

# Admissions Manual - Coursework and Enabling Programs

This Admissions Manual (Manual) applies to admissions to University of Newcastle (University) programs in 2024. For information on previous years' admissions, please refer to the relevant "Historic Version" of this document. For information on enrolments please refer to the [Enrolment Manual](#).

## About this Manual

### Foreword

(1) This Manual 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.

(2) 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.

(3) In the event of an inconsistency between this Manual and a Rule(s) or a Schedule to the Rule(s), the Rule(s) made by Council will prevail to the extent of the inconsistency.

### Purpose

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

### Further Information for Staff

(5) Where there is a perceived need for a variation from the requirements described in this Manual, staff should contact [academicpolicy@newcastle.edu.au](mailto:academicpolicy@newcastle.edu.au).

## Section 1 - Admissions Policy

### Part A - General Admissions Policy

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

- a. procedures for admission to programs, including admissions schemes and deferment are clearly defined;
- b. equitable access to entry pathways is established for all applicants;
- c. academic pathways provide access to credit for learning already undertaken;
- d. terms and term dates are approved and promulgated in an appropriate manner;

- e. processes exist to support student progression; and
- f. transparent and accountable processes exist for amendment, review, and relaxation of provisions for admission.

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

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

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

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

## Admission Eligibility and Requirements

(9) To be eligible for admission to the University applicants must:

- a. meet the English language proficiency requirements approved by Academic Senate (please refer to the [English Language Proficiency Policy](#));
- b. satisfy the academic requirements prescribed by Academic Senate for admission to the relevant program;
- c. meet any other additional requirements that may be prescribed in University rules, policies, schedules or the College admissions requirements and selection criteria;
- d. be a minimum of 16 years of age as of 1 March in the year of admission. Applicants under the age of 16 years may apply directly to the Vice-Chancellor for consideration; and
- e. meet the inherent requirements of the relevant program.

(10) Upon meeting the above eligibility requirements, applicants will be considered for admission based on one of the following:

- a. a completed NSW Higher School Certificate (HSC) or equivalent – irrespective of the age of qualification;
- b. completed or partially completed higher education studies;
- c. TAFE/VET qualifications, with a minimum of a completed Certificate III (AQF level 3) except for the Bachelor of Nursing, which recognises the School Based Traineeship (SBT);
- d. TAFE/VET qualifications, with a minimum of a completed Certificate II (AQF level 2) in conjunction with meeting additional performance-based selection criteria for the Bachelor of Music and Performing Arts and associated combined degrees;
- e. completion of a recognised enabling program within a 10-year period preceding admission to the University;
- f. overseas qualifications equivalent to Australian studies. Recognition of overseas qualifications is determined in accordance with Clause 18;
- g. a completed non-ATAR education program completed through a recognised Australian secondary school;
- h. Australian Defence Force experience and qualifications;

- i. completion of a Special Tertiary Admissions Test (STAT) in accordance with clause 58-59;
- j. a University approved admission scheme as outlined in [Appendix 1](#) of this Manual;
- k. performance or recognition of University approved adjustment factors as outlined in [Appendix 2](#) of this Manual;
- l. any other College/program-specific scheme as outlined in the admission requirements and selection criteria approved by Academic Senate, and detailed in the relevant Program Handbook; or
- m. a combination of any of the above, as stipulated for individual programs.

## **International Applicant Requirements**

(11) International applicants seeking a Confirmation of Enrolment (CoE) from the University will also be required to meet the Genuine Temporary Entrant (GTE) criteria stated in Ministerial Direction 69 under the [Migration Act 1958](#).

(12) The University reserves the right to withdraw an offer of admission to an international applicant if the University identifies that the GTE criteria has not been met.

(13) Additional requirements are also imposed for international applicants who will be under the age of 18 at the commencement of study, in accordance with the [Education Services for Overseas Students Act 2000](#).

(14) The University may place a quota on international applicant admission to some programs. In these circumstances, admission will be either competitive or based on order of acceptance of the offer made by the University.

## **Selection Ranks**

(15) University selection ranks will be calculated using proven resources, such as the UAC schedules.

