Faculty of Architecture

The colour band on the spine of this Handbook is the lining colour of the hood worn by Bachelors of Architecture of this University.

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Faculty of Architecture

Dean
Professor E. C. Parker

Sub-Dean
S. C. Morton

Faculty Secretary
R. J. Archer

Professors
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F. Romberg, DiplArch, (ETH Zurich), LFRAIA

Senior Lecturers
H. G. Appleby, MArch; DipTCP(Sydney), FRAIA
N. H. Clouten, BArch(Sydney), MArch(Ohio State),
PhD(Edinburgh), ARAIA, ARIBA
R. M. Deamer, MArch, ASTC, FRAIA

Lecturers
R. J. Donaldson, BArch, ARAIA, ARIBA
P. Drew, BArch(New South Wales)
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S. C. Morton, ASTC, FRAIA, ARIBA, MRAPI

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RDI dipI(Dist), AIPD, LIAAS(int/des), FRSA

Senior Tutor
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Technology), MS, PhD(Cornell), AMASCE, MACI, MIAHS

Departmental Secretary
Vicki Lloyd
Laboratory Assistant
P. R. Muller
Visiting Lecturers

W. Ashton, BArch(New South Wales), DipITP(London), ARAIA

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L. W. B. Browne, BE(Syd), PhD, Lecturer, Department of Mechanical Engineering

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R. J. Ellis, MStructE, MSE

R. W. Gibbins, BCom(Queensland), ACA

A. J. Guy, FRAIHS

M. E. Herman, BArch(Sydney), MArch(Melbourne), HonDLitt, LFRAIA

L. J. Horton, ARICS, AIQSA

P. W. Kleeman, BE(Adelaide), FSASM Senior Lecturer, Department of Civil Engineering

J. McGrath, Artist, National Art School, Newcastle

J. C. Owen, BE, Part-time Lecturer, Department of Civil Engineering

M. Park, BArch(New South Wales)

T. Presbury, LLB(Sydney)BCom, Lecturer, Department of Legal Studies

M. E. Spautz, AB, MA, PhD(California at Los Angeles), Senior Lecturer, Department of Commerce

Landscape architect for Architecture IC

Structures II

Data Processing

Surveying

Structures III

Professional Practice B

Building Services A

Australian Architecture

Estimating & Specifications

Assisting in Data Processing

Assisting in Architecture IC

Building Science IIB

Assisting in Design II

Professional Practice B & Legal Studies IVA

Management Studies

Location

The Faculty of Architecture operates in a self-contained building on the University campus where it is located north of the Ring Road and adjacent to the Metallurgy Building.

The University telephone number is 68 0401. For connection to the Faculty of Architecture, ask the Switchboard Operator for “Architecture” or the required party by name.

The Postal Address is: Faculty of Architecture, The University of Newcastle, New South Wales 2308.

University of Newcastle
Architectural Students’ Association

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, social and academic, including guest lectures by prominent members of the profession.

Announcements of the Architectural Students’ Association 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 is as follows:

Gowns

Degree of Bachelor

A gown of black cloth as worn by Bachelors of Arts 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

Men — a black cloth trencher cap.

Women — a black Canterbury cap.

Degree of Doctor of Philosophy

A black velvet bonnet with a silver cord.
Hoods

Degree of Bachelor of Science (Architecture)
A full hood of black silk lined to a depth of 6 inches with garnet and with a 1½ inch edging of silver grey.

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.

Awards

N. B. Pitt — James Hardie Scholarship
This scholarship is offered to a graduate of, or final year student in, the Bachelor of Architecture course to assist him to study an approved topic related to environmental problems, having particular regard to their relevance to the Newcastle region.
Conditions may be obtained from the University Administration.
Closing date for applications is 31 October of the preceding year.

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 1:100, 1:50; 1:20 and 1:10.
- Ruling and freehand pens, pencils varying from hard (H) to soft (B).
- Water and poster colours.
- One 6' steel tape, combined for inches and metric.
- Steel erasing shield.
- Dusting brush.

