programs.

- a. Only a limited number of deferrals will be allowed within the
  - i. Bachelor of Medical Science and Doctor of Medicine – JMP; and
  - ii. Bachelor of Midwifery.

## **Excluded Programs**

(187) The following programs are excluded from Deferral of Admission

- a. All undergraduate end on honours programs

- b. Master of Clinical Psychology
- c. All enabling programs

(188) Students wishing to delay commencing study within a program that is excluded from determent of admission must re-apply via the appropriate admission centre for the next admission period for the program.

## **Procedure**

(189) 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).

- a. Applications for deferment of the Bachelor of Medical Science and Doctor of Medicine – Joint Medical Program and the Bachelor of Midwifery will be referred to the Faculty of Health and Medicine.
- b. International students seeking deferral of admission must apply through International Admissions Management.

(190) Deferments will not be approved for programs in teach-out.

(191) 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.

(192) Further enrolment advice will be provided at the same time as continuing students are advised of re-enrolment procedures.

(193) The offer of admission may 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.

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

(195) In exceptional circumstances a second year of deferment may be granted upon application. Such applications will only be considered where the applicant can provide documentary evidence of exceptional circumstances which prevent the student from being able to commence in the term in which the student has been advised to enrol.

# **Section 19 - Internal Program Transfer**

## **Availability**

(196) The Internal Program Transfer process is available to the following students only:

- a. Current undergraduate students applying to transfer to another undergraduate program
- b. postgraduate coursework students applying to transfer to a nested program, or higher related program

## **Eligibility**

(197) Approval of transfers for will depend on whether the:

- a. substitute program has vacancies;
- b. application is lodged by the cut-off date set for the program;
- c. applicant meets all published admission requirements and selection criteria;
- d. applicant meets any additional selection criteria for the substitute program.

## Automatic Approval

(198) The following scenarios will be approved automatically:

**Table 4**

Program Currently Enrolled In	Transfer To
Any combined degree	Single degree within the existing combination. For combined Law programs, students can only drop the Law component
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 (excluding combined Law programs).
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 Engineering (Honours) (any discipline)	B Surveying (Honours)
B Surveying (Honours)	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
Graduate Certificate	Masters in a nested degree (limited opportunities, and all entry requirements must still be met)

## Excluded Programs

(199) The following programs are excluded from internal transfers:

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

(200) 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 Admissions or the [Universities Admissions Centre](#)).

## Campus Transfers

(201) Domestic Undergraduate students wishing to transfer to a different campus located in Australia, whilst remaining in the same program can do so via MyHub.

(202) Self-service campus change will be available via MyHub between the end of the current enrolled term exam period, and end of the first week of the subsequent term.

(203) The following programs are excluded from self-service campus transfer:

- a. Bachelor of Medical Science and Doctor of Medicine.
- b. Bachelor of Midwifery.
- c. Bachelor of Nursing.
- d. All End on Honours programs.

(204) International students wishing to transfer campus must submit the relevant transfer forms to International Admissions Management in UON Global.

## Section 20 - Leave of Absence

(205) 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. Program and 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.

### Leave of Absence for Domestic and Offshore Coursework Students

(206) 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, or are enrolled beyond census date in their first term of study;
- b. are in adherence with the maximum time for completion as outlined in the [Maximum Time Completion of Programs Schedule](#) 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 211; 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.

(207) 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.

(208) 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 must notify Student Central.

(209) 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 211.

- 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.

(210) 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.

## Excluded Programs

(211) 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]
12340	Bachelor of Arts/Bachelor of Laws (Honours) [This program is in teach-out]
10435	Bachelor of Arts [This program is in teach-out]
10214	Bachelor of Arts (Honours)
10986	Bachelor of Biomedical Science [This program is in teach-out]
10039	Bachelor of Business [This Program is in teach-out]
11065	Bachelor of Business/Bachelor of Commerce [This Program is in teach-out]
12344	Bachelor of Business/Bachelor of Laws (Honours) [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]
12345	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)
10177	Bachelor of Computer Science [This program is in teach-out]
11547	Bachelor Development Studies (Honours)
12284	Bachelor of Engineering (Honours) (Chemical) [This program is in teach-out]
12288	Bachelor of Engineering (Honours) (Civil) [This program is in teach-out]
12291	Bachelor of Engineering (Honours) (Computer) [This program is in teach-out]
12295	Bachelor of Engineering (Honours) (Electrical) [This program is in teach-out]
12298	Bachelor of Engineering (Honours) (Environmental) [This program is in teach-out]
12300	Bachelor of Engineering (Honours) (Mechanical) [This program is in teach-out]
12304	Bachelor of Engineering (Honours) (Mechatronics) [This program is in teach-out]
12305	Bachelor of Engineering (Honours) (Software) [This program is in teach-out]
12281	Bachelor of Engineering (Honours) (Surveying) [This program is in teach-out]
12306	Bachelor of Engineering (Honours) (Telecommunications) [This program is in teach-out]
10063	Bachelor of Engineering (Chemical) [This program is in teach-out from 2015]
12285	Bachelor of Engineering (Honours) (Chemical)/ Bachelor of Business [This program is in teach-out]
12286	Bachelor of Engineering (Honours) (Chemical)/ Bachelor of Mathematics [This program is in teach-out]

