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Dean's Foreword

The professions responsible for the construction of the built environment are among the most important in both economic and social terms to the well-being of society. They also offer some of the most wide-ranging and rewarding careers available to university graduates, with opportunities to pursue a great variety of activities, from the design of buildings and the technical resolution of their components, to the management of the processes and people involved in their construction. The architecture and building degree courses offered at Newcastle reflect the richness of these career opportunities by providing an educational environment in which the student can develop those areas of skill, knowledge and understanding required of the aspiring professional.

For the student of architecture, these areas include graphic skills as well as scientific knowledge, the study of history as well as of the latest developments in computer-aided design, as part of a unique range of practical and intellectual activities at the heart of which lies that creative generation of built form in response to human need which constitutes architectural design. Although there will be many forms of practice open to a student at the completion of the university course, it is this capacity for conceiving imaginative design solutions to real problems which underlies the most effective contributions which an architect can make.

Similarly, the skills and techniques related to the management of the construction process form the core of the range of disciplines which the student of building is concerned with, and which provide the basis of professional competence and leadership in an increasingly complex industry.

We believe that the best way in which the Faculty can help students to develop these capacities is by dealing with relevant problems in a way which integrates the various areas of skill and knowledge required. It is this integrated problem-based approach which gives the Newcastle Faculty of Architecture its distinctive character, and which in guiding the development of its courses. We believe it encourages an exciting educational context in which students can achieve the highest levels of preparedness for their future professional careers.

Barry S. Maitland
Dean
Associate Professors
R. M. L. Cowdroy, ASTC, BArch (NSW), MBldSc (Syd), MBA, PhD, FAIA
L. N. Johnston, DipArch (Dund), ARAIA, MRIAI (Head of Department)

Senior Lecturers
H. K. Banerjee, BE (Calcutta), M Tech (Kharagpur), PhD (Glas), MBA (WAust), FIE (Ind), MIE (Aust)
R. J. Donaldson, BArch, TSNZ
A. G. McTavish, BArch (NSW), MArch (Toronto), FRAIA
R. J. Moore, BArch (NSW), DipEd (STC), MA (NSW), ARAIA
D. J. Stafford, BArch, BA (Canberra CAE), FRAIA, RIBA

Lecturers
J. Cochrane, DipTech (NCAE), BArch, ARAIA
V. McGovern, DipArch (QIT), ARAIA
C. Padcock, BArch (Syd), ARAIA

Department of Building
Professor
W. D. McGeorge, MSc (H-W), FRICS, FAIQS, FAIB (Head of Department)

Senior Lecturers
S. E. Chen, BSc (Arch), BArch, MArch, MBA, ARAIA
J. B. Lewis, Bldg (Melb), MSc (RUS), FSIB, FAIB, MCIOB
B. Varnam, BSc (Eng), FAIB, MICE, MIE (Aust), AIARB

Lecturers
G. Liptak, Bldg (Melb), AAIQS, MAIB
M. Y. Maik, DipArch (HKP), ARBM (HKP), MPM (NSW), MCIOB
B. Marland, DipArch (Portsmouth), MSc (Lond), PhD (Lond)
M. Ostwald, BArch, BA (Arch), ARAIA, AIISC

FACULTY TECHNICAL STAFF
Senior Technical Officer P. Thomas
Technical Officer F. Muller, Assn Dip Art/Craft, Phot (NCAE), MAIPP
Laboratory Craftsmen D. L. Anderson
Computer Systems Officer T. Gunibert, BSc (CompSc) (WCU Philadelphia)

Section Two
Faculty Information

Location
The Faculty of Architecture functions in a self-contained building on the University campus where it is located across the western footbridge beyond the Library and Union over the ring road and adjacent to Building M. The nearest general car park is north of Building M. See the frontispiece plan for further details.

The postal address is:
Faculty of Architecture
The University of Newcastle
CALLAGHAN NSW 2308
Telephone No. (049) 215771
Fax No. (049) 216913

The University telephone number is 215000.

University of Newcastle Architectural Students’ Association
Membership is open to both students and staff of the Faculty of Architecture as well as members of the architectural profession. Students of other faculties may be admitted as associate members. The Association aims at bringing together students at all levels within the Faculty and holds functions, both social and academic, including lectures by prominent members of the profession.
Announcements of the Architectural Students’ Association’s activities are posted on the Notice Board in the Architecture building.

Professional Recognition
Architecture
The Bachelor of Science (Architecture) and Bachelor of Architecture programs at this University have been approved by the professional and state bodies which accredit architecture courses in Australia. These organisations include the Royal Australian Institute of Architects, the New South Wales Board of Architects, and the Commonwealth Association of Architects.
The course of study in architecture leading to graduation and accreditation as an architect consists of two degree programs. The first degree BSc(Arch) consists of 3 years full-time study. The second degree BArch consists of 2 years full-time study. Students may proceed directly from one degree program to the next or may choose to take leave of absence to work or travel.

Construction Management (Building)

The course is accredited by the Australian Institute of Building (AIB) and fulfills the academic requirements of the Australian Institute of Quantity Surveyors (AIQS). Additionally, graduates seeking accreditation with the AIQS will be required to complete a minimum period of practical experience as determined by the AIQS.

Professional Association

Students enrolled in the Faculty of Architecture are advised to apply for student membership of the appropriate professional body (Royal Australian Institute of Architects; Australian Institute of Building; Australian Institute of Quantity Surveyors). These institutes issue a wide range of publications and hold numerous functions both social and educational at specially reduced rates for students, all of which should be of interest and value to students in the Faculty.

Prerequisites for Entry to the Bachelor of Science (Architecture) Degree

There are no mandatory prerequisite HSC subjects required of students entering the course. Students are advised however that the study of architecture will call upon skills of literacy, numeracy and design. The HSC subjects English, Mathematics, Physics, Art and Industrial Arts would provide a basis for the development of these skills.

Prerequisites for Entry to the Bachelor of Construction Management (Building) Degree

There are no mandatory prerequisite HSC subjects which prospective students must complete before entry into the Bachelor of Construction Management (Building) course. Passes in 2 unit Mathematics and 2 unit Physics are recommended and an adequate pass in English is considered desirable.

Practical Experience Requirements for Bachelor of Construction Management (Building) Degree

As the Bachelor of Construction Management (Building) degree is highly vocationally oriented, and experience in the industry during the course is of great value. Accordingly, it is a requirement that a minimum of sixteen weeks of approved practical experience be completed before a student undertakes the final year of the course.

The sixteen weeks can be accumulated at any time prior to the final year of the course. A suitable range of experience must be gained in the industry to enable students to fully appreciate the practical implications of much of the theoretical aspects of the program. Where possible, this experience should cover on-site and office work and vary from observation at the beginning to direct participation as time progresses. The student should gain as wide a variety of experience as possible while still remaining at each task until some competence is gained.

A list of organisations which may assist in providing students with suitable experience may be obtained from the Faculty. However, it is the responsibility of the student to find and arrange suitable experience.

Students are required to keep a Log Book in order to record their industrial work. The Log Books may periodically be required for checking by the Faculty.

Student Representation in Faculty Affairs

Provision is made for student representatives to be elected to the Faculty Board of the Faculty. The Faculty Board has responsibility for the teaching and research activities of the Faculty.

Advice and Information

Requests regarding course requirements and general matters such as Rules and procedures, Faculty policies, admission, enrolment, re-enrolment, variation of programme, special consideration and course transfers may be directed to the Faculty Secretary, Room 1-06 or telephone 215570.

Additional information will be posted on the Departmental Notice Boards throughout the year. Timetables do not remain set for the year and students are advised that it is their responsibility to ensure they have the correct information.

Academic Advisors

Academic advice and guidance regarding course content or problems relating to courses or academic difficulties may be directed to the Faculty Academic Advisor, Mr George Liptak, telephone 215779, or the Assistant Dean, Mr Arthur Kingland. Mr S.R. Chen is acting Assistant Dean for the period 1.7.94 to 30.6.95 while Mr Kingland is on study leave.

Students with Special Needs

Students with permanent or temporary disabilities may wish to consult with the Faculty Advisor for Students with Special Needs, Mr John Cochran, or telephone 215761.

Awards, Prizes and Scholarships

Board of Architects of New South Wales Prize

The Board of Architects of NSW Prize is awarded for the best academic performance in the Bachelor of Architecture degree course, if of sufficient merit. Value $350.

RAIA Annual NSW Chapter Prize

The New South Wales Chapter of the Royal Australian Institute of Architects offers a prize each year to the student whose performance in the Bachelor of Architecture degree course has been outstanding. Value $250.

Sydney C Morton Prize

This prize is awarded annually to the graduating student who achieves the highest aggregate of marks in the technology study areas of the Bachelor of Science (Architecture) and Bachelor of Architecture degree courses, provided the work is of sufficient merit. Value $60.

Neville Clowen Architectural Synthesis Prize

This prize is awarded annually to the student, being enrolled in one of the design study areas of the Bachelor of Science (Architecture) or Bachelor of Architecture degree courses, who best demonstrates the design process by a project completed during the year. The prize shall be awarded on the recommendation of the Head of the Department of Architecture. Value $400.

NB Pitt - RAIA Newcastle Division Prize

A book prize awarded annually by the Newcastle Division of the Royal Australian Institute of Architects to a student at any stage in the course Bachelor of Science (Architecture) or Bachelor of Architecture for excellence in the field of architectural communication. Value $200.

The Newcastle Master Builders' Association Prize

In 1994 this prize will be awarded to the student who achieves the best annual performance in Year 4 of the Bachelor of Construction Management (Building) (Internal). Value $400.

Building Services Corporation Prizes

Four prizes are awarded annually being two for First Year and two for Second Year of the Bachelor of Construction Management (Building) by external studies. Prizes to the value of $500 are awarded to the students with the best performance, if of sufficient merit.

D.F. McCoy and McCoy Developments Scholarships in Building

Two scholarships to the value of $1,500 each are offered to final year Bachelor of Construction Management (Building) students. The scholarships are awarded on the basis of academic merit.

(i) D.F. McCoy Scholarship — to the top ranking student

(ii) McCoy Developments Scholarship — to the second highest ranking student.

Wreckair Scholarships

Two scholarships to the value of $2,500 each p.a. are awarded to students in the final 2 years of both the Bachelor of Architecture and Construction Management (Building). The scholarships are awarded on academic merit and equal instalments of $1,250 are paid at each semester.

Further information on prizes and awards may be obtained from University Student Administration Unit, Scholarships and Prizes.

Equipment

At the commencement of the course recommendations for draughting equipment will be given. All students are required to obtain safety helmets and protective footwear to enable them to participate in site visits.

Academic Dress

The academic dress worn by graduates of the Faculty of Architecture of the University of Newcastle is as follows:

Gowns

(a) Degree of Bachelor

A gown of black cloth as worn by Bachelors of Arts of the University of Cambridge.

(b) Degree of Master

A gown of black cloth as worn by Masters of Arts of the University of Cambridge.

(c) Degree of Doctor of Philosophy

A gown of garnet cloth faced with silver grey to a width of 10 cms.

Capes and Bonnets

(a) Degree of Bachelor and Master

Either a black cloth trencher cap or a black Canterbury cap.

(b) Degree of Doctor of Philosophy

A black velvet bonnet with a silver cord.

Hoods

(a) Degree of Bachelor of Science (Architecture)

A full hood of black silk lined to a depth of 15 cms with garnet and a 4 cm edging of silver grey.

(b) Degree of Bachelor of Architecture

A full hood of black silk lined to a depth of 15 cms with garnet.
Section Two

(c) **Degree of Bachelor of Construction Management (Building)**
A full hood of black silk lined to a depth of 15 cm with Deep Indian Red (ASC R64)

(d) **Degree of Master of Architecture**
A full hood of black silk fully lined with garnet.

(e) **Degree of Master of Building**
A full hood of black silk fully lined with Deep Indian Red (ASC R64)

(f) **Degree of Doctor of Philosophy**
A hood of garnet fully lined with silver grey.

Section Three

**Rules Governing Bachelor Degrees offered in the Faculty of Architecture**

**Application of Rules**
1. These Rules shall apply to all the academic awards of the University other than the degrees of Doctor and Master.

**Interpretation**
2. (1) In these Rules, unless the context or subject matter otherwise indicates or requires:

   - "award" means the degree, diploma (including graduate diploma and associate diploma) or graduate certificate for which a candidate is enrolled;
   - "course" means the total requirements of the program of study approved by the Academic Senate to qualify a candidate for the award as set out in the schedule;
   - "Dean" means the Dean of a Faculty;
   - "department" means the department offering a particular subject and includes any other body so doing;
   - "Faculty" means the Faculty responsible for the course;
   - "Faculty Board" means the Faculty Board of the Faculty;
   - "schedule" means the schedule to these Rules relevant to the award listed under the name of the Faculty;
   - "subject" means any part of a course for which a result may be recorded.

   (2) A reference in these Rules to a Head of Department shall be read not only as a reference to the person appointed to that office but also, where a subject is not offered by a department as such, to the person approved by the Academic Senate to undertake the responsibilities of a Head of Department for the purpose of these Rules.

**Admission**
3. An applicant for admission to candidature for an award shall satisfy the requirements of the University governing admission to and enrolment in a course and any other additional requirements as may be prescribed in the schedule for that award.
Subject
4. (1) For the purposes of a course, a subject may be classified at a level determined by the Faculty Board.

(2) Each subject shall be allotted a credit point value by the Academic Senate after considering the advice of the Faculty Board of the Faculty in which the department is located.

(3) The Academic Senate, after considering a request from a Faculty Board, may determine that a subject be not offered during a particular academic year.

(4) The Faculty Board shall approve the subjects for the award. Any change in the list of approved subjects which will have effect in the following year shall be approved by a date determined by the Academic Senate.

(5) Where there is any change in the list of approved subjects, the Faculty Board shall make all reasonable provision to permit students already enrolled in the course to progress normally.

Enrolment
5. (1) A candidate may not enrol in any year in a combination of subjects which is incompatible with the requirements of the timetable for that year.

(2) Except with the permission of the Dean and subject to any contrary provision in the schedule:

(a) a candidate may not enrol in subjects totalling more than the equivalent of 40 credit points in any semester;

(b) a candidate shall not enrol in a subject which does not count towards the award; and

(c) a candidate shall not be permitted to enrol in any subject which is substantially equivalent to one which that candidate has previously counted towards a degree or diploma.

(3) A candidate for an award shall not enrol in a course or part of a course for another award in this University unless consent has first been obtained from the Dean and, if another Faculty is responsible for the course leading to that other award, the Dean of that Faculty, provided that a student may enrol in a combined course approved by the Academic Senate leading to two awards.

Pre-requisites and Co-requisites
6. (1) The Faculty Board on the recommendation of the Head of the Department may prescribe pre-requisites and/or co-requisites for any subject offered by that Department.

