Consult the Calendar for:

- Academic Dress
- University of Newcastle Act, 1964
- By-laws
- The Council
- The Senate
- Officers and Former Officers of the University
- Prizes and Scholarships
- University Medallists
- Lists of Graduates and Diplomates

INTRODUCTION

By Professor F. Romberg.

The Architect is a planner of environment and designer of buildings. He is concerned not only with the aesthetics but also the technology and function of buildings and their construction. Therefore his training, in addition to developing his design talent, must include a wide range of subjects relating to Structures, Building Science and the administrative aspects of Building Construction.

In his working day the practising architect comes into contact with many facets of community life.

He must have an understanding of management, finance, accountancy, public relations, legal matters and the operating conditions of his clients from case to case. He must take an interest in the fine arts, landscaping, townplanning and a host of other fringe areas of his field.

According to the principles of architectural education laid down by the Royal Australian Institute of Architects, a graduate in architecture should be essentially an educated person with the ability to think and to understand. The scope of architectural education should be as broad as possible and should include study in the humanities. Specialisation is not desirable at architectural undergraduate level. The tendency to add more disciplines to existing courses should not be encouraged.

The Faculty of Architecture of the University of Newcastle offers the student a five year full-time and a six year part-time course, leading to graduation as Bachelor of Architecture. Practical experience in an Architect's office, always an important factor of architectural training in the past, is required for a period of 12 months prior to graduation.

The Faculty of Architecture at the University of Newcastle is a recognised school for registration under the Act and admission to the Royal Australian Institute of Architects.

Comparatively small in numbers, it offers more intimate and personal conditions for study than that provided by larger schools.
LOCATION

In 1969, the University of Newcastle will continue to be divided into the Shortland and Tighe's Hill Campuses.

The Faculties of Arts, Economics and Commerce, and most departments of Science are located at Shortland, together with the Administration, the bulk of the Library and the Union Building.

The Faculties of Applied Science, Architecture and Engineering remain at Tighe's Hill.

The Faculty of Architecture is located on the first floor of the Main University Building at Tighe's Hill.

The telephone number of the Tighe's Hill Campus is: 61 0461.

For connection to the Faculty of Architecture ask Switchboard Operator for “Architecture” or the required party by name.

The telephone number of the Shortland Campus is: 68 0401.

The Postal Address of both Campuses of the University is:
The University of Newcastle,
New South Wales, 2308.
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PRINCIPAL DATES FOR 1969

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<tr>
<th>TERM 1</th>
<th>Term Dates</th>
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</thead>
<tbody>
<tr>
<td>1 Monday</td>
<td>March 3 to May 17</td>
</tr>
<tr>
<td>15 Wednesday</td>
<td>9 to August 16</td>
</tr>
<tr>
<td>17 Friday</td>
<td>September 8 to November 7</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Monday</td>
<td>Public Holiday — New Year’s Day</td>
</tr>
<tr>
<td>15 Wednesday</td>
<td>Deans available to interview “Show Cause” and Provisional Matriculation applicants</td>
</tr>
<tr>
<td>20 Monday</td>
<td>Last day for lodgement of Enrolment Applications — New Students Deferred Examinations commence</td>
</tr>
<tr>
<td>27 Monday</td>
<td>Public Holiday — Australia Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Saturday</td>
<td>Last day of Deferred Examinations</td>
</tr>
<tr>
<td>5 Wednesday</td>
<td>Last day for lodgement of Re-Enrolment Applications — Old Students</td>
</tr>
<tr>
<td>12 Wednesday</td>
<td>New students report for interview</td>
</tr>
<tr>
<td>14 Friday</td>
<td>Orientation commences</td>
</tr>
<tr>
<td>26 Wednesday</td>
<td>Last day for payment of First Term Fees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Monday</td>
<td>FIRST TERM commences</td>
</tr>
<tr>
<td>20 Thursday</td>
<td>Graduation Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Friday</td>
<td>Public Holiday — Good Friday</td>
</tr>
<tr>
<td>7 Monday</td>
<td>Public Holiday — Easter Monday</td>
</tr>
<tr>
<td>8 Tuesday</td>
<td>Easter Tuesday — No lectures</td>
</tr>
<tr>
<td>25 Friday</td>
<td>Public Holiday — Anzac Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Saturday</td>
<td>FIRST TERM ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Monday</td>
<td>SECOND TERM begins</td>
</tr>
<tr>
<td>20 Friday</td>
<td>Last day for payment of Second Term Fees</td>
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</table>

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Saturday</td>
<td>SECOND TERM ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Monday</td>
<td>THIRD TERM begins</td>
</tr>
<tr>
<td>19 Friday</td>
<td>Last day for payment of Third Term Fees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Monday</td>
<td>Public Holiday — Six Hour Day</td>
</tr>
<tr>
<td>31 Friday</td>
<td>THIRD TERM Lectures end</td>
</tr>
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<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Saturday</td>
<td>Annual Examinations begin</td>
</tr>
<tr>
<td>29 Saturday</td>
<td>Annual Examinations end</td>
</tr>
<tr>
<td></td>
<td>THIRD TERM ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1970</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January</td>
<td>Public Holiday—New Year’s Day</td>
</tr>
<tr>
<td>19 Monday</td>
<td>Proposed closing date for lodgement of Enrolment Applications — New Students Deferred Examinations begin</td>
</tr>
<tr>
<td>26 Monday</td>
<td>Public Holiday — Australia Day</td>
</tr>
<tr>
<td>31 Saturday</td>
<td>Last day Deferred Examinations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Wednesday</td>
<td>Proposed closing date for lodgement of all Enrolment Applications</td>
</tr>
</tbody>
</table>
TEACHING STAFF
OF THE FACULTY OF ARCHITECTURE

FULL-TIME ACADEMIC STAFF

F. Romberg, Dipl.Arch.(E.T.H.Zurich), F.R.A.I.A. Professor & Dean
E. C. Parker, A.S.T.C., F.R.A.I.A. Associate Professor. (Seconded to University Administration).
R. M. Deamer, A.S.T.C., A.R.A.I.A. Senior Lecturer and Sub-Dean.

VISITING LECTURERS

N. O. Betts, B.Sc.(S.A.), B.Sc.(Eng.) (Capetown), M.Tech.(N.S.W.), A.M.I.C.E., A.M.I.E.Aust., A.M.(S.A.)I.C.E. Senior Lecturer Civil Engineering. Director of Structural Course.
R. J. Ellis, A.M.I.Struct.E., A.M.S.E. Structures III.
J. R. Forbes, Lecturer in Legal Subjects Professional Practice II.
I. Freijs, B.A.(Syd.) Mathematics.
A. J. Guy, F.A.I.H.S. Plumbing and Drainage.

FACULTY SECRETARY
Miss Colleen Fitzgerald
ADMINISTRATIVE STAFF

Vice-Chancellor and Principal

Vice-Principal and Deputy Vice-Chancellor
Professor B. Newton-John, M.A.(Cantab.)

Deputy Vice-Chancellor
Professor J. A. Allen, M.Sc.(Qld.), Ph.D.(Bristol), F.R.A.C.I.

Personal Assistant to Vice-Chancellor
Nell Emanuel, B.A.(N.S.W.)

Bursar
L. W. Harris, A.A.S.A., A.C.A.A., A.B.I.A.

Deputy Bursar
M. G. Talty, B.Com.(N.S.W.), A.A.S.A.

Accountant
G. W. Walker, A.A.S.A.

Assistant Bursar—Staff
R. J. Goodbody

Secretary
P. D. Alexander, B.A., Dip.Ed.(Syd.)

Enrolments Section
H. Floyer, B.Ec.(Syd.)

Examinations Section
Glennie Jones, B.A.(N.S.W.)

Publications Section
Joan Bale, B.A.(N.S.W.)

Secretariat Section
J. D. Todd, B.Com., A.A.S.A.

University Planner
Associate Professor E. C. Parker, A.S.T.C., F.R.A.I.A.

Staff Architect
D. D. Morris, B.Arch.(N.S.W.), A.S.T.C., A.R.A.I.A.

Staff Engineer

Senior Student Counsellor
P. M. Whyte, B.A.(Melb.), M.A.Ps.S.

Student Counsellors
A. P. Loftus, B.A.(Melb.), M.A.Ps.S.

Computer Unit
Computer Programmer
P. C. Cook, B.A.(N.S.W.)

Secretary/Manager of the University Union
I. H. S. Irwin
THE UNIVERSITY OF NEWCASTLE

The University of Newcastle began its existence as the Newcastle University College of the University of New South Wales, then known as the New South Wales University of Technology. The College was formally opened on 3rd December 1951, and the first students were enrolled in the 1952 academic year. By the University of Newcastle Act of 1964 it became an autonomous institution on 1st January, 1965.

Enrolments in the first year of the College’s existence totalled 370 of whom only five were starting degree courses — the others were seeking a diploma or were converting their diplomas into degrees. In 1954 courses in the Faculty of Arts were offered for the first time. As the New South Wales University of Technology, whose courses were given in the College, had no Faculty of Arts, supervision of these courses was entrusted to the University of New England. This relationship continued until 1959 by which time the New South Wales University of Technology had become the University of New South Wales and was empowered to offer courses in the Faculty of Arts. Enrolments have steadily increased, reaching 1000 in 1960 and 2286 in 1968.

The Newcastle University College was established on the site of the Newcastle Technical College at Tighe’s Hill and some faculties still operate there. In 1960 an area of some 200 acres was acquired at Shortland and building commenced in 1964. The transfer of the University began at the end of 1965 and work is underway to have the University fully established at Shortland by the beginning of the 1970 academic year. In 1969 courses in the Faculties of Applied Science, Arts, Economics and Commerce, and Science will be offered at Shortland excepting second and later year Chemistry subjects which will be offered initially at Tighe’s Hill but will move to Shortland during the year. Courses in the Faculties of Architecture and Engineering will be given at Tighe’s Hill. The branch library will continue to operate at Tighe’s Hill.

The University is governed by a Council of twenty-three members of whom one, the Chancellor, acts as chairman. The Council comprises representatives of the University staff, Convocation, the undergraduates, the Legislative Council and the Legislative Assembly; nominees of the Governor; and the Vice-Chancellor who is the chief executive officer of the University.


The principal academic body in the University is the Senate comprising the Vice-Chancellor, Professors, a representative of each of the Faculty Boards and certain other ex officio members. Teaching and research in each Faculty are supervised by a Faculty Board consisting principally of the permanent academic staff of the Departments in the Faculty.

The University is financed by grants from the New South Wales and Commonwealth Governments and fees paid by students. The State and Commonwealth Governments contribute equally to the cost of buildings and major items of equipment whilst with respect to recurrent expenditure, the Commonwealth contributes $1 for every $1.85 received by way of State grant and student fees.
MATRICULATION

The By-laws governing matriculation and admission to courses are set out below. The University does not conduct its own matriculation examination but recognises the New South Wales Higher School Certificate Examination and the University of Sydney Matriculation Examination for this purpose.

* By-law 5.1 — Matriculation

1. (1) Except as provided in By-law 5.3.3, a candidate, before being admitted to matriculation, shall:—
   (a) have passed in the New South Wales Higher School Certificate Examination or the University of Sydney Matriculation Examination in at least five recognised matriculation subjects, one of which shall be English and any three of which shall be passed at least at second level; and
   (b) have attained in that examination the aggregate of marks prescribed by Senate from time to time and calculated in the manner determined by Senate.