(16) Minimum selection ranks used to determine admission to undergraduate degrees will be set annually by the Deputy Vice-Chancellor (Academic) and Vice President in consultation with the College Pro Vice-Chancellors and Heads of School.

(17) Selection ranks used for undergraduate international admission are typically reviewed and adjusted every three years.

## **Recognition of Overseas Qualifications**

(18) The University will use proven educational sources (such as the 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's Teaching and Learning Committee and submitted to Academic Senate for approval.

## **Conflict of Interest**

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

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

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

(21) Please refer to the [Conflict of Interest Policy](#) and the [Staff Code of Conduct](#).

## Part B - Admission Policy for Non-Award Study

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

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

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

### Undergraduate Non-Award Admission

(25) Applicants will be considered for admission to a non-award course by meeting at least one of following requirements:

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

(26) Applicants who have completed a Massive Open Online Course will be eligible to study the associated academic course in the next available term.

(27) Applicants must demonstrate that they meet the assumed knowledge or course prerequisites, where applicable.

(28) Applicants must be 18 years of age or over as of 1 March in the year of proposed enrolment unless enrolling in the High Performing Students Program through their high school in accordance with clause 78 to 86.

### Postgraduate Non-Award Admission

(29) Applicants seeking admission into postgraduate non-award study must satisfy one of the following admission requirements:

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

(30) Applicants must demonstrate that they meet the assumed knowledge or course prerequisites, where applicable.

### Credit Provisions

(31) 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.

## Part C - Admissions Policy for End-On Honours

(32) To be considered for admission to an end-on honours program, applicants must satisfy the minimum Grade Point

Average (GPA), as outlined in the [Bachelor Honours Degree \(80\) - Awards and Programs Schedule](#), and satisfy any additional selection criteria outlined in the relevant program handbook. (See also [Grade Point Average \(GPA\) Calculation Procedure](#)).

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

## **Part D - Admissions Policy for Cross-institutional Study**

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

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

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

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

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

## **Part E - Deferral of Admissions Policy**

(39) An applicant admitted to a program may request permission to defer their offer of admission. The request must be made prior to the census date of the term of study for which the offer was made, and be in accordance with any relevant University policy requirements or any other provisions approved by Academic Senate from time to time.

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

(41) Offers of admission and deferral of the offer are program and campus specific and are not transferable.

### **Eligibility**

(42) Applicants admitted to a program may be eligible to defer their admission for a period of up to one calendar year, unless the program is listed in clause 46.

(43) In exceptional circumstances, a second year of deferral may be granted upon written request. Such applications will require documentary evidence, where possible, to demonstrate exceptional circumstances that prevent the applicant from being able to commence in the term in which they have been advised to enrol.

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

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

### **Excluded Programs**

(46) 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.

(47) Applicants wishing to delay commencing study within a program that is excluded from deferment of admission must re-apply for admission in the next admission period for the program.

## **Part F - Transfers Policy**

### **Program Transfers**

#### **Availability**

(48) Current undergraduate students can apply for an internal transfer to change from one undergraduate program to another, unless excluded in clause 50.

#### **Eligibility**

(49) 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;
- c. the applicant meeting all published admission requirements and selection criteria for the substitute program;
- d. the applicant meeting any additional selection criteria for the substitute program; and
- e. assessment against the Genuine Temporary Entrant (GTE) criteria in Ministerial Direction 69 (for international student visa holders only).

#### **Excluded Programs**

(50) 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.

## **Part G - Admissions Appeals Policy**

(51) 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 44;
  - ii. Clause 46.

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

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

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

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

## Part H - Policy for Review of Offers of Admission

(55) The University may review an offer of admission. The possible grounds for review include, but is not limited to:

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

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

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

## Section 2 - Admissions Procedures

### Part I - Domestic Admissions Procedures

#### Undergraduate Programs

(57) 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 accepts a range of qualifications for the purposes of determining a selection rank. These include, but are not limited to:

- a. ATAR (or equivalent results) from Australian or overseas senior secondary qualifications (such as the HSC or equivalent);
- b. prior tertiary studies;
- c. prior TAFE/VET studies; and
- d. completed bridging courses or enabling programs.