(2) Except with the permission of the Dean granted after considering any recommendation made by the Head of the Department, no candidate may enrol in a subject unless that candidate has passed any subjects prescribed as its pre-requisites at any grade which may be specified and has already passed or concurrently enrols in or is already enrolled in any subjects prescribed as its co-requisites.

(3) Except with the permission of the Dean, a candidate will not have satisfied a pre-requisite if the pre-requisite subject has not been completed in the preceding eight calendar years.

(4) A candidate attaining a Terminating Pass in a subject shall be deemed not to have passed that subject for pre-requisite purposes.

Credit
7. (1) A Faculty Board may grant credit to a candidate in specified and unspecified subjects, on such conditions as it may determine, in recognition of work completed in the University or another institution approved by the Faculty Board for this purpose or additionally as may be provided in the schedule.

(2) Except as may be otherwise provided in the schedule, a candidate shall not be given credit for more than sixty-five percent of the total number of credit points required to complete the course.

Subject Requirements
8. (1) The subjects which may be completed in the course for the Award shall be those approved by the Faculty Board and published annually as the Approved Subjects section of the schedule.

(2) A candidate enrolled in a subject shall comply with such academic and practical requirements and submit such written or other work as the Department shall specify.

(3) Except as otherwise permitted by the Head of Department, any material presented by a candidate for assessment must be the work of the candidate and not have been previously submitted for assessment.

(4) To complete a subject a candidate shall satisfy published departmental requirements and gain a satisfactory result in such assessments and examinations as the Faculty Board shall require.

Withdrawal
9. (1) A candidate may withdraw from a subject or the course only by informing the Academic Registrar in writing and the withdrawal shall take effect from the date of receipt of such notification.

(2) A student shall be deemed not to have enrolled in a subject if that student withdraws from the subject:

(a) in the case of a semester length subject, before the Higher Education Contribution Scheme census date for that semester; or

(b) in the case of a full year subject, before the first Higher Education Contribution Scheme census date for that academic year.

(3) Except with the permission of the Dean:

(a) a candidate shall not be permitted to withdraw from a subject after the relevant date which shall be:

(i) in the case of a semester length subject, the last day of that semester; or

(ii) in the case of a full year subject, the last day of second semester; and

(b) a candidate shall not be permitted to withdraw from a subject on more than two occasions.

Leave of Absence
10. (1) Subject to any provision in the schedule, a candidate in good academic standing in the course:

(a) may take leave of absence of one year from the course; or

(b) with the permission of the Dean, may take leave of absence of two consecutive years from the course without prejudice to any right of the candidate to re-enrol in the course following such absence and with full credit in all subjects successfully completed prior to the period of leave.

(2) For the purposes of sub-rule (1), unless otherwise specified in the schedule, a candidate eligible to re-enrol shall be deemed to be in good academic standing.

Qualification for the Award
11. (1) To qualify for the award a candidate shall satisfactorily complete the course prescribed in the schedule.

(2) A subject which has been counted towards a completed award may not be counted towards another award, except to such extent as the Faculty Board may approve.

Combined Degree Programs
12. (1) Where so prescribed for a particular course, a candidate may complete the requirements for one Bachelor degree in conjunction with another Bachelor degree by completing a combined degree program approved by the Academic Senate on the advice of the Faculty Board and, where the other Bachelor degree is offered in another Faculty, the Faculty Board of that Faculty.

(2) Admission to a combined degree program shall be restricted to candidates who have achieved a standard of performance deemed satisfactory for the purposes of admission to the specific combined degree course by the Faculty Board(s).

(3) The work undertaken by a candidate in a combined degree program shall be no less in quality and quantity than if the two courses were taken separately.

(4) To qualify for admission to the two degrees a candidate shall satisfy the requirements for both degrees, except as may be otherwise provided.

Relaxing Provision
13. In order to provide for exceptional circumstances arising in a particular case, the Academic Senate on the recommendation of the Faculty Board may relax any provision of these Rules.

SCHEDULE — BACHELOR OF SCIENCE (ARCHITECTURE)
Enrolment
1. Except with the approval of the Faculty Board granted only in exceptional circumstances, a candidate may not enrol in subjects totalling less than 80 credit points.

Qualification for the Degree
2. To qualify for admission to the degree a candidate shall pass the program of study approved by the Faculty Board totalling 240 credit points.

Grading
3. The degree shall be conferred as an ordinary degree except that, where the performance of a candidate has reached a standard determined by the Faculty Board to be sufficient, the degree may be conferred with merit.

Credit
4. The credit granted to candidates shall not exceed 160 credit points.
## COURSE STRUCTURE — BACHELOR OF SCIENCE (ARCHITECTURE)

<table>
<thead>
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<th>Subject No.</th>
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</table>

## SCHEDULE — BACHELOR OF ARCHITECTURE

### Admission to Candidature

1. An applicant for admission to candidature shall:
   (a) have completed the requirements for admission to the degree of Bachelor of Science (Architecture) in the University of Newcastle; or
   (b) have completed the requirements for admission to a degree at any other institution recognised by the Faculty Board as equivalent to the degree of Bachelor of Science (Architecture) in the University of Newcastle; or
   (c) hold such other qualifications approved by the Faculty Board for the purpose of admission to candidature.

### Enrolment

2. In any year a candidate will enrol in 80 credit points unless granted the permission of the Faculty Board to enrol in fewer.

### Qualification for the Degree

3. To qualify for admission to the degree, a candidate shall pass the program of study approved by the Faculty Board totalling 160 credit points except that in the case of a candidate who has been admitted to candidature under Section 1(c), the Faculty Board may require a candidate to pass a program of study approved by it up to 240 credit points.

### Grading of the Degree

4. (1) The degree shall be conferred as an ordinary degree except that, where the performance of a candidate has reached a standard determined by the Faculty Board to be of sufficient merit, the degree may be conferred with honours.
   (2) There shall be two classes of Honours, namely Class I and Class II.

### Credit

5. The credit granted to candidates shall not exceed 80 credit points.
## COURSE STRUCTURE — BACHELOR OF ARCHITECTURE

<table>
<thead>
<tr>
<th>Subject No.</th>
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</table>

Faculty Board may require a candidate to pass a program of study including an additional 80 credit points of study or a Preliminary Year, if previous tertiary studies are deemed insufficient.

### Preliminary Year

<table>
<thead>
<tr>
<th>Subject No.</th>
<th>Subject Name</th>
<th>Length</th>
<th>Cps</th>
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</tr>
</thead>
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<td>Sem 2</td>
<td>40</td>
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</tr>
</tbody>
</table>

### NOTE:
- These subjects may not be offered in any one year if there is insufficient student demand or may be affected by staff availability. Please check at the Faculty Office for subject availability.

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## SCHEDULE — BACHELOR OF CONSTRUCTION MANAGEMENT (BUILDING)

### Course Programs
1. The course shall be pursued either as:
   - (a) an Internal course program; or
   - (b) an External course program.

### Qualification for the Degree
2. To qualify for admission to the degree a candidate shall pass the program of study approved by the Faculty Board totalling 320 credit points.

### Grading of the Degree
3. (1) The degree shall be conferred as an ordinary degree except that, where the performance of a candidate has reached a standard determined by the Faculty Board to be of sufficient merit, the degree may be conferred with honours.
   (2) There shall be two classes of Honours, namely Class I and Class II. Class II shall have two divisions, namely Division 1 and Division 2.

### Credit
4. (1) Credit granted for work completed which qualified the candidate for an award in this University or for work completed at another institution whether the candidate qualified for an award or not, shall not exceed 215 credit points.
   (2) Where a candidate transfers between the course programs approved for the award, the Faculty Board may grant credit to a candidate under Rule 7(1) of the Rules Governing Academic Awards up to but not exceeding 240 credit points.

### Transfer Between Course Programs
5. A candidate may transfer between the Internal and External course programs subject to such conditions determined by the Faculty Board.
## COURSE STRUCTURE — BACHELOR OF CONSTRUCTION MANAGEMENT (BUILDING)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject Name</th>
<th>Length</th>
<th>Cps</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Course</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>BLDG110</td>
<td>Building I</td>
<td>FY</td>
<td>80</td>
<td>BLDG110</td>
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<tr>
<td>BLDG210</td>
<td>Building II</td>
<td>FY</td>
<td>80</td>
<td>BLDG210</td>
</tr>
<tr>
<td>BLDG310</td>
<td>Building III</td>
<td>FY</td>
<td>80</td>
<td>BLDG310</td>
</tr>
<tr>
<td>BLDG410</td>
<td>Building IV</td>
<td>FY</td>
<td>80</td>
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<tr>
<td><strong>External Course</strong></td>
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<tr>
<td>Year 1</td>
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<tr>
<td>BLDG151</td>
<td>Building 151</td>
<td>Sem 1/2</td>
<td>30</td>
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</tr>
<tr>
<td>BLDG152</td>
<td>Building 152</td>
<td>Sem 2/1</td>
<td>25</td>
<td>BLDG152</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
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<tr>
<td>BLDG153</td>
<td>Building 153</td>
<td>Sem 1</td>
<td>25</td>
<td>BLDG153</td>
</tr>
<tr>
<td>BLDG251</td>
<td>Building 251</td>
<td>Sem 2</td>
<td>30</td>
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<tr>
<td>Year 3</td>
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</tr>
<tr>
<td>BLDG252</td>
<td>Building 252</td>
<td>Sem 1</td>
<td>25</td>
<td>BLDG252</td>
</tr>
<tr>
<td>BLDG253</td>
<td>Building 253</td>
<td>Sem 2</td>
<td>25</td>
<td>BLDG253</td>
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<td>Year 4</td>
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<td>BLDG351</td>
<td>Building 351</td>
<td>Sem 1</td>
<td>25</td>
<td>BLDG351</td>
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<tr>
<td>BLDG352</td>
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<td>Sem 2</td>
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<td>Year 5</td>
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<tr>
<td>BLDG353</td>
<td>Building 353</td>
<td>Sem 1</td>
<td>25</td>
<td>BLDG353</td>
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<tr>
<td>BLDG451</td>
<td>Building 451</td>
<td>Sem 2</td>
<td>25</td>
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<tr>
<td>Year 6</td>
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<tr>
<td>BLDG452</td>
<td>Building 452</td>
<td>Sem 1</td>
<td>25</td>
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<tr>
<td>BLDG453</td>
<td>Building 453</td>
<td>Sem 2</td>
<td>30</td>
<td>BLDG453</td>
</tr>
</tbody>
</table>

### section four

**Faculty Policies**

Faculty Board policies of relevance to students are as follows:

**Criteria for the Award of the Degree with Merit and Honours**

Merit and Honours awards are normally based on an average of the weighted marks obtained for all subjects taken in that course. Marks are weighted according to the credit point value of the individual subject.

The Head of Department may recommend to Faculty Board that a grade of merit or honours be awarded other than that indicated by the average of the weighted marks of the student concerned, or that no merit or honours be awarded to a particular student. In such a case Faculty Board may either make an award of merit or honours in accordance with the recommendation of the Head of Department concerned or in accordance with (a), (b), (c), (d), (e) or (f) below:

(a) To qualify for the degree of Bachelor of Science (Architecture) with Merit:
   - (i) a candidate’s performance expressed as an average of the marks obtained for all subjects of that course, weighted according to their credit point value, shall be 65% or better;
   - (ii) there shall be no failure in any subject; and
   - (iii) a candidate shall gain not less than a Credit in the final subject.

The Bachelor of Science (Architecture) with Merit will be awarded to those students who undertake the full three year program and have consistently good results throughout the three years.

(b) To qualify for the degree of Bachelor of Architecture with Honours Class I:
   - (i) a candidate’s performance expressed as an average of the marks obtained for all subjects of that course, weighted according to their credit point value, shall be 75% or better;
   - (ii) there shall be no failure in any subject; and
   - (iii) a candidate shall gain not less than a Distinction in the final subject.

(c) To qualify for the degree of Bachelor of Architecture with Honours Class II:

...
University Rules for Special Consideration refer to examinations. Assessment in the Faculty of Architecture is carried out on a continuous basis on phases which make up the year programmes. Where the Rules state "examination," students are asked to substitute "phase submission" with reference to Special Consideration applications, i.e., "13. (1) (a) study during the year or preparation for a phase submission; (b) attendance at or performance in an examination, interview or phase submission being affected by illness, disability or other serious cause."

Applications for Special Consideration MUST be made on the prescribed form and should be lodged at the Faculty Office, Room 106 Architecture, telephone (049) 21 5570. Applications should be made not more than 5 days after the final submission date if the performance in or actual submission of work is affected or 7 days after the illness or other serious cause affecting the preparation of a phase submission.

Enquiries regarding Special Consideration should be directed to the Faculty Office.

**Unsatisfactory Progress**

Semester Review
At the end of first semester a review of each student's work will be carried out by a semester review panel. Where the review panel determines that a student's performance has been poor, in terms of attendance or standard of work submitted, it may recommend the termination of the student's enrolment to the Head of Department who, within the terms of Rule 2 of the Rules Governing Unsatisfactory Progress, may terminate the student's enrolment in the subject.

Annual Review
Under Rule 3 of the Rules Governing Unsatisfactory Progress the Faculty Board may review the academic performance of a student who does not maintain a rate of progress considered satisfactory by the Faculty Board. The Faculty Board has determined that:

1. A student shall be considered to have failed to maintain a satisfactory rate of progress if, inter alia:
   (a) he/she fails the same subject on more than one occasion; or
   (b) he or she fails at the first attempt:
      (i) Architecture I (BSc[Architecture])
      (ii) Architecture II (Part I) (BSc[Architecture])
      (iv) Architecture IV (B Architecture)
      (v) Architecture IV (Part I) (B Architecture)
      (vi) Building I (BComMgt)
      (vii) Building 151 (BComMgt - External)

2. Students who have failed to maintain a rate of satisfactory progress shall have their progress reviewed by a Faculty Progress Review Committee consisting of the Dean and Heads of the Departments of Architecture and Building which may determine, under Rule 3(1)(v) of the Rules Governing Unsatisfactory Progress:
   (a) that the student be permitted to continue the course;
   (b) that the student be permitted to continue the course subject to such conditions as the Dean may decide;
   (c) that the student be excluded from further enrolment:
      (i) in the course; or
      (ii) in any other course offered in the Faculty;
      (iii) in the Faculty; or
   (d) that the case be referred to the Admission and Progression Committee together with a recommendation for such action as the Dean considers appropriate.

**Student Progression**

An architecture student who is required to repeat a subject may, in exceptional circumstances and at the discretion of the Head of the Department of Architecture, be permitted to undertake work experience as an alternative to repeating the academic program for such part of the year's work as the Head of Department may determine. A student wishing to pursue this option should apply to the Head of Department in writing and such application must be approved by the Faculty Board.