1974 REQUIREMENTS FOR THE DEGREES OF
BACHELOR OF SCIENCE (ARCHITECTURE) AND
BACHELOR OF ARCHITECTURE

FOR CANDIDATES ENROLLING IN ONE OF THE ABOVE COURSES FOR THE FIRST TIME IN 1974

Students enrolled in the first years of the Bachelors' degree courses in the Faculty of Architecture in 1974 shall be enrolled under the provisions of these new Requirements and the subjects provided for in the new Requirements shall be introduced progressively in order that students enrolling for the first time in 1974 may proceed to the degrees of Bachelor of Science (Architecture) and Bachelor of Architecture under the provisions of the new Requirements.

The first and second years only of the Bachelor of Science (Architecture) will be offered in 1975.

Both years of the Bachelor of Architecture will be offered in 1975.

REQUIREMENTS FOR THE DEGREE OF
BACHELOR OF SCIENCE (ARCHITECTURE)

1. Definitions
In these Requirements, unless the contrary intention appears, “the Faculty” means the Faculty of Architecture and “the Faculty Board” means the Faculty Board of the Faculty of Architecture.

2. Timetable Requirements
No candidate may enrol in any year for any combination of subjects which is incompatible with the requirements of the timetable for that year.

3. Annual Examinations
The Annual Examinations shall normally be held at the end of Third Term.

4. Special Examinations
A candidate may be granted a special examination in accordance with the provisions of By-law 5.9.3.

5. Examination Grades
The results of successful candidates at Annual Examinations and Special Examinations shall be classified:
Pass, Credit, Distinction, High Distinction.
6. **Grading of Degree**

The degree of Bachelor of Science (Architecture) may be conferred as an ordinary degree or as a degree with merit.

7. **Withdrawal**

(a) A candidate may withdraw from a subject or course only by informing the Secretary to the University in writing and the withdrawal shall take effect from the date of receipt of such notification.

(b) A candidate who withdraws after the sixth Monday in second term from a subject in which he has enrolled shall be deemed to have failed in the subject save that, after consultation with the Head of Department concerned, the Dean may grant permission for withdrawal without penalty.

8. **Relaxing Clause**

In order to provide for exceptional circumstances arising in particular cases, the Senate, on the recommendation of the Faculty Board, may relax any requirement.

9. **A Subject**

(a) To complete a subject qualifying towards the degree, hereinafter called a subject, a candidate shall attend such lectures, tutorials, seminars, laboratory classes and field work and submit such written work as the Department concerned shall require.

(b) To pass a subject a candidate shall satisfy the requirements of the previous clause and pass such examinations as the Faculty Board concerned shall require.

10. **Qualification for Degree**

To qualify for the degree, a candidate shall:

(a) pass the subjects prescribed in Schedule A; and

(b) satisfy the Elective Requirements prescribed in Schedule B.

11. **Prerequisites and Corequisites**

(a) A candidate shall not enrol in a subject for which a prerequisite subject or subjects is prescribed without having passed any such prerequisite subjects or having been granted standing in them.

(b) A candidate shall not enrol in a subject for which a corequisite subject or subjects is prescribed unless he is enrolling concurrently in any such corequisite subjects prescribed.

12. **Standing**

A candidate may be granted such standing in the course in recognition of work completed in another course, faculty or tertiary institution as may be determined by the Faculty Board.

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**SCHEDULE OF SUBJECTS — SCHEDULE A**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Prerequisite</th>
<th>Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture IA</td>
<td></td>
<td>Architecture IA and Architecture IB</td>
</tr>
<tr>
<td>Architecture IB</td>
<td></td>
<td>Architecture IC</td>
</tr>
<tr>
<td>Architecture IC</td>
<td></td>
<td>Architecture IIA or Architecture IIB</td>
</tr>
</tbody>
</table>

Elective I | See Schedule B |

**PART II**

| Architecture IIA | Architecture IA |
| Architecture IIB | Architecture IB |
| Architecture IIC | Architecture IC |

Elective II | See Schedule B |

**PART III**

| Architecture IIIA | Architecture IIA |
| Architecture IIIB | Architecture IIB |
| Architecture IIIC | Architecture IIC |

Elective III | See Schedule B |
SCHEDULE OF SUBJECTS — SCHEDULE B

ELECTIVE REQUIREMENTS

**ELECTIVE I**
A candidate shall select a subject or subjects offered by a Department other than the Department of Architecture and approved by the Dean.