#### Special Tertiary Admissions Test (STAT)

(58) The University will consider the STAT Multiple Choice results for admissions purposes where the applicant is:

- a. a Current school leaver undertaking non-traditional schooling where a formal Year 12 qualification is not possible (i.e., Steiner Education Australia or Australian registered homeschooling);
- b. a Recent school leaver or Non-recent school leaver who did not do well at school and has no other qualifications; and
- c. a minimum of 18 years of age as of 1 March in the year of admission.

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

(60) Satisfactory performance in the STAT Multiple Choice gives entry to the programs as outlined in the Special Tertiary Admissions Test (STAT) Schedule.

## **Postgraduate Programs**

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

## **Enabling Programs**

(62) Admission requirements for enabling programs are specified in the [Enabling Program Schedule](#).

# **Part J - International Applicant Admission Procedures**

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

(64) 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.

(65) International applicants currently completing senior secondary studies, or the International Baccalaureate at an Australian high school must apply for admission via direct application through the University portal. Applications lodged through UAC will not be accepted.

## **Submission of documentation**

(66) 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.

(67) For International applicants seeking Study Abroad and Exchange, 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.

(68) 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.

## **Offer of Admission**

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



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

(70) 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](#).

(71) The University reserves the right to withdraw an offer of admission if that offer is based on incomplete, fraudulent, or misleading information supplied by the applicant or their education agent.

## **Part K - Non-Award Admissions Procedures**

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

(73) 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.

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

(75) Applicants must satisfy all published course requisites, unless otherwise approved by the relevant College Pro Vice-Chancellor or Director, Pathways and Academic Learning Support Centre.

(76) 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; and
- c. pay the required fees and charges.

(77) Failure to meet the requirements of Clause 76 may result in the applicant's admission to the University being cancelled.

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

(78) Applicants can check the [High Performing Students Program website](#) about courses that are on offer.

(79) Applicants are required to submit an expression of interest and their last school report to the coordinating high school with a signature from their School Principal confirming that their work is of a high calibre.

(80) Applicants will be required to attend an interview with the coordinating high schools and a University of Newcastle representative.

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

- a. why the applicant is interested in the course;

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

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

(83) Applicants must complete the University's application process and enrol in the course before their first class. This enables the University to set up the systems that will support access to e-learning technologies and libraries.

(84) There are no age restrictions for enrolment, but applicants 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 relevant Memorandum of Agreement.

(85) Applicants may be admitted up to a maximum of 20 units of non-award study per term, except the summer term where the maximum is 10 units.

(86) 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.

## **Part L - Cross Institutional Admission Procedure**

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

## **Part M - Deferment of Admission to a Coursework Award Procedure**

### **Domestic Applicants**

(88) To defer an offer of admission, domestic applicants must indicate their intention to defer in MyHub, or notify Student Central in writing to [admissions@newcastle.edu.au](mailto:admissions@newcastle.edu.au) before the expiry date of the offer of admission (normally seven calendar days from date of offer).

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

### **International Applicants**

(90) International applicants seeking deferral of admission must apply to defer through International Admissions ([IA@newcastle.edu.au](mailto:IA@newcastle.edu.au)).

(91) Deferral requests made before the international applicant's student visa is granted will be considered on a case-by-case basis.

(92) Deferral requests made after the international applicant's student visa is granted will be considered where the applicant can demonstrate compassionate or compelling circumstances (see [Enrolment Manual](#)).

(93) The University will advise international applicants who have had their offer of deferment approved of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa. The University will report the change to the international student's enrolment in accordance with the [Education Services for Overseas Students Act \(2000\)](#).

## Notification - all applicants

(94) A formal notice of the outcome of an application for deferment will be provided to the applicant 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 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.

## Enrolment After Deferment Period

(95) The applicant's offer of admission may lapse if they do not enrol by the stated closing date for enrolment for the term in which the applicant has been advised to enrol.

## Part N - Internal Program Transfer Procedure

### Automatic Approval

(96) Undergraduate domestic students are required to apply for an internal transfer using the online application form.