**Part-Time Study**

The architecture courses are generally considered to require a high level of commitment and time, and students who attempt them on a part-time basis often find this to be an arduous and difficult route. For this reason students are recommended to undertake full-time study wherever possible.

**Bachelor of Science (Architecture) degree**

The Bachelor of Science (Architecture) degree is a full-time course offered by year. In exceptional circumstances, and if suitable arrangements can be made within the Department of Architecture, students may be permitted to enrol in part of a full-year program.

**Bachelor of Architecture degree**

In exceptional circumstances, and if suitable arrangements can be made within the Department of Architecture, the subjects Architecture IV and V of the Bachelor of Architecture degree can be undertaken on the basis of part-time attendance, amounting to some 15 hours per week of contact hours, spread over three full academic years instead of two. This option is subject to certain conditions, in particular that the student undertake employment during the full period in an architect's office, or such other office as may be approved by the Dean of the Faculty. The pattern of enrolments for this option would be as follows:

- **First Year** Architecture IV (Part 1)*
- **Second Year** Architecture IV (Part 2)* and Architecture V (Part 1)*
- **Third Year** Architecture V (Part 2)*
These subjects may not be offered in any one year if there is insufficient student demand. Availability of subjects may also be affected by staff availability and other contingencies.

Further information on the conditions which apply to part-time enrolment may be obtained from the Faculty Secretary or the Dean of the Faculty.

Bachelor of Construction Management (Building) degree
The Bachelor of Construction Management (Building) degree is a full-time course offered by year, and in its internal mode is not offered on a part-time basis. It is available on a part-time basis in an external mode.
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PRINCIPAL DATES 1995

Note: Semester dates for the Bachelor of Medicine and Bachelor of Laws/Diploma of Legal Practice courses differ from those below. Semester dates for these courses are set out in the Faculty Handbook for the Faculties concerned.

January
2 Monday New Year's Day Public Holiday.
13 Friday Last day for return of Re-enrolment Application Forms - Continuing Students.

February
13 Monday to
21 Tuesday Commencing students enrol.
23 Thursday Last day for payment of General Service Charge (without late fee).
27 Monday Semester 1 begins.

March
10 Friday Last day to pay HECS up-front.
30 Thursday Last day to change HECS option for Semester 1 to "DEFERRED".

April
14 Friday Good Friday - Easter Recess commences.
24 Monday Lectures resume.

June
9 Friday Semester 1 concludes.
12 Monday Queen's Birthday Public Holiday.
13 Tuesday Mid year Examinations begin.
ADVICE AND INFORMATION

Students may obtain advice and information on a range of admission, enrolment and course-related matters from the following sources:

* Faculty Offices (listed below)
* Student Enquiry Counter

Faculty Offices

The Faculty Office is the main reference point for students following sources:

- The Dean, Assistant Dean, Department Co-ordinator or Head of Department as appropriate.

The locations of Faculty Offices are set out below:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Engineering Administration Building, Room EA206</td>
<td>210065</td>
</tr>
<tr>
<td>Law</td>
<td>Social Sciences Building Room S18</td>
<td>215984</td>
</tr>
<tr>
<td>Medicine and</td>
<td>Medical Sciences Building Room MS607</td>
<td>215676</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Conservatorium Building Room ConL04</td>
<td>294133</td>
</tr>
<tr>
<td>Music</td>
<td>Richardsons Wing</td>
<td>216523</td>
</tr>
<tr>
<td>Nursing</td>
<td>Mathematics</td>
<td>215562</td>
</tr>
<tr>
<td>Science and</td>
<td>Science Building</td>
<td>Room SB210</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
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</tr>
<tr>
<td>CALLAGHAN CAMPUS - STUDENT ENQUIRY COUNTER</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>The Chancellery, Student Enquiry Counter</td>
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<tr>
<td></td>
<td>Located in The Chancellery, the Student Enquiry Counter is the main point of contact for enquiries relating to &quot;non-academic&quot; aspects of student administration, such as the issue of travel concessions, matters relating to the administration of the Higher Education Contribution Scheme (HECS), examinations and the issue and receipt of various forms, such as Change of Name/Address and Statement of Academic Record request forms. The Student Enquiry Counter also acts as a point of referral for general student enquiries.</td>
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<tr>
<td></td>
<td>The telephone number for the Student Enquiry Counter is (049) 215333.</td>
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<tr>
<td>CENTRAL COAST CAMPUS - STudent Administration AND Services COUNTER</td>
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<tr>
<td>The Student Administration and Services Counter is the point of contact for students at the Central Coast Campus with respect to enrolment, course administration, student cards and travel concessions, the administration of the Higher Education Contribution Scheme (HECS), the issue and receipt of Variations of Program, Change of Address/Name, Special Consideration, Statement of Academic Record request forms, examinations and student welfare and service matters including accommodation, careers and employment, chaplaincy, counselling, loans and financial advice.</td>
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<tr>
<td>The telephone number for the Student Administration and Services Counter at the Central Coast Campus is (043) 484030.</td>
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</tr>
<tr>
<td>ENROLLMENT PROCEDURES FOR NEW AND readmitted undergraduate students</td>
<td></td>
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<tr>
<td>Applicants who have accepted an offer of enrolment at the Callaghan Campus are required to attend an enrolment session in mid-February 1995 by the Great Hall. Applicants who have accepted an offer of enrolment at the Central Coast Campus are required to attend an enrolment session in mid-February 1995 at the Central Coast Campus. Detailed instructions concerning the exact date, time and venue for these enrolment sessions are provided in the Enrolment Guide sent out with the Universities Admissions Centre (UAC) offer. Fees and Charges Notice will be sent to the applicant’s correspondence address in mid-February 1995. All Fees and Charges should be paid by 23 February 1995 at a branch of the Commonwealth Bank, unless otherwise instructed. Payments made after 23 February 1995 will incur a $50 late fee. If Fees and Charges remain unpaid after 31 March 1995 enrolment will be automatically cancelled. All Fees and Charges listed on the Notice must be paid in full. The Commonwealth Bank cannot accept part payments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship Holders and Sponsored Students</td>
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<tr>
<td>Students holding scholarships or receiving other forms of financial assistance are required to lodge with the Cashier their Fees and Charges Notice together with a warrant or other written evidence that charges will be paid by the sponsors. Sponsors must provide a separate voucher warrant or letter for each student sponsored.</td>
<td></td>
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<tr>
<td>RE-ENROLMENT PROCEDURES FOR ALL UNDERGRADUATE AND Postgraduate (Coursework AND Research) Students</td>
<td></td>
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<tr>
<td>All continuing undergraduate and postgraduate students are sent a re-enrolment kit in December.</td>
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<tr>
<td>A re-enrolment kit contains:</td>
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<tr>
<td>The student's Re-enrolment Application form</td>
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<tr>
<td>A 1995 Class Timetable (where applicable)</td>
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<tr>
<td>A 1995 Re-enrolment Guide</td>
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<tr>
<td>A Booklet, &quot;HECS: Your Questions Answered 1995&quot;</td>
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<tr>
<td>Students must:</td>
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<tr>
<td>(i) Return their completed, signed and dated Re-enrolment Application form, either in person or by mail, to the Student Enquiry Counter, Callaghan Campus, or the Student Administration and Services Counter, Central Coast Campus by 13 January, 1995.</td>
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<td></td>
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<tr>
<td>(ii) Lodge a new completed, signed and dated HECS Payment Options form, if the previous year's option was for one year only, ie HECS exempt and Up-Front payment students, if applicable.</td>
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</tr>
<tr>
<td>(iii) Clear all outstanding debts (fees and fines) in order to receive their Fees and Charges Notice in late January, 1995.</td>
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<td></td>
</tr>
</tbody>
</table>
(iv) Pay their Fees and Charges by the 23 February 1995 at any branch of the Commonwealth Bank, unless otherwise instructed. Payments made after 23 February 1995 will incur a $50 late fee. The enrolments of students whose fees remain unpaid after 31 March, 1995 will be cancelled. All Fees and Charges listed on the Notice must be paid in full. The Commonwealth Bank will not accept part payment.

ENROLMENT/RE-ENROLMENT APPROVAL

In early February 1995 all re-enrolling students will receive either a Program Approval letter with a student identification card attached or a Clarification of Re-enrolment letter requesting that they attend a special re-enrolment approval session during the last week of February 1995 to clarify and amend details of their proposed programs.

Registering for Tutorial or Laboratory Sessions

All tutorial or laboratory sessions should be arranged with Departments on an individual basis. Where clinical and/or field work placements are a component of the program, students should consult the relevant sections of the Faculty Handbook or contact their Faculty Office.

RE-ADMISSION AFTER ABSENCE

Persons wishing to resume an undergraduate degree course in 1996, but who were not enrolled in that particular course in 1995 must apply for admission through the UAC. UAC application forms and Guides are available from the Student Enquiry/Administration and Services Counters on the Callaghan and Central Coast Campuses (see p. v) as well as from:

- The Universities Admissions Centre
  Locked Bag 500
  Lidcombe NSW 2141

- all other UAC participating universities.

Failure to notify the University of any change to a correspondence address could result in important correspondence and/or course information not being received.

RECORD OF ADDRESS

Failure to notify the University in writing of any change in their addresses. A Change of Address form should be used. These are available from Faculty Offices, as well as the Student Enquiry/ Administration and Services Counters at the Callaghan and Central Coast Campuses (see p. v).

FAILURE TO PAY FEES

Any student who is indebted to the University by reason of non-payment of any fee or charge, non-payment of any fine imposed, or who has failed to pay any overdue debts shall not (until such debts are paid) be permitted to:

- enrol in a following semester or year as the case may be;
- receive a Statement of Academic Record;
- graduate or receive any other award; or
- receive a replacement student identification card.

Students are requested to pay any debts incurred without delay.

STUDENT IDENTIFICATION CARD

All students must be in possession of a student identification card at the University. The card’s machine readable lettering enables the University Library staff to verify a student’s identity and status by borrowing material. The identification card also has a temporary password for initial access to the University’s computing facilities. Lost or damaged identification cards can be replaced at a cost of $5 at the Student Enquiry/Administration and Services Counters at the Callaghan and Central Coast Campuses (see p. v).

Please note that the student identification card is not evidence of enrolment or re-enrolment. To be enrolled students must also have paid their fees and charges, fulfilled the HECS requirements and, where applicable, paid all tuition fees.

CHANGE OF ADDRESS

The University records correspondence and home addresses for all students. Students are responsible for notifying the University in writing of any change in their addresses. A Change of Address form should be used. These are available from Faculty Offices, as well as the Student Enquiry/ Administration and Services Counters at the Callaghan and Central Coast Campuses (see p. v).

Students must also ensure that they withdraw from all Semester 2 subjects if failures have been incurred in the prerequisite Semester 1 subjects.

WITHDRAWAL DATES 1995

A student may withdraw from a subject without academic penalty on or before the following dates:

Semester 1 Subjects  | Semester 2 or Full Year Subjects
31 March 1995 | 31 March 1995

A student who withdraws from a subject after the above dates will be awarded the grade of “Fail” in the subject unless the Dean of the appropriate Faculty approves the withdrawal without failure.

A student who withdraws from a subject or before the above dates will incur HECS liability for that subject in the semester concerned.

ADDITION OF SUBJECTS

Addition of subjects to a student’s program will not be permitted after the following dates:

Semester 1 or Full Year Subjects | Semester 2
31 March 1995 | 31 March 1995

In exceptional cases, the Dean of the appropriate Faculty may approve the addition of a subject after the above dates.

STUDENT ENQUIRY

A statement of Academic Record may be obtained by completing the appropriate application form and lodging it either in person or by mail, together with a fee of $10, with the University Cashier. The statement will be mailed to the nominated address as soon as it becomes available. Normally statements will be mailed within a week. Statements involving pre-1979 records may take a little longer as these are manually produced. Indebted applicants must clear their debt before statements can be issued. Request forms may be obtained from the Student Enquiry/Administration and Services Counters at the Callaghan and Central Coast Campuses.

LEAVE OF ABSENCE

Undergraduate Awards

Generally, a student ‘in good academic standing’ (i.e. eligible to re-enroll) may take Leave of Absence from his/her course for one year, or with the permission of the Dean, for two consecutive years, without prejudicing any right to re-enroll in the course.

However, as some courses have special requirements concerning Leave of Absence, students should contact their Faculty Office for advice. To re-enrol in a course after a period of Leave of Absence, students must re-apply through the Universities Admissions Centre by 30 September.

Postgraduate Coursework Awards

Leave of Absence may not be available for some courses. Students should seek information from the relevant Faculty Offices regarding any requirement to lodge a formal application for leave.

Research Higher Degrees

Leave of Absence is not automatically granted, and candidates are required to lodge a written application for Leave of Absence prior to the end of the semester preceding the intended absence with the Graduate Studies and Scholarships Office for approval by the Graduate Studies Committee. Research students may wish to refer to the Masters and Doctoral Degree Rules for further information.
Scholarship Recipients

Scholarship holders, both undergraduate and postgraduate, who wish to take Leave of Absence from their courses, or who do not intend to take full-time programs in any semester, are required to lodge written applications for suspension of their scholarships prior to the end of the semester preceding the intended absence. Applications for suspension should be lodged with the Graduate Studies and Scholarships Office for approval by the Scholarships Committee. Scholarship holders should refer to the conditions of their scholarships.

ATTENDANCE AT CLASSES

Where a student's attendance or progress has not been satisfactory, action may be taken under the Rules Governing Unsatisfactory Scholarship holders should refer to the conditions of their scholarships.

ATTENDANCE AT EXAMINATIONS

In accepting membership of the University, students undertake to observe the By-law and other requirements of the University. Students are expected to conduct themselves at all times in a manner becoming students of the University; smoking is not permitted during classes, in examination rooms or in the University libraries.

Members of the academic staff of the University, senior administrative officers, and other persons authorised for the purpose have authority to report on disorderly or improper conduct occurring in the University or in relation to University activities away from the University.

NOTICES

Official University notices are displayed on Departmental notice boards and students are expected to be acquainted with the contents of such announcements which concern them.

In order to establish that a student has achieved certain learning milestones, every subject has assessment tasks which must be completed.

Students at the Central Coast Campus should refer to the Student Administration and Services noticeboard. The Hunter Building Concourse is used for the specific purpose of displaying examination timetables and other notices about examinations and final results.

EXAMINATION AND PROGRESS RULES AND PROCEDURES

In order to establish that a student has achieved certain learning milestones, every subject has assessment tasks which must be completed. In the assessment of a student's progress in a course, consideration may be given to laboratory work, tutorials, assignments, projects, tests and any other work prescribed for the subject. The results of such assessments and class work may be incorporated with those of formal written examinations.

EXAMINATION SESSIONS

Final formal written examination sessions take place on prescribed dates within the periods given below and may include Saturdays and evenings.

