

# Admission Procedure Manual - Coursework Programs

This Manual applies to admissions to University of Newcastle (University) programs in 2023. For information on previous years' admissions, refer to the relevant "Historic Version". For information on enrolments please refer to the [Enrolment Manual](#).

## Foreword

- (1) In the event of an inconsistency between this procedure manual and a Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council will prevail to the extent of the inconsistency.
- (2) In the event of an inconsistency between an Academic Senate policy document and a College policy, procedure or guideline, the policy document of Academic Senate prevails to the extent of the inconsistency.
- (3) This Admission Procedure Manual – 2023 applies to:
  - a. enabling programs;
  - b. undergraduate and postgraduate coursework programs; and
  - c. programs offered by the University to students studying in Australia and offshore, including those enrolled through a partner institution.
- (4) The provisions of this manual apply to admissions 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

- (5) 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; and
    - iii. deferment of enrolment;
  - b. is equitable access to entry pathways for all applicants regardless of ethnicity, religion, disability, or gender;
  - c. are academic pathways that provide access to credit for learning already undertaken;
  - d. are terms and term dates 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.
- (6) The objective of this procedure manual is to provide clear and concise directions to staff and students of the University on admission.

## Further Information for Staff

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

## Section 2 - Admission

(8) The Program and Course Approval Committee is responsible for prescribing the academic requirements for admission to any program. Applicants must meet any additional selection criteria specified for the program that is:

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

(9) 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 because of pre-judgements of their ability to cope with the demands of the program, or of their potential employability.

### Admissions - General

(10) To be considered for admission to the University, applicants must:

- a. have met the English Language Proficiency requirements as set out by Academic Senate;
- b. have satisfied the academic requirements prescribed by Academic Senate for admission to any program;
- c. have met any other additional requirements that may be prescribed in University Rules, policies, schedules or the College admissions requirements and selection criteria; and
- d. be a minimum of 16 years of age as at 1 March of the year of admission. Applicants under the age of 16 years may apply directly to the Vice-Chancellor for consideration.

### Assessment of Eligibility

(11) The University will use proven educational sources (such as Australian Government Department of Education, Skills, and Employment Country Education Profiles) to establish the Australian comparability of overseas qualifications. Where a level of comparability cannot be determined using existing resources, overseas qualifications may be considered by the University Teaching and Learning Committee.

(12) Selection ranks will be calculated using proven resources, such as current [Universities Admissions Centre](#) (UAC) schedules.

### Admission to an Undergraduate Program

(13) Eligibility for admission to an undergraduate program will be determined in accordance with the approved minimum selection rank for the relevant academic program, eligibility under an approved admissions scheme, and other additional admission requirements. The University of Newcastle accepts a range of qualifications for the purposes of determining a selection rank. These include, but are not limited to, ranks (e.g. ATAR or equivalent results) from Australian or overseas senior secondary qualifications (such as the HSC or equivalent), prior tertiary studies, prior TAFE/VET studies, and completed enabling programs.

(14) Minimum selection ranks required for admission to undergraduate degrees will be determined annually by the Deputy Vice-Chancellor (Academic) and Vice President in consultation with the Pro Vice-Chancellors and Heads of School.

(15) There are several ways to gain entry to undergraduate programs at the University. You may be considered for admission based on:

- a. a completed NSW Higher School Certificate (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), (the Bachelor of Nursing does not accept Certificate III);
- d. TAFE/VET qualifications, with a minimum of a completed Certificate II (AQF level 2) in conjunction with meeting additional performance-based selection criteria for the Bachelor of Music and Performing Arts and associated combined degrees;
- e. completion of a recognised enabling program within a 10-year period preceding admission to the University;
- f. overseas qualifications equivalent to Australian studies. Recognition of overseas qualifications is determined in accordance with Clause 11;
- g. Australian Defence Force experience and qualifications;
- h. completion of a Special Tertiary Admissions Test (STAT);
- i. a University approved special admission scheme:
  - i. Aboriginal and Torres Strait Islander Admission Scheme;
  - ii. Big Picture Education Parallel Admission (Pilot Scheme);
  - iii. Newcastle Law School Indigenous Early Entry Scheme;
  - iv. Newcastle Law School Refugee Early Entry Scheme;
  - v. Schools Recommendation Scheme;
  - vi. Special Circumstances Admission Scheme;
  - vii. Subject Spotlight Scheme;
  - viii. any other College/program specific scheme as detailed in the College admission requirements and selection criteria approved by the Program and Course Approval Committee and Academic Senate as detailed in the relevant Program Handbook;
  - ix. performance or recognition in a University approved scheme which attracts adjustment factors:
    - Educational Access Scheme (EAS);
    - Leaders, Athletes and Performers Scheme;
    - Regional and Rural Adjustment Points Scheme;
    - Year 12 Adjustment Scheme.
- j. a combination of any of the above, as stipulated for individual programs (including exceptions and higher AQF level qualifications); and
- k. a maximum total of 12 points will be applied to the selection rank for eligible applicants under clauses 14i(ix) above.