2. The recognised matriculation subjects shall be:

   - English
   - Mathematics
   - Science
   - Agriculture
   - Modern History
   - Ancient History
   - Geography
   - Economics
   - Greek
   - Latin
   - Japanese
   - Hebrew
   - French
   - Italian
   - Dutch
   - Bahasa Indonesia
   - Music
   - Industrial Arts
   - Russian

(3) Mathematics and Science, both passed as full courses, together shall, for the purpose of sub-section (1)(a) of this section, be counted as three subjects, but otherwise, each shall count as one subject.

(4) The qualification for matriculation must be achieved at one examination.

2. A person who has applied to undertake a course of study as a matriculated student shall upon —
   (a) the approval of his admission to a Faculty and the payment of such fees as may from time to time be determined by the Council;
   and
   (b) signing the Matriculation Register of the University become a matriculated student of the University and shall be deemed to have accepted the privileges and obligations of membership of the University.

   * Subject to approval by the Governor.

By-law 5.3 — Admission to Courses

1. (a) A candidate for any first degree of the University shall satisfy the conditions for admission to matriculation set out in By-law 5.1.1 or shall have been admitted to matriculation under section 3 of this By-law before entering on any course for such degree. Compliance with the conditions for admission to matriculation shall not in itself entitle a person to enter upon a course.

(b) A person who has satisfied the conditions for admission to matriculation may on the payment of such fees as may be determined by the Council from time to time be provided with a statement to that effect.

2. A candidate for any degree shall before entering on the course for that degree have satisfied any special conditions prescribed under By-law 5.2.

3. The Council may, with the advice of the Senate, admit as a matriculated student, under such conditions and with such standing as it may determine, any person who has satisfied the Council that he has reached a standard of education sufficient to enable him to pursue his proposed course.

4. The Council may, with the advice of the Dean of the Faculty concerned, permit any person to enrol in a subject or subjects on payment of such fees as may be determined from time to time by the Council. Such a person, not being a matriculated student, shall not have the privileges of a matriculated student and shall not be eligible to proceed to a degree.

PRE-REQUISITES

Although pre-requisites are not prescribed, lectures in the following faculties, courses or subjects will be given on the assumption that students will have studied the subjects listed below to the level indicated:

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>ASSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science</td>
<td>Second level Short Course Mathematics and Science including Physics and Chemistry options.</td>
</tr>
<tr>
<td>Architecture</td>
<td>Second level Short Course Mathematics and Science.</td>
</tr>
<tr>
<td>Arts</td>
<td>English I — Second level English. French I — Second level French.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Second level Short Course Mathematics and Science including Physics and Chemistry options.</td>
</tr>
<tr>
<td>Science</td>
<td>Second level Short Course Mathematics and Science.</td>
</tr>
</tbody>
</table>

There is no compulsory pre-requisite for admission to the Faculty of Economics & Commerce, but students entering the Faculty are advised to have passed mathematics at the N.S.W. Higher School Certificate examination at least at the second level short course standard or to have achieved an equivalent standard in mathematics.
PROCEDURES

HOW TO ENROL

All documents relating to enrolment are obtainable from the Student Records Office, Room No. G.63, Building ‘A’, Shortland site.

I. PERSONS ENROLLING IN AN UNDERGRADUATE COURSE AT THE UNIVERSITY OF NEWCASTLE FOR THE FIRST TIME

(i) WITH NORMAL MATRICULATION

Step 1—Intending students, who have obtained passes at the N.S.W. Higher School Certificate Examination, the N.S.W. Leaving Certificate Examination or the Sydney University Matriculation Examination entitling them to matriculation status should lodge an “Application for Admission” with the Student Records Office before 5.00 p.m. on Monday, 20th January, 1969.

Step 2—The University will post a “Notification of Acceptance” to all students approved for admission — a letter will be sent to anyone whose enrolment cannot be accepted.

Step 3—Intending students will be required to report at the University, Shortland site, within the period Wednesday, 12th February to Friday, 14th February, 1969, to discuss their intended course with an academic adviser. Details of the location of such interviews will be given with the “Notification of Acceptance”.

Step 4—Student completes enrolment by payment of fees. Wednesday, 26th February, 1969 is the last day for payment of fees.

(ii) WITH PROVISIONAL MATRICULATION

Step 1—Prospective students, seeking admission to the University and whose educational qualifications do not appear to entitle them to normal matriculation, should arrange to interview the Dean of the appropriate Faculty during the period Wednesday, 15th January, to Friday, 17th January, 1969 between the hours of 1.00 p.m. to 7.00 p.m. Each applicant will be required to:

(a) complete an “Application for Admission — Admissions Committee Case”

(b) produce documentary evidence of educational qualifications claimed

(c) hand both to the Dean at the time of interview. This procedure will not apply to students who will have already been advised of approval for admission or whose cases are already under consideration.

Step 2—The University will post a letter to the applicant notifying the decision on his/her application.

Step 3—Students approved for admission will be required to report at the University, Shortland site, within the period Wednesday, 12th February to Friday, 14th February, 1969 to discuss their intended course with an academic adviser. Details of the location of such interviews will be given with the “Notification of Acceptance”.

Step 4—Student completes enrolment by payment of fees. Wednesday, 26th February, 1969 is the last day for payment of fees.

(iii) INTERSTATE AND OVERSEAS STUDENTS

Students relying for matriculation on examinations taken outside New South Wales will be required to produce evidence of matriculation to their local university or some other recognised university, for example, The University of London.

Step 1—Intending students should lodge with this University before, say, Friday, 17th January, 1969 an “Application for Admission — Admissions Committee Case” supported by a statement as indicated above and documentary evidence of their educational qualifications.

Step 2—The University will post a letter to all applicants notifying the decision on his/her application. Details will be given in this letter of the procedure to be followed by student to complete enrolment.

II. PERSONS RE-ENROLLING IN UNDERGRADUATE COURSES

Undergraduates re-enrolling will be required to complete an Enrolment Form and lodge it with the Student Records Office on or before Wednesday, 5th February, 1969.

Students awaiting Deferred Examination Results — see Late Enrolments section below.

IMPORTANT

Owing to the expected increase in enrolments in 1969, new students enrolling or old students re-enrolling late, if accepted, may be allocated to the less convenient laboratory, seminar or tutorial times.

Re-enrolment forms when approved will be posted to the students.

III. CANDIDATES FOR POSTGRADUATE DIPLOMA COURSES

DIPLOMA IN APPLIED PSYCHOLOGY

Candidates for admission to this course are required to complete the enrolment form “Postgraduate Diploma” and lodge it with the Student Records Office on or before Wednesday, 5th February, 1969.

Each candidate will be required to attend the University for interview before enrolment in the course is approved.
DIPLOMA IN EDUCATION
Candidates for admission to this course are required to complete the enrolment form "Postgraduate Diploma" and lodge it with the Student Records Office on or before Wednesday, 5th February, 1969.

Notices will be displayed on the University Notice Boards giving information as to where and when prospective candidates will be interviewed concerning their studies.

DIPLOMA IN INDUSTRIAL ENGINEERING
Candidates for admission to this course are required to complete the enrolment form "Postgraduate Diploma" and lodge it with the Student Records Office on or before Wednesday, 5th February, 1969.

IV. CANDIDATES FOR THE DEGREE OF MASTER, OR DOCTOR OF PHILOSOPHY

Candidates Re-Enrolling
A letter will be sent by the University to each candidate whose re-registration is approved. A higher degree enrolment form will be enclosed with the letter and the candidate is required to complete the form and return it to the University Cashier together with the appropriate fees on or before Wednesday, 26th February, 1969.

Candidates Registering for the First Time
These persons should complete an "Application for Registration as a Candidate for a Higher Degree" and lodge it with the Student Records Office.

V. CANDIDATES FOR QUALIFYING COURSES FOR HIGHER DEGREES
Graduates intending to pursue qualifying studies for admission as a candidate for the degree of Master, or Doctor of Philosophy should complete the special form for this purpose and lodge it with the Student Records Office, preferably before Wednesday, 5th February, 1969.

NON-ACCEPTANCE
The student whose enrolment is not accepted will be notified in writing.

LATE ENROLMENTS
(i) Students who are unable to lodge their Application Form or Enrolment Form by the prescribed date, shall make written application to The Secretary for an extension of time. This application must be received by The Secretary on or before Monday, 20th January, 1969 in the case of new students, or Wednesday, 5th February, in the case of students re-enrolling, otherwise the University reserves the right not to accept the student's application or enrolment.

(ii) No enrolments will be accepted after 31st March of each academic year without the approval of The Secretary which shall be given only in exceptional circumstances.

(iii) Deferred Examinations
A student who has taken a deferred examination will be required to lodge an Enrolment Form with the Student Records Office after the publication of the examination results and not later than Wednesday, 19th February, 1969.

(iv) "Show Cause" Students
A student, who, by failure at the Annual Examinations wishes to "Show Cause", will be required to interview the Dean of his Faculty between the hours of 1.00 p.m. to 7.00 p.m. in the period Wednesday, 15th January to Friday, 17th January, 1969, or, by failure at the Deferred Examinations, to interview the Dean between the hours of 2.00 p.m. to 4.30 p.m. and 5.30 p.m. to 7.30 p.m. on Friday, 14th February, 1969.

A letter will be sent to all students who "Show Cause". Those whose re-enrolment is approved will also be sent an enrolment form and details of procedure for student to complete enrolment.

(v) Sydney University Matriculation
Students relying on this examination for matriculation should call at the Student Records Office, Shortland site, after the publication of results and obtain an "Application for Admission" and an "Enrolment Form". After completion of these forms, the student will be directed to an academic adviser.

UNIVERSITY SKILLS ASSESSMENT
All new first year students will be required to attend the University on Thursday and Friday, 27th and 28th February, 1969, for University Skills Assessment. Full-time attendance on both days will be required.

Further details will be posted to the student during the enrolment period.

MATRICULATION CEREMONY
A Matriculation Ceremony will be held during first term and as part of the proceedings new students, excepting those who have been admitted with provisional matriculation status, will be expected to sign the Matriculation Register.

ENROLMENT IN CORRECT SUBJECTS
Considerable inconvenience is caused to the University and to the student if he reads a subject in which he has not enrolled. It is essential for the student to determine before submitting his Enrolment Form, the subjects he will read for the year. Particular attention should be made to the inclusion of Honours courses where these are taken.

WITHDRAWAL FROM COURSE REGARDED AS FAILURE
Approval to withdraw from a course is not automatic. It should be noted that a student is regarded as having failed in a course if he enrolls in it and does not pass the annual examinations — i.e. not sitting for the examination is regarded as not passing the examination (unless withdrawal has been approved).

A student is required to notify The Secretary of the University in writing of his withdrawal within seven (7) days of the date...
of withdrawal. With the exception of students in the Faculty of Arts and the Faculty of Economics and Commerce, no student will be allowed to withdraw without penalty after the sixth Monday of second term unless, in the opinion of the Dean of the Faculty, there is good reason why he should be permitted to do so.

In the Faculty of Arts and the Faculty of Economics and Commerce, a student who withdraws after the second Friday in second term from a subject in which he has enrolled, shall be deemed to have failed in that subject. However, such a student may apply to the Dean, who, after consultation with the Head of the Department concerned, may allow him to withdraw without penalty.

AMENDMENTS
The following matters are regarded as amendments to course programmes and are required to be documented:
1. complete withdrawal from course *
2. withdrawal from subject(s)
3. substituting subject(s)
4. transferring from full-time to part-time within degree
5. transferring from part-time to full-time within degree
6. transferring from one degree to another
7. transferring from one faculty to another
8. standing in degree course on account of subjects completed within this University †

NOTES
* The student is liable for fees up to the date on which his application to withdraw is received by the University.
† When requesting exemption in subject unit(s) or substituting unit(s) within a subject, no Variation Application is required, but the Head of the Department concerned must be formally notified in writing.