Program Code	Program Title
12287	Bachelor of Engineering (Honours) (Chemical)/ Bachelor of Science [This program is in teach-out]
12292	Bachelor of Engineering (Honours) (Computer)/ Bachelor of Computer Science [This program is in teach-out]
12293	Bachelor of Engineering (Honours) (Computer)/ Bachelor of Mathematics [This program is in teach-out]
12294	Bachelor of Engineering (Honours) (Computer)/ Bachelor of Science [This program is in teach-out]
12289	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Business [This program is in teach-out]
12290	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Engineering (Honours) (Environmental) [This program is in teach-out]
40005	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Mathematics [This program is in teach-out]
12282	Bachelor of Engineering (Honours) (Civil)/ Bachelor of Engineering (Honours) (Surveying) [This program is in teach-out]
12296	Bachelor of Engineering (Honours) (Electrical)/ Bachelor of Business [This program is in teach-out]
12297	Bachelor of Engineering (Honours) (Electrical)/ Bachelor of Mathematics [This program is in teach-out]
12299	Bachelor of Engineering (Honours) (Environmental)/ Bachelor of Business [This program is in teach-out]
10205	Bachelor of Engineering (Mechanical) [This program is in teach-out from 2015]
12301	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Business [This program is in teach-out]
40004	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Mathematics [This program is in teach-out]
12303	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Science [This program is in teach-out]
12302	Bachelor of Engineering (Honours) (Mechanical)/ Bachelor of Engineering (Honours) (Mechatronics) [This program is in teach-out]
40003	Bachelor of Engineering (Honours) (Mechatronics)/ Bachelor of Mathematics [This program is in teach-out]
10478	Bachelor of Engineering (Mining Transfer Program) [This program is in teach-out]
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]
10861	Bachelor of Laws /Diploma of Legal Practice [this program is in teach-out]
10159	Bachelor of Mathematics (Honours)
40002 40010 40011	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)

Program Code	Program Title
40046 40047	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)
10646	Bachelor of Music [This program is in teach-out]
10910	Bachelor of Music / Bachelor of Arts [This program is in teach-out]
40048	Bachelor of Music / Bachelor of Arts [This program is in teach-out]
10809	Bachelor of Music (Honours)
11532	Bachelor of Natural History Illustration (Honours)
11725	Bachelor of Nursing
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]
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]
12362	Bachelor of Psychology (Honours) [This program is in teach-out]
40100	Bachelor of Psychological Science (Honours)
10496	Bachelor of Science (Honours)
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]
12371	Bachelor of Teaching (Mathematics) (Honours) [This program is in teach-out]
12373	Bachelor of Teaching (Technology) (Honours) [This program is in teach-out]
12366	Bachelor of Teaching (Early Childhood and Primary) (Honours) [This program is in teach-out]
12370	Bachelor of Teaching (Health and Physical Education) (Honours) [This program is in teach-out]
12368	Bachelor of Teaching (Humanities) (Honours) [This program is in teach-out]
12367	Bachelor of Teaching (Primary) (Honours) [This program is in teach-out]
12372	Bachelor of Teaching (Science) (Honours) [This program is in teach-out]
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]

Program Code	Program Title
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 [This program is in teach-out]
12208	Bachelor of Theology (Honours) [This program is in teach-out]
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]
11372	Graduate Certificate in Business Administration [This program is in teach-out]
40034	Graduate Certificate in Co-Operatives Management and Organisation [This program is in teach-out]
11712	Graduate Certificate in Digital Media [This program is in teach-out]
11008 12356	Graduate Certificate in Educational Studies [This program is in teach-out]
11686	Graduate Certificate in Health Science [This program is in teach-out]
11040	Graduate Certificate in Human Resource Management [This program is in teach-out]
11041	Graduate Certificate in Marketing [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]
12363	Graduate Diploma in Psychology [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 12379	Master of Business Administration [This program is in teach-out]
11696 12397	Master of Business Administration / Master of Applied Finance [This program is in teach-out]
11697 12398	Master of Business Administration / Master of Human Resource Management [This program is in teach-out]