## **Admission to a Postgraduate Program**

(16) Admission requirements for postgraduate coursework programs are specified in the Program Handbook.

## **Admission to an Enabling Program**

(17) Admission requirements for enabling programs are specified in the relevant schedule.

## **Admission Disclaimer**

(18) The University reserves the right to decline or rescind admission to any applicant.

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

(20) An exclusion from a College or program at the University will preclude an applicant from being considered for admission to that program or a program within that College during the period of exclusion.

### **Conflict of Interest**

(21) 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 Admissions Centre](#) (UAC). Forms are available from the Senior Manager Admissions & Scholarships and Scholarships, Student Central.

(22) Admissions staff are required to also sign an annual declaration of understanding of the [Conflicts of Interest Policy](#) or retrospective confirmation that relevant conflicts of interest were declared and managed appropriately over the previous 12 month period. See also: [Conflict of Interest Policy](#) and the [Code of Conduct](#).

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

### **Provisions**

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

(24) EAS applies to both recent school leavers and non-recent school leavers.

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

(26) A maximum of four (4) equity adjustment points may be added to the selection rank for applicants eligible under the EAS. This applies to applicants who apply via [UAC](#) and directly to the University.

## **Section 4 - Year 12 Adjustment Scheme**

(27) Students completing specified subjects for the NSW Higher School Certificate (HSC) will be eligible for a maximum of four (4) adjustment points to be added to their selection rank when being assessed for admission to the University.

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

### **Provisions**

(29) Points are only applied for achievement in the approved HSC subjects as specified in Table 1 of the [Year 12 Adjustment Scheme Schedule \(2023\)](#).

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

### **Approved HSC Subjects**

(31) Academic Senate, on behalf of the University, has determined that the HSC subjects listed in Table 2 of the [Year 12 Adjustment Scheme Schedule \(2023\)](#) will attract adjustments. It is the responsibility of the Colleges to specify which HSC Subjects will attract adjustments for the programs they offer.

(32) The specific adjustments for each program will remain in effect for admissions into the 2023 Academic year. The [Year 12 Adjustment Scheme Schedule \(2023\)](#) will be amended to incorporate newly approved programs as appropriate.

## Section 5 - Regional and Rural Adjustment Scheme

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

(34) Under this scheme, an additional five (5) adjustment 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 a high school within a defined postcode boundary.

### Applicant Eligibility

(35) All applicants who receive an Australian Tertiary Admission Rank (ATAR) because of undertaking the NSW HSC or IB at a high school or TAFE College in target areas designated by the University are eligible.

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

### Institution Eligibility

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

### Excluded Programs

(38) The [Regional and Rural Adjustment 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

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

(40) The Aboriginal and Torres Strait Islander Admission Scheme assesses the applications of Aboriginal and Torres Strait Islander people for admission to all undergraduate programs, with the exception of 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) offer rounds or equivalent direct admission round.

### Eligibility

(41) Only applicants who have established their Aboriginal and Torres Strait Islander status, in accordance with the [Aboriginal and/or Torres Strait Islander Establishing Status within the University Policy](#) will be considered for selection under this admission scheme.