HOW TO DOCUMENT WITHDRAWALS AND AMENDMENTS
All withdrawals and amendments should be recorded on a Variation Application Form.
It is essential that these variations be completed before 31st March, 1969. Automatic approval is not given; the student must have valid and sufficient reasons for making the change and these reasons should be stated on the Variation Application Form.
Variation Application Forms (pink) are available from the Student Records Office.

CHANGE OF ADDRESS
Students are responsible for notifying the Student Records Office in writing of any change in their address as soon as possible. Failure to do this could lead to important correspondence or course information not reaching the student. The University cannot accept responsibility if official communications fail to reach a student who has not notified Student Records Office of a change of address.
The Transport Authorities may challenge a student whose address on his identity token is incorrect.

IDENTITY TOKENS
Each student wishing to obtain a travel concession, to borrow a book from the Library or to confirm his membership of the University of Newcastle Union is required to produce on demand the identity token which will be given to him.
The student should present his fee receipt to the Student Records Office on or after Monday, 10th March, 1969 and he will be given an identity token for 1969.
Students re-enrolling are permitted to use their 1968 identity tokens up to Friday, 7th March, 1969.

Loss of Identity Token
If a student loses his identity token, he should pay to the University Cashier, the sum of 50c., and present the receipt to the Student Records Office for the purpose of obtaining a replacement token. A delay of approximately ten days is involved in this procedure.

Return of Identity Token
Each student, who during the academic year withdraws completely from his course, will be required to hand his Identity Token to the Student Records Office before leaving the University.

Non-Degree Students and Identity Token
Each non-degree student, who does not elect to pay the General Services Fee, will be issued with an embossed plain white token. This token is to be produced each time a travel concession is requested. It must also be shown on request to prove status as a student of the University.

TRAVEL CONCESSIONS
The various transport authorities provide fare concessions for certain classes of students.
Application forms for these concessions may be obtained at the Student Records Section, Building "A," Shortland Site.
The Student's Identity Token has to be produced each time a concession is required.

OMNIBUS — Concessions are available to:
(a) students under 18 years of age irrespective of whether they are employed or receive income or remuneration.
(b) students between 18 and 30 years of age who are not in employment nor in receipt of any income or remuneration.
Note: Income or remuneration includes allowances paid to Colombo Plan students, Public Service trainees, etc., but does not include allowances paid to holders of Commonwealth Scholarships, Teachers' College Scholarships or Scholarships granted by the State Bursary Endowment Board.
TRAIN —

(a) Periodical tickets are available during term time to full-time students not in employment nor in receipt of any remuneration.

(b) Daily concession fare tickets are available to part-time students, whether employed or otherwise, for the purpose of travelling to and from class held in connection with their course of instruction.

(c) Vacation travel concessions are available to students qualifying under (a) above.

AIRCRAFT —

Concession fares for travel overseas, inter-state and intra-state are available under the conditions ruling for the various operating companies.

FEES

GENERAL INFORMATION

COMPLETION OF ENROLMENT

Enrolment is completed by the payment of fees. Fees should be paid on or before Wednesday, 26th February, 1969. After that, a late fee will apply (see below). Fees will not be accepted after the 31st March unless The Secretary's approval to enrol is obtained in writing. This will only be given in exceptional circumstances.

Payment of fees by mail is encouraged. Money Orders should be made payable at the Newcastle University Post Office. Fees should be paid to the Cashier on the first floor of Building “A” Shortland site. The Cashier's office is open at the following times:

Monday to Friday ..... 9.00 a.m. to 11.00 a.m.
1.00 p.m. to 4.30 p.m.

During enrolment periods the Cashier's hours are extended and details are published in the press and on University Noticeboards.

PAYMENT OF FEES BY TERM

Students may pay Course Fees by the term, in which case they are required to pay First Term Course Fees and the whole of the General Services Fee before Wednesday, 26th February, 1969. Students paying fees under this arrangement will receive accounts for Second and Third Term fees prior to the commencement of these terms. These fees must be paid within the first two weeks of each term, otherwise late fees will apply.

EXTENSION OF TIME IN WHICH TO PAY FEES

Students who are unable to pay fees by the prescribed date may apply in writing to the Vice-Principal for an extension of time to pay fees. Special forms for this purpose are available from the Student Records Office. Applications must state fully the reasons why fees cannot be paid and must be lodged before the date on which the late fee becomes payable.

SCHOLARSHIP HOLDERS AND SPONSORED STUDENTS

Students are required to submit authorised enrolment forms together with vouchers or other documentary evidence that fees are covered by a scholarship or will be paid by a sponsor, where this type of financial assistance is received. Where such documentary evidence is not available, students are expected to make payment by the due date to avoid late fees and apply for a refund of fees when the authority required is available.

DATES FOR PAYMENT OF FEES IN 1969

<table>
<thead>
<tr>
<th></th>
<th>Fees payable</th>
<th>LATE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>before or on</td>
<td>$6.00 payable</td>
</tr>
<tr>
<td></td>
<td>on and after</td>
<td>on and after</td>
</tr>
<tr>
<td>FIRST TERM</td>
<td>Wednesday, 26th Feb.</td>
<td>Monday, 17th March</td>
</tr>
<tr>
<td>SECOND TERM</td>
<td>Friday, 20th June</td>
<td>Monday, 23rd June</td>
</tr>
<tr>
<td>THIRD TERM</td>
<td>Friday, 19th Sept.</td>
<td>Monday, 22nd Sept.</td>
</tr>
</tbody>
</table>
FAILURE TO PAY FEES
Any student who is indebted to the University and who fails to make a satisfactory settlement of his indebtedness upon receipt of due notice ceases to be entitled to membership and privileges of the University. Such a student is not permitted to register for a further term, to attend classes or examinations, or to be granted any official credentials. The student is not eligible to attend the annual examinations in any subject where any portion of his Course Fees for the year is outstanding by the end of the fourth week of third term. In very special cases the Vice-Principal may grant exemption from this disqualification upon receipt of a written statement setting out all relevant facts.

FEE ADJUSTMENTS

Should an application to withdraw from a course or a subject be approved, an adjustment of course fees may be made, based on the date the application is received by the University; fees accrue up to that date.

Where notification of withdrawal from a course is received by the Dean of the Faculty before the first day of First Term, a refund will be made of all Course Fees. Where a student for acceptable reasons notifies the termination of a course before the end of the fifth week of term, one-half of the Course Fees for the term may be refunded. If the student notifies termination of a course after the end of the fifth week of term, no refund will be made.

THE UNIVERSITY RESERVES THE RIGHT TO DEFER, UNTIL AFTER THE END OF THE SIXTH WEEK OF TERM, THE PROCESSING OF APPLICATIONS FOR FEE REFUNDS RECEIVED IN THE EARLY PART OF FIRST TERM.

The University Administration does not refund any portion of the General Services Fee. However, students withdrawing from courses may enquire of the Union, Sports’ Union and Students’ Association regarding refund possibilities.

DESIGNATION OF STUDENTS

A Full-Time Student is a student who enrolls in more than half the subjects of a normal first year course and such a student remains classified as a full-time student until the written approval of the Dean of the Faculty is given that he be re-classified as a part-time student. This re-classification would be exceptional.

A Part-Time Student is either one who enrolls in half or less than half of the subjects of a normal first year course or one who enrolls in a part-time course. In subsequent years, the enrollment as a part-time student requires the approval of the Dean of the Faculty.

A Non-Degree Student is a student who is permitted to read one or more subjects of a first degree course. Such a person is not eligible to proceed to a degree and cannot enjoy the privileges of a matriculated student. A student enrolled in the Professional Accounting Studies course in the Faculty of Economics & Commerce is classified as a Non-Degree student reading one subject.

GENERAL SERVICES FEE
(a) Students Proceeding to a Degree or Diploma
All registered students must pay a General Services fee of $42.00 per annum which includes a Library Fee. In addition, students joining the University of Newcastle Union for the first time, are required to pay an entrance fee of $12.00. This fee must be paid by the prescribed time in First Term.

(b) Non-Degree Student
Payment of the General Services Fee by a non-degree student is optional.

A student cannot elect to pay portion of this fee.

UNDERGRADUATE COURSE FEES

Full-Time Courses:
- Faculties of Arts, Economics & Commerce $276 per annum
- All other Faculties $330 per annum

Part-Time Courses:
- All Faculties $3165 per annum

Non-Degree Subject:
- $90 per annum

The abovementioned fees are current at the time of publication and may be varied by the Council without notice.

OTHER FEES
1. Where an application to sit for examinations is accepted after the closing date $4
2. Deferred examinations, per subject $4
3. Examination under special supervision, per paper $8
4. Review of Examination result, per subject $6
5. Statement of Matriculation Status $6
6. Laboratory Kit (Chemistry), per kit $8

POSTGRADUATE DIPLOMA COURSE FEES
- Diploma in Education $276 p.a.
- Diploma in Applied Psychology $165 p.a.
- Diploma in Industrial Engineering $165 p.a.

HIGHER DEGREE FEES

Course and Supervision Fee
This fee for Higher Degree candidates is assessed on a term basis; the period of registration being from the first day of the term to the Friday immediately preceding the first day of the following term. Candidates proceeding to a Higher Degree must enrol or re-enrol at the beginning of each academic year at the normal enrolment time. The usual late fees apply in respect of late enrolments.

Where a candidate withdraws during a term, no portion of the term fee will be refunded.
General Services Fee

Higher Degree candidates are required to pay the General Services Fee (see page 29). Where a Higher Degree candidate’s enrolment is effective from first or second term, the General Services Fee covers a period of registration from the first day of the term to the Friday immediately preceding the first day of first term in the following academic year. Where a Higher Degree candidate enrols on or after the first day of third term, the General Services Fee paid will cover his liability in respect of this fee to December 31st of the subsequent year.

Re-submission of Thesis

A candidate required to re-submit a Thesis, will not be required to pay further fees, unless laboratory work is involved, in which case the appropriate course and supervision fee will be payable on a term basis.

FEES FOR MASTER’S DEGREE

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$4</td>
</tr>
<tr>
<td>Course &amp; Supervision Fee (Full-time)</td>
<td>$114 p.a.</td>
</tr>
<tr>
<td>Course &amp; Supervision Fee (Part-time)</td>
<td>$57 p.a.</td>
</tr>
<tr>
<td>Final Examination and Graduation Fee</td>
<td>$30</td>
</tr>
</tbody>
</table>

FEES FOR DOCTOR OF PHILOSOPHY DEGREE

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying Examination Fee (if applicable)</td>
<td>$12</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$4</td>
</tr>
<tr>
<td>Course &amp; Supervision Fee</td>
<td>$114 p.a.</td>
</tr>
<tr>
<td>Final Examination and Graduation Fee</td>
<td>$42</td>
</tr>
</tbody>
</table>

* This fee is payable where an examination is prescribed for the assessment of a student prior to his registration as a Higher Degree candidate.

GENERAL REQUIREMENTS

The University tries to function with a minimum of formal regulations; it has, for instance, drawn up no code of conduct for students, beyond forbidding gambling in the precincts and smoking in lectures, examinations and the Library.

It is obvious, however, that there must be standard practice throughout the University in such diverse matters as examination procedures and car parking and an acceptance of certain requirements which are described in the following pages.

ACADEMIC REQUIREMENTS

The student is responsible for informing himself as to, and for complying with, University requirements, especially the requirements relating to admission and to the award of the degree for which he is reading.