Mid Year: 13 to 30 June 1995

End of Year: 6 to 24 November 1995

Timetables showing the date and time at which individual examinations will be held will be displayed in the Hunter Building Concourse, on specific Departmental noticeboards and other prominent locations within the University. Students should consult the final timetable in advance to find out the date and time of their examinations. Misreading of the timetable will not under any circumstances be accepted as an excuse for failure to attend an examination.

SPECIAL ARRANGEMENTS DUE TO RELIGIOUS CONVICTIONS OR OTHER CONSCIENTIOUS OBJECTIONS

Special arrangements may be made for students who have religious or other conscientious objections preventing them from attending an examination timetabled on a certain day. Students should contact the Student Enquiry/ Administration and Services Counter at Callaghan (049) 216490 or Central Coast (043) 484030 campuses for further advice.

STUDENTS WITH A DISABILITY

A special examination facility is available, for students who, for physical or psychological reasons, are unable to sit their examinations in the normal fashion. Further information with respect to this facility may be obtained from: Callaghan Campus: Disability Co-ordinator (049) 216467, Central Coast Campus: Student Services Office (043) 484034.

LOCATION OF EXAMINATIONS

Seat allocation lists for examinations will be displayed about two weeks before the commencement of the examination period on the Departmental noticeboards and on a noticeboard outside the examination room on the day of the examination. Candidates should allow themselves plenty of time to get to the examination room so that they can take advantage of the 10 minutes reading time that is allowed before the examination commences. Normally, entry into the examination room will be permitted from 15 minutes before the actual commencement of the examination writing time. This allows the candidate time to locate the allotted seat and complete the necessary attendance slip and any related necessary registration details before the commencement of reading time. A list of materials which may be taken into each examination will also be displayed outside the examination room.

PERMITTED AIDS

Students may take into an examination room any writing or drawing instrument or eraser. Logarithmic tables are not permitted. These will be provided by the supervisor if required. Calculators may not be taken into an examination room. For examinations where calculators are necessary the University will provide calculators for use by students. Further details of these calculators will be provided to students during 1995.

UNLISTED CANDIDATES

Students expecting to sit for an examination and whose names do not appear on the displayed seat allocation listings may not be formally recorded as being enrolled and eligible to sit and receive a result. In these circumstances students may lodge an appeal with the relevant Department that offered the subject to ascertain if there is any waiver of the General By-law and other requirements or if the course or subject has been discontinued. Recipients of awards, scholarships, bursaries and other forms of financial assistance must check with the Department that offered the subject to ascertain that Department's requirements. Students should also check the Department's noticeboard for further advice concerning Special Consideration. The rules dealing with special consideration are mentioned in Part 3 of the Examination Rules. For details see page xii.

FINAL EXAMINATION RESULTS

End of year examination results will be mailed out by late December. Examination results for Semester 1 subjects will be mailed out the week preceding the commencement of Semester 2.

Final examination results are also displayed in the Hunter Building Concourse and Student Administration and Services Building, Central Coast Campus as soon as they become available. No results will be given by telephone.

REVIEW OF FINAL RESULT

After the release of both Semester 1 and Semester 2 end of year final examination results students may apply to have results reviewed. Part 3 of the University's Examination Rules specifies procedures relating to the review of results. For details see page xii and the necessary application form. You should read the instructions on the application form before applying for a Review. There is a charge per subject which is refundable in the event of an error being discovered. However, it should be noted that examination results are released only after careful assessment of students' performances and that, amongst other things, marginal failures are reviewed before results are released.

EXAMINATION RULES Part 1 - Preliminary

Application of Rules

1. These Rules shall apply to all examinations of the University with the exception of the examination of a thesis submitted by a candidate for a degree of Master or the degree of Doctor of Philosophy. The examination of theses for these degrees or the assessment of published works submitted for Higher Degrees shall be conducted in accordance with the requirements for the degrees.

Interpretation

2. In these Rules, unless the context or subject matter otherwise indicates or requires: "award" means the degree, diploma (including graduate diploma and associate diploma) or graduate certificate for which a candidate is enrolled;
“Department” means the department assigned responsibility for a particular subject and includes any other body so responsible;

“Departmental Examinations Committee” means the Departmental Examinations Committee of the Department constituted in accordance with the Rules Governing Departments;

“examination” includes any form of examination, assignment, test or any other work by which the final grade of a candidate in a subject is assessed;

“external examiner for a candidate” means an examiner, not being a member of the staff of the University, appointed to assist in the examination of an extended essay, project or similar work submitted by a candidate;

“external examiner for the Department” means an examiner, not being a member of the staff of the University, appointed to assist in the examining processes within a Department;

“Faculty Board” means the Faculty Board of the Faculty responsible for the course in which a candidate is enrolled and includes a Board of Studies where such powers are vested under this Rule;

“formal written examination” means an examination conducted under Part 4 of these Rules;

“subject” means any part of a course of study for which an award may be recorded;

“supervisor” means the supervisor for an examination appointed, in the case of a formal written examination, by the Academic Registrar and, in the case of any other examination, by the Head of Department;

“supplementary examination” means an examination administered to a candidate in respect of whom any doubt exists as to the judgement to be recorded in an examination return.

Part 2 - General

Examinations other than in single department

3. (1) Where a Faculty is not composed of Departments, the functions and responsibilities of the Head of a Department and the Departmental Examinations Committee in respect of that subject shall be decided by the Faculty Board concerned or, where Departments from more than one Faculty are involved, by the Academic Senate.

Determination of nature and extent of examining

4. Each Faculty Board shall determine the nature and extent of examining in the subjects in the awards for which the Faculty is responsible and such examining may be written, oral, clinical or practical or any combination of these.

Publication of requirements

5. The Head of Department shall ensure the publication of the Department’s examination requirements in each subject by the end of the second week of the semester in which the subject commences including the weight and timing of each task comprising the total assessment to be applied in determining the final grade.

Part 3 - Procedures

External Examiners

7. (1) The Academic Senate may, on the recommendation of a Faculty Board made on the recommendation of a Head of Department appoint one or more external examiners for the Department. Such appointment shall be for a term of one year and, except with the approval of the Academic Senate, no external examiner for the Department shall be reappointed for more than four consecutive terms of office.

(2) Where the appointment of an external examiner for a candidate is prescribed by the Rules for an award, or where the Faculty Board considers it appropriate that an external examiner for a candidate by appointed, such appointment shall be made by the Faculty Board or as otherwise prescribed in the Rules for that award.

Examinations

8. The Head of each Department shall arrange for the members or members of the academic staff responsible for each of the subjects offered by the Department:

(a) to prepare the examination papers in the subjects;

(b) in consultation with any other members of staff involved in the tuition or supervision of the candidates, to assess the scripts and any other work submitted by candidates and, if required, prescribe a further or supplementary examination for any candidate; and

(c) to record in an examination return a judgement in respect of each candidate for submission to the Departmental Examinations Committee.

Departmental recommendations of results

9. The Departmental Examinations Committee shall consider the judgements recorded for candidates and shall make recommendations to the Faculty Board as to the result in the subject to be recorded for each candidate.

Determination of results in subjects

10. (1) The recommendations of the Departmental Examinations Committee shall be presented to the Faculty Board by the Head of the Department or the representative of that Head, who shall be entitled to vary any recommended result if of the view that it is appropriate to do so on the recommendation of the Faculty Board.

(2) The Dean shall ensure that in making its recommendations the Departmental Examinations Committee has considered any request for special consideration made by a candidate pursuant to Rule 13.

(3) Each Faculty Board shall consider the recommendations of the Departmental Examinations Committee and, taking into account any change to a recommendation under sub-rules (1) or (2), shall either:

(a) confirm the results; or

(b) defer the decision pending the outcome of such further action as the Faculty Board deems appropriate.

Grading of results in subjects

11. The result awarded in a subject to a candidate shall be one of those in the list of approved results determined by the Academic Senate.

Review of result in subject

12. (1) A candidate may apply for a review of any result awarded in a subject to that candidate.

(2) An application made under sub-rule (1) shall be made to the Academic Registrar on the prescribed form and shall be accompanied by the prescribed fee.

(3) A review of the result shall include a check:

(a) that all required parts of the assessment have been included in the final determination of the result;

(b) that the content of examination scripts has been fairly considered, including, where possible, a review of marks awarded by the examiners;

(c) that all marks contributing to the final grade have been correctly weighted and their total accurately obtained but shall not include any review of earlier assessments which have been made available to the candidate on a continuing basis throughout the subject.

(4) If the Faculty Board, on the recommendation of the Head of the Department concerned or the representative of that Head, changes the result following review, the fee shall be refunded to the candidate.

Special Consideration

13. (1) A candidate who claims that:

(a) study during the year or preparation for an examination; or

(b) attendance at or performance in an examination has been affected by illness, disability or other serious cause, may report the circumstances in writing, supported by medical or other appropriate evidence to the University Secretary and Registrar and request that they be taken into account in the assessment of the examination results of that candidate. Such request shall be made on the prescribed form.

(2) A request made pursuant to sub-rule (1)(a) shall be submitted by the candidate within seven days after any absence arising from the illness or event on which the request is based, or such longer period as the Dean of the Faculty in which the candidate is enrolled may accept.

(3) A request made pursuant to sub-rule (1)(b) shall be submitted by the candidate not later than three days after the date of the examination or within such further period as the Dean of the Faculty in which the candidate is enrolled may permit.

(4) Where a candidate is personally unable to take the action prescribed under this Rule, some other person may take such action on behalf of the candidate.

(5) The University Secretary and Registrar may call for such other evidence in respect of the candidate's
request as may be reasonably required.
(6) A candidate who is granted special consideration may be required to attend a further examination or to undertake further assessment to determine a result.

Part 4 - Formal Written Examinations

Responsibility

14. The University Secretary and Registrar shall be responsible for the administration and supervision of the formal written examinations of the University.

Timetable for formal written examinations

15. (1) The University Secretary and Registrar shall publish a timetable showing when and where formal written examinations will be held and it shall be the responsibility of candidates to attend those examinations prescribed for the subjects in which they are enrolled.

(2) Notwithstanding the provisions of Rule 15(1), where the University Secretary and Registrar considers it justified on religious, conscientious or other grounds, special arrangements may be made to allow a candidate to attend a prescribed examination for a subject at a time and place different from that published in the examination timetable.

(3) Subject to the provision of Rule 13(1)(b), the provision of sub-rule (1) may be relaxed:
(a) by the University Secretary and Registrar; and
(b) in respect of paragraphs (g) and (h) by the Head of Department or the supervisor at the discretion of the supervisor, provided that the circumstances of any case in which discretion has been exercised shall be reported in writing to the University Secretary and Registrar immediately following the conclusion of the examination.

Rules for formal written examinations

16. (1) Formal written examinations shall be conducted in accordance with the following rules:
(a) a candidate shall not attend the examination room after thirty minutes from the time the examination has begun;
(b) no candidate shall bring into the examination room any writing material, device or aid whatsoever, other than such as may be specified for the particular examination;
(c) a candidate shall not bring any means obtain or endeavour to obtain improper assistance, give or endeavour to give assistance to any other candidate, or commit any breach of good order;
(d) a candidate shall not take from the examination room any examination answer book, any examination paper so marked, graph paper, drawing paper or other material issued for use during the examination;
(e) no candidate may smoke in the examination room;
(f) before the examination begins candidates shall not read the examination paper until granted permission by the supervisor which shall be given ten minutes before the start of the examination;
(g) no candidate shall leave the examination room during the first thirty minutes or the last ten minutes of the examination; and
(h) no candidate shall re-enter the examination room after leaving it unless during the full period of absence that candidate has been under approved supervision.

(2) The provision of sub-rule (1) may be relaxed:
(a) by the University Secretary and Registrar; and
(b) in respect of paragraphs (g) and (h) by the University Secretary and Registrar or at the discretion of the supervisor, provided that the circumstances of any case in which discretion has been exercised shall be reported in writing to the University Secretary and Registrar immediately following the conclusion of the examination.

Part 5 - Other Examinations

Responsibility

17. The Head of Department shall be responsible for the administration and supervision of the examinations of the University, other than formal written examinations, in the subjects offered by the Department.

Timetable

18. (1) Where appropriate, the Head of Department shall publish a timetable showing when and where examinations will be held and it shall be the responsibility of candidates to attend those examinations prescribed for the subjects in which they are enrolled.

(2) Notwithstanding the provisions of Rule 18(1), where the Head of Department considers it justified on religious, conscientious or other grounds, special arrangements may be made to allow a candidate to attend a prescribed examination for a subject at a time and place different from that published in the examination timetable.

Compliance with instructions

19. Candidates shall comply with any instructions given by the Head of Department or the supervisor relating to an examination.

UNSATISFACTORY PROGRESS

A student's enrolment in a subject or course may be terminated because of unsatisfactory progress in the subject or course. To regulate such matters the University has adopted Rules Governing Unsatisfactory Progress as set out below. Students who become liable for action under these Rules will be informed accordingly by mail. Progress requirements for subjects and courses are set out elsewhere in this volume.

RULES GOVERNING UNSATISFACTORY PROGRESS

Application of Rules

1. These Rules shall apply to all students of the University except those who are candidates for a research higher degree.

Interpretation

2. (1) these Rules, unless the context or subject matter otherwise indicates or requires:
(a) the Committee means the Student Progress Sub-Committee as constituted by the Academic Senate from time to time.

(b) Dean means the Dean of the Faculty in which a student is enrolled.

(c) Board means the Faculty Board of the Faculty responsible for the course in which the student is enrolled.

(2) A reference in these Rules to a Head of Department shall be read not only as a reference to the person appointed to that office but also, where a subject is not offered by a Department as such, to the person approved by the Academic Senate to undertake the responsibilities of a Head of Department for the purpose of these Rules.

Termination of Enrolment by Head of Department

3. (1) A student's enrolment in a subject may be terminated by the Head of the Department offering that subject if that student does not maintain a rate of progress considered satisfactory by the Head of the Department. In determining whether a student is failing to maintain satisfactory progress the Head of Department may take into consideration such factors as unsatisfactory attendance or failure to complete a satisfactory standard academic or professional components specified for the subject.

(2) The enrolment of a student in a subject shall not be terminated pursuant to clause (1) unless that student has been given prior written notice of the intention to consider the matter, with brief particulars of the grounds for so doing, and has also been given a reasonable opportunity to make representations either in person or in writing or both.

(3) A student whose enrolment in a subject is terminated under clause (1) may appeal to the Faculty Board which shall determine the matter.

(4) A student whose enrolment in a subject is terminated under this clause shall be deemed to have failed the subject.

Review of Performance by Board

4. (1) The Faculty Board may review the academic performance of a student who does not maintain a rate of progress considered satisfactory by the Faculty Board and may determine:
(a) that the student be permitted to continue the course;
(b) that the student be permitted to continue the course subject to such conditions as the Faculty Board may decide;
(c) that the student be excluded from further enrolment:
(i) in the course; or
(ii) in the course and any other course offered in the Faculty; or
(iii) in the Faculty.

