

# Admission Procedure Manual - Coursework Programs

This Manual applies to 2020 Admissions. For information on previous years Admissions and Enrolments, refer to the relevant "Historic Version". For information on current enrolments please refer to the [Enrolment Procedure Manual](#).

## Foreword

- (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 Procedure Manual – 2020 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 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 of Newcastle (University) website. The provisions of the manual apply to Admission 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.

## Section 1 - 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. non-award admission;
    - 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 to staff and students of the University on admission.

## **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, Student and Academic Administration, 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 University 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 University student email account.

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

## **Authorising Policy**

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

# **Section 2 - 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 within a 10 year period preceding admission to the University;
- f. overseas qualifications equivalent to Australian studies;
- g. c University approved special admission scheme:
  - i. Educational Access Scheme (EAS);
  - ii. [Year 12 Adjustment Scheme](#);
  - iii. [Regional and Rural Adjustment Points Scheme](#);
  - 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 (SRS);
  - x. Subject Spotlight Scheme;
  - xi. Newcastle Law School Indigenous Early Entry Scheme;
  - xii. any other faculty/program specific scheme as detailed in Faculty Admission and Selection Criteria approved by the Program and Course Approval Committee and Academic Senate as detailed in the relevant Program Handbook.
- h. individual programs can stipulate any combination of the above (including exceptions and higher AQF level qualifications); and
- 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 or rescind 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) The University [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.

(25) 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**

(26) 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.

(27) 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 20.

## **Section 3 - Educational Access Scheme (EAS)**

### **Provisions**

(28) 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.

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

(30) 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.

(31) 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**

(32) 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 4 - Year 12 Adjustment Scheme

(33) 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.

(34) 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

(35) Points are only applied for achievement in the approved HSC subjects as specified in Table 1 of the Year 12 Adjustment Scheme Schedule (2020-2021).

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

(37) This scheme only applies to recent school leavers.

### Approved HSC Subjects

(38) Academic Senate, on behalf of the University, has determined that the HSC subjects listed in Table 2 of the Year 12 Adjustment Scheme Schedule (2020-2021) will attract adjustments. It is the responsibility of the faculties to specify which HSC Subjects will attract adjustments for the programs they offer.

(39) The specific adjustments for each program will remain in effect for admissions into the 2020 and 2021 Academic year. The Year 12 Adjustment Scheme Schedule (2020-2021) will be amended to incorporate newly approved programs as appropriate.

## Section 5 - Regional and Rural Adjustment Scheme

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

(41) 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

(42) All applicants 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.

(43) This scheme applies to recent school leavers.

### Institution Eligibility

(44) 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

(45) 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); and
- b. Bachelor of Midwifery.

## Section 6 - Aboriginal and Torres Strait Islander Admission Scheme

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

(47) 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 or equivalent direct admission round.

### Eligibility

(48) 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 as per the University of Newcastle [Aboriginal and/or Torres Strait Islander Establishing Status within the University Policy](#).

### Interview

(49) 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).

(50) 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.

(51) The Pro Vice-Chancellor Indigenous Education and Research (or nominee) will advise the Deputy Vice-Chancellor (Academic) and Vice President, via the Admissions Unit, of applicants who have been recommended for admission. Deputy Vice-Chancellor (Academic) and Vice President 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.

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

## Section 7 - Elite Athletes Admission Scheme

### Provisions

(53) 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.

(54) 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

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

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

# Section 8 - Special Circumstances Admission Scheme

## Provisions

(56) 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; and/or
- c. applicants with disability.

(57) 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.

(58) 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. Eligibility for admission under the scheme will be determined by the Deputy Vice-Chancellor (Academic) and Vice President.

(59) 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.

(60) 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

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

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

# Section 9 - Bachelor of Midwifery Admission Scheme

## Provisions

(62) 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.

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

## Section 10 - Subject Spotlight Scheme

(64) This scheme supports the admission of recent school leaver 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

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

(66) This scheme applies to recent school leavers.

(67) The scheme does not apply to all programs offered by the University of Newcastle. Participating programs are outlined in Subject Spotlight Scheme Schedule (2020-2021).

(68) The applicable HSC subject and required results (bands) for each program will remain in effect for admissions into the 2020 and 2021 Academic year. The Subject Spotlight Scheme Schedule (2020-2021) will be amended to incorporate newly approved programs as appropriate.

## Section 11 - 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.

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

- a. AQF level 4 (Certificate IV);
- b. AQF level 5 (Diploma); or
- c. AQF level 6 (Advanced Diploma).

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

### Provisions

(73) Guaranteed undergraduate places will only be available to applicants who apply in time for consideration in December Offer Round 2 (or equivalent direct admission round), unless otherwise determined prior to the commencement of the admissions period.

(74) 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.



(75) 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.

(76) Participating programs are outlined in the STAT, SRS and Guaranteed Admission Schedule (2020-2021).