## **Interview**

(42) All applicants to be considered for admission to study under this scheme are to attend an interview, conducted by a panel comprising:

- a. the Head of Wollotuka Institute (or their nominee);
- b. the College Pro Vice-Chancellor of first preference College or a senior representative of that College as nominated by the Pro Vice-Chancellor; and
- c. a member of the Aboriginal and Torres Strait Islander community or a representative from the Hunter Region Aboriginal Education Consultative Group Inc (AECG).

(43) The interview panel will seek to determine the applicant's potential capability to undertake study in the program for which they have applied.

(44) The Head of Wollotuka Institute (or their nominee) will advise the Admissions and Scholarships team, Student Central, of applicants who have been recommended by the interview panel for admission. As a matter of process offers of admission will be made to an applicant whose selection rank is within 4 points of the rank required for admission in the applicable admission round.

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

## **Section 7 - Leaders, Athletes and Performers Scheme**

### **Provisions**

(46) Applicants with demonstrated leadership, athletics and performance skills may apply directly to the University for consideration. The applicant's status as an Elite Athlete must be confirmed by NUSport. Leaders and performers will be assessed by Admissions and Scholarships in Student Central.

(47) A maximum of four (4) adjustment points may be added to the selection rank for applicants eligible under the Leaders, Athletes and Performers Scheme.

### **Excluded Programs**

(48) The Leaders, Athletes and Performers 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**

(49) 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](#);
- b. family/home/work circumstances;
- c. natural disaster;
- d. applicants with a disability; and
- e. any combination of the above.

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

(51) The University will take reasonable steps to ensure that the admissions process is accessible to all applicants.

(52) The University will consult with applicants with a disability and make reasonable adjustments in the admission process. Reasonable adjustments must:

- a. maintain the inherent requirements of a course and/or program;
- b. not cause health and safety risks to other students;
- c. not negatively impact on the learning experiences of other students; and
- d. not give any kind of advantage.

## **Eligibility**

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

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

## **Excluded Programs**

(55) 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 - Subject Spotlight Scheme**

(56) This scheme supports the admission of recent school leaver applicants based on their performance in English and at least one related HSC subject. The scheme aims to map an applicant's success in relevant HSC subjects to their desired University program.

## **Provisions**

(57) Admission under this scheme is based on the applicant's performance in English Standard or English Advanced, and other key NSW HSC (or equivalent) subjects.

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

(59) Participating programs are outlined in the [Subject Spotlight Scheme Schedule 2023](#).

(60) The applicable HSC subject and required results (bands) for each program will remain in effect for admissions into the 2023 Academic year. The [Subject Spotlight Scheme Schedule 2023](#) will be amended to incorporate newly approved programs as appropriate.

## Section 10 - Guaranteed Entry Admission Scheme

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

### Eligibility

(62) Applicants may be eligible for admission under the Guaranteed Entry Admission Scheme, where they have:

- a. successfully completed a University of Newcastle enabling program within the last 10 years prior to admission year, including:
  - i. Open Foundation;
  - ii. Newstep; or
  - iii. Yapug; or
- b. successfully completed a University of Newcastle pathway program, including:
  - i. UON Diploma;
  - ii. UON Graduate Certificate; or
- c. successfully completed an Australian TAFE or other AQF qualification at a minimum level of:
  - i. AQF level 4 (Certificate IV); or
  - ii. AQF level 5 (Diploma); or
  - iii. AQF level 6 (Advanced Diploma).

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

### Provisions

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

(65) 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.

(66) Participating programs are outlined in the [STAT, SRS and Guaranteed Admission Schedule 2023](#).

(67) Provisions relating to guaranteed admission as outlined in the [STAT, SRS and Guaranteed Admission Schedule 2023](#) will remain in effect for admissions into the 2023 academic year. The [STAT, SRS and Guaranteed Admission Schedule 2023](#) will be amended to incorporate newly approved programs as appropriate.

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

(68) 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 university undergraduate programs.

(69) The University will consider the STAT Multiple Choice results for admission purposes for the programs outlined in the [STAT, SRS and Guaranteed Admission Schedule 2023](#) where the applicant is:

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



(70) Provisions relating to the acceptance of STAT as outlined in the [STAT, SRS and Guaranteed Admission Schedule 2023](#) will remain in effect for admissions into the 2023 academic year. The [STAT, SRS and Guaranteed Admission Schedule 2023](#) will be amended to incorporate newly approved programs as appropriate.