**ELECTIVE II**
A candidate shall either
(a) select a subject or subjects offered by a Department other than the Department of Architecture but not previously passed as Elective I and approved by the Dean; or
(b) provided that he has passed Architecture IC, select a subject from one of the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Studies</td>
<td>Architecture IIB</td>
</tr>
<tr>
<td>Data Processing</td>
<td>Architecture IIB</td>
</tr>
<tr>
<td>Man Environment Studies</td>
<td>Architecture IIB</td>
</tr>
<tr>
<td>Structures</td>
<td>Architecture IIB</td>
</tr>
<tr>
<td>Construction</td>
<td>Architecture IIB</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>Architecture IIB</td>
</tr>
<tr>
<td>Synthesis</td>
<td>Architecture IIB</td>
</tr>
<tr>
<td>Landscape Design</td>
<td>Architecture IIC</td>
</tr>
<tr>
<td>Interior Design</td>
<td></td>
</tr>
<tr>
<td>Decorative Building Elements</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE III**
A candidate shall either
(a) select a subject or subjects offered by a Department other than the Department of Architecture but not previously passed as either Elective I or Elective II and approved by the Dean; or
(b) provided that he has passed Architecture IIC, select a subject from one of the following provided that a subject marked with an asterisk may not be chosen if it has already been passed as Elective II.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Visual Studies</td>
<td>Architecture IIIB</td>
</tr>
<tr>
<td>*Data Processing</td>
<td>Architecture IIIB</td>
</tr>
<tr>
<td>*Man Environment Studies</td>
<td>Architecture IIIB</td>
</tr>
<tr>
<td>Structures</td>
<td>Architecture IIIB</td>
</tr>
<tr>
<td>Construction</td>
<td>Architecture IIIB</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>Architecture IIIB</td>
</tr>
<tr>
<td>Synthesis</td>
<td>Architecture IIIC</td>
</tr>
<tr>
<td>Urban Design A</td>
<td></td>
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<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Australian Architecture</td>
<td></td>
</tr>
<tr>
<td>*Landscape Design</td>
<td></td>
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<tr>
<td>*Interior Design</td>
<td></td>
</tr>
<tr>
<td>*Decorative Building Elements</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Not all electives listed will necessarily be offered in any one year.

REQUIREMENTS FOR THE DEGREE OF BACHELOR OF ARCHITECTURE

1. **Definitions**
In these Requirements, unless the contrary intention appears, “the Faculty” means the Faculty of Architecture and “the Faculty Board” means the Faculty Board of the Faculty of Architecture.

2. **Registration as a Candidate**
(a) An application to register as a candidate for the degree shall be made on the prescribed form and lodged with the Secretary by the closing date indicated.
(b) To be eligible for registration as a candidate an applicant shall —
(i) have satisfied all requirements for admission to the degree of Bachelor of Science (Architecture) in the University of Newcastle; or
(ii) have satisfied all requirements of another university for an equivalent qualification approved for this purpose by the Faculty Board; or
(iii) in exceptional circumstances hold such other academic and professional qualifications as may be approved by Senate on the recommendation of the Faculty Board.
3. **Timetable Requirements**  
No candidate may enrol in any year for any combination of subjects which is incompatible with the requirements of the timetable for that year.

4. **Annual Examinations**  
The Annual Examinations shall normally be held at the end of Third Term.

5. **Special Examinations**  
A candidate may be granted a special examination in accordance with the provisions of By-law 5.9.3.

6. **Examination Grades**  
The results of successful candidates at Annual Examinations and Special Examinations shall be classified:  
Pass, Credit, Distinction, High Distinction.

7. **Grading of Degree**  
The degree of Bachelor of Architecture may be conferred as an ordinary degree or as a degree with honours.

8. **Withdrawal**  
   (a) A candidate may withdraw from a subject or course only by informing the Secretary to the University in writing and the withdrawal shall take effect from the date of receipt of such notification.
   
   (b) A candidate who withdraws after the sixth Monday in second term from a subject in which he has enrolled shall be deemed to have failed in the subject save that, after consultation with the Head of Department concerned, the Dean may grant permission for withdrawal without penalty.

9. **Relaxing Clause**  
In order to provide for exceptional circumstances arising in particular cases, the Senate, on the recommendation of the Faculty Board, may relax any requirement.