(2) Before a decision is made under clause (4)(1), the student shall be given an opportunity to make representations to the Faculty Board with respect to the matter either in person or in writing or both.
(3) A student who has made representations to the Faculty Board may appeal against any decision made under clause 4(1)(b) or (c) to the Committee which shall determine the matter.

(4) Where the progress of a student enrolled in a combined degree program is considered to be unsatisfactory by the Faculty Board responsible for one of the degrees comprising the combined degree program, that Faculty Board shall advise the Faculty Board responsible for the second degree of any action it has taken with respect to the student in question.

Hearing of Appeals by Committee

5. (1) An appeal made by a student to the Committee pursuant to clause 4(3) or clause 7 shall be in such form as may be prescribed by the Committee, and shall be made within fourteen (14) days from the date of posting to the student of the notification of the decision or such further period as the Committee may accept.

(2) In hearing an appeal the Committee may take into consideration any circumstances whatsoever, including matters not previously raised, and may seek such information as it thinks fit concerning the academic record of the appellant and the making of the determination by the Board.

(3) The appellant and the Dean or the Dean’s nominee shall have the right to be heard by the Committee.

(4) The Committee may confirm the decision made by the Faculty Board or may substitute for it any other decision which the Faculty Board is empowered to make pursuant to these Rules.

Re-enrolment

6. (1) A student who has been excluded from further enrolment in a Faculty may enrol in a course in another Faculty within a period of exclusion only with the permission of the Board of the Faculty Board responsible for the course in which the student is seeking to enrol and on such conditions as it may determine.

(2) A student who has been excluded from further enrolment in any course or Faculty under these Rules may appeal for permission to enrol therein again, provided that in no case shall such re-enrolment commence before the expiration of the period of exclusion. A decision on such application shall be made by the Faculty Board of the Faculty responsible for the course in which the student is seeking to enrol.

Appeal Against Rejection of Re-enrolment Application

7. (1) A student whose application to enrol pursuant to clause 6 is rejected by a Faculty Board may appeal to the Committee.

FEES, CHARGES AND HECs

LOCATION OF CASHIER’S OFFICES

Cashier - Callaghan Campus
The Cashier’s Office is located on the First Floor, Chancellery Building. The telephone number is (049) 215 122. Credit card facilities are not available.

Hours of Opening
(a) During Semester
9:00am - 4:00pm
(Open during lunch break)
(b) Vacation Period
10:00am - 12:30pm
2:00pm - 4:00pm

Cashier - Central Coast Campus
The Cashier’s Office at the Central Coast Campus is located in the Finance and Estates Building. Hours of opening will be published throughout the campus early in 1995. The telephone number is (034) 48 4000.

GENERAL SERVICE CHARGE

There are separate General Service Charges for External, Non-Award and Award students. In 1995 Fees and Charges notices will be sent in late January to continuing students and in mid-February to commencing students.

Students are expected to pay these charges at any branch of the Commonwealth Bank by 23 February, 1995. Payments made after this date will incur a $50 late fee. The final date for payment of charges with the Commonwealth Bank is 31 March 1995.

All other payments such as fines should be made direct to the Cashier at either the Callaghan or Central Coast Campuses.

General Service Charge

(a) Students Enrolled in courses leading to academic awards proceeding to a Degree or Diploma
$275
(b) Plus Students joining Newcastle University Union for the first time
$35
(c) Non-Award Students (excluding Newstep and Foundation Certificate)
$35

Newcastle University Union Charge

$35

External Students

$37

The exact amount must be paid in full by the prescribed date.

LATE CHARGES

Where the Fees and Charges Notice is lodged after the 24 February 1995

$50

ADMINISTRATIVE CHARGES

(a) Examination under special supervision (per assessment item)
$1.50
(b) Review of examination results (per subject)
$5.00
(c) Replacement of Student Identification Card
$5.00
(d) Replacement of lost or damaged Testamur
$30.00
(e) Statement of Academic Record
(i) First copy
$10.00
(ii) Second Copy
No charge
(iii) Each additional copy
$1.00

Note:
(i) Graduands will be provided with two copies of their Statements of Academic Record free at the time of issue of their testamurs.
(ii) Transcripts will be issued on request free of charge to other institutions or prospective employers nominated by the student.

Indebtedness

Persons with debts outstanding to the University cannot complete enrolment/re-enrolment, graduate or be issued with statements of their Academic Records. Part payment of the total amount due will not be accepted.

HIGHER EDUCATION CONTRIBUTION SCHEME (HECS)

Students are required under the Higher Education Contribution Scheme (HECS) to contribute towards the cost of their higher education. On the census date of each semester a student’s HECS liability is calculated according to their Student Load (i.e. subjects in which a student is enrolled at the time). For 1995 the liability for a standard student load of 60 credit points is $2409.

The census dates are:
Semester 1 - 31 March
Semester 2 - 31 August

Further information on HECS can be obtained from the booklet, "HECS: Your Questions Answered 1995" included with enrolment kits. Copies of this booklet are also available from the Student Enquiry Administration and Services Counters at the Callaghan and Central Coast Campuses.

TUITION FEES

Tuition fees are charged for fee-paying international students, specific categories of Non-Award enrolment (Extravagant Subject and Miscellaneous/Vocational) and a range of award courses.

REFUND OF CHARGES

The following policy applies with respect to refunds of the General Service Charge (GSC):

(i) A student shall be eligible for a refund of the GSC if he/she has not enrolled in any course in the year, the student would be entitled to receive a full refund of the GSC paid including the Union joining fee, if applicable.

(ii) If a student has a “student load” for only one semester in any one year he/she will be eligible for a refund of 50% of the GSC paid excluding the Union joining fee.

(iii) Those students who enrolled in a course only offered in second semester and who have only paid 50% of the GSC and who have no “student load” in the semester following their enrolment are entitled to a refund of 100% of the GSC paid.

In exceptional circumstances the Director, Student Administration may vary these provisions in the case of individual students.

A refund cheque will be mailed to a student or if applicable, a sponsor. Any change of address must be notified to the University as soon as possible.

No 100% refund will be made before 30 September.

UNIVERSITY FACILITIES

COMPUTING AND COMMUNICATIONS FACILITIES

The University has extensive computing and communications facilities available for use by students.

Set out below are the terms governing the use of these facilities. The University may at any time revise these terms.

These terms apply to all users (students, staff and others). Use by you of any such facilities indicates your understanding and acceptance of these terms. If you are unsure of the meaning of any of these terms, you should seek advice from the Computing Services Help Desks prior to use. The locations and telephone numbers of the Help Desks are as follows:
The 3. The University’s liability in the event of any loss or damage shall be limited to the fees and charges paid to the University for the use of the computing facilities which resulted in the loss or damage.

3 Conditions
1 You may use only those facilities which have been authorised for your use. If access is protected by a password, you are not to make this password available to others. You may not use any account set up for another user, nor may you attempt to find out the password of another user. This applies both to facilities within the University and to any accessible using the University’s network.

2 You may only use authorised facilities for authorised purposes. For example, facilities made available for teaching may not be used for private gain.

3 You must be aware of the law of copyright as it affects computer software. Software must not be copied except with the express permission of the copyright owner.

4 You may not attempt to copy information belonging to other users (whether they be staff, students or other users) without their express permission.

5 You may not attempt to interfere with the operation of the University’s computers or any other facilities accessible by use of the University’s computers or network.

6 You may not attempt to subvert the security of any of the University’s computing facilities or any other facilities accessible by use of the University’s facilities.

7 You may not use the University’s computing facilities to send obscene, offensive, defamatory, or illegal messages.

8 You may grant access to your own files by other users (for example, if you are sharing a network). You must, on request by an authorised member of staff, produce evidence of identity (for example by student card or staff identification) when using University computing facilities.

9 You may access computing and communications facilities on other sites only with their permission and in a manner consistent with these terms.

10 You must, on request by an authorised member of staff, produce evidence of identity (for example by student card or staff identification) when using University computing facilities.

11 You are required to inform the University of any breach of these terms (for example, if you become aware that someone else has used your account).

12 You must abide by any relevant instructions given by the Director or the Director’s delegated officer. Such instructions may be issued by notice displayed in the vicinity of computing facilities, by letter, by electronic communication, in person or otherwise.

4 Copyright
1 The Copyright Act proceeds on the basis of bringing a computer program within the scope of the expression ‘literary work’ as used in the Copyright Act. ‘Computer program’ is defined as meaning: ‘An expression, in any language code or notation, of a set of instructions (whether with or without related information) intended, either directly or indirectly and either separately or in combination with other things, to direct a device having digital information processing capabilities to perform a particular function.’

2 Subject to what is said below in relation to backup copies, the reproduction of a computer program (as defined) constitutes a breach of the Copyright Act which may result in civil and/or criminal action against the offender.

3 The Act also prohibits what is termed an ‘adaptation’ of a computer program - an adaptation being one of the exclusive rights given to the owner of the copyright of a literary work. In relation to computer programs an adaptation is defined as: ‘a version of the work (whether or not in the language, code or notation in which the work was originally expressed) not being a reproduction of the work.’ This definition is intended to prevent persons purchasing a computer program in one language and converting it to another language without the consent of the copyright owner.

4 The purchase or lease of computer software normally provides a licence to use the software, together with a copy of the software and associated documentation. The title to the software remains with the copyright owner, who is entitled, subject to the Copyright Act, to place conditions upon the use of the software.

5 Members of the University are personally responsible for complying with the Commonwealth Copyright Act relating to the copying of computer software and to the terms and conditions of the particular contract or licence relating to leased or purchased software.

6 The Copyright Act makes specific provision for the making of a backup copy of either or both the original or an adaptation of a computer program. Thus the University can only make backup copies of programs for which it has purchased a licence. If a program is on loan or has been hired, the right to make copies will have to be expressly authorised by the copyright owner.

7 Copying of computer software to hard disk should only occur if
(a) the computer software licence specifically allows it for other than normal backup purposes. The hard disk copy must not be used by more than one person at a time unless the agreement states otherwise;
(b) in the absence of an agreement, it is used on the hard disk by no more than one person at a time.

8 Hard disk copies of software used in a network environment to allow simultaneous access by more than one user can only be provided if
(a) specially permitted in the contract or software licence;
(b) a copy of the software has been purchased for every simultaneous user of the hard disk copy.

9 Copying of software for classroom use is not permitted unless specifically permitted under the contract or software licence for the leased or purchased product.

UNIVERSITY LIBRARY SERVICES
As members of the University of Newcastle, students are entitled to use the Auchenflower, Huxley, Conservatorium and Central Coast Libraries as well as the libraries of the teaching hospitals. The University’s library collections are accessed through the computerised catalogue NEWCAT.

Auchenflower Library
Located adjacent to the Shortland Union, the Auchenflower Library is the main library on the Callaghan campus. It supports the teaching and research requirements of the Faculties of Architecture, Arts and Social Science, Economics and Commerce, Education, Engineering, Law, Medicine and Health Sciences and Science and Mathematics. It holds an extensive range of books, serials, government publications, microforms, audiovisual media, archival materials and a Rare Book Collection. Specialist services are provided in Biomolecular, Law, and audiovisual media.
Other services include: Reference Services providing access to CD-ROM and on-line databases, Inter-Library Services and Archives.

The Short Loan Collection contains materials in high demand: students may borrow these for restricted periods. The Biomedical Library houses books, serials, pamphlets and reference material in Biological Sciences and Medicine. It also includes a special area, the Medical Reserve, which holds a variety of resources and equipment supporting the innovative and highly resource-dependent curriculum of the Bachelor of Medicine course.

Collections of resources are also maintained in ten community health centres for the use of students in clinical learning stages: Taree, Tamworth, Gosford, Maitland, Orange, Lismore, Dubbo and Port Macquarie.

The Law Library houses books, serials and primary law materials including law reports, acts, bills and regulations. It also includes a Law Reserve section which houses major texts and looseleaf services. The Rankin and Nathan Database Room allows access to a wide range of electronic legal information. The Law Library uses a specialist classification scheme—’the MOVIS Classification Scheme for Legal Materials. This is an alphanumeric scheme with all call numbers beginning with the letter K.

The Media section has a wide range of videos, kits, laserdiscs and computer-based multimedia. Course-related videos and selected lecture tapes are housed here.

Further information can be obtained by contacting (049) 215851.

Huxley Library
Located in the Hunter Building, this Library supports the teaching and research requirements of the Faculties of Nursing, Education and Art and Design. The Library has an extensive collection of audiovisual media and curriculum material and receives all publications from the NSW Department of School Education.

Other services include: Reference Services providing access to CD-ROM and on-line databases, Inter-Library Services, External Studies Service.

Further information and assistance can be obtained by contacting (049) 216453.

Newcastle Conservatorium Library
The Library contains a collection of books, serials, scores, CDs, and sound recordings. It is located with the Faculty of Music on the corner of Gibson and Aukland Streets, in the city.

Further information can be obtained by contacting the Librarian on (049) 294133.

Central Coast Campus Library
The Library has a rapidly developing collection of books, serials and audiovisual media which supports teaching programs in Arts, Business, Social Sciences, Education, Applied Science and Nursing, Reference Services providing access to CD-ROM and online databases are available.

Further information can be obtained by ringing (049) 484020.

Gardiner Library Service
There are three separate libraries within the service: the John Hunter Hospital Branch, the Royal Newcastle Hospital Branch and the Mater Hospital Branch. The specific opening hours for these libraries will be published through NEWCAT and the appropriate library guides.

Further information can be obtained by ringing (049) 213779.

Borrowing Rights
Borrowing/Student Identification Cards
Students need a student identification card to borrow. Please remember to carry your card with you at all times if you wish to borrow or use library facilities. If books are borrowed on your card by anyone else, you are responsible for them. Report any lost card to the Loans Desk staff immediately to prevent unauthorised use. Replacement cards are available for $5.00 from the Student Enquiry Counter, Callaghan Campus or the Student Administration and Services Counter, Central Coast Campus.

For the details of loan conditions students should refer to the Library Guide and the various handouts published at the beginning of each year.

Books may be returned to any branch of the University Libraries. A fine of $2.00 per item is levied when material is more than two days overdue. A fine of $2.00 per item is levied when material is more than two days overdue. The fine will increase by 50 cents per day per item until the material is returned. Borrowing rights are also withdrawn. If library material is lost or damaged, the replacement cost, plus a processing fee, will be charged.

Photocopying
Photocopying facilities are available in all University Libraries. The machines are operated by magnetic strip cards which can be purchased in the Library. Credit for the photocopies can be added to these cards from a dispenser as many times as needed. Users must observe the relevant Copyright Act provisions which are on display near the photocopiers. Central Coast Campus Library uses $2.00 and $5.00 dispensable cards.