(97) Undergraduate international students who wish to apply to transfer to a new degree must submit an internal program transfer request to International Admissions ([IA@newcastle.edu.au](mailto:IA@newcastle.edu.au)).

(98) For Domestic students, the following scenarios will be approved automatically:

**Table 1 - Automatic Approval of Internal Program Transfers**

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.
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 bachelor's degree.	B Arts.
Any University of Newcastle undergraduate bachelor's degree.	B Science.

Program Currently Enrolled In	Transfer To
Any University of Newcastle undergraduate bachelor's degree.	B Business.
Any University of Newcastle undergraduate bachelor's degree.	B Commerce.
Any University of Newcastle undergraduate bachelor's degree.	Any University of Newcastle B Education degree.
Any University of Newcastle undergraduate bachelor's 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).

(99) 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 UAC).

## Part O - Concurrent Admission to Diploma in Languages

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

(101) 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](#).

(102) 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.

## Part P - End-on Honours Admissions Procedure

(103) Applicants must apply directly to the University using the application form available on the University website. Applications must be submitted on or before the published application deadline (typically two weeks prior to the commencement of term).

## Part Q - Admission Appeals Procedure

(104) Applicants and students may lodge an appeal within five working days of notice of the outcome to be appealed.

(105) An appeal of an outcome of an application for admission to End-on Honours must be made to the relevant Head of School. The Head of School (or their nominee) may seek further advice as required to assist in determining the outcome of an appeal.

(106) 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, unless the Head of School is the original decision maker. Where the Head of School is the original decision maker, the appeal must be considered by the Academic Division General Manager and Academic Registrar. The officer considering the appeal (or their nominee) may request further advice as required to assist in determining the outcome of an appeal.

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

(108) Upon receipt of an appeal made within the required timeframe, the officer considering the appeal:

- a. will consider the information provided in the appeal to the extent that the information relates to one of the grounds of appeal set out in this Manual;
- b. will consider material taken into account by the original decision maker in making their determination which is relevant to the grounds of appeal;
- c. may request further information from the applicant or student or from the original decision maker; and
- d. will then make one of the following determinations:
  - i. dismiss the appeal; or
  - ii. uphold the appeal and reverse the original decision; or
  - iii. uphold the appeal and vary the original decision.

## **Determination is Final**

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

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

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

# **Section 3 - Roles and Responsibilities**

## **Applicant Responsibilities**

(112) Applicants seeking admission to the University for an undergraduate or postgraduate program are responsible for:

- a. lodging their application either through the [Universities Admissions Centre \(UAC\)](#); or
- b. applying directly to the University.

(113) International applicants must lodge their application directly with International Admissions (see [International - Admissions Portals](#)).

(114) Applicants seeking admission to an enabling program must lodge their application direct to Pathways and Academic Learning Support Centre (See [Direct Application to Enabling Pathways](#)).

(115) Applicants seeking admission to a non-award program must apply directly to the University (see [Non-Award Admissions](#)).

(116) Applicants seeking approval for cross-institutional study must apply directly to the University (see [Non Award and Cross Institutional Study](#)).

(117) Applicants who receive an offer of admission to the University are responsible for accepting the offer and proceeding to enrolment (see [Enrolment Manual](#)), or deferral processes outlined in this Manual.

## **Admissions Team(s) Responsibilities**

(118) The Admissions Team in Student Central is responsible for receiving and assessing applications from domestic applicants for undergraduate and postgraduate coursework programs where the application is submitted directly to

the University.

(119) The Admissions Team in Pathways and Academic Learning Support Centre is responsible for receiving and assessing applications for enabling programs.

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

(121) The International Admissions team is responsible for:

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

(122) The relevant Admissions team will:

- a. assess and process each application, ensuring that all eligibility and requirements are met; and
- b. issue an offer of admission to the applicant where all requirements are met, and the application is within the cut-off limits.