10. **A Subject**  
   (a) To complete a subject qualifying towards the degree, hereinafter called a subject, a candidate shall attend such lectures, tutorials, seminars, laboratory classes and field work and submit such written work as the Department concerned shall require.
   
   (b) To pass a subject a candidate shall satisfy the requirements of the previous clause and pass such examinations as the Faculty Board concerned shall require.

11. **Qualification for Degree**  
To qualify for the degree, a candidate shall:
   (a) pass the subjects prescribed in Schedule C; and
   (b) satisfy the Elective Requirements prescribed in Schedule D.

12. **Prerequisites and Corequisites**  
   (a) A candidate shall not enrol in a subject for which a prerequisite subject or subjects is prescribed without having passed any such prerequisite subjects or having been granted standing in them.
   
   (b) A candidate shall not enrol in a subject for which a corequisite subject or subjects is prescribed unless he is enrolling concurrently in any such corequisite subjects prescribed.
   
   (c) Notwithstanding the provisions of sub-sections (a) and (b) of this clause, the Dean may:
      (i) permit a candidate to enrol in a subject concurrently with a prerequisite subject or subjects; and
      (ii) permit a candidate to enrol in a subject without enrolling concurrently in a corequisite subject if the candidate has already passed or been granted standing in the corequisite subject.

13. **Standing**  
A candidate may be granted such standing in the course in recognition of work completed in another course, faculty or tertiary institution as may be determined by the Faculty Board.

**SCHEDULE OF SUBJECTS — SCHEDULE C**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Prerequisite or Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART IV</strong></td>
<td></td>
</tr>
<tr>
<td>Architecture IVA</td>
<td></td>
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<tr>
<td>Architecture IVB</td>
<td></td>
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<tr>
<td>Architecture IVC</td>
<td></td>
</tr>
<tr>
<td>Elective IV</td>
<td>See Schedule D</td>
</tr>
<tr>
<td><strong>PART V</strong></td>
<td></td>
</tr>
<tr>
<td>Architecture VA</td>
<td>Architecture IVA</td>
</tr>
<tr>
<td>Architecture VB</td>
<td>Architecture IVB</td>
</tr>
<tr>
<td>Architecture VC</td>
<td>Architecture IVC</td>
</tr>
<tr>
<td>Elective V</td>
<td>See Schedule D</td>
</tr>
</tbody>
</table>
ELECTIVE IV

A candidate shall either

(a) select a subject or subjects offered by a Department other than the Department of Architecture but not previously passed as Elective I, Elective II or Elective III in the course leading to the degree of Bachelor of Science (Architecture) and approved by the Dean; or

(b) select a subject from one of the following, provided that a subject indicated by an asterisk may not be chosen if it has already been passed as Elective II or Elective III in the course leading to the degree of Bachelor of Science (Architecture):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Corequisite</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Visual Studies</td>
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<tr>
<td>*Data Processing</td>
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<td></td>
</tr>
<tr>
<td>*Man Environment</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Studies</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Structures</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Environment</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Architecture IVC</td>
<td></td>
</tr>
<tr>
<td>Synthesis</td>
<td>Architecture IVC</td>
<td></td>
</tr>
<tr>
<td>*Urban Design A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban Design B</td>
<td>Urban Design A</td>
<td></td>
</tr>
<tr>
<td>*Fine Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Australian Architecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Landscape Design</td>
<td></td>
<td></td>
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<tr>
<td>*Interior Design</td>
<td></td>
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<tr>
<td>*Decorative Building Elements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note: Not all electives listed will necessarily be offered in any one year.

ELECTIVE V

A candidate shall either

(a) select a subject or subjects offered by a Department other than the Department of Architecture but not previously passed as Elective I, Elective II or Elective III in the course leading to the degree of Bachelor of Science (Architecture) or Elective IV, and approved by the Dean;