NOTICES

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

NOTICE BOARDS

Examinations

A notice board has been placed on the wall opposite the entrance to the Main Lecture Theatre (B.01) Shortland Site for the specific purpose of displaying examination timetables and notices concerning all matters pertaining to examinations. Students are specifically requested to be acquainted with the notices periodically displayed thereon.

Student Matters Generally

A notice board in the Student Records area is the display point for notices concerning enrolment matters, scholarships, University rules and travel concessions, etc.

ATTENDANCE AT CLASSES

Students are expected to be regular and punctual in attendance at all classes in the course or subject in which they are enrolled. All applications for exemption from attendance at lectures or practical classes must be made in writing to the Head of the appropriate Department. If term examinations have been missed this fact should be noted in the application. In the case of illness or of absence for some other unavoidable cause a student may be excused by the Head of the appropriate Department for non-attendance at classes for a period of not more than one month, or on the recommendation of the Head of the appropriate Department for any longer period. Applications for exemption from re-attendance at classes, either for lectures or practical work, may only be approved on the recommendation of the Head of the appropriate Department. The granting of an exemption from attendance does not carry with it exemption from payment of fees. Where a student has attended less than 80 per cent. of the possible classes, he may be refused permission to sit for the annual examination in that subject.
OWNERSHIP OF STUDENTS’ WORK

Unless other arrangements have been agreed upon the University reserves the right to retain at its own discretion the original or one copy of any drawings, models, designs, plans and specifications, essays, theses, or other work executed by students as part of their courses, or submitted for any award or competition conducted by the University.

STUDENT IDENTIFICATION

Students are expected to carry their receipt for First Term enrolment as evidence that they are entitled to the rights and privileges afforded by the University.

Each student wishing to obtain a travel concession, to borrow a book from the Library or to confirm his membership of the University of Newcastle Union is required to produce on demand the identity token which will be given to him. The student should present his fee receipt to the Student Records Office on or after Monday, 10th March, 1969 and he will be given an identity token for 1969.

Loss of Identity Token

If a student loses his identity token, he should pay to the University Cashier, the sum of 50c., and present the receipt to the Student Records Office for the purpose of obtaining a replacement token. A delay of approximately ten days is involved in this procedure.

Return of Identity Token

Each student, who during the academic year withdraws completely from his course, will be required to hand his Identity Token to the Student Records Office before leaving the University.

CHANGE OF ADDRESS

Students are responsible for notifying Student Records Office in writing of any change in their address as soon as possible. Failure to do this could lead to important correspondence or course information not reaching the student. The University cannot accept responsibility if official communications fail to reach a student who has not notified Student Records Office of a change of address. The Transport Authorities may challenge a student whose address on his identity token is incorrect.

GENERAL CONDUCT

Acceptance as a member of the University implies an undertaking on the part of the student to observe the by-laws and other requirements of the University. Students are expected to conduct themselves at all times in a seemly fashion. Smoking is not permitted during lectures, in examination rooms or in the University Library. Gambling is forbidden.

Members of the academic staff of the University, senior administrative officers, and other persons authorised for the purpose have authority, and it is their duty, to check and report on disorderly or improper conduct occurring in the University.

PARKING OF CARS

On the Tighe’s Hill Site the authorities of the Newcastle Technical College are responsible for traffic control and parking, and their regulations, traffic signs, etc., must be obeyed. At Shortland, all vehicles must be parked in a car park.

EXAMINATIONS

Examinations and other exercises may be held in any subject and at any time. In the assessment of a student’s progress in a University course, consideration will be given to laboratory work and class exercises and to any term or other tests conducted throughout the year. The results of such examinations and class work may be incorporated with those of the annual examinations.

ANNUAL EXAMINATIONS

A student desiring to sit for an annual examination must lodge an application with the Secretary on the appropriate form by the prescribed date, 20th June, 1969.

A student who, because of religious convictions, would prefer not to sit for an examination on a particular day or particular day of the week should indicate this in writing when lodging his application to sit for the examination. While the University cannot guarantee to meet such requests it will be willing to co-operate where possible.

The cashier is authorised to receive application forms during the three weeks immediately following the prescribed closing date if they are accompanied by a late fee of $4.00. Applications submitted more than three weeks after the closing date will not be accepted except with the approval of the Secretary. Where an application is not accepted, the student concerned is not eligible to sit for the examination.

No student is eligible to attend the annual examination in any subject if any portion of fees or other charges due by him is outstanding by the end of the third week of third term.

The annual examinations take place in November-December. Timetables showing the time and place at which individual examinations will be held will be posted on the Examinations notice board near the Main Lecture Theatre. Misreading of the timetable will not under any circumstances be an acceptable excuse for failure to attend an examination.

Examinations are conducted in accordance with the following rules and procedure:

(a) Candidates are required to obey any instruction given by a Supervisor for the proper conduct of the examination.

(b) Candidates are expected to be in their places in the examination room not less than ten minutes before the time for commencement of the examination.

(c) No bag, writing paper, blotting paper, manuscript or book, other than a specified aid, is to be brought into the examination room.

(d) No candidate shall be admitted to an examination after thirty minutes from the time for commencement of the examination.

(e) No candidate shall be permitted to leave the examination room before the expiry of thirty minutes from the commencement of the examination.
(f) No candidate shall be re-admitted to the examination room after he has left it unless during the full period of his absence he has been under approved supervision.

(g) A candidate shall not by any improper means obtain or endeavour to obtain assistance in his work, give or endeavour to give assistance to any other candidate, or commit any breach of good order.

(h) Smoking is not permitted during the course of an examination.

(i) A candidate who commits any infringement of the rules governing examinations is liable to disqualification at the particular examination, and if detected at the time, to immediate expulsion from the examination room, and is liable to such further penalty as may be determined.

FURTHER EXAMINATIONS

After completion of the written annual examination papers, a student may be called upon by an examiner to complete further written, practical or oral tests as part of the annual examination. It is therefore important that the Examinations Branch be advised of any change in address from that given on the Application for Admission to Examinations.

EXAMINATION RESULTS

The official examination results will be posted on the notice board in the Student Records Office area. It is planned to advise each student by mail of his examination results. A set of examination results will be offered to the newspapers for publication. No results will be given by telephone.

Examination results may be reviewed for a fee of $6.00 per subject, which is refundable in the event of an error being discovered. Applications for review must be submitted on the appropriate form together with the prescribed fee by the date notified in the publication of results.

SPECIAL EXAMINATIONS

Special examinations may be granted according to the conditions contained in By-law 5.9.3 which states:

5. When a candidate is prevented by illness or by any other serious cause from presenting himself for the annual examination the appropriate Faculty Board may order a special examination for that candidate in the subject or subjects in which he was unable to present himself. The result of a special examination may be graded.

6. When a candidate's studies during the academic year have been gravely hampered by illness or other serious cause, the appropriate Faculty Board upon application being made to the Secretary to the University before the commencing date of the examination supported by medical or other proper evidence may direct the examiners to take the circumstances into account in determining whether or not a special examination or test should be provided for him: provided that no such application shall be considered unless the candidate either during or immediately after such examination reports to the supervisor in charge the circumstances relied on in the application.

DEFERRED EXAMINATIONS

Deferred examinations may be granted in the Faculties of Applied Science, Architecture and Engineering to resolve a doubt. The examinations will be held in January-February and results will be published in the same manner as for the Annual Examinations.
ACADEMIC PROGRESS REQUIREMENTS

GENERAL

To assist those students who may be unsuited to university study or whose circumstances jeopardise success at study and to deal with those students whose lack of success has a detrimental effect on the work of the course, the University has enacted certain By-laws relating to continuation in a course. The relevant By-laws are set out below.

BY-LAWS

By-law 5.4.1 — Unsatisfactory Progress

1. The Head of a Department in any Faculty may determine that a student taking a subject or course offered by the Department shall be excluded from any examination for which the Department is responsible for any or all of the following reasons—
   (a) Unsatisfactory attendance at lectures;
   (b) Failure to complete laboratory work;
   (c) Failure to complete written work or other assignments; or
   (d) Failure to complete field work.

2. The Faculty Board may review the academic progress of any student enrolled in the Faculty concerned who fails in, or is absent from, or is excluded under section 1 of this By-law from any examination and may determine:
   (a) that the student be excluded from further study in a subject;
   (b) that the student may enrol in that Faculty only in such subject or subjects as the Faculty Board shall specify; or
   (c) that the case be referred to the Admissions Committee if, in the opinion of the Faculty Board, the student should be excluded from a degree course, from the Faculty or from the University.

3. The Admissions Committee, in considering a referral under sub-section (c) of section 2 and after giving the student an opportunity to be heard, may determine:
   (a) that the student be excluded from a degree course or from the Faculty;
   (b) that the student shall be permitted to continue his course, subject to such conditions as the Admissions Committee may determine; or
   (c) that the case be referred to the Vice-Chancellor with the recommendation that the student be excluded from the University.

4. The Vice-Chancellor may, on the recommendation of the Admissions Committee, exclude from the University any student whose academic record in the opinion of the Vice-Chancellor and the Admissions Committee demonstrates the student's lack of fitness to pursue university studies.

By-law 5.4.2 — Show Cause

1. A student shall show cause why he should be allowed to repeat a subject in which he has failed more than once. Failure in a deferred examination as well as the annual examination counts for the purposes of this By-law as one examination.

2. (1) A full-time student shall show cause why he should be allowed to continue a course if all subjects of the first year of his course are not completed by the end of his second year of attendance.

   (2) A part-time student shall show cause why he should be allowed to continue a course if all subjects of the first two stages of his course are not completed by the end of his fourth year of attendance.

3. (1) A student who has a record of failure at another University shall show cause why he should be admitted to the University.

   (2) A student admitted to a course at the University following a record of failure at another University shall show cause, notwithstanding any other provision in this By-law, why he should be allowed to continue in that course if he is unsuccessful in the annual examinations in his first year of attendance at the University.

4. A student required to show cause shall have his application considered by the Admissions Committee which shall determine whether the cause shown is adequate to justify the student's being permitted to continue his course or to re-enrol as the case may be.

By-law 5.4.3 — Re-enrolment

1. Any student who has been excluded from a Faculty shall not be allowed to enrol in another Faculty without the permission of the Faculty Board concerned.

2. Any student excluded from a degree course or from a Faculty or from the University may apply after two academic years to the Admissions Committee for re-admission to any such Faculty or to the University. If the Admissions Committee is satisfied that the condition or circumstances of any such student have so changed that there is reasonable probability that he will make satisfactory progress in his studies it may authorise the re-admission of that student under such conditions as it may determine.

By-law 5.4.4 — Appeal Against Exclusion

1. A student who is refused permission to enrol under the provisions of section 1 of By-law 5.4.3 may appeal to the Senate.

2. A student who has been excluded from any degree course or from a Faculty or from the University may appeal to the Council.

PROCEDURES

The onus is on a student required to "show cause" to initiate action should he wish to re-enrol. He must interview the Dean of his Faculty in accordance with the time-table announced towards the end of the academic year.
THE LIBRARY

The Library, totalling approximately 130,000 volumes and made up of monographs, pamphlets, serials and microform sets, exists to acquire, preserve and make available for use all research materials needed by the staff and students of the University. By 1970, all departments now at Tighe's Hill will have been transferred to Shortland and all library service for the University will be given from the Shortland library. Library service for the Faculties of Architecture and Engineering, including Chemical Engineering, will, until these departments are transferred, be given through the joint Technical College-University library at Tighe's Hill.

In both libraries, there is an almost complete freedom of access to the collections and students are encouraged and aided to learn how to use, as soon as possible, the library and its contents. On registering, as a reader, the student is provided with a brochure outlining the library's resources, its services, such as the copying service, its special facilities, such as the microprint reading room, and procedure for borrowing.