## Currency

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

## Section 12 - Schools Recommendation Scheme

(72) The Schools Recommendation Scheme is administered by [UAC](#) according to criteria set by each institution. The scheme is intended to facilitate early offers of undergraduate admission to Year 12 students.

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

(74) Participating programs are included in the [STAT, SRS and Guaranteed Admission Schedule 2023](#).

(75) Provisions relating to the Schools Recommendation Scheme as outlined in the [STAT, SRS and Guaranteed Admission Schedule 2023](#) will remain in effect for admissions into the 2023 academic year. The [STAT, SRS and Guaranteed Admission Schedule 2023](#) will be amended to incorporate newly approved programs as appropriate.

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

(76) The Newcastle Law School Indigenous Early Entry Scheme is open to Aboriginal and Torres Strait Islander (Indigenous) applicants who are completing senior secondary schooling or a University Enabling program in the year prior to admission to the Laws (Honours) Combined program.

(77) Applicants selected under this scheme may receive an offer of admission prior to the completion of their senior secondary studies or University of Newcastle Enabling program. Offers of admission to enabling students will be conditional on successful completion of their current enabling program.

## Provisions

(78) To be eligible for consideration applicants must:

- a. apply for admission to the Bachelor of Laws (Honours) Combined via UAC (senior secondary applicants) or direct to the University (Enabling applicants); and
- b. submit an application direct to the Newcastle Law School, before the advertised closing date.

(79) 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.

(80) Senior secondary 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 recommend an 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; and
- 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](#).

(81) Enabling applicants will be required to provide:

- a. an expression of interest in studying law at Newcastle Law School;
- b. evidence of having achieved a distinction average in all enabling program courses;
- c. a letter of recommendation from the Indigenous Enabling Academic Advisor and/or relevant Program Convenor;
- d. a letter of recommendation from an Aboriginal Elder or Community member; and
- e. 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](#).

(82) 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 their nominee);
- b. the Indigenous Student Liaison of Newcastle Law School (or another member of academic staff); and
- c. a representative of the Wollotuka Institute.

(83) The interview panel will advise the Deputy Vice-Chancellor (Academic) and Vice President, via the Admissions Unit, of applicants recommended to receive an offer of admission.

(84) Senior secondary applicants who meet the admissions scheme criteria will receive an offer of admission in the [UAC](#) October Offer Round 1.

(85) Enabling applicants who meet the admission criteria will receive an offer of admission upon completion of their Enabling program.

## **Section 14 - Newcastle Law School Refugee Admissions Scheme**

(86) The Newcastle Law School Refugee Early Entry Scheme is open to applicants who are completing senior secondary schooling or a University Enabling program in the year prior to admission to the Laws (Honours) Combined program.

(87) Applicants selected under this scheme may receive an offer of admission prior to the completion of their senior secondary studies or University of Newcastle Enabling program. Offers of admission to enabling students will be conditional on successful completion of their current enabling program.

### **Provisions**

(88) To be eligible for consideration applicants must:

- a. apply for admission to the Bachelor of Laws (Honours) Combined via UAC (senior secondary applicants) or direct

to the University (Enabling applicants); and

- b. submit an application direct to the Newcastle Law School, before the advertised closing date.

(89) Closing dates for the Newcastle Law School Refugee Entry Scheme will be published annually on the University website and [UAC](#) entry for the Bachelor of Laws (Honours) Combined program.

(90) Senior secondary 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
- c. where the applicant has demonstrated circumstances which have impacted their academic performance, the Selection Panel may recommend an offer if the applicant has achieved a minimum of 70% in three subjects (including English);
- d. a letter of recommendation for the program from the applicant's School Principal, Year Advisor, Subject Coordinator or Careers Advisor; and
- e. confirmation of humanitarian arrival status.

(91) Enabling applicants will be required to provide:

- a. an expression of interest in studying law at Newcastle Law School;
- b. evidence of having achieved a distinction average in all enabling program courses;
- c. a letter of recommendation from the relevant Enabling Program Convenor; and
- d. confirmation of humanitarian arrival status.

(92) 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 their nominee); and
- b. a representative of the Centre of Excellence for Equity in Higher Education.