(77) Provisions relating to guaranteed admission as outlined in the STAT, SRS and Guaranteed Admission Schedule (2020-2021) will remain in effect for admissions into the 2020 and 2021 Academic year. The STAT, SRS and Guaranteed Admission Schedule (2020-2021) will be amended to incorporate newly approved programs as appropriate.

## **Section 12 - Special Tertiary Admissions Test (STAT)**

(78) 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.

(79) The University of Newcastle will consider the STAT Multiple Choice results for admission purposes for the programs listed in clause 80, 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.

(80) Participating programs are included in STAT, SRS and Guaranteed Admission Schedule (2020-2021).

(81) Provisions relating to the acceptance of STAT as outlined in the STAT, SRS and Guaranteed Admission Schedule (2020-2021) will remain in effect for admissions into the 2020 and 2021 Academic year. The STAT, SRS and Guaranteed Admission Schedule (2020-2021) will be amended to incorporate newly approved programs as appropriate

### **Currency**

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

## **Section 13 - Schools Recommendation Scheme**

(83) 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.

(84) The Schools Recommendation Scheme applies to Current School Leaver applicants, who apply by the required date as advertised by UAC.

(85) Participating programs are included in the STAT, SRS and Guaranteed Admission Schedule (2020-2021).

(86) Provisions relating to the Schools Recommendation Scheme as outlined in the STAT, SRS and Guaranteed Admission Schedule (2020-2021) will remain in effect for admissions into the 2020 and 2021 Academic year. The STAT, SRS and Guaranteed Admission Schedule (2020-2021) will be amended to incorporate newly approved programs as appropriate.

## Section 14 - Newcastle Law School Indigenous Early Entry Scheme

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

(88) 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

(89) 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 University website and UAC entry for the Bachelor of Laws (Honours) Combined program.

(90) 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; or
  - iii. where the applicant has demonstrated circumstances which have impacted their academic performance, the Selection Panel may make a recommend and offer if the applicants 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](#).

(91) 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.

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

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

## Section 15 - International Admissions

(94) 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.

## **Admission Criteria**

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

(96) 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**

(97) An international application for admission will be assessed against the criteria for admission referred to in Clauses 95 and 96 above.

(98) 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.

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

(100) 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.

(101) 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.

(102) 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**

(103) 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.

(104) 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](#).

## **Offer of Admission**

(105) An offer of admission may only be made on behalf of the University by an authorised officer designated as such by UON Global.

(106) Approval of a non-standard offer of admission may only be made by the Deputy Vice-Chancellor (Academic) and Vice President on the recommendation of the relevant faculty Pro Vice-Chancellor.

(107) 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](#).

## **Section 16 - Non-Award Admission**

(108) Study undertaken outside of a program, non-award study, 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.

(109) HELP loans will not be available to students who enrol on a non-award basis.

(110) Non-award study of an undergraduate or 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.

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

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

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

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

(115) Applicants must satisfy all published course requisites, unless otherwise approved by the Faculty Pro Vice-Chancellor.

(116) 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.

### **Undergraduate Non-Award Admission**

(117) 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) or equivalent Senior Secondary qualification;
- b. completion of an approved program of the NSW Department of Technical and Further Education (NSW TAFE) at Certificate IV level or above;
- c. possession of assessable qualifications resulting in a selection rank above 60;
- d. completion of a minimum of 10 units of undergraduate or postgraduate University studies;
- e. completion of a University of Newcastle Enabling Program; or
- f. completion of a University of Newcastle Short Course or Massive Open Online Learning Course shall meet the requirement for admission to the associated University of Newcastle Course.

(118) 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 121 to 131 below).

### **Postgraduate Non-Award Admission**

(119) Applicants for postgraduate non-award study will be required to satisfy one of the following:

- a. have completed an AQF 7 Bachelors degree or higher qualification
- b. have completed an AQF 5 Diploma or AQF 6 Advanced Diploma, and have a minimum of 3 years relevant

professional work experience.

- c. have least 5 years relevant professional experience.

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

## **Admission to the High Performing Students Program**

(121) Applicants receive advice from Schools about Courses that are on offer, or can check the [High Performing Students Program](#) website. Applicants submit an [Expression of Interest form](#), including nominated Courses 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.

(122) Applicants 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 applicants are required to wear school uniform).

(123) Applicants 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.

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

(125) Applicants complete the University's "High Performing Students 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.

(126) 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.

(127) Note: Students participating in the [High Performing Students Program](#) (formerly titled: Gifted and Talented Program) may use the courses they complete as an admissions pathway to the University of Newcastle upon completion of their HSC or other assessable qualification.

(128) 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**

(129) Heads of School will be responsible for notifying Student Central of courses that exclude non-award admission, and of any limits to the number of non-award enrolments permitted in an individual course.

(130) 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.

(131) 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

(132) 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 17 - Deferral of Admission to a Coursework Award

(133) 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

(134) 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 134(a) or 135 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

(135) 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.

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

### Procedure

(137) 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 deferral 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.