The Shortland Library, fittingly, occupies a central position on the site, next to the Union. Hours of opening are:

- Monday — Friday: 8.30 a.m. to 10.00 p.m. (long vacation excepted)
- Saturday: 9.00 a.m. to 5.00 p.m. (all vacations excepted)
- Sunday: 1.00 p.m. to 5.00 p.m. (all vacations excepted)

Long vacation:
- Monday, Wednesday, Friday: 9.00 a.m. to 5.00 p.m.
- Tuesday and Thursday: 9.00 a.m. to 7.00 p.m.

The Library will be closed on public holidays.

The Tighe's Hill library is located on the first floor of the Clegg Building. Hours of opening are:

- Monday — Friday: 9.00 a.m. to 9.15 p.m. (all vacations excepted)

The Library is closed on public holidays.

UNIVERSITY SERVICES

STUDENT COUNSELLING UNIT

The Student Counsellors assist students — past, present and future — in a wide variety of matters. Most students, whatever their academic level, at one time or another need help in dealing with difficulties which arise during the course of their University lives.

Student Counselling is by now a thoroughly established and widely accepted part of University life throughout Australia, and at this University, approximately one-third of all students utilise it.

Students who have problems about their choice of course, or uncertainty about career plans; students who are worried about inadequate study methods or personal difficulties are invited to arrange an appointment with a Student Counsellor.

The S.C.U. is divided into three major divisions, although there is inevitably, overlap between the sections. These are Personal Counselling, Study Skills Training and Research. Apart from individual counselling, courses in an increasing number of areas are run for groups of students.

A student should not feel that he or she must have a major problem before consulting a Counsellor. Many worries take only a few minutes to clear up, and frequently the Counsellor's function is simply to direct the bewildered student to the right source of information.

In 1968, an Appointments Service was established within the S.C.U., and students are invited to register. Students in their final year may expect to receive all available advance information about career opportunities, and all students may register for part-time, casual or vacation employment. Students in the first group will be interviewed and may seek Vocational Guidance if they so desire.

"Study at the University Level" — The S.C.U. produced a brief but comprehensive book on this subject in 1967, and this can be obtained at the Bookshop for 40 cents. Although it was produced specifically for the students of Newcastle University, and reflects the attitudes of several Heads of Departments here, it is already widely used in other Universities and tertiary institutions throughout Australia. A Revised Edition was published in November, 1967 as the first printing had sold out.

S.C.U. Staff —

Senior Student Counsellor: P. M. Whyte, B.A.(Melb.), M.A.Ps.S.
Student Counsellor: A. P. Loftus, B.A.(Melb.), M.A.Ps.S.
Student Counsellor: Miss J. A. Hollingdale, B.A., Dip.Psych.(Syd.), M.A.Ps.S.
Graduate Research Assistant: A. V. Turnbull, B.A.
Secretary: Mrs. J. Hoesli.
Stenographer: Miss V. Petersen.

Location —

The Secretary to the S.C.U. and two Counsellors are located in the Administration Building at Shortland (Room G75) (entrance at N.W. end of building). Study rooms are available here for students. The Unit also has a room in the Union Building Basement, and in the Main Building (1st Floor, Room 108) at Tighe's Hill.

It is generally most satisfactory for students to make appointments through the Secretary. As a Counsellor is on duty five nights each week, part-time students are in no way excluded from the available service.
CHAPLAINCY SERVICE

A Chaplaincy Service within the University of Newcastle for the benefit of students and members of staff is provided by the Christian Churches of Newcastle.

The service offers personal counselling and guidance, and also assistance in biblical and doctrinal studies. Opportunities for liturgical worship are also provided.

The Chaplains' office is situated on the Ground Floor of the Main Administration Building at Shortland.

The Chaplains are in regular attendance at the University but they may also be contacted at their private addresses.

NAMES AND ADDRESSES OF CHAPLAINS

Anglican
The Reverend Canon E. H. V. Pitcher, M.A.(Syd.), Th.Schol., 83 Queen's Road, NEW LAMBTON. Tel. 57 1875.

Baptist
The Reverend H. K. Watson, 133 Kemp Street, HAMILTON. Tel. 61 4048.

Methodist
The Reverend K. G. Bond, B.D.(Lond.), L.Th., 40 Tighe Street, WARATAH. Tel. 68 2358.

Presbyterian
The Reverend H. Barratt, B.A.(Syd.), St. Phillip's Manse, NEWCASTLE. Tel. 2 2379.

Roman Catholic
The Reverend Father T. Warren, B.A.(Qld.), Redemptorist Monastery, MAYFIELD. Tel. 68 2347.

STUDENT LOAN FUND

The Council of the University has recently established a Student Loan Fund which is managed by a committee under the chairmanship of the Vice-Principal.

Loans may be made to an undergraduate where the committee is of the opinion that his academic performance is of sufficient merit and his financial circumstances warrant a loan.

The total outstanding accommodation to any one undergraduate shall not normally exceed $200 at any one time and an undergraduate granted a loan is required to enter into an agreement.

Repayment must commence not later than twelve months after graduation or when the borrower fails or withdraws from his course or on demand as required by the University. No interest is charged while the borrower is an undergraduate but interest at a rate of not less than 5% per annum on the balance owing from time to time is charged from the date of graduation or the date on which an undergraduate fails or withdraws from a course.

In special circumstances the Committee may grant a loan to a student other than an undergraduate.

Any student wishing to seek assistance from the Fund may apply in person to the Vice-Principal or through the President of the Students' Representative Council or his nominee.
UNIVERSITY ORGANISATIONS

THE UNIVERSITY OF NEWCASTLE STUDENTS’ ASSOCIATION

Included in the General Services Fee of the University is an amount payable to the Students’ Association, a body to which all students of the University belong. The Students’ Association is governed by the Students’ Representative Council (SRC), which is elected each year in September to take office in the following April. The functions of the Students’ Association are many and varied.

The SRC acts as the main liaison body between the student body and the University authorities. Complaints and requests from students may be handled by the Education and Welfare Committee, or by the SRC as a whole when brought to its attention by one of the Faculty or General Representatives. The Education and Welfare Committee is the part of the SRC most students come in contact with. The education side attempts to study the local and national needs of education and to bring these to the attention of the public and the government.

One of the major ways in which the income of the SRC is spent is in grants to affiliated clubs and societies (which include cultural, social, political and religious societies). To this end the Vice-President is the Clubs’ and Societies Liaison Officer, and, with his assistant and the Clubs’ and Societies’ Committee, gives such help to these societies as they may seek from time to time.

The SRC is also responsible for publishing the student newspaper “Opus,” the literary magazine “Nimrod” and the Orientation Handbook, which may be seen around the campus at the time of their publication. A weekly “Bulletin” is published to publicise activities of the SRC, the Union and affiliated clubs and societies.

Each year the SRC organises, with assistance from the University and the Union, Orientation Week and other activities designed to help new students adjust to university life. Early in July Autonomy Day is also organised by the SRC — of this nothing more be said than that it is the equivalent of Commem, Foundation Day, or similar activities at other universities.

As the Students’ Association is a constituent member of the National Union of Australian University Students, students of the University may take part in the activities of this body. Some of these activities which affect students more directly are the several inter-varsity cultural festivals, travel to New Zealand and many countries in Asia, volunteer aid projects in Papua/New Guinea, raising money for aboriginal scholarships and World University Service, national campaigns on education, and the national student newspaper “U.”

President: Giles Martin
Secretary: Michael Nelson

NEWCASTLE UNIVERSITY UNION

The objects of the Union are to provide a common meeting ground and social centre for men and women who are members of the University; to promote the education and the intellectual culture of its members by debates and otherwise and, generally, to secure the co-operation of University men and women in furthering the interests of the University.

The Union maintains a fine building at Shortland which provides common room facilities for its members; a cafeteria; a coffee room; a meeting room; a reading room; a stationery shop catering for all members’ academic needs and the University Co-operative Bookshop. The offices of the Students’ Representative Council and the Students’ Counsellor are contained in the basement of the building. A common room is provided in the Main University building at Tighe’s Hill and members are eligible to use the catering facilities of the Technical College Union.

Membership of the Union, obligatory for all registered students, is open to graduates, members of the University Council and the permanent staff of the University.

The conduct of the affairs of the Union is vested in the Board of Management composed of two members appointed by the University Council, two members elected by the graduates, six members elected by the Union members, two members appointed by the Students’ Representative Council, two members elected by the Senior Common Room, and the Secretary/Manager. Elections for the Board of Management are held in April.

President: Mr. B. C. Humphries
Secretary/Manager: Mr. I. H. S. Irwin

President: Giles Martin
Secretary: Michael Nelson
The Sports Union is a student organisation responsible for promotion and control of sporting activities within the University. As a student you are automatically a member of the Sports Union. There are nineteen affiliated clubs: Athletics, Badminton, Men's Basketball, Women's Basketball, Cricket, Fencing, Golf, Men's and Women's Hockey, Men's and Women's Rowing, Rugby, Sailing, Ski-ing, Soccer, Squash, Surfriding, Swimming, Table Tennis, Tennis, Weightlifting, most of which participate in local competitions and send teams to Inter-Varsity contests each year. Inter-Faculty Contests conducted throughout the year aim to stimulate friendly rivalry among the various Faculties, and to encourage a higher student participation in sport. Each club has a student representative on the Sports Union Committee, which meets monthly. The Executive Committee consists of the President, Vice-President, Secretary, Treasurer, a representative of the University Council, and the Amenities Officer. The Sports Union's annual income is derived from portion of the General Services Fee and is used to meet the cost of equipment, affiliation fees, Inter-Varsity trips, etc.

For outstanding individual performance in sport, the University awards "Blues" each year at the Annual "Blues" Dinner.

The number of constituent clubs is increasing continually, and if you are interested in participating in any sport, you are urged to contact the Amenities Officer, Mr. Bradford, or one of the Sports Union Executive for further information. The Amenities/Sports Union office is located with the Post Office in the temporary building adjacent to the University Union.

*President:* Mr. G. McIntyre  
*Secretary:* Mr. R. Hannah  
*Amenities Officer:* Mr. H. Bradford

The University of Newcastle Company is the Citizen Military Force's Unit affiliated with your University. The Company was formed in 1957 as a Sub-Unit of the University of Technology Regiment which is now called The University of N.S.W. Regiment. The current strength of the Company is 150 and is rising.

The function of the Company is to train graduates and undergraduates for commissioned rank in the C.M.F. and the training, designed with this in view, is done on an Infantry basis and consists of:

(a) An Annual Camp for three weeks in February  
(b) An optional camp of ten days in May  
(c) Five weekend bivouacs a year  
(d) Parades on Friday nights of two and a half hours duration.

The training programme is designed to fit in with vacations, examinations, and deferred examinations and there is practically no commitment in the third term. Leave is available from activities where a good reason exists.

Enlistment in the Company is voluntary and is open to all graduates or undergraduates who are 17 years of age or over.

Members of the University of Newcastle Company are eligible for the following benefits:

- An opportunity to reach commissioned rank in 2-3 years.  
- Tax-free pay for all training undertaken.  
- Refund of travelling expenses.  
- An alternative to 2 years full-time National Service.  
- Opportunities for attendance at Regular Army courses and short time attachments to Army units in Malaysia, New Guinea or Vietnam.  
- Free meals and accommodation at camps and bivouacs.  
- Free Uniforms.  
- Enquiries regarding conditions of service, and enlistment procedure should be made at the Training Depot which is in King Street, Newcastle West (opposite Birdwood Park). Phone No. 612121.