Program Code	Program Title
12247	Master of Business Administration / Master of Information Technology (Professional) [This program is in teach-out]
11507 12399	Master of Business Administration / Master of International Business [This program is in teach-out]
11695 12400	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
40018	Master of Creative Industries [This program is in teach-out]
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 12410	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 40012	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 12386	Master of Human Resource Management [This program is in teach-out]
12233	Master of Information Technology [This program is in teach-out]
10975	Master of Leadership and Management in Education [This program is in teach-out]
11043 12385	Master of Marketing [This program is in teach-out]
10135	Master of Medical Statistics [This program is in teach-out]
12244	Master of Mental Health Nursing (nurse Practitioner) [This program is in teach-out]
10973	Master of Midwifery Studies [This program is in teach-out]
11380	Master of Music Technology [This program is in teach-out]
11682	Master of Nursing (Advanced Practice) [This program is in teach-out]
11383	Master of Nursing (Nurse Practitioner) [This program is in teach-out]
11689	Master of Occupational Health and Safety [This program is in teach-out]
11536	Master of Pharmacy
12267	Master of Professional Accounting/Master of Business [This program is in teach-out]
12406	Master of Professional Accounting/Master of Business Administration [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 40014	Master of Special Education [This program is in teach-out]

Program Code	Program Title
12212	Master of Theology [This program is in teach-out]

(212) 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.

(213) The relevant Program Convenor or, in the case of the Bachelor of Medical Science/Doctor of Medicine (Joint Medical Program), the Dean of Medicine, will be responsible for assessing and approving applications for leave of absence for programs listed under Clause 211.

## Leave of Absence for International On-Shore Students

(214) An 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 Completion of Programs Schedule](#) for their program;
- d. are not enrolled in a program listed in Clause 211 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.

(215) 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.

(216) 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 211) regarding impact on the student's program of study. The student will be advised of possible implications such as program/course availability.

(217) 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).

(218) Acceptable circumstances which the University may class as compassionate and/or compelling grounds are:

- a. Illness that prevents the student from participating in class – supported by a medical certificate (compassionate);
- b. Psychological issues – supported by documentation from a medical practitioner/counsellor (compassionate);
- c. 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);
- d. 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);

- e. Unavoidable commitments within the term – for example cultural or religious commitments in which the student is a direct participant; documented military commitments (compassionate/compelling);
- f. Enrolment conflict or course availability issues– with written evidence from Faculty (compelling);
- g. 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.

(219) 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).

(220) 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.

(221) 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.

(222) Students must advise their Program Advisor of their return from leave of absence discuss their enrolment plan.

### **Non-Approval**

(223) 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.

(224) 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 [Complaint and Grievance Policy](#).

(225) Any enrolment suspension, exclusion or cancellation will override approval of a period of leave.

### **Duration of Leave**

(226) 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.

(227) 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.

(228) The University may grant up to 12 months leave for undergraduate students, 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 20 of this manual.

(229) It is the student's responsibility to contact the relevant Commonwealth government department responsible for immigration for visa related information.

(230) Any extensions to a leave of absence must be reassessed by a Student Advisor or International Student Engagement Sydney in consultation with 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.

(231) 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.

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

## Section 21 - Appeals

### Process

(233) A Student may appeal a decision made under the following clauses:

- a. Clause 134;
- b. Clause 137;
- c. Clause 155;
- d. Clause 162;
- e. Clause 163;
- f. Clause 187a.
- g. Clause 187b.
- h. Section 19
- i. Section 20

(234) The Student may lodge an appeal within five working days of notice of the outcome.

(235) 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.

(236) An appeal on the grounds of outcome alone will not be considered.

(237) An appeal must be made in writing and the grounds of appeal must be clearly set out.

(238) 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 and Partnerships
Academic Registrar	Deputy Vice-Chancellor (Academic)

Original Decision Maker	Appeal Officer/Body
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

(239) 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 233;
- 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.

### **Determination is Final**

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

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

(242) The Student may have the right to further appeal outside the University.