(138) Deferrals will not be approved for programs in teach-out.

(139) A formal notice of the outcome will be provided. If the deferral 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 deferral. 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.

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

(141) 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.

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

(143) 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 18 - Internal Program Transfer

### Availability

(144) 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

(145) 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

(146) 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
Combined degree	Another combined degree where one of the named programs remains the same (excluding combined Law programs).
B Engineering (Honours) (any discipline)	B Computer Science or B Engineering (Mining) Transfer
B Engineering (Honours) (any discipline)	B Engineering (Honours) (any discipline) (excluding B Aerospace Engineering (Honours) and B Renewable Engineering (Honours))
B Engineering (Honours) (any discipline)	B Surveying (Honours) (excluding B Aerospace Engineering (Honours) and B Renewable Engineering (Honours))
B Surveying (Honours)	B Engineering (Honours) (any discipline) (excluding B Aerospace Engineering (Honours) and B Renewable Engineering (Honours))
B Computer Science	B Engineering (Honours) (any discipline) (excluding B Aerospace Engineering (Honours) and B Renewable Engineering (Honours))

Program Currently Enrolled In	Transfer To
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
Any University Undergraduate Degree	B Arts
Any University Undergraduate Degree	B Science
Any University Undergraduate Degree	B Business
Any University Undergraduate Degree	B Commerce
Any University B Education Degree	Any University of Newcastle B Education Degree
Graduate Certificate (upon completion)	Masters in a nested degree (limited opportunities, and all entry requirements must still be met)

## Excluded Programs

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

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

(148) 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

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

(150) 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.

(151) 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.

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

## Section 19 - Diploma in Languages

(153) Concurrent admission to the Diploma in Languages is available to domestic applicants currently enrolled as a Commonwealth Supported undergraduate or postgraduate coursework student.

(154) Applicants must apply direct to the University by application deadline published on the University of Newcastle



website.

## Section 20 - End-On Honours programs.

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

(156) Admission to some Honours programs may be competitive, and meeting the minimum admission requirement does not guarantee admission.

(157) Applicants must apply directly to the University, using the application form available on the University of Newcastle website, by the published application deadline (typically 2 weeks prior to the commencement of term).

## Section 21 - Appeals

### Process

(158) A student may appeal a decision made under the following clauses:

- a. Clause 134(a);
- b. Clause 135;

(159) The student may lodge an appeal within five working day of notice of the outcome.

(160) 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.

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

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

(163) 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	Director, Student Experience and Administration and Academic Registrar
Admissions Officer, UON Global	Director, International and Partnerships
Director, Student Experience and Administration and Academic Registrar	Deputy Vice-Chancellor (Academic) and Vice President
Program Convenor	Relevant Faculty Pro Vice-Chancellor
Head of School	Relevant Faculty Pro Vice-Chancellor
Relevant Faculty Pro Vice-Chancellor	Deputy Vice-Chancellor (Academic) and Vice President
Deputy Vice-Chancellor (Academic) and Vice President	Vice-Chancellor

(164) 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 158;
- 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**

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

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

(167) The student may have the right to further appeal outside the University.

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

(168) 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.

(169) 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 - Relaxing Provision

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

## Section 24 - Appendices

(171) Subject Spotlight Scheme Schedule (2020-2021)

(172) Year 12 Adjustment Scheme Schedule (2020-2021)

(173) STAT, SRS and Guaranteed Admission Schedule (2020-2021)

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	31st October 2019
<b>Review Date</b>	31st October 2020
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	30th April 2019
<b>Expiry Date</b>	29th November 2020
<b>Responsible Executive</b>	Belinda Tynan Senior Deputy Vice-Chancellor (Academic)
<b>Enquiries Contact</b>	Samuel Doherty Senior Manager Admissions & Scholarships 0249216740 <hr/> Student Central

## Glossary Terms and Definitions

**"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.

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

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

**"Class"** - When referring to a class attended by Students, a class is any teaching and learning activity of a course. For all other uses of this term, the generic definition applies.

**"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.

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

**"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.

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

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

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

**"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.

**"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.

**"Professional experience"** - Has the same meaning as vocational placement in the Fair Work Act 2009 (Cth).

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

**"Withdrawal"** - The disposal of unused duplicates, damaged and/or mutilated material, superseded, and duplicated editions.

**"Pathways"** - A mechanism to allow students to move through qualification levels with full or partial recognition for the qualifications and/or learning outcomes they already have.

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

**"Lecturer"** - All teaching academics including lecturers (of all levels), sessional academics and conjoint academics.

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

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

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

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

**"Suspension"** - The temporary termination of a student's rights and privileges for a specified period of time, which may include: (a) suspension from attendance at lectures, seminars, tutorials, practical classes, supervisor meetings or similar periods of instruction (b) withdrawal of the right to use, enter or to be within the Premises and/or (c) suspension from representing the University.

**"Term"** - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

**"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.

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

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

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

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