(93) The interview panel will advise the Deputy Vice-Chancellor (Academic) and Vice President, via the Admissions and Scholarships or International Admissions units, of applicants recommended to receive an offer of admission.

(94) Senior secondary applicants approved by the Deputy Vice-Chancellor (Academic) and Vice President will receive an offer of admission in the UAC October Offer Round 1.

(95) Enabling applicants approved by the Deputy Vice-Chancellor (Academic) and Vice President will receive an offer of admission upon completion of their Enabling program.

## Section 15 - 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 admission of international students. It supports the [Education Services for Overseas Students Act 2000 \(ESOS\)](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) and should be read in conjunction with those documents.

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

(98) International applicants currently completing senior secondary studies at an Australian high school can apply for admission via direct application through the University portal.

### **Submission of documentation**

(99) Each piece of documentary evidence attached to an application must be either:

- a. an original document;
- b. certified as a true copy of the original document by a certified contractual agent; or
- c. certified as a true copy of the original document by a trusted source such as a Notary Public or Justice of Peace; or
- d. a colour copy of the original document.

(100) For Study Abroad and Exchange students, each piece of documentary evidence attached to an application must be either:

- a. an original document;
- b. certified as a true or colour copy of the original document by a certified contractual agent;
- c. certified as a true or colour copy of the original document by a trusted source such as a Notary Public or Justice of Peace; or
- d. verified by a trusted source such as the home overseas institution.

(101) Where original documents are not provided, or the documentation is not certified as outlined above, a conditional offer of admission may be made subject to the provision of appropriate documentation.

### **Credit**

(102) The University's International Admissions unit will facilitate the provision of credit or arrange for the assessment of credit:

- a. on the basis of credit precedents or articulation agreements agreed by the relevant College; and
- b. on documentary evidence provided by the applicant.

(103) Credit will be assessed and outcomes determined in accordance with the Schedules to the [Awards and Graduation Policy](#) and the provisions of the [Academic Credit Policy](#).

### **Offer of Admission**

(104) Students who do not meet the required standard of English proficiency or academic standards may be offered admission to a nested series of programs which may allow them to progress to an approved award, for example, through an approved English Language Course or University of Newcastle College of International Education pathway course.

(105) Offers of admission to international applicants residing in Australia on a Student Visa must contain or be accompanied by the required information as set out in Standard 2 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#).

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

(106) Non-award study will be subject to the payment of prescribed fees and charges.

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

(108) Non-award study of an undergraduate or postgraduate course will be available to eligible applicants provided the course has places available and has not been expressly excluded from non-award admissions by the Head of School in which the course is offered.

(109) All applicants must meet the University's English Language proficiency requirements.

(110) Applicants must lodge the necessary application form and supporting documentation by the applicable published closing date for the intended term of study.

(111) Applications will be assessed by the relevant Admissions staff from Student Central (for domestic applicants) or Global Office (for international applicants) in consultation with the relevant College.

(112) Applicants will be notified in writing of the outcomes of their application.

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

(114) It is the applicant's responsibility to ensure that they:

- a. have met the assumed knowledge requirements and the requisites for the course/s they wish to study;
- b. comply with the by-laws, rules, and policies of the University as well as the terms and conditions of admission and enrolment;
- c. pay the required fees and charges.

(115) Failure to meet the requirements of Clause 114 may result in the student's admission to the University being cancelled.

## **Courses Offered**

(116) 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.

## **Undergraduate Non-Award Admission**

(117) Applicants will be considered for admission to a non-award course based on meeting the general requirements in one of the following categories:

- a. completion of the NSW HSC or equivalent senior secondary qualification;
- b. completion of an approved program, delivered by an accredited Registered Training Organisation 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 with a pass grade or higher; or
- e. completion of a University Enabling Program.

(118) Applicants who have completed a University of Newcastle Short Course or Massive Open Online Learning Course will be eligible to study the associated academic course in the next available term.

(119) Applicants must be 18 years of age or over as at the 1 March of the year of proposed enrolment unless enrolling in the High Performing Students Program through their high school (refer to clause 121 to 129 below).