**OFFICERS AND STAFF**

*Officer Commanding* — Maj. J. G. Raymond  
*Full-time Staff* — WO2 M. Durie  
S/Sgt. K. Carmichael
THE ARCHITECTURAL SOCIETY

Membership is open to both students and staff of the Faculty of Architecture as well as the members of the Architectural profession. Students of other faculties are admitted as associate members.

The Society aims at bringing together students of the various levels within the Faculty and holds regular functions, including guest lectures by prominent members of the profession.

Announcements of the Architectural Society are found on the Faculty’s Notice Board.

ACADEMIC DRESS

The Academic Dress worn by graduates of the Faculty of Architecture of the University of Newcastle are as follows:

GOWNS

Degree of Bachelor — A gown of black cloth as worn by Bachelors of the University of Cambridge.

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

Degree of Doctor of Philosophy — A gown of garnet cloth faced with silver grey to a width of 4 inches.

CAPS AND BONNETS

Degree of Bachelor and Master — For men, a black cloth trencher cap, for women a black Canterbury cap.

Degree of Doctor of Philosophy — A black velvet bonnet with a silver cord.

HOODS

Degree of Bachelor of Architecture — A full hood of black silk lined to a depth of 6 inches with garnet.

Degree of Master of Architecture — A full hood of black silk lined with garnet.

Degree of Doctor of Philosophy — A hood of garnet lined with silver grey.
SCHOLARSHIPS AND AWARDS

Commonwealth Undergraduate Scholarships: The Commonwealth Government offers full or part-time scholarships to eligible architecture students covering University Fees and, in certain cases, living allowances. Conditions may be obtained from the University Administration. Closing date for applications is 31st October of the preceding year.

Commonwealth Post-Graduate Awards: The Commonwealth Government is providing each year a number of awards for post-graduate study and research tenable in the Australian Universities. In the University of Newcastle the awards provide a substantial stipend. In addition, holders of these awards will be exempt from University tuition fees. The awards are tenable for one year but may be extended to a maximum duration of four years.

Persons domiciled in Australia who are University graduates or will graduate in the current academic year are eligible for the awards, the conditions of which may be obtained from the University Administration. Applications for awards must be lodged with the Secretary by 31st October each year.

Board of Architects of New South Wales: An annual prize of $40 is offered to the Architecture student at the University of Newcastle showing the greatest proficiency in completing his course.

Royal Australian Institute of Architects, Newcastle Division, Junior Prize: An annual prize of $21 is awarded to the student showing the highest academic proficiency in either Years 1, 2 or 3 or Stages 1, 2, 3 or 4 of the undergraduate course in Architecture at the University of Newcastle.

Royal Australian Institute of Architects, Newcastle Division, Senior Prize: An annual prize of $21 is awarded to the student showing the highest academic proficiency in either Years 4 or 5 or Stages 5 or 6 of the undergraduate course in Architecture at the University of Newcastle.

James Hardie Prize: An annual amount of $50 is awarded each year to the final year student coming top in his course.

SYSTEM OF MARKING

Examination results shall be in accordance with the following table:

<table>
<thead>
<tr>
<th>Description</th>
<th>Symbol</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
<td>F</td>
<td>0—39</td>
</tr>
<tr>
<td>Deferred</td>
<td>X</td>
<td>40—49</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50—64</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>65—74</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>75—84</td>
</tr>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>85—100</td>
</tr>
</tbody>
</table>

DRAWING OFFICE EQUIPMENT

Each student must furnish himself with essential equipment prior to commencing the course. Minimum requirements are:

A double elephant drawing board for home use with tee square to match.

12" adjustable set square.

Set of drawing instruments including spring bows and 6" compasses adaptable for pencil, pen and divider attachment.

12" architectural (not engine divided) composition scale with 1", 2", 3" and 4".

Ruling and freehand pens, pencils varying from hard (H) to soft (B).

Water and poster colours.

Coloured pencils.

One 6' steel tape, combined for inches and metric.

Steel erasing shield.

Dusting brush.
REQUIREMENTS FOR THE DEGREE OF
BACHELOR OF ARCHITECTURE

A candidate for the degree of Bachelor of Architecture shall complete the course under one of the two basic timetable arrangements:

1. **Full-time Degree Course**: Five years of 30 weeks each full time study.

2. **Part-time Degree Course**: 1st year of 30 weeks full-time study followed by 5 annual 30 weeks stages of part-time study.

First year students shall normally enrol in the full-time course. However, on completion of Year 1 and if eligible to progress to Year 2, a student may apply to the Dean of the Faculty to transfer to the part-time course. Approval will be granted only if the student can satisfy the Dean that he is in approved employment.

On application to the Dean a student may be permitted to transfer from full-time to part-time or vice-versa later in the course subject to compliance with the normal rules governing Progression and Complementory Employment.

COMPLEMENTARY EMPLOYMENT

Prior to graduation all students are required to gain practical experience by approved employment.

Approved employment means employment in the office of a registered architect, in the architectural Section of a Government Department or industrial organisation.

Employment in a technical capacity in the allied fields of town-planning, quantity surveying, civil engineering and building may also be approved but must not exceed 25% of the total required time of practical experience.

Full-time students must complete 12 months in approved employment prior to being admitted to the degree, 9 months of which would normally occur in the period between 4th and 6th years. Part-time students are required to be in approved employment for the full duration of their part-time enrolment.

Students must keep a well conducted record of their practical experience. It is recommended that the "Practical Experience Log Book" of the Royal Institute of Architects be used for this purpose. Copies of these are available on application to the Sub-Dean.

Full-time students must submit evidence of 12 months practical experience with enrolment in second term of 5th year.

Part-time students must submit evidence of practical experience during the preceding year with enrolment at the beginning of each academic year. Evidence of current employment may be requested by the Dean at any stage of part-time study.

PROGRESSION.

1. Progression shall be from year to year or stage to stage. A student shall be required to pass all subjects of any year or stage before proceeding to the next year or stage. Except that with the permission of the Dean, one subject only may be carried with the subjects of the next following year or stage.

2. No two design subjects may be taken concurrently.

3. A part-time student who fails to comply with the requirements for Complementary Employment shall satisfy the Dean of the Faculty that these requirements will be met before progression to the next stage of his course.

4. A student may be enrolled concurrently in the subjects of no more than two consecutive years except in the case of students admitted to the course with advanced standing, for whom special programmes which do not accord with this rule may have to be arranged.

5. All students shall be subject to the general rules of the University governing re-enrolment.

HONOURS

A candidate for the degree may be awarded Honours at Graduation, based on his performance throughout the course. There shall be two classes of Honours, namely, Class I and Class II.
CLASSIFICATION OF STUDENTS IN COURSES

CLASSIFICATIONS

1. (i) Full-time students are classified by year (Roman numerals).
   (ii) Part-time students are classified by stage.

2. In the Faculties of Arts and Science, classification depends on the number of subjects passed.

3. (i) In all other Faculties, classification is determined by enrolment in a classifying subject, i.e. by a major subject in a course.
   (ii) If a student enrols in more than one classifying subject, then the year or stage of the lower classifying subject applies.
   (iii) If the student enrols in no classifying subject, then he is classified in the year or stage of the highest classifying subject he has passed.

CLASSIFYING SUBJECTS FOR ARCHITECTURE

FULL-TIME COURSE

YEAR I  Design I
YEAR II  Design II
YEAR III Design III
YEAR IV  Design IV
YEAR V  Design V and Structural Seminar

PART-TIME COURSE

STAGE 1  Design I
STAGE 2  Construction II
STAGE 3  Design II
STAGE 4  Design III
STAGE 5  Design IV
STAGE 6  Design V and Structural Seminar

COURSE OUTLINES

FULL-TIME

YEAR I (30 weeks full-time)

<table>
<thead>
<tr>
<th>Hours per week</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design I</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Construction I</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Structures I</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Building Science I</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>(Properties of Materials)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Architecture I</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Drawing I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A) Architectural</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>B) Freehand</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>C) Descriptive Geometry and Perspective</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Building Trades</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Mathematics (10.051)</td>
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<tr>
<td>Physics (IC)</td>
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<tr>
<td></td>
<td>31</td>
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YEAR II (30 weeks full-time)

<table>
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<tr>
<th>Hours per week</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>Design II</td>
<td>9</td>
<td>9</td>
<td>9</td>
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<tr>
<td>Construction II</td>
<td>4</td>
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<tr>
<td>Structures II</td>
<td>2</td>
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<tr>
<td>Building Science IIA</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>(Climate Control)</td>
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<td></td>
<td></td>
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<tr>
<td>Building Science IIB</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td>(CE220, Materials Testing)</td>
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<tr>
<td>History of Architecture II</td>
<td>2</td>
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<td>2</td>
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<tr>
<td>Drawing II</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A) Architectural</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>B) Freehand</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>Building Services A</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>(Plumbing and Drainage)</td>
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<tr>
<td></td>
<td>27</td>
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52 53
### YEAR III (30 weeks full-time)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Design III</td>
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<td>13</td>
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</tr>
<tr>
<td>Construction III</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Structures III</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Building Science III (Lighting and Acoustics)</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>History of Architecture III</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Drawing III (Life Class)</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Building Services B (Mechanical and Electrical Installations)</td>
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<td>2</td>
<td></td>
</tr>
<tr>
<td>Surveying (CE340)</td>
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<tr>
<td><strong>Total</strong></td>
<td>28</td>
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### YEAR IV (30 weeks full-time)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Design IV</td>
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<tr>
<td>Structures IV</td>
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<tr>
<td>Australian Architecture</td>
<td>3</td>
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<tr>
<td>Specifications</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Professional Practice A</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Town Planning A</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<tr>
<td><strong>Total</strong></td>
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### YEAR V (30 weeks full-time)

<table>
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<tbody>
<tr>
<td>Design V and Structural Seminar</td>
<td>10</td>
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<tr>
<td>Architectural Research</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
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<tr>
<td>Estimating</td>
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<tr>
<td>Professional Practice B</td>
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<tr>
<td>Town Planning B</td>
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<td><strong>Total</strong></td>
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### PART-TIME COURSE

#### STAGE 1 (30 weeks full-time)

as for full-time course

#### STAGE 2 (30 weeks part-time)

<table>
<thead>
<tr>
<th>Course</th>
<th>Term 1</th>
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</thead>
<tbody>
<tr>
<td>Construction II</td>
<td>4</td>
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<tr>
<td>Structures II</td>
<td>2</td>
<td>2</td>
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</tr>
<tr>
<td>Building Science II (Climate Control)</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Building Science III (Lighting and Acoustics)</td>
<td>1</td>
<td>1</td>
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</tr>
<tr>
<td>History of Architecture III</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Drawing II A) Architectural</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>B) Freehand</td>
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<tr>
<td><strong>Total</strong></td>
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#### STAGE 3 (30 weeks part-time)

<table>
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<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>Design II</td>
<td>4</td>
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<td>4</td>
</tr>
<tr>
<td>Structures III</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Building Science II (Mechanical and Electrical Installations)</td>
<td>2</td>
<td>3</td>
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<tr>
<td>History of Architecture III</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Building Services A (Plumbing and Drainage)</td>
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<tr>
<td><strong>Total</strong></td>
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#### STAGE 4 (30 weeks part-time)

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<tr>
<td>Construction III</td>
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<td>Building Services B (Mechanical and Electrical Installations)</td>
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STAGE 5 (30 weeks part-time)

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<td>Australian Architecture</td>
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<td>Professional Practice A</td>
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<td>Town Planning A</td>
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STAGE 6 (30 weeks part-time)

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<td>Fine Arts</td>
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<td>Estimating</td>
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DESCRIPTION OF SUBJECTS

(A) DESIGN

This subject embodies and applies all the subject matter of the other lectures and studies in the course. Design includes planning, construction, specialised building techniques, engineering services and equipment, specification, estimating, and building job supervision and control.