## **Section 22 - Withdrawal of Offer, Suspension or termination of Admission or Enrolment**

(243) Grounds for review include but will not be limited to:

- a. failing to accept their offer of admission by the date specified;
- b. having supplied false information, false or falsified documentation to the University or a third party. This may result in disciplinary action under the [Student Conduct Rule](#).
- c. not complying with the Terms and Conditions of Admission and/or the Terms and Conditions of Enrolment and/or the Terms and Conditions of Computing.
- d. failing to pay fees and charges payable to the University or partner institution;
- e. is found guilty of misconduct and is excluded/dismissed on grounds listed in the [Student Conduct Rule](#);
- f. is suspended or excluded under the Academic Progression provisions;
- g. failing to enrol or re-enrol by the date specified;
- h. exceeding the maximum time for obtaining an award; or
- i. international students studying in Australia, who have not completed in the minimum time as stated on their Confirmation of Enrolment (COE) and do not have a valid compassionate or compelling circumstance or have not participated in a registered intervention strategy, may not be permitted to continue their studies as the University reserves the right to refuse a Confirmation of Enrolment (COE) extension application.

(244) When grounds of review have been identified, the course of action may include but will not be limited to:

- a. withdrawal of offer of admission;
- b. suspension of admission or enrolment; and
- c. termination of admission or enrolment.

## Section 23 - Fees

(245) In respect of tuition fees or miscellaneous fees and charges owed to the University of Newcastle by the student, authorised officers of the University may under appropriate circumstances, defer, waive, reduce or refund fees and charges, to permit the admission or continued enrolment of a student. The fee types and limits are outlined in the University's [Delegations of Authority Policy](#).

(246) Students must pay any prescribed fees for the program and/or course(s) to the University or its partner organisation by the due date. Failure to pay the fees due by the due date in the relevant term may result in an inability to enrol or cancellation of enrolment.

(247) Where a student has received approval to undertake a postgraduate course as part of an undergraduate program, the usual undergraduate course fee for the academic subject area, will apply.

## Section 24 - Relaxing Provision

(248) To provide for exceptional circumstances arising in any particular case, the Deputy Vice-Chancellor (Academic) on the recommendation of the relevant Pro Vice-Chancellor may relax any provision of this procedure manual.

## Section 25 - Appendices

(249) Programs Participating in the Subject Performance Scheme (2019)

(250) Year 12 Adjustment Scheme Schedule (2019)

(251) Guaranteed SRS and STAT Schedule 2019

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	1st January 2019
<b>Review Date</b>	1st January 2020
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	3rd July 2018
<b>Expiry Date</b>	30th October 2019
<b>Responsible Executive</b>	Belinda Tynan Senior Deputy Vice-Chancellor (Academic)
<b>Enquiries Contact</b>	Samuel Doherty Senior Manager Admissions & Scholarships 0249216740

## Glossary Terms and Definitions

**"Academic Senate"** - The Academic Senate of the University as described in the University of Newcastle Act 1989.

**"Academic transcript"** - An official record of studies at the University.

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

**"Enforced leave"** - A period of leave imposed on a Student by the Vice-Chancellor, Deputy Vice-Chancellor (Academic) and Vice President, 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.

**"Prescribed date"** - The date that is after the census date, and is set by the University in each term for each course as the last date for withdrawal from that course. Such withdrawals will not appear on academic transcripts but financial obligations will apply and the course withdrawn from will count towards the students' academic progress.

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

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

**"Academic year"** - The period 1 January to 31 December in a given year.

**"Assumed knowledge"** - 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"** - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

**"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.

**"Confirmation of Enrolment (CoE)"** - Means the document issued through the Australian Government's relevant department and associated systems, by authorised officers of the University that confirms that an international student is eligible to enrol in a course. The CoE is required under Commonwealth Legislation for the student visa.

**"Continuing students"** - Students who have completed at least 10 units of study in their program at the University of Newcastle.

**"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.

**"Recognition of Prior Learning (RPL)"** - Means an assessment of an individual's prior learning to determine where credit will be granted. RPL includes formal, informal, and non-formal learning.

**"Concurrent enrolment"** - Enrolment in two programs at the same time.

**"Disability"** - As defined by the Disability Discrimination Act 1992 (Cth) (as amended from time to time, or as per any replacing legislation).

**"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 is as defined in the Student Conduct Rule.

**"Discontinued"** - When used in relation to a program, this refers to a program for which no new intakes are to be accepted. For all other uses the generic definition applies.

**"Discontinuation"** - When used in relation to a program, this refers to a program for which no new intakes are to be accepted. For all other uses the generic definition applies.

**"Due date"** - The date specified in the course outline when an assessment item is to be submitted for marking or another date that may be set by the Course Coordinator.

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

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

**"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.

**"Third party"** - A person or group other than the University or any of the University's partner institutions.

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

**"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.