## Postgraduate Non-Award Admission

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

- a. completion of an AQF 7 Bachelors degree or higher qualification
- b. completion of an AQF 5 Diploma or AQF 6 Advanced Diploma, and have a minimum of 3 years relevant professional work experience; or
- c. at least 5 years relevant professional work experience.

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

## Admission to the High Performing Students Program

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

(123) Applicants are required to submit an [Expression of Interest form](#), nominated course(s), 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.

(124) Applicants must attend an interview with the coordinating high schools, a University of Newcastle representative, and the Executive Officer of the program.

(125) The interview involves the applicants presenting a portfolio or CV documenting their learning and interests outside school, and any relevant work experience such as their School to Work logbook. Sample interview questions might include:

- a. why they are interested in this course;
- b. what career expectations 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.

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

(127) Applicants must complete the University's "High Performing Students Non-Award Program Application Form" provided by the University prior to their first class. This form enables the University to set up the systems that will support access to e-learning technologies and libraries.

(128) 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.

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

(130) Students will be permitted to be admitted to a maximum of 20 units of non-award study per term, except the summer term where the maximum is 10 units.

## Credit Provisions

(131) Studies undertaken as non-award may form the basis of an application for credit should the non-award student enrol in a University program leading to an award.

## Section 17 - Cross Institutional Admission

(132) Cross Institutional study allows students of other institutions to complete an approved course at the University of Newcastle and have it credited back to their award at their home institution.

(133) An applicant must submit their application for cross-institutional study along with a Home Provider Endorsement and a certified or colour copy of their official academic transcript in order to be assessed for admission.

(134) Students holding a Commonwealth supported place at their home institution will be charged the Commonwealth Supported student rate.

(135) Fee paying students will be charged the full fee paying rate.

(136) Cross Institutional study is available to eligible applicants provided the course has places available and has not been expressly excluded from enrolment by the Head of School in which the course is offered.

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

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

(138) An applicant admitted 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

(139) Applicants admitted to a program, may be eligible to defer their admission for a period of one calendar year, unless the program is listed in Clause 139(a) or 140:

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

### Excluded Programs

(140) 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.

(141) 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

(142) To defer an offer of admission, domestic applicants must notify the Pro Vice-Chancellor Student Experience and Academic Registrar using MyHub or in writing before the expiry date of the offer of admission (normally seven

calendar days from date of offer).

(143) 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 College of Health, Medicine and Wellbeing.

(144) International students seeking deferral of admission must apply to defer through International Admissions.

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

(146) A formal notice of the outcome will be provided to the student via email. 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.

(147) 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.

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

(149) 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

(150) Internal program transfers are available to current undergraduate domestic students who wish to transfer to another undergraduate program.

(151) Current international students who wish to apply for admission to a new degree must submit an internal program transfer to International Admissions.

### Eligibility

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

- a. vacancies in the substitute program;
- b. lodgement of the application by the cut-off date set for the program;
- c. the applicant meeting all published admission requirements and selection criteria; and
- d. the applicant meeting any additional selection criteria for the substitute program.

### Automatic Approval

(153) 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.



Program Currently Enrolled In	Transfer To
Combined Law (Honours) degree program	Another combined Law (Honours) degree program*. For Bachelor of Psychological Science/Bachelor of Laws (Honours), the English Language standard must also be met.
Combined degree	Another combined degree where one of the named programs remains the same (excluding combined Law programs and the Bachelor of Music and Performing Arts/Bachelor of Arts).
Combined Engineering (Honours) degree program	Another combined Engineering (Honours) degree program.
B Engineering (Honours) or B Engineering (Honours) combined (any discipline)	B Engineering (Honours) (any discipline), or B Engineering (Mining Transfer program), or B Computer Science, or B Surveying (Honours).
B Surveying (Honours)	B Engineering (Honours) (any discipline) or B Computer Science, or B Engineering (Mining Transfer Program).
B Computer Science	B Engineering (Honours) (any discipline), B Information Technology, or B Surveying (Honours), or B Engineering (Mining Transfer Program).
B Information Technology	B Computer Science
B Design (Architecture)	B Construction Management (Building).
B Engineering (Mining) Transfer	B Engineering (Honours) (any discipline), B Surveying (Honours), or B Computer Science.
Any University of Newcastle Undergraduate degree	B Arts.
Any University of Newcastle undergraduate degree	B Science.
Any University of Newcastle undergraduate degree	B Business.
Any University of Newcastle undergraduate degree	B Commerce.
Any University of Newcastle undergraduate degree	Any University of Newcastle B Education Degree.
Any University of Newcastle undergraduate degree	Any University of Newcastle Diploma (excluding Diploma of Languages)
Any University of Newcastle Diploma (excluding Diploma of Languages)	Any University of Newcastle Diploma (excluding Diploma of Languages)

## Excluded Programs

(154) The following programs are excluded from admission via internal transfers:

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

(155) 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](#)).