The Design course consists of a series of lectures and studio assignments. The problems are planned to develop a knowledge of the fundamental aesthetic and technical aspects of building, and to stimulate imaginative thinking in the process.

In all projects, structure and construction are considered an essential part of design. In many cases, special or unusual features are required to be substantiated by drawn details of construction. Towards the end of the course, structural calculation and details of construction are produced for a large building.

Studio work, at all levels, consists of the design and architectural representation of projects which are clearly and realistically programmed, located on actual sites. Economics are taken into account and estimates are required with the designs. Students must comply with all regional government acts and by-laws applicable to their work.

Projects will normally extend over one term, but the whole year's work may be co-ordinated for the investigation of a major architectural task. An esquisse, of one week's maximum duration, generally forms part of each term's work.

An incidental purpose of studio work is the academic study of civic building problems in the Newcastle region. For the senior years this is an important factor in the selection of studio subjects which, by display and public discussion, can make a contribution to the architectural development of the area.

Studio projects are sometimes made the subject of a competition within the class, with a prize being awarded to the winning design.

Projects are assessed by a panel of staff members who, as the occasion warrants it, may co-opt outside experts, and criticisms and discussion in class follow.

DESIGN I

A lecture course to develop an appreciation of the fundamental principles of design.

In the studio students are given a small domestic project as a vehicle for coming to grips with basic architectural elements and techniques of presentation. This is closely related to concurrent instruction in Building Science, Trades and Construction.

Books:
R. G. Scott, Design Fundamentals.
Ramsay and Sleeper, Architectural Graphic Standards.
Architectural and Building Drawing Practice (A.S. No. CA25).

DESIGN II

Lectures on various theories of art and of architecture as an art.

Studio assignments are still of a residential nature, but increased in scope. As an example, they may consist of a regional housing scheme, sponsored by a municipality or industrial concern on 10 to 20 acres of open suburban land. Site planning is governed by townplanning and
Books:
Teague, Design this Day.
David Pye, The Nature of Design.
R. Banham, Design Theory in the First Machine Age.

DESIGN III
Lectures on the material and environmental factors influencing architectural design. The studio work follows the student’s studies in structures, construction, building science and aesthetics; the student is in a position to attempt the imaginative application of these faculties in the design of buildings. The essential relationship between environment, site and building is emphasised from the beginning as is also the sensitivity to appropriate form for purpose and structure and the development of architectural character.

Assignments consist of medium sized civic projects such as schools, old people’s homes, churches, walk-up flats, municipal town halls and libraries, etc.

Books:
C. Siegal, Structure and Form in Modern Architecture.
L. Moholy-Nagy, Vision in Motion.
B. Zevi, Towards an Organic Architecture.
B. Neufert, Bauentwurfslehre.

DESIGN IV
Studio assignments on the design of buildings more intricate in planning and taken to a further stage of completeness in overall design, detailed planning and a consideration of structure, construction and materials.

At this level, the year’s work is devoted to a major communal problem with a bias for research in town planning during the early stages. Through the terms, designs are prepared for the individual components of the scheme which may embrace multi-storey flats, offices, car parking stations and other commercial and civic buildings.

Books:
References vary according to the assignments undertaken in the studio.

DESIGN V
Assignments are given in advanced planning, involving urban problems of zoning, densities and traffic, both vehicular and pedestrian and the investigation of industrial, commercial, civic and other large building projects. Associated questions of economics, structure, mechanical equipment and services are studied in depth.

Emphasis is placed on research into human and technical requirements and the solution of problems in specialised buildings to fit the present and future needs of the developing community.

Throughout this year, the aim is the correlation of all major aspects of the design of buildings, that is practical planning, structure, construction, economy and the provision of a fine human environment.

A series of structural seminars is conducted simultaneously with the development of each design project to enable the student to thoroughly integrate his building structure and construction with his overall design theme.

Hospitals, theatres, buildings for rail, road or air transport, education, sports, industry, commerce and similar are all suitable subjects for studio work at this level.

Books:
References vary according to the assignments undertaken in the studio.

(B) BUILDING CONSTRUCTION
The course consists of lectures and studio assignments and is intended to give the student a basic working knowledge of the materials and methods of construction of buildings of all kinds.

CONSTRUCTION I

Studio: Details of construction illustrating selected work treated in lectures. Methods of transmitting requirements by detail drawings and specification clauses.

Books:
Local Government Ordinance No. 71.
Sydney Corporation Act By-laws 51-58 inclusive.
G. F. Mackey, Gregory’s Modern Building Practice in Australia.
E. De Marc, New Ways of Building.

CONSTRUCTION II
Lectures: Requirements of buildings of two-storey load-bearing construction, domestic and industrial, in masonry and structural timber.
Basement construction; elementary construction in structural steel and concrete.

Studio: Drawn details and contract drawings of work treated in lectures. Design of elements of construction with specifications. Details of selected work designed in Structures II.

Books:
G. M. Parker, Materials and Methods of Architectural Construction.

CONSTRUCTION III
Studio: Assignments involving the investigation, design and detail of constructions treated in lectures. Details of selected work designed in Structures III.

Books:

(C) STRUCTURES
Structures I, II, III and IV are given to Architectural students by the Department of Civil Engineering.

CE104 STRUCTURES I
A course in statics applied to structures. Equilibrium of two-dimensional force systems, funicular polygon; shear force, axial force, bending moment; pin-jointed frames; analytical and graphical treatment; three-dimensional systems.

Books:
Principles of Statics, University of N.S.W. Students’ Union Publication.

CE205 STRUCTURES II
Uniaxial loading, states of stress and strain; strain relationships; internal forces, internal stresses, deflexion of beams, torsion and buckling.

Book:
W. A. Nash, Strength of Materials.

CE306 STRUCTURES III
Principles of structural design, loadings, use of codes; steel design, riveted, bolted and welded joints, columns (Perry-Robertson formula), beams, plated beams, plate web girders, roof trusses; reinforced concrete design, simple beams, doubly reinforced beams, tee-beams, one-way slabs, axially loaded columns, eccentrically loaded columns by charts, column footings.

Books:
S.A.A. Interim 351, Structural Steel in Building.
A.S. CA8, S.A.A., Metallic Arc Welding in Building Construction.

CE407 STRUCTURES IV
Types of multistorey frames and methods of bracing; introduction to analysis of indeterminate frames using moment distribution and frame tables. Approximations used for preliminary design: Introduction to plastic analysis of frames; soil mechanics problems in foundations—retaining walls; description of behaviour of two-way and flat slabs including ribbed slabs; introduction to prestressed concrete, prestress losses; ultimate load behaviour of reinforced and prestressed beams; design by load balancing; elementary theory of shells and folded plates.

(D) BUILDING SCIENCE
This subject deals with the application of the methods and findings of science as applied to the problems of the building industry in two principal fields:
1. Materials. The properties, uses, testing and selection of materials.
2. Environmental Physics. The analysis of human requirements and methods for their satisfaction in such fields as heating, ventilation, lighting and acoustics.

At the commencement emphasis is placed on broad general principles, whilst at later stages certain aspects are studied in more detail.

BUILDING SCIENCE I (Property of Materials)
Introduction to the science of building, scientific method and measurement.
The application of chemical and physical laws in the study of building materials and the natural environment.
The functional requirements of buildings and the principles through which these may be satisfied.
The nature, properties, manufacture, and uses of the primary building materials, including their testing and compliance with statutory standards and recommendations.

Books:
B.R.S. Digests (selected) HMSO
Notes on the Science of Building (selected) CSIRO
A. C. Gleeson, Building Science.
C. C. Handisyde, Building Materials.
G. Gamow, Matter, Earth and Sky.

BUILDING SCIENCE IIA (Climate Control)
The thermal environment and the physiological factors of human comfort.
Climatology, fundamentals of electromagnetic radiation and heat transfer, thermal properties of materials and buildings, principles of insulation.

Hygrometry and condensation.

Geometry of shade, control of sunlight penetration and solar radiation.

Basic theory of heating, cooling and ventilation.
Further study of secondary building materials.

Books:
R. O. Phillips, Sunshine and Shade in Australia.
N. S. Billington, Thermal Properties of Buildings.
T. Bedford, Basic Principles of Ventilation and Heating.
CE220 BUILDING SCIENCE IIB (Materials Testing)

A course of lectures and laboratory work given by the Department of Civil Engineering under the heading of "Materials for Architects." Subject matter dealt with covers the load deformation behaviour of engineering materials and their efficient utilisation with reference to strength durability and appearance. Concrete work includes the properties characteristics and testing of cements and aggregates: mix requirements and design methods.

BUILDING SCIENCE III (Lighting and Acoustics)

Lighting: Basic concepts, elementary photometry; consideration of light sources and controls; colour; physiological, psychological and aesthetic aspects; vision.

The calculation and design of artificial illumination installations and the uses of daylighting standards and assessments.

Acoustics: Basic concepts and measurement, hearing. Noise control, transmission of airborne and structure borne sound, absorption and acoustic materials, calculation of transmission loss and control of sound. Geometric acoustics, reverberation, echoes, the design of auditoria and other building types.

Books:
A. Lawrence, Acoustics in Building.
W. R. Stevens, Principles of Lighting.
L. L. Beranek, Noise Reduction.
V. O. Knudsen and C. N. Harris, Acoustical Design in Architecture.
P. H. Parkin and H. R. Humphreys, Acoustics, Noise in Building.
Parkin, Purkins and Schales, Field Measurement of Sound.
Between Dwellings (H.M.S.O.)
BSS 661: 1955, Glossary and Acoustical Terms.
CP3 111: Sound Insulation and Noise Reductions.
S.A.A. CA30, Code for the Artificial Lighting of Buildings.

(E) HISTORY OF ARCHITECTURE

This is one of the basic subjects leading to Architectural Design. Students of architecture should obtain some knowledge of past systems of building, the use of materials, and the principles of design for purpose and beauty. The subject is treated in a general manner, but certain buildings and other works of construction are examined analytically, the approach being critical rather than archaeological. Research assignments and/or examinations are required in each term of each year.

HISTORY OF ARCHITECTURE I, II AND III

This course covers the History of Architecture from antiquity past the middle ages to modern. It includes geographical, geological, climatic, religious, social and historical influences on architecture and extends into the allied fields of painting and sculpture within each period. The study of the industrial revolution of the nineteenth century and the emergence of new materials and engineering techniques leads to an assessment of modern architecture, demonstrated with significant contemporary buildings and biographical information of their architects.

Books:
B. Fletcher, A History of Architecture.
N. Pevsner, An Outline of European Architecture.
Hamlyn, World Architecture.
L. Mumford, The City in History.
R. Wittkower, Architectural Principles in the Age of Humanism.
The Art and Architecture of Japan.
S. Giedion, Space, Time and Architecture.
J. Richards, An Introduction to Modern Architecture.
N. Pevsner, Pioneers of Modern Design.
S. Piggott, (Ed.), The Dawn of Civilization.
H. G. Wells, Outline of History.

AUSTRALIAN ARCHITECTURE

The History of Architecture in Australia, within the framework of the general history course.

Working in a group the student is called upon to do field investigations and prepare measured drawings of buildings of historical significance in the Hunter Valley.

Books:
M. E. Herman, Early Australian Architects and their Work.
M. E. Herman, The Blackets.
M. E. Herman, Victorian Sydney.
Casey, Maie, Early Melbourne Architecture.