(b) (provided that he has passed Architecture IVA or Architecture IVB). Select a subject from one of the following, provided that a subject indicated by an asterisk may not be chosen if it has already been passed as Elective II or Elective III in the course leading to the degree of Bachelor of Science (Architecture) or Elective IV:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Corequisite</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Visual Studies</td>
<td></td>
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<tr>
<td>*Data Processing</td>
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<td></td>
</tr>
<tr>
<td>*Man Environment</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Studies</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Structures</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Environmental</td>
<td>Architecture IVB</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Architecture IVC</td>
<td></td>
</tr>
<tr>
<td>Synthesis</td>
<td>Architecture IVC</td>
<td></td>
</tr>
<tr>
<td>*Urban Design A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Urban Design B</td>
<td>Urban Design A</td>
<td></td>
</tr>
<tr>
<td>*Fine Arts</td>
<td></td>
<td></td>
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<tr>
<td>*Australian Architecture</td>
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<td></td>
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<tr>
<td>*Landscape Design</td>
<td></td>
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<tr>
<td>*Interior Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Decorative Building Elements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Practice</td>
<td></td>
<td></td>
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<tr>
<td>Management for the Architect</td>
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<td></td>
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<tr>
<td>Law for the Architect</td>
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<tr>
<td>Specifications</td>
<td></td>
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<tr>
<td>Estimating</td>
<td></td>
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</tr>
</tbody>
</table>

**Note: Not all electives listed will necessarily be offered in any one year.
Explanatory Notes to the Bachelor of Science (Architecture) and Bachelor of Architecture Degree Requirements

1. Criteria for Award of the Degrees with Merit and Honours

(a) Condition for the Award of the B.Sc. (Arch.) degree with Merit
To be eligible for consideration for the award of the degree B.Sc. (Arch.) with Merit, a student’s averaged results in all subjects of that course should be of credit grade or above and there should be no continuing record of failure in any subject.

(b) Condition for the Award of the B.Arch. degree with Honours
To be eligible for consideration for the award of the degree of Bachelor of Architecture with Honours, a student’s averaged results in all subjects of that course shall be of credit or above; and there shall be no record of failure in any subject.

Subject Description

Preface
Subject Outlines and Reading Lists are set out in a standard format to facilitate easy reference. The policy adopted in this Handbook for interpretation of the various sections is set out below. This may not necessarily be the same policy adopted for other Faculty Handbooks.

(1) Name
The official subject name as included in Schedule of the degree requirements. This name must be used when completing any forms regarding enrolment or variation of enrolment.

(2) Prerequisites
Before enrolling in the subject, a student shall have passed the subjects listed as prerequisites. In some cases an advisory prerequisite is stated and although this is not compulsory, it would be a distinct advantage for the student to have passed such a subject. An advisory prerequisite may be stated in terms of N.S.W. Higher School Certificate subjects. A student who has not fulfilled the prerequisite requirements may be permitted by the Dean to enrol concurrently in the prerequisite subject.

(3) Corequisite
A corequisite is a subject which should be taken concurrently with another subject if not previously passed.

(4) Hours
Subject hours may include lectures, tutorials or studio periods. The periods vary in length, but are normally of one or two hours duration. Students should read the timetable for details.

(5) Examination
The formal examination requirements are stated, however, progressive assessment is used in some subjects and students are required to make submissions of work as specified by lecturers and tutors. Periodic examinations are usually held during the year. Work completed during the year will be taken into account in assessing the students final resultant grading. Failure to submit written work may involve exclusion from examinations in accordance with the University By-Laws.

(6) Content
An outline of subject content.

(7) Suggested Preliminary Reading
A list of reading material which should help the student gain a basic understanding of a subject. This material should be read before attending the first lecture on the subject.

(8) Texts
Essential books which are recommended for purchase.

(9) References
Students should not restrict their reading to texts as other references are listed to cover various aspects of the subject. Students may need to read all or part of a reference to gain an appreciation of a particular topic.

(10) Electives
A list of subject electives with relevant details will be available from the Faculty Secretary.

211700 Architecture IA
Prerequisites Nil
Hours Approx. 7 hours per week
Examination To be advised
Content
This subject consists of three units.
1. **211701 Visual Studies**
   This topic deals with such aspects of visual studies as
   Freehand drawing,
   Use of media,
   Life drawing,
   Study of natural forms,
   Exercises in 2D and 3D space,
   Construction and proportion,
   Elements of letter form,
   Tone and colour,
   Light and optics,
   Descriptive geometry,
   Architectural graphics.

2. **211702 Data Processing**
   An introduction to data and literature storage,
   retrieval systems and Computing studies for
   Architects.

3. **211705 Man Environment Studies**
   An introduction to
   Anthropometrics,
   Ergonomics,
   Studies in architectural history and theory.