Inter-Library Services
This service is available to academic staff, higher degree and honours/full year students. Material not held in the University of Newcastle Libraries may be obtained from other libraries within Australia or overseas. Books and serials readily available within Australia should arrive within two weeks. A Fast Track Service is available, at extra cost, for urgent requests.

People With a Disability
All libraries provide access for students and staff with a disability. Both Anschutz and Huxley Libraries provide special services for students with a disability. Contact librarians in each Library will help with information about the library, parking, lift keys and other facilities such as the Braille Library, OCR machines which read aloud from English printed text and access to large-print NEWCAT, the University Libraries’ online catalogue. Please phone (049) 217046 for further information.

Hours of Opening
AUCHMUTY LIBRARY
During Semester:
- Monday to Thursday: 8.30am - 10.00pm
- Friday: 8.30am - 7.00pm
- Saturday & Sunday: 10.00pm - 5.00pm

During Semester Vacations:
- Monday to Friday: 8.30am - 7.00pm
- Saturday & Sunday: 10.00am - 5.00pm

During Long Vacation: Monday to Friday: 8.30am - 5.00pm

Library Closed: Easter except Easter Monday, Christmas to New Year University Holidays

Library Open: Easter Monday, Anzac Day, Queen’s Birthday, Show Day, Labour Day

HUXLEY LIBRARY
During Semester:
- Monday to Thursday: 8.30am - 9.00pm
- Friday: 8.30am - 5.00pm
- Saturday & Sunday: 10.00am - 5.00pm

During Semester Vacations:
- Monday to Friday: 9.00am - 6.00pm
- Saturday & Sunday: Closed

CAMPUS TRAFFIC AND PARKING
Vehicle traffic and parking on the University’s campuses is regulated by the Traffic and Parking Rules. These Rules have been introduced to ensure the safe and orderly movement and parking of vehicles for the benefit of students, staff and visitors, and to protect the University’s physical environment and landscape.

Essentially the Rules require that persons who seek to bring a motor vehicle, including motorbikes, onto campus apply for a vehicle parking permit. In so doing, the applicant undertakes to abide by the Traffic and Parking Rules and are automatically subject to prescribed penalties for infringements. It is important to realise that the granting of a parking permit does not carry with it an automatic right to park on campus. The University has a serious under supply of car parking spaces and it is not possible to park on campus. The issue of a parking permit only entitles a member of the University to park in a properly designated and marked out car park space to the extent
that such a space is available. It is essential that, for the protection of the University's landscape and for the safety of students, staff and visitors, vehicles are not parked on grassed areas and footpaths.

The scale of penalties for traffic and parking infringements as contained in the Rules are as follows:

(a) exceeding the speed limit on University roads $30
(b) failing to stop when signalled to do so by a Security Officer $30
(c) refusal to provide information requested by a Security Officer $30
(d) failing to obey instructions given by a Security Officer $30
(e) illegal parking:
(i) parking on University roadways $15
(ii) parking on footpaths $15
(iii) parking on areas marked by sign $50
(iv) parking in a way that may risk injury to others $50
(v) not displaying parking permit $30
(vi) parking in a restricted area $15
(f) parking in an area reserved for disabled person $50
(g) any other breach of the Traffic and Parking Rules $1

The penalty will be imposed:

(a) on the spot by an infringement notice being put on the vehicle; or

(b) by sending an infringement notice by ordinary prepaid post to the registered person responsible for the vehicle, or to the registered owner of the vehicle.

Any objection to the imposition of the penalty must include full details of the grounds on which the objection is based and must be lodged in writing with the Senior Facilities Officer within 14 days of the date the infringement notice shows the breach as having been committed.

The Senior Facilities Officer, after considering an objection, shall either reject it or waive the penalty.

Penalties must be paid:

(a) within 28 days of the date the infringement notice shows the breach as having been committed; or

(b) where applicable, within 28 days of notification that any objection has been rejected by the Senior Facilities Officer.

Any enquiries in relation to traffic and parking matters at the Callaghan Campus should be referred to the Manager, Security Services, located in the foyer of the Great Hall and at the Central Coast Campus to the Property and Estates Officer, Finance and Estates Building. Application forms to bring a vehicle on to the campus are also available from these offices.

The Traffic and Parking Rules apply to all University campus locations.

PUBLIC TRANSPORT

The State Transit Authority provides a comprehensive bus service to and from locations throughout Newcastle. Private bus companies also provide services to Maitland, Wallsend, Toronto and Raymond Terrace. Bus Timetables are available from the Student Enquiry Counter, Callaghan Campus and the Students Association Office, in the Shortland Union.

Bus timetables for services between the Central Coast Campus and Gosford and Wyong are available from the Student Administration and Services Counter, Central Coast Campus.

section five

Course Description — Architecture

Introduction

The Bachelor of Science(Architecture) and Bachelor of Architecture degrees comprise three and two parts respectively, these five parts corresponding to the five years study of an uninterrupted full-time program leading to professional registration.

The Department of Architecture has adopted an integrated form of study in which all of the various discipline areas are treated within the single subject 'Architecture'. This integrated format applies in all five parts of the course, so that students enrol in one of the single subjects Architecture I, II, III, IV or V. In each of these subjects specific areas of knowledge and skill are developed, and these are grouped into seven study areas for the purposes of assessment and the statement of objectives.

Study Areas

The study areas developed through each subject of the course are as follows:

Professional Skills:
- forms of communication, including draughtsmanship, modelmaking, photography, video and verbal and written communication;
- computer applications.

User Studies:
- concerning the people who commission and use buildings:
  - ergonomics;
  - the definition and interpretation of user and client needs.

Site Studies:
- concerning the measurement and interpretation of the site and its context:
  - surveying;
  - landscape design;
  - urban design.
Concerning the cultural context of the program:
- history of architecture;
- theory and criticism of architecture.

Design Studies:
- the development of design theory and processes.

Technical Studies:
- building structures;
- building construction;
- building services;
- environmental control;
- cost planning and specifications.

Implementation Studies:
- concerning the implementation of the building project and issues of:
  - the profession;
  - professional practice, law and ethics;
  - project management and business management for the architect.

These seven study areas define the scope of the curriculum, and are described in more detail under the subject descriptions which follow. Students will be expected to attain a required level of competence in all seven study areas at each level of the course. However the study areas do not exist as independent subjects; the essence of the integrated approach is that the knowledge and skills acquired in each study area will act as specialist consultants in running the problem-based exercises.

Working Method
Students will usually work in groups of 8-10, with the guidance of a group tutor. In addition tutors with particular knowledge of the study areas will act as specialist consultants in running the problem-based exercises.

Assessment
At the start of each problem phase a list of assessment criteria will be made available to students. These criteria will form the basis for assessment at the end of the phase when students will receive advice on their work and, where necessary, help in rectifying areas of difficulty.

Students will be responsible for keeping a portfolio of all their work carried out during that year, and this will be the subject of a formal assessment on two occasions, at the end of the first semester, and at the end of the year, by a panel of examiners.

Credit Points
Credit Point values associated with each subject are shown to the right of the subject heading and are abbreviated to ’cp’.

Texts
The specialist consultant tutors will make available Learning Units and other specially prepared texts during the course of the problem-exercises to support the development of appropriate skills and knowledge, and will advise on the purchase of text books.

Professional Skills:
- architectural communication, including letterwriting, report writing, drawing, model making, photography, video;
- development of communication skills, including colour, graphics;
- introduction to word processing and other business applications of computers;
- introduction to computer equipment;
- measured drawing of a simple structure.

User Studies:
- patterns of work in the community and the need generated for buildings;
- needs of client and user for simply defined problems;
- ergonomics of the workplace;
- user interaction with electronic equipment.

Site Studies:
- variety of landscape conditions in the Hunter Valley and its natural elements;
- patterns of development in the Hunter Valley;
- measured drawing of a simple structure and its site;
- simple site surveys, contour surveys and site analysis.

Cultural Studies:
- the history of Australian Architecture having regard to the styles of Architecture;
- the functional tradition in western architecture, from 1800 to the present;
- the strengths and limitations of the functionalist philosophy in modern architecture.

Design Studies:
- introduction to design processes;
- introduction to architectural design theory;

Technical Studies:
- light, small-scale framed structures in timber;
- introduction to basic structural types;
- concepts of dead, live and wind loadings, of elementary load analysis, of equilibrium of forces and force analysis, of transmission of forces in a structural system and load path analysis, and of structural stability;
- selection, design and detailing of appropriate constructional solutions for simple framed floor construction, wall construction and foundation and low pitched roof constructions, with alternative claddings and linings;
- simple joinery components and fixtures;
- materials for simple building and an understanding of how those materials behave from a technical, economic and environmental viewpoint;
- wired and piped services systems for a small building;
- interactions between buildings and their environment, and between people and their workplace environment;
- problems of noise and glare, and environmental factors affecting the design of a simple building.

Cultural Studies:
- the study of the history of architecture;
- an appreciation of the cultural context of the program;
- an understanding of the nature of design.

Design Studies:
- an understanding of the development of design theory and processes.

Technical Studies:
- an understanding of the application of technical subjects, including building structures, building construction, building services, environmental control, and cost planning and specifications.

Implementation Studies:
- an understanding of the implementation of the building project and issues of the profession, professional practice, law and ethics, and project management and business management for the architect.

Problem-Based Learning
Rather than attend a series of independent lecture courses on the various study areas to be mastered, students are presented with a succession of problems of the type encountered in architectural practice, and so designed as to develop the various areas of skill and knowledge appropriate to that level of the course. Thus the organisation of these parts of the course resembles a matrix in which the individual study areas are introduced and developed through their successive application in problem exercises.

Problem-Based Exercises

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<td>Problem-based Exercises</td>
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STUDY AREAS
The topics covered during the course of the problem-based exercises in Architecture I are outlined in each of the study areas as follows:

Professional Skills:
- architectural communication, including letterwriting, report writing, drawing, model making, photography, video;
- development of communication skills, including colour, graphics;
- introduction to word processing and other business applications of computers;
- introduction to computer equipment;
- measured drawing of a simple structure.

User Studies:
- patterns of work in the community and the need generated for buildings;
- needs of client and user for simply defined problems;
- ergonomics of the workplace;
- user interaction with electronic equipment.

Site Studies:
- variety of landscape conditions in the Hunter Valley and its natural elements;
- patterns of development in the Hunter Valley;
- measured drawing of a simple structure and its site;
- simple site surveys, contour surveys and site analysis.

Cultural Studies:
- the history of Australian Architecture having regard to the styles of Architecture;
- the functional tradition in western architecture, from 1800 to the present;
- the strengths and limitations of the functionalist philosophy in modern architecture.

Design Studies:
- introduction to design processes;
- introduction to architectural design theory;

Technical Studies:
- light, small-scale framed structures in timber;
- introduction to basic structural types;
- concepts of dead, live and wind loadings, of elementary load analysis, of equilibrium of forces and force analysis, of transmission of forces in a structural system and load path analysis, and of structural stability;
- selection, design and detailing of appropriate constructional solutions for simple framed floor construction, wall construction and foundation and low pitched roof constructions, with alternative claddings and linings;
- simple joinery components and fixtures;
- materials for simple building and an understanding of how those materials behave from a technical, economic and environmental viewpoint;
- wired and piped services systems for a small building;
- interactions between buildings and their environment, and between people and their workplace environment;
- problems of noise and glare, and environmental factors affecting the design of a simple building.
The topics covered in the study areas in Architecture II

**STUDY AREAS**

- solar geometry and passive solar control;
- principles of energy efficient design;
- simple estimating techniques, cost planning and analysis.

**Implementation Studies:**
- focus on the role of the architect as an individual employee;
- consideration of individual (personal) management skills, management of small group activities, and issues of professional ethics.

ARCH111 ARCHITECTURE I (PART 1) 40cp

This subject covers the content of the first half of Architecture I. It is offered only in exceptional circumstances and if suitable arrangements can be made within the department.

Details on availability and content may be obtained from the Dean or Faculty Secretary.

ARCH112 ARCHITECTURE I (PART 2) 40cp

This subject covers the content of the second half of Architecture I. It is offered only in exceptional circumstances and if suitable arrangements can be made within the department.

Details on availability and content may be obtained from the Dean or Faculty Secretary.

ARCH210 ARCHITECTURE II 80cp

**PROBLEM-BASED EXERCISES**

The focus of Architecture II projects concerns how and where people live. The theme “Problems of the Dwelling” introduces the design of multi-cellular spaces for multiple objectives and social interactions, and for both individual and institutional clients, using framed and load-bearing low-rise structures. The design problems considered include:

- the design of a compact living/work unit;
- the design of an individual family house;
- the design of clusters of dwellings, and the spaces between them, raising issues of community, privacy and landscape;
- the design of larger spaces for communal facilities associated with residential areas;
- the detailed design of specialised areas within communal facilities;
- the design of a medium scale public building.

**CULTURAL STUDIES**

- investigation, through study of historical models, of issues arising in the design problems;
- evolution of house form in relation to social structure;
- creation of community and privacy both within the dwelling and in groupings of dwellings and villages;
- detail design of forms and materials in the dwelling;
- impact of technological developments on dwelling form and construction;
- key developments in the design of housing in the nineteenth and twentieth centuries in Europe, North America and Australia.

**SITE STUDIES**

- photographic, contour and dimensional surveys of a site to enable analysis and preliminary design;
- landscape problems of underground services, slope, terracing, steps and drainage;
- grass, shrub and tree environments integrated with building design.

**IMPLEMENTATION STUDIES**

- focus on the small practice (including the sole practitioner);
- the impact on practice of private and public clients and small-scale builders;
- nodes of practice in small firms;
- communication and documentation systems;
- simple contracts and tenders;
- quality, quantity, cost and time controls.

In addition to the core program, the scope of which is indicated above, students in Architecture II undertake a elective component which allows them to study some aspect of the building process.

**STUDY AREAS**

The topics covered in the study areas in Architecture II include the following:

**Professional Skills:**
- development and application of skills in all areas of architectural communication;
- introduction to production drawing;
- use of prepared computer programs for visualisation of design proposals;
- development of simple computer programming techniques relating to aspects of the building process.

**User Studies:**
- housing provision in the community and the needs of different user groups;
- individual and social factors influencing house design and concepts of community and privacy;
- methods for identifying client and user needs;
- needs of handicapped and other special user groups.

**Site Studies:**
- photographic, contour and dimensional surveys of a site to enable analysis and preliminary design;
- landscape problems of underground services, slope, terracing, steps and drainage;
- grass, shrub and tree environments integrated with building design.

**Cultural Studies:**
- investigation, through study of historical models, of issues arising in the design problems;
- evolution of house form in relation to social structure;
- creation of community and privacy both within the dwelling and in groupings of dwellings and villages;
- detail design of forms and materials in the dwelling;
- impact of technological developments on dwelling form and construction;
- key developments in the design of housing in the nineteenth and twentieth centuries in Europe, North America and Australia.