## Section 20 - Campus Transfers

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

(157) International students wishing to transfer to a different campus must submit the relevant transfer forms to International Admissions.

(158) Campus transfers to locations that are no longer accepting commencing students will not be available.

(159) 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.

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

- a. Bachelor of Medical Science and Doctor of Medicine (Joint Medical Program);
- b. Bachelor of Midwifery;
- c. Bachelor of Nursing; and
- d. all End on Honours programs.

## Section 21 - Concurrent Admission to Diploma in Languages

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

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

(163) Current students who wish to add the Diploma in Languages as a concurrent enrolment must apply direct to the University by the application deadline published on the University website, and must meet the minimum admission requirements.

## Section 22 - End-on honours programs

(164) 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.

(165) Admission to some honours programs may be competitive, and meeting the minimum admission requirement may not guarantee admission.

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

## Section 23 - Appeals

### Process

(167) A student may appeal:

- a. the outcome of an application for admission to End-on Honours;
- b. the outcome of an application for admission to Graded Honours Stream within an Embedded Honours Program;
- c. a decision made under any clause in this manual, except:
  - i. Clause 139(a);
  - ii. Clause 140.

(168) A student may lodge an appeal within five (5) working days of notice of the outcome to be appealed.

(169) 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.

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

(171) An appeal must be made in accordance with the [Academic Appeals Policy](#).

(172) An appeal of an outcome of an application for admission to End-on Honours must be made to the relevant College Pro Vice-Chancellor. The Pro Vice-Chancellor (or their nominee) may request any advice required to assist in making a decision.

(173) An appeal of an outcome of an application for admission to Graded Honours Stream within an Embedded Honours program must be made to the relevant Head of School. If the Head of School is unable to determine the outcome of the appeal to the satisfaction of the applicant, the final decision will be made by the relevant College Pro Vice-Chancellor (or nominee). The Pro Vice-Chancellor (or nominee) may request any advice required to assist in making a decision.

(174) For all other matters, in the first instances the appeal will be considered by the Pro Vice-Chancellor Student Experience and Academic Registrar who may refer relevant matters for consideration to the Deputy Vice-Chancellor (Academic) and Vice President.

(175) Upon receipt of an appeal made within the required timeframe, 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 169;
- 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 make one of the following determinations:
  - i. dismiss the appeal; or
  - ii. uphold the appeal and reverse the original decision; or
  - iii. uphold the appeal and vary the original decision.

## **Determination is Final**

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

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

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

## **Section 24 - Review of Offer of Admission**

(179) 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](#), where relevant.
- 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 Student Progress provisions outlined in the [Student Academic Progress Procedure](#); or
- g. failing to enrol or re-enrol by the date specified.

(180) 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;
- c. termination of admission.

## Section 25 - Relaxing Provision

(181) To provide for exceptional circumstances arising in any particular case (for an individual student or student cohort), the Deputy Vice-Chancellor (Academic) and Vice President and President Academic Senate in a joint capacity and on the recommendation of the relevant Pro Vice-Chancellor, may relax a provision of this procedure manual.

## Section 26 - Appendices

(182) [2023 SRS Guaranteed Admission Scheme and STAT Schedule](#)

(183) [2023 Subject Spotlight Scheme Schedule](#)

(184) [2023 Year 12 Adjustment Scheme Schedule](#)

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	29th August 2022
<b>Review Date</b>	29th August 2023
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	24th June 2022
<b>Expiry Date</b>	9th July 2023
<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

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

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

**"Risk"** - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

**"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.

**"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.

**"Credit"** - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. 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.

**"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).

**"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.

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