**Texts**
To be advised

---

**212800 Architecture IIA**

*Prerequisites* Architecture IA

*Hours* Approx. 6 hours per week

*Examination* To be advised

**Content**

1. **212801 Visual Studies**
   Development of topics introduced in Architecture IA.

2. **212802 Data Processing**
   Introduction to Statistics,
   Development of computing studies introduced in
   Architecture IA.

3. **212805 Man Environment Studies**
   Introductory studies in sociology, economics, history,
   political science, psychology
   Studies in architectural history and theory.

**Texts**
To be advised

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**213800 Architecture IIIA**

*Prerequisites* Architecture IIA

*Hours* Approx. 4 hours per week

*Examination* To be advised

**Content**

1. **213801 Visual Studies**
   Extension of selected topics from Architecture IIA.

2. **213802 Data Processing**
   Statistics.

3. **213804 Man Environment Studies**
   Development of selected topics introduced in
   sociology, economics, history, political science and
   psychology.
   Studies in architectural history and theory.

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**214700 Architecture IVA**

*Prerequisites* Nil

*Hours* 3 hours per week

*Examination* To be advised

**Content**

1. **214701 Professional Practice**
   Modes of practice,
   Conditions of engagement,
   Management functions,
   Statutory requirements.

2. **214704 Management for the Architect**
   Case studies,
   Formal organisation,
   Managerial functions,
   Operations research,
   Decision making theory.

3. **214705 Law for the Architect**
   Federal and State Law,
   General Law of Contract,
   Legal practice and procedure,
   R.A.I.A. Contracts.

**Texts**
To be advised
215500 Architecture VA

Prerequisites: Architecture IV

Hours: 3 hours per week

Examination: To be advised

Content:
1. 215501 Professional Practice
   Cost control, Engagement of consultants, Documentation, Inter-disciplinary communications, Insurances.

2. 215502 Management for the Architect
   Extension of the following topics from Architecture IV:
   Case studies, Formal organisation, Operations research, Decision-making theory.

3. 215503 Law for the Architect
   Arbitration, Negligence, Duties, Liabilities, Defamation, Law of copyright, Easement and analogous rights.

Texts: To be advised

211800 Architecture IB

Prerequisites: Nil

Hours: Approx. 5 hours per week

Examination: To be advised

Content:

This subject consists of three units.

1. 211801 Structures
   The equilibrium of two and three dimensional force systems.

2. 211802 Construction
   Construction principles, Techniques and documentation, Site organisation, Cost control.

3. 211803 Environmental Technology
   Properties of materials, Introduction to building, Equipment and services.

Texts: To be advised

212820 Architecture IIB

Prerequisites: Architecture IB

Hours: Approx. 6 hours per week

Examination: To be advised

Content:

This subject consists of three units.

1. 212821 Structures
   Stress, strain relationships, Behaviour of beams, shafts and columns, Instability of beams and columns.

2. 212822 Construction
   Extension of:
   Construction principles, Techniques and documentation, Site organisation, Cost control from Architecture IB.

3. 212823 Environmental Technology
   Thermal, ventilation, sunshine and shade studies of the built environment, Equipment and services in building.

Texts: To be advised

213820 Architecture IIIIB

Prerequisites: Architecture IIB

Hours: Approx. 7 hours per week

Examination: To be advised

Content:

This subject consists of three units.

1. 213821 Structures
   Dead, live and wind load on buildings, Types of multi-storey frames and lateral bracing systems, Floor slab systems, Soil mechanics problems in foundations,
Earth retaining structures,  
Prestressed concrete,  
Structural brickwork,  
Folded plate- and shell-structures.

2. 213822 Construction  
Estimating,  
Extension of,  
Construction principles,  
Techniques and documentation,  
Site organisation,  
Cost control from Architecture IIB.

3. 213825 Environmental Technology  
Artificial and natural lighting,  
Architectural acoustics,  
Equipment and services in buildings.

214800 Architecture IVB

**Prerequisites** Nil

**Hours** Approx. 4 hours per week

**Examination** To be advised

**Content**

1. 214801 Construction  
Advanced building systems,  
Case study analyses,  
System design studies.

2. 214802 Specifications  
Legal significance,  
Types and purpose,  
Information sources,  
Schedules,  
Abstracts,  
Specified bills of quantities,  
Case studies.