**Design Studies:**
- development of architectural design theory;
- introduction to conceptual design processes;
- introduction to study of graphic/analytic tools;
- schematic design of elements of architecture.

**Technical Studies:**
- analysis of simple trusses and beams;
- further concepts in structural stability;
- concepts of strength of materials, stress analysis and deformations;
- elementary concept of aggregation of structural elements to form a complete structure and of continuity in structural systems;
- load-bearing masonry construction to three storeys;
- simple concrete floors; light timber and steel trusses; simple stair forms; retaining walls;
- materials and materials technology for load bearing, low rise masonry construction;
- building services for buildings;
- environmental appraisal of residential sites;
- developmental and environmental comfort requirements for house activities;
- thermal and acoustic performance of materials and construction methods used in residential construction;
- environmental separation of incompatible activities;
- types of specifications, specification writing;
- specification for a house;
- basic estimating methods and estimates for a house.

**Implementation Studies:**
- focus on the small practice (including the sole practitioner);
- the impact on practice of private and public clients and small-scale builders;
- nodes of practice in small firms;
- communication and documentation systems;
- simple contracts and tenders;
- quality, quantity, cost and time controls.

In addition to the core program, the scope of which is indicated above, students in Architecture II undertake an elective component which allows them to study some aspect of architecture in greater depth.

ARCH211 ARCHITECTURE II (PART 1) 40cp

This subject covers the content of the first half of Architecture II. It is offered only in exceptional circumstances and if suitable arrangements can be made within the department.

Details on availability and content may be obtained from the Dean or Faculty Secretary.

ARCH212 ARCHITECTURE II (PART 2) 40cp

This subject covers the content of the second half of Architecture II. It is offered only in exceptional circumstances and if suitable arrangements can be made within the department.

Details on availability and content may be obtained from the Dean or Faculty Secretary.

ARCH310 ARCHITECTURE III 80cp

**PROBLEM-BASED EXERCISES**

Architecture III extends the scale and complexity of design problems by considering a variety of public building types, under the theme of “Problems of Public Space”. These entail the study of a new group of public, institutional clients and of a much wider diversity of users. Strategies for the organisation of hierarchies of space, and of circulation of large numbers of people, must be considered. The complexity of the design problems is increased not only by the number and interrelationships of the spaces involved, but also by their specialist functions, for performance, display and assembly. These entail further study of acoustics and of the design of natural and artificial lighting conditions. Constructional and structural concepts and methods appropriate to the building types are studied, as are the more onerous requirements for communication with other members of the building team through drawings and specifications, for cost control and for the overall management of the project.

The building problems studied in Architecture III also provide the opportunity for the study of a wide range of historical models, both from Australia and overseas, and of the formal and cultural issues they present.

**STUDY AREAS**

The study area topics for Architecture III cover the following:

**Professional Skills:**
- development of techniques in architectural communication for testing and presenting larger design proposals;
- production drawings for larger projects;
- applications, capabilities and relative costs of computer systems in the building industry;
- computer programs for technical and design evaluations;
- computers for draughting and design;

**User Studies:**
- assessment of need for different types of public facilities in the community;
- public sector clients and other parties involved in the commissioning of public buildings.

**Site Studies:**
- requirements for traffic, parking and services in relation to public buildings;
- landscape design of the urban park and garden.
Cultural Studies:
- survey of the history of European architecture;
- individual study of selected aspects of history of European Architecture;
- individual study of selected historical examples;

Design Studies:
- concepts of symbolism, formality and order in public architecture;
- development of conceptual and detailed design processes;
- development of architectural design theory;
- introduction to formal architectural design analysis;
- detailed design of elements of architecture.

Technical Studies:
- continuity in structural systems and their effects on structural analysis, design and construction;
- structural design of simple structural elements using concrete and steel;
- frame and floor systems;
- concepts of joint design;
- architectural implications of steel and concrete construction for medium sized public buildings;
- sub-soil investigation and foundation design;
- construction design and detailing of frame systems, basements, floors, walls, roofs, claddings, internal elements and finishes;
- selection and performance of materials and components;
- fire protection, fire resisting construction;
- building compartmentation and means of escape;
- piped and wired services, air-conditioning systems, lifts and escalators;
- environmental appraisal of civic sites;
- techniques of assessment and control of environmental conditions in the design process, with special reference to thermodynamics, ventilation and air-conditioning, lighting and acoustics, in the context of public buildings;
- pre-contract cost planning;
- post-contract cost control;
- methods of writing specifications, and use of master specifications.

Implementation Studies:
- focus on the medium-scale practice;
- traditional and alternative modes of practice;
- traditional and alternative modes of project management;
- consideration of traditional and alternative documentation systems;
- traditional and alternative means of quality, time and cost controls;
- introduction to complex network analysis for decision and planning;
- types of specifications, and legal and technical considerations;

In addition to the core program, the scope of which is indicated above, students in Architecture III undertake an elective component which allows them to study some aspect of architecture in greater depth.

ARCH311 ARCHITECTURE III (Part 1) 40cp
This subject covers the content of the first half of Architecture III. It is offered only in exceptional circumstances and if suitable arrangements can be made within the department.

Details on availability and content may be obtained from the Dean or Faculty Secretary.

ARCH312 ARCHITECTURE III (Part 2) 40cp
This subject covers the content of the second half of Architecture III. It is offered only in exceptional circumstances and if suitable arrangements can be made within the department.

Details on availability and content may be obtained from the Dean or Faculty Secretary.
Enrolment is offered only in exceptional circumstances, and is subject to certain conditions, in particular that the student must be employed on a full period in an architect's office. Details of the conditions which apply are available from the Dean or Faculty Secretary. Please check on subject availability.

ARCH411 ARCHITECTURE IV (PART 1) 55cp
This subject is taken over one year of part-time study and covers the content of the final two-thirds of Architecture IV. Enrolment is offered only in exceptional circumstances and is subject to certain conditions, in particular that the student must be employed on the full period in an architect's office. Details of the conditions which apply are available from the Dean or Faculty Secretary. Please check on subject availability.

ARCH412 ARCHITECTURE IV (PART 2) 25cp
This subject is taken over one semester of part-time study and covers the content of the final third of Architecture IV. Enrolment is offered only in exceptional circumstances and is subject to certain conditions, in particular that the student must be employed on the full period in an architect's office. Details of the conditions which apply are available from the Dean or Faculty Secretary. Please check on subject availability.

ARCH510 ARCHITECTURE V 80cp
PROBLEM-BASED EXERCISES
In the final year of study, students are able to select a major architectural design problem as the basis for their program of work through the year. This choice is intended to allow each student to choose a design problem which best suits their individual interests and likely context of future practice. The chosen project is expected to be a demanding one, extending the areas of knowledge and skills developed over the previous years of study and allowing the student to present their achievement in some depth.

In order to allow students to research the typology and precedents of their selected projects, and to become familiar with the opportunities and constraints of the locality and with the modus operandi of the client type, the Architecture V program is introduced in the latter part of the previous year. Students are thus encouraged to have their project type and locality selected and approved in principle before the end of Year 4, so that some reading, visiting and information gathering can be conducted over the long vacation. Guidance on the scope of this work will be provided.

Students will be able to choose a tutor for the program, subject to staff availability, and will work under the general direction of a Year Manager, who will provide guidance on all aspects of its development.

STUDY AREAS
The elective problem is intended to provide the vehicle for the development of knowledge and skills in all seven study areas, and the final presentation of material, on which assessment will be based, will include documentation to support this. As a guide, the scope of evidence of competence expected in each area is as follows:

Professional Skills:
- all conventional areas of graphic presentation and modelmaking suitable for communication with client and users, with other members of the design team, and with contractors;
- written and oral communication;
- appropriate use of computer applications at all stages.

User Studies:
- appraisal of needs and intentions of client and users;
- understanding of wider social and economic context of the project;
- use of quantitative methods to test the feasibility of the project.

Site Studies:
- analysis of site data and development of appropriate design strategies and solutions;
- analysis of urban design context and development of appropriate design strategies and solutions;
- analysis of landscape context and development of appropriate design strategies and solutions.

Cultural Studies:
- investigation of the historical context of the site and development of appropriate response;
- investigation of the history of the building type and assessment of current tendencies;
- awareness of current theories of architecture, and their implications for the project.

Design Studies:
- distillation and application of a personal theory of architecture;
- development of a progressive design strategy, appropriate to the project type, site particularities and at each stage, to the level of the problem.

Technical Studies:
- selection and schematic design of an appropriate structural solution;
- selection of constructional systems, components and materials and the design of key elements to a detailed level;
- resolution of design for structure, fabric and services at a general and detail level;
- design for safety and security;
- selection of schematic design of passive and active responses to climate;
- assessment of environmental impact;
- design for environmental control;
- preparation of outline specification;
- progressive development of a cost plan in step with design development.

Implementation Studies:
- focus on professional development of the individual;
- personal attitudes and skills for effective design and control of a complex project;
- effective interaction with consultants, authorities and the client;
- application of practical skills to a complex project;
- introduction to economic feasibility studies.

RESEARCH STUDY
In addition to the work undertaken in all of the above study areas, each student will carry out a study in any one of these areas by choice, to a greater depth.

ARCH511 ARCHITECTURE V (PART 1) 25cp
This subject is taken over one semester of part-time study and covers the content of the first third of Architecture V. Enrolment is offered only in exceptional circumstances and is subject to certain conditions, in particular that the student must be employed on the full period in an architect's office. Details of the conditions which apply are available from the Dean or Faculty Secretary. Please check on subject availability.
Section Six

Course Description — Construction Management (Building)

Introduction

Internal Studies

The internal Bachelor of Construction Management (Building) Degree is a four year program designed to prepare students for a professional career in either building or quantity surveying. (The degree was previously titled "Bachelor of Building").

The degree program is structured in an integrated form of study in which all the various discipline areas are treated within the single subject ‘Building’. This integrated format applies in all four years of the course, so that students enrol in one of the single subjects Building I, II, III or IV. In each of these subjects specific areas of knowledge and skill are developed, and these are grouped into four study areas for the purposes of assessment and the statement of objectives.

The Construction Management (Building) Degree program is also integrated with the Architecture program. Students of Architecture, Building and Quantity Surveying will undertake projects with the same theme but with different emphasis and perspectives. This integrative approach attempts to overcome the normally perceived barriers which exist between the process of design and the process of construction.

External Studies

The external Bachelor of Construction Management (Building) degree is a six year program designed for students currently working in the disciplines of building and quantity surveying who wish to pursue a professional career.

The degree has the same objectives and is structured similarly to the internal program, ie in an integrated form of study. Students enrol in one of the single subjects Building 151, 152, 153, 251, 252, 253, 351, 352, 353, 451, 452, 453 each subject representing one half year of the program.

Study Areas

The study areas developed through each subject of the course are as follows:

Communication

- various forms of communication - graphic, written, verbal;
- computer applications;

Technical Studies

- building technology - materials and construction;
- structures;
- services;
- surveying;
- environmental studies.

Economics

- quantity and surveying measurement and estimating;
- cost planning and control;
- building economics

Management

- organisational behaviour;
- building management;
- project management;
- professional practice;
- building law and ethics

These four study areas define the scope of the curriculum, and are described in more detail under the subject descriptions which follow. Students will be expected to attain a required level of competence in all four study areas at each level of the course. However the study areas do not exist as independent subjects; the essence of the integrated approach is that the knowledge and skills acquired in each study area must be capable of being applied in the context of other parallel areas of skill and knowledge.

Although the development of knowledge and expertise in the individual disciplines which contribute to the practice of building and quantity surveying is important, it is equally important that the interaction between the areas of knowledge is appreciated, and that the integrative nature of the building process is understood. The method adopted for developing the study areas is thus intended to reflect the way in which builders and quantity surveyors respond to problems in practice.

Integrated Learning

Rather than regard the various study areas as discrete pieces of information which can be assimilated independently of one another, students are presented with a linked series of tasks or projects of the type encountered during the building procurement and production process, and so designed to develop the various areas of skill and knowledge appropriate to that level of the course.

Hours

Internal Studies

Contact hours for internal students will average 21 hours per week.

External Studies

The work load for external students will average 20 hours per week.

Assessment

Students will be assessed by examination, assignments and continuous assessment.

Credit Points

Credit Point values associated with each subject will be shown to the right of the subject heading and will be abbreviated to ‘cp’. Texts

Learning Units and other specially prepared texts will be made available during the course of the projects to support the development of appropriate skills and knowledge. These Learning Units will complement the text books appropriate to each study area.

Course Structure

The weighting and focus given to the four study areas is illustrated in the diagram below. Integration between study areas is achieved by the fact that individual projects in each study area will simultaneously address the same building type. Additionally and at various stages throughout the course students will also undertake an integrative major project which will draw on all four study areas.

Final Year of Study

Technical Studies

Economics

Management

1st Year of Study

Communication

Final Year of Study

Technical Studies

Economics

Management

1st Year of Study

Communication

Final Year of Study

Technical Studies

Economics

Management

1st Year of Study

Communication

Final Year of Study

Technical Studies

Economics

Management

1st Year of Study

Communication

Final Year of Study

Technical Studies

Economics

Management

1st Year of Study

Communication

Final Year of Study

Technical Studies

Economics

Management

1st Year of Study

Communication

Final Year of Study

Technical Studies

Economics

Management

1st Year of Study

Communication
intention is to develop in the students a sense of purpose and direction and to encourage students to perceive themselves as future building and quantity surveying professionals. Emphasis in Building I is on rapidly developing proficiency in the Technical Studies and Building Economics and Management study areas.

A range of building types will be studied and the problems represented by these building types will increase in complexity throughout the progression of the year. In BLDG110 the following building types will be studied sequentially:

- home extension;
- warehouse;
- detached house;
- cluster of town houses;
- low energy house.

**STUDY AREAS**

The topics covered during the course of Building I are outlined in each of the study areas as follows:

**Communication**
- Communication skills including letter writing, report writing, graphics, photography and verbal presentation;
- introduction to word processing and other business applications of computers including electronic office equipment.

**Technical Studies**

**Building Construction and Materials**
- introduction to domestic scale construction;
- simple footings and retaining walls;
- brickwork;
- timber framed construction;
- concrete slabs on ground;
- doors, windows, fittings, hardware.

**Building Services**
- drainage;
- septic systems;
- hydraulic services;
- electric services;
- space heating, ventilation, air conditioning;
- lighting installations - internal, external.

**Environmental Studies**
- interactions between buildings and the environment;
- comfort criteria;
- thermal performance of domestic buildings;
- problems of noise and glare;
- productivity and the working environment;
- solar geometry and passive solar control;
- lighting design principles;
- principles of energy efficient design.

**Structures**
- introduction to basic structural types;
- introduction to forces and moments;
- concepts of dead, live, wind and earthquake loadings;
- load analysis;
- force analysis;
- concepts of equilibrium;
- load path analysis;
- structural aspects of brick veneer, post and beam and stud frames construction;
- analysis of roof trusses and beams;
- introduction to portal frames;
- approximate sizing of structural elements;
- concepts of structural stability.