(F) DRAWING

DRAWING I

The subject encompasses all types of drawing used in the practice of architecture. Practical work in various media is given to develop perception and observation and skill in depiction. For purposes of teaching and studio arrangements the subject matter is dealt with under three main categories:

(A) Architectural: This range of work introduces the student to the conventional forms of architectural drawing and develops the students' skill in draughting techniques.

(B) Freehand: The range of work covers elementary freehand drawing and includes quick sketching, outdoor sketching, memory drawing and free perspective drawing.

(C) Descriptive Geometry and Perspective: This subject provides an introduction to general draughtsmanship and consists of lecture-demonstrations followed by drawing assignments. Exercises in line drawing and plane geometry; lettering, orthographic, isometric, oblique, and exonometric projection; theory of perspective, shadow projection and solid geometry.
DRAWING II
A continuation and extension at a higher level of the methods, media and techniques begun in Drawing I in (A) Architectural Drawing, concentrating on architectural presentation; and (B) Freehand.

Books:
- Watson, Creative Perspective.
- Kautsky, Ways with Watercolour.

DRAWING III
Further development of freehand techniques by figurative drawing from life. Life Classes are offered by arrangement with the Newcastle Technical College at its Hunter Street Branch.

(G) BUILDING SERVICES A (Plumbing and Drainage)
Principles and practice as controlled by regulation for domestic and commercial building services including drainage, sanitary plumbing, water supply and reticulation, fire services, gas services, hot water service heaters and tanks, efficiency of units and relative costs are considered.

Books:

Building Services B (Mechanical and Electrical Installations)
Design principles and practical requirements of the following services and their application to buildings are studied to provide the architect with sufficient information for selection and inclusion in building projects. Heating, ventilation, air-conditioning, electrical services, call systems, fire protection, lifts, steam.

Books:

(H) TOWN PLANNING A
The course provides an outline of the aims of town and country planning and its relationship to the techniques of architecture, civil engineering, geography, sociology, land economics and land surveying. The course touches on the history, theory and practice of town and country planning and includes considerations of traffic and transportation, elements of civic design, the planning of residential areas and principles of regional planning.
(L) SPECIFICATIONS

Subject matter covered by lectures includes:—

Specifications, their purpose, legal significance and relationship to building contract. Types of specifications and their uses. Methods of preparation; sources of information; schedules; abstracts; and general conditions. The basic principles of quantities and specified bills of quantities.

Books:

(M) ESTIMATING

Methods used for estimating; standard mode of measurement; project, establishment and other on-costs charges; awards, insurance, taxes, etc. Scale of fees and charges by local and other authorities.

Measuring and methods of adjusting variations; grouping of unit item to obtain a bulked cost rate for different structural parts of buildings; comparison of costs for alternative methods of construction related to structural parts of buildings; preparation of preliminary estimates from sketch plans; tenders.

(N) PROFESSIONAL PRACTICE A

Subjects dealt with include:

An Architect's work, principles of preparing plans, specifications and estimates, surveys of buildings and sites, code of professional conduct, architectural competitions, conditions of engagement and scale of minimum charges, agreements between client and architect, professional indemnity insurance. Lump sum contracts and conditions, forms of certificates and notice of practical completion, arbitration, building regulations, quantity surveying, tendering, supervision, office administration, consultants, correspondence, etc.

Books:
Year Book, R.A.I.A.
E. J. Rimmer, The Law relating to Architects.

PROFESSIONAL PRACTICE B


(O) OTHER SUBJECTS

PHYSICS IC

A general course comprising all fields of physics at an elementary level for students in the Faculty of Architecture and given in the Department of Physics of the Faculty of Science. A course of about 90 hours lectures and demonstrations; a final examination of three hours.

CE340 SURVEYING

A course of lectures and field work given in the Department of Civil Engineering.


10.051 MATHEMATICS

The course consists of two lectures per week for three terms, comprising the following:

Analytic geometry in two dimensions and some elementary work in three dimensions with vectors.

Calculus with applications including work on maxima and minima, curvature, the Mean Value Theorem, Taylor's series; the indefinite and definite integrals with applications to geometry and physics, numerical methods; some simple types of differential equations including second order linear differential equations with constant coefficients.
POSTGRADUATE COURSES

A) Master of Architecture

REQUIREMENTS FOR THE DEGREE OF
MASTER OF ARCHITECTURE

1. An application to register as a candidate for the degree of Master of Architecture shall be made on the prescribed form which shall be lodged with the Secretary at least one full calendar month before the commencement of the term in which the candidate desires to register.

2. An application for registration for the degree of Master shall have been admitted to a Bachelor's degree in Architecture in an approved University, provided that,
   (i) In exceptional cases, persons may be permitted to register as candidates for the degree of Master if they submit evidence of such general and professional attainments as may be approved by the Senate.
   (ii) The registration of diplomates of the New South Wales Department of Technical Education as candidates for the degree of Master of Architecture shall be determined in each case by Senate. Normally such applicants shall be required to produce evidence of academic and professional progress over a period of five years from the time of gaining the diploma.

3. The applicants approved by the Senate shall register in one of the following categories:
   (i) Student in full-time attendance at the University.
   (ii) Student in part-time attendance at the University.
   (iii) Student working externally to the University.

4. An approved applicant shall be required to pay the undermentioned fee:
   Supervision fee of:
   (a) $114.00 per annum for students in full-time attendance at the University.
   (b) $57.00 per annum for students in part-time attendance at the University.

   Fees shall be paid in advance.

5. Every candidate for the degree shall be required to carry out a programme of advanced study, to take such examinations, and to perform such other work as may be prescribed by Senate. The programme shall include the preparation and submission of a thesis embodying the results of all original investigations or design relative to architecture. The candidate may submit also for examination any work he has published whether or not such work is related to the thesis.

6. The investigation or design, and other work as provided in paragraph 5 shall be conducted under the direction of a supervisor appointed by Senate or under such conditions as Senate may determine.

7. Every candidate shall submit three copies of the thesis as provided under paragraph 5*. All copies of the thesis shall be in doublespaced typescript, shall include a summary of approximately 200 words, and a certificate signed by the candidate to the effect that the work has not been submitted for a higher degree to any other University or institution. The ORIGINAL copy of the thesis for deposit in the Library shall be prepared and bound in a form approved by the University. The other two copies of the thesis shall be bound in such a manner as allows their transmission to the examiners without possibility of disarrangement.

   It shall be understood that the University retains the three copies of the thesis and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act (1912-1950) the University may issue the thesis in whole or in part in photostat or microfilm or other copying medium.

8. No candidate shall be considered for the award of the degree until the lapse of six complete terms from the date from which the registration becomes effective, save that in the case of a full-time candidate who has obtained the degree of Bachelor of Architecture with Honours or who has had previous research experience, this period may, with the approval of Senate, be reduced by not more than three terms.

9. For each candidate there shall be two examiners appointed by Senate, one of whom shall, if possible, be an external examiner.

*The thesis and other relevant work may be submitted to the Secretary at any time during the year, within the provisions of paragraph 8 of the Master of Architecture Regulations. In order that a successful candidate may have a reasonable chance of having his degree conferring ceremonies, the candidate should arrange for his thesis and other relevant work to be in the hands of the Secretary at least fourteen weeks prior to the date of such ceremony.
B) Doctor of Philosophy (Ph.D)
This degree is awarded for advanced study and research in Architecture which has produced an original and important contribution to knowledge.

REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

1. The degree of Doctor of Philosophy may be awarded by the Council on the recommendation of the Senate to a candidate who has satisfied the following requirements.

2. A candidate for registration for the degree of Doctor of Philosophy shall:

(i) have satisfied all of the requirements for admission to the degree of master or the degree of bachelor with first or second class honours in the University of Newcastle or a degree from another University recognised by the Senate as having equivalent standing; or

(ii) have satisfied all of the requirements for admission to the degree of bachelor with third class honours or without honours in the University of Newcastle or a degree from another University recognised by the Senate as having equivalent standing, and have achieved by subsequent work and study a standard recognised by the Senate as equivalent to at least second class honours; or

(iii) in exceptional cases submit such other evidence of general and professional qualifications as may be approved by the Senate.

3. The Senate may require a candidate, before he is permitted to register, to undergo such examination or carry out such work as it may prescribe.

4. A candidate for registration for a course of study leading to the degree of Ph.D. shall:

(i) apply on the prescribed form at least one calendar month before the commencement of the term in which he desires to register; and

(ii) submit with his application a certificate from the Head of the Department in which he proposes to study stating that the candidate is a fit person to undertake a course of study or research leading to the Ph.D. degree and that the Department is willing to undertake the responsibility of supervising the work of the candidate.

5. (i) A candidate shall, except in exceptional circumstances, to be determined by Senate, register as a full-time student.

(ii) Notwithstanding the provisions of section (i) of this clause, a member of the full-time academic or teaching staff of the University may be registered as a candidate for the degree.

6. Subsequent to registration, the candidate shall pursue a course of advanced study and research for at least nine academic terms, save that any candidate who before registration was engaged upon research to the satisfaction of the Senate, may be exempted from three academic terms.

7. A candidate shall present himself for examination not later than fifteen academic terms from the date of his registration, unless special permission for an extension of time be granted by the Senate.

8. The course, other than field work, must be carried out in a Department of the University, under the direction of a supervisor appointed by the Senate, or under such conditions as the Senate may determine, save that a candidate may be granted special permission by the Senate to spend a period of not more than three academic terms in research at another institution approved by the Senate.

9. Not later than three academic terms after registration the candidate shall submit the subject of his thesis for approval by the Senate. After the subject has been approved it may not be changed except with the permission of the Senate.

10. A candidate may be required to attend a formal course of study appropriate to his work.

11. On completing his course of study every candidate shall submit a thesis which complies with the following requirements:

(i) The greater proportion of the work described must have been completed subsequent to registration for the Ph.D. degree.

(ii) It must be a distinct contribution to the knowledge of the subject.

(iii) It must be written in English or in a language approved by the Senate and reach a satisfactory standard of literary presentation.

12. The thesis shall consist of the candidate's own account of his research. In special cases work done conjointly with other persons may be accepted provided the Senate is satisfied on the candidate's part in the joint research.

13. Every candidate shall be required to submit with his thesis a short abstract of the thesis comprising not more than 300 words.

14. A candidate may not submit as the main content of his thesis any work or material which he has previously submitted for a University degree or other similar award.

15. The candidate shall give in writing three months' notice of his intention to submit his thesis and such notice shall be accompanied by the appropriate fee.

16. Four copies of the thesis shall be submitted together with a certificate from the supervisor that the candidate has completed the course of study prescribed in his case and that the thesis is fit for examination.

17. The thesis shall be in double-spaced typescript. The original copy for deposit in the Library shall be prepared and bound in a form approved by the University. The other three copies shall be bound in such manner as allows their transmission to the examiners without possibility of disarrangement.

18. It shall be understood that the University retains four copies of the thesis and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act (1912-1950) the University may issue the thesis in whole or in part in photostat or microfilm or other copy medium.
19. The candidate may also submit as separate supporting documents any work he has published, whether or not it bears on the subject of the thesis.

20. The Senate shall appoint three examiners of whom at least two shall not be members of the teaching staff of the University.

21. The examiners may require the candidate to answer, viva voce or in writing, any questions concerning the subject of his thesis or work.

22. The result of the examination shall be in accordance with the decision of a majority of the examiners.

23. A candidate permitted to re-submit his thesis for examination shall do so within a period of twelve months from the date on which he is advised of the result of the first examination.