3. 214803 Estimating  
The standard mode of measurements,  
On-cost charges,  
Awards,  
Insurance,  
Tax.

**Texts** To be advised

215520 Architecture VB

**Prerequisites** Architecture IVB

**Hours** Approx. 4 hours per week

**Examination** To be advised

**Content**

1. 215521 Construction  
Advanced building systems,  
Case study analyses,  
System design studies.

2. 215522 Specifications  
Extension of the following topics from Building IV:  
Schedules,  
Abstracts,  
Specified bills of quantities,  
Case studies.

3. 215523 Estimating  
Variations,  
Adjustments,  
Bulked cost rates,  
Cost comparisons,  
Transportation,  
Tenders.

**Texts** To be advised

211900 Architecture IC

**Prerequisites** Nil

**Corequisites** Architecture IA & IB

**Hours** 4½ hours per week

**Examination** To be advised

**Content**

Information presented in the subjects above and other information is brought to a synthesis as the basis for design and as an intellectual and philosophical perspective of architecture. Lectures and tutorials relate directly to the physical environment, landscape design and architectural design methods.

**Texts** To be advised
212840 Architecture IIIC
Prerequisites Architecture IC
Corequisites Architecture IIA & IIB
Hours 4\(\frac{1}{2}\) hours per week
Examination To be advised
Content Lectures and projects related to the built environment and involving data and conceptual inputs from other subjects offered in the course.
Texts To be advised

213840 Architecture IIIC
Prerequisites Architecture IIC
Corequisites Architecture IIIA & IIIB
Prerequisites Nil
Hours 4\(\frac{1}{2}\) hours per week
Examination To be advised
Content Lectures and projects related to the built environment and involving data and conceptual inputs from other subjects offered in the course.

214900 Architecture IVC
Prerequisites Nil
Corequisites Architecture IVA & IVB
Hours 4\(\frac{1}{2}\) hours per week
Examination To be advised
Content Lectures and projects related to the built environment and involving data and conceptual inputs from other subjects offered in this and the Bachelor of Science (Architecture) course.
Texts To be advised

215540 Architecture VC
Prerequisites Architecture IVC
Corequisites Architecture VA & VB
Hours 4\(\frac{1}{2}\) hours per week
Examination To be advised
Content Lectures and projects related to the built environment and involving data and conceptual inputs from other subjects offered in this and the Bachelor of Science (Architecture) course.
Texts To be advised

219100 Elective I
Content A candidate shall select a subject or subjects offered by a Department other than the Department of Architecture and approved by the Dean. The prerequisites, corequisites, hours and examinations are determined by the Department offering the subject and it will be necessary to make reference to the appropriate Faculty Handbook.

219200 Elective II
(See Schedule of Subjects — Schedule B) Elective Requirements

219300 Elective III
(See Schedule of Subjects — Schedule B) Elective Requirements

219400 Elective IV
(See Schedule of Subjects — Schedule D) Elective Requirements

219500 Elective V
(See Schedule of Subjects — Schedule D) Elective Requirements

1973 REQUIREMENTS

DEGREES OF BACHELOR OF SCIENCE (ARCHITECTURE) AND BACHELOR OF ARCHITECTURE

FOR CANDIDATES WHO FIRST ENROLLED IN ONE OF THE ABOVE COURSES IN 1973 OR EARLIER

NO NEW CANDIDATES WILL BE ENROLLED UNDER THESE REQUIREMENTS AFTER 31 DECEMBER 1973.

TRANSITION REQUIREMENTS

The 1973 Requirements for the degrees of Bachelor of Science (Architecture) and Bachelor of Architecture shall remain in force as long as is necessary to provide for the conditions set out below:

(i) Year I of the courses leading to the degree of Bachelor of Science (Architecture) and Bachelor of Architecture provided for in the 1973 Requirements shall not be offered in 1974 or thereafter; Year II of those courses shall not be offered after 1974; Year III of the Bachelor of Science (Architecture) course shall not be offered after 1975; and the part-time stages of those courses shall be correspondingly withdrawn.
(ii) A candidate enrolled in Year I of either the course for the degree of Bachelor of Science (Architecture) or Bachelor of Architecture who fails to pass all subjects in that year shall be, at the Dean's discretion, either permitted to enrol in Year II of the course and complete, in addition to the subjects prescribed