**Surveying**
- principles of measurement;
- taking levels;
- setting out domestic scale buildings;
- setting out large ground slabs;
- plumbing of steel and precast concrete framed buildings.

**Economics**

**Building Economics and Cost Planning**
- introduction to macro-economics;
- major variables in capital cost prediction;

**Quantity Surveying Measurement and Estimating**
- introduction to the concepts of measurement;
- single rate methods of prediction;
- measure and estimate:
  - minor site works;
  - timber framed construction;
  - brickwork;
  - doors and windows;
  - domestic services;
- single industrial services;
- finishing trades;
- roadworks (pavement, car parks);
- steelwork;
- ground slabs.

**Management**
- introduction to management theory;
- introduction to time management;
- introduction to programming;
- use of bar charts and other programming tools;
- organisation of simple industrialised systems.

**Stud Areas**

The topics covered in the study areas in Building II include the following:

**Communication**
- development and application of presentation skills to client bodies;
- computer techniques in bill preparation and estimating;
- use of macro commands in computer aided design.

**Technical Studies**

**Building Construction and Materials**
- frame and floor systems;
- industrialised building systems;
- detailed construction of basements, floors, walls, roofs, claddings internal elements and finishes;
- selection and performance of materials and components;
- assembly implications of steel and concrete construction.

**Building Services**
- piped and wired services;
- air-conditioning systems, lifts and escalators;
- fire protection and fire resisting construction.

**Environmental Studies**
- zoning and compartmentation of buildings;
- principles, requirements and modelling of building thermal performance;
- energy management principles;
- environmental impact of building.

**Structures**
- further concepts of structural stability;
- concepts of strength of materials, stress analysis and deformations;
- elementary concepts of aggregation of structural elements to form a complete structure;
- continuity in structures;
- analysis of portal frames;
- introduction to concrete floors;
- concepts of framing systems for multi-storey buildings (up to 5 storeys);
Building type studied in BLDG210.

This subject is taken over one semester of part-time, external study (Year 3, Semester 2) and covers the syllabus and content of the first third of BLDG210.

The building type studied in this unit is as shown:
- shopping centre
- high rise development

**Management**
- construction planning techniques;
- site organisation and processes;
- materials and plant management systems;
- preparation of feasibility studies;
- bidding strategies;
- turnover (package deal) projects;
- industrial relations;
- client liaison.

**Economics**
- cost modelling;
- systems approach to cost planning;
- application of cost planning and cost control systems to building;
- design and construction processes.

**Quantity Surveying Measurement and Estimating**
- measure and estimate:
  - steel and concrete frame construction;
  - curtain walling systems;
  - shop fitting;
  - lifts, fire detection, security systems;
  - alterations to existing buildings.

**Structures**
- foundation systems and deep basement construction;
- roof and steel;
- structural aspects of masonry;
- structural aspects of high rise buildings;
- sensitivity analyses;
- comparative cost studies;
- statutory aspects of medium to high rise buildings;
- element concepts of large span light weight systems;
- element concepts of prestressed concrete systems.

**Environmental Studies**
- environmental appraisal of public urban space;
- interaction of major buildings and their environments;
- control of internal environments of building complexes;
- wind, rain and solar loads on high rise buildings.

**Building Economics and Cost Planning**
- cost control of building at all stages of design and production;
- logistic of construction management of a major building;
- sensitivity analyses;
- comparative cost studies;
- environmental appraisal of public urban space;
- interaction of major buildings and their environments;
- control of internal environments of building complexes;
- wind, rain and solar loads on high rise buildings.

**Technical Studies**
- software for cost and construction planning;
- professional reports

**Surveying**
- use of electronic measurement instruments;
- condition surveys of existing buildings.

**Computing Studies**
- software for cost and construction planning;
- professional reports.

**Quantity Surveying Measurement and Estimating**
- measure and estimate:
  - steel and concrete frame construction;
  - curtain walling systems;
  - shop fitting;
  - lifts, fire detection, security systems;
  - alterations to existing buildings.

**Technical Studies**
- software for cost and construction planning;
- professional reports

**Surveying**
- use of electronic measurement instruments;
- condition surveys of existing buildings.

**Building Economics and Cost Planning**
- cost control of building at all stages of design and production;
- logistic of construction management of a major building;
- sensitivity analyses;
- comparative cost studies;
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- software for cost and construction planning;
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- comparative cost studies;
- environmental appraisal of public urban space;
- interaction of major buildings and their environments;
- control of internal environments of building complexes;
- wind, rain and solar loads on high rise buildings.

**Technical Studies**
- software for cost and construction planning;
- professional reports

**Surveying**
- use of electronic measurement instruments;
- condition surveys of existing buildings.
Section Six

Bachelor of Construction Management (Building)

Communication
- written and oral communication with clients and consultants;
- appropriate use of computers through all stages of the building procurement and construction process;
- computer based operations research techniques.

Technical Studies
- selection and schematic design of an appropriate structural solution;
- basic unit aggregation patterns, pattern manipulations, etc;
- structural design issues;
- innovative structural systems;
- design and construction of formwork;
- strategies for integration of structures, fabric and services at a detailed level;
- strategic management of environmental issues.

Economics
- comparative economic analyses techniques - life cycle, costing, cost benefit analyses, threshold analyses;
- progressive development of cost planning and cost control throughout all stages of the design and construction process.

Management
- facilities management;
- focus on professional development of the individual personal attitudes and skills for effective design and control of complex projects;
- effective interaction with consultants, authorities and the client;
- application of practice skills to a complex project.

This subject is taken over one semester of part-time, external study (Year 5, Semester 2) and equates to the first semester of BLDG410.

BLDG452 BUILDING 452 25cp
This subject is taken over one semester of part-time, external study (Year 6, Semester 2) and equates to the second semester of BLDG410.

BLDG453 BUILDING 453 30cp
This subject is taken over one semester of part-time external study (Year 6, Semester 2). Its content, together with that of BLDG452, equates to the second semester of BLDG410.

Section Seven

Rules Governing the Degrees of Master of Architecture and Master of Building

RULES GOVERNING MASTER DEGREES BY RESEARCH

PART 1 — PRELIMINARY

Application of Rules
1. (1) These Rules shall apply to degrees classified as Master degrees by research of the University.

(2) These Rules shall not apply to degrees conferred honoris causa or to degrees classified as Master degrees by coursework.

Interpretation
2. (1) In these Rules, unless the context or subject matter otherwise indicates or requires:

"Committee" means the Graduate Studies Committee of the Academic Senate established pursuant to the Graduate Studies Committee Rules;

"Dean" means the Dean of the Faculty in which the degree is offered;

"degree" means the degree of Master for which a person is, or proposes to be, a candidate;

"Department" means the Department in which the candidate is carrying out the program of advanced study and research;

"Head of Department" where the Faculty does not have a Departmental structure, means the Dean of the Faculty, or the Dean's nominee;

"schedule" means the schedule to these Rules pertaining to the degree;

"subject" means any part of the program for which a result may be recorded, other than a thesis;

"supervisor" means the person appointed by the Committee, or where more than one such person is appointed, the person to whom is assigned the responsibility as principal supervisor;

"thesis" means a thesis as defined by Rule 12.

(2) These Rules are subject to any provisions in the schedule.
PART 2 — GENERAL

The Degree
3. The degree of Master shall be an upgraded degree awarded for a significant contribution achieved through a program of advanced study and research to any branch of learning of concern to the Faculty in which the candidate is enrolled.

Admission
4. (1) An applicant for admission to candidacy for a degree shall satisfy the requirements of the University governing admission and enrolment, and any other additional requirements prescribed in the schedule.

(2) Before approving an admission to candidacy the Committee may require the applicant to sit for such examinations or carry out such work as the Committee may prescribe.

(3) An applicant shall not be admitted to candidacy unless adequate supervision and resources are available. Whether these are available shall be determined by the Committee after considering advice from the Head of Department.

(4) The Committee shall approve the enrolment of a candidate as either full-time or part-time.

Concurrent Enrolment
5. Except with the permission of the Committee, a candidate for the degree shall not be concurrently enrolled as a candidate for any other degree or award whether of this or another tertiary institution.

Program of Study and Research
6. (1) A candidate shall enrol and complete to the satisfaction of the Committee the program of advanced study and research prescribed in the schedule. The research shall be embodied in a thesis.

(2) The program shall be carried out under the direction of a supervisor or supervisors appointed by the Committee on the recommendation of the Head of the Department.

Relaxing Provision
11. In exceptional circumstances arising in a particular case, the Academic Senate, on the recommendation of the Committee, may relax any provision of these Rules.

PART 3 — PROVISIONS RELATING TO THESIS

Thesis
12. (1) The topic of a thesis shall be approved by the Committee on the recommendation of the Head of the Department in which the candidate is carrying out the research for the thesis.

(2) A thesis submitted for a degree shall embody the result of an investigation or design or other research undertaken by the candidate, and shall comply with the following requirements, namely—

Progress
8. (1) The candidate, the supervisor and the Head of Department shall submit annual progress reports to the Committee.

(2) For the purpose of assessing a candidate's progress in a degree by research, the supervisor and the Head of Department may submit to the Committee reports at any time on the candidate’s progress.

(3) The Committee, after considering any reports and other evidence of unsatisfactory progress may terminate or place conditions on the continuation of the candidature.

(4) Before exercising the power referred to in sub-Rule (3), the Committee shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching its decision.

Absence
9. (1) Upon request in writing by a candidate the Committee may grant to that candidate leave of absence from the program. Such leave shall not be taken into account in calculating the period for the program prescribed in the schedule.

(2) On return from leave of absence, a candidate must enrol prior to submission of a thesis.

Withdrawal
10. (1) A candidate may withdraw from the program only by informing the Academic Registrar in writing and the withdrawal shall take effect from the date of receipt of such notification.

(2) A candidate shall not be permitted to withdraw from a subject except with the permission of the Head of Department.

Submission of Thesis for Examination
13. (1) A candidate shall give to the University Secretary not less than two months written notice of intention to submit the thesis for examination.

(2) A candidate shall submit to the University Secretary three copies of the thesis together with—

(a) the comments of the supervisor on the thesis; and

(b) such other information as the Committee may require;

and shall determine whether or not the thesis will be accepted for examination.

Examination of Thesis
14. (1) For each candidate two examiners, at least one of whom shall not be a member of the staff of the University, shall be appointed by the Committee.

(2) The Committee shall consider the results in subjects, the reports of examiners and any other recommendations prescribed in the schedule and shall—

(a) recommend that the candidate be admitted to the degree subject to any condition that the Committee may impose; or

(b) permit the candidate to amend and resubmit the thesis; or

(c) require the candidate to undertake further oral, written or practical examinations; or

(d) recommend that the candidate not be admitted to the degree, and that the candidature be terminated.

(3) A candidate will be permitted to amend and resubmit a thesis for examination once only.

(4) A candidate permitted to revise and resubmit a thesis shall re-enrol and submit the revised thesis within a period of one year from the date on which the candidate is advised of the result of the first examination, otherwise the candidature shall terminate.

(5) The candidate must have completed any subjects required for the degree before the thesis is submitted.

Availability of Thesis
15. (1) The University shall be entitled to retain the submitted copies of the thesis.

(2) A copy of the thesis of a candidate satisfying the requirements for the degree shall be deposited in the University Library.

(3) The copy of the thesis deposited in the University Library shall be available immediately to any person for consultation or copying unless, on the
application of the candidate concerned, a Committee comprising the Chair of the Graduate Studies Committee, the Dean of the Faculty concerned or the Dean's nominee and one other member of the Graduate Studies Committee from a cognate Faculty appointed by that Committee, determines that it shall not be made available without the written consent of the author for a period which shall not exceed two years.

(4) Subject to any determination by the Committee constituted under sub-Rule (3), the Library may supply in any medium, a copy of the thesis upon request to any person or library.

SCHEDULE — MASTER OF ARCHITECTURE

1. The Faculty of Architecture shall be responsible for the course leading to the degree of Master of Architecture.

2. (1) To be eligible for admission to candidature an applicant shall:
   (a) have satisfied the requirements for admission to the degree of Bachelor of Architecture from the University of Newcastle or any other approved university; or
   (b) in exceptional cases produce evidence of such academic and professional attainments as may be approved by the Faculty Board.

(2) Diplomates of the New South Wales Department of Technical and Further Education seeking admission to candidature under the provisions of section 2(1)(b) of this Schedule shall be required to produce evidence of academic and professional progress over a period of at least five years from the time of gaining the Diploma.

3. To qualify for admission to the degree a candidate shall complete to the satisfaction of the Faculty Board a program consisting of:
   (a) such work and examinations as may be prescribed by the Faculty Board; and
   (b) a thesis embodying the results of an original investigation.

4. The program shall be completed in:
   (a) not less than two academic years except that, in the case of a candidate who has completed the requirements for a degree of Bachelor with honours or a qualification deemed by the Faculty Board to be equivalent or who has had previous research experience, the Faculty Board may reduce this period to not less than one academic year; and
   (b) except with the permission of the Faculty Board, not more than 5 years.

SCHEDULE — MASTER OF BUILDING

1. The Faculty of Architecture shall be responsible for the course leading to the degree of Master of Building.

2. (1) To be eligible for admission to candidature an applicant shall:
   (a) have satisfied the requirements for admission to the degree of Bachelor of Building from the University of Newcastle or any other approved university; or
   (b) in exceptional cases produce evidence of such academic and professional attainments as may be approved by the Faculty Board.

(2) Diplomates of the New South Wales Department of Technical and Further Education seeking admission to candidature under the provisions of section 2(1)(b) of this Schedule shall be required to produce evidence of academic and professional progress over a period of at least five years from the time of gaining the Diploma.

3. To qualify for admission to the degree a candidate shall complete to the satisfaction of the Faculty Board a program consisting of:
   (a) such work and examinations as may be prescribed by the Faculty Board; and
   (b) a thesis embodying the results of an original investigation.

4. The program shall be completed in:
   (a) not less than two academic years except that, in the case of a candidate who has completed the requirements for a degree of Bachelor with honours or a qualification deemed by the Faculty Board to be equivalent or who has had previous research experience, the Faculty Board may reduce this period to not less than one academic year; and
   (b) except with the permission of the Faculty Board, not more than 5 years.

PhD

A research PhD is offered in both architecture and building. Further information can be obtained from the Postgraduate Studies and Scholarships section. Students are also referred to the University's "Guidelines for Research Higher Degree Programmes".

*NOTE: These subjects may not be offered in any one year if there is insufficient student demand or may be affected by staff availability.
BACHELOR OF CONSTRUCTION MANAGEMENT (BUILDING) 10859  

Internal Course Program

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External Course Program 10862

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