(123) The Student Central Admissions team is also responsible for:

- a. processing requests for deferral and transfer from domestic applicants / students;
- b. considering requests for cross-institutional study, and forwarding these for approval to the relevant College Pro Vice-Chancellor; and
- c. considering applications for admission to end-on honours, and forwarding these for approval to the relevant Program Convenor.

## **Universities Admissions Centre (UAC)**

(124) Applications for admission to the University made through [UAC](#) will be processed and assessed by [UAC](#).

(125) The [UAC](#) will issue an offer of admission to the applicant where all University requirements are met, and the application is within the cut-off limits set by the University.

(126) The [UAC](#) can also accept applications for transfer of admission from one program to another.

## **Head of School**

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

- a. determining the outcome of an appeal for admission to end-on honours; and
- b. determining the outcome of an appeal for admission to Graded Honours Stream within an embedded honours program;
- c. notifying Student Central and the Global Office of courses that exclude non-award admission, and of any limits to the number of non-award enrolments permitted in an individual course.

## **Academic Division General Manager and Academic Registrar**

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

- a. considering the outcome of requests to defer admission from Domestic applicants, excluding those applicants

- seeking entry into the Joint Medical Program;
- b. approving the rescission of an offer of admission made to an applicant; and
- c. determining the outcome of appeals relating to admissions.

### **Dean of Medicine - Joint Medical Program**

(129) The Dean of Medicine – Joint Medical Program is responsible for considering the outcome of deferral of admission requests from applicants seeking entry into the Joint Medical Program.

### **Deputy Vice-Chancellor (Academic) and Vice President**

(130) The Deputy Vice-Chancellor (Academic) and Vice President is responsible for:

- a. setting the University selection ranks;
- b. approving term dates;
- c. approving admissions through the Newcastle Law School Indigenous Early Entry Scheme; the Newcastle Law School Refugee Early Entry Scheme, and the Special Circumstances Admissions Scheme;
- d. approving the rescission of an offer of admission;
- e. determining the outcome of appeals, excluding those relating to admission to end-on honours, or graded honours stream within an embedded honours program.

### **Vice-Chancellor**

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

### **Program and Course Approval Committee (PCAC)**

(132) The PCAC is responsible for prescribing the academic requirements for admission to any program.

### **Teaching and Learning Committee (TLC)**

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

## **Section 4 - Quality Assurance**

(134) The Associate Director, Student and Academic Administration will review key metrics associated with admissions to monitor performance and identify trends. The findings of the review will be reported annually to Academic Senate.

(135) The Associate Director, Student and Academic Administration will undertake annual review reviews of admissions processes, in consultation with the Risk Unit and in accordance with the [Risk Management Framework](#).

## **Section 5 - Relaxing Provision**

(136) To provide for exceptional circumstances arising in any case (for an individual applicant, 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 College Pro Vice-Chancellor, may relax a provision of this procedure manual.

## Section 6 - Appendices and Schedules

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

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

(139) [2024 Year 12 Adjustment Scheme Schedule](#)

(140) [2024 Subject Spotlight Scheme Schedule](#)

(141) [2024 Guaranteed Entry Admission Scheme Schedule](#)

(142) [2024 Special Tertiary Admissions Test \(STAT\) Schedule](#)



## Status and Details

Status	Historic
Effective Date	8th January 2024
Review Date	22nd September 2024
Approval Authority	Academic Senate
Approval Date	8th January 2024
Expiry Date	6th June 2024
Responsible Executive	Belinda Tynan Senior Deputy Vice-Chancellor (Academic)
Enquiries Contact	Kellie Masters Senior Manager, Domestic Admissions and Conversions <hr/> Communications & Engagement

## Glossary Terms and Definitions

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

**"Prerequisite"** - A condition or requirement which must be fulfilled for enrolment to a course.

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

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

**"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.

**"Assumed knowledge"** - The knowledge base upon which a course builds and which is deemed necessary at the commencement of that course to succeed in that course.

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

**"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.

**"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.

**"Disciplinary action"** - When used in relation to staff of the University, this is as defined in the applicable and current Enterprise Bargaining Agreement, or the staff member's employment contract. When used in relation to students of the University, this is as defined in the Student Conduct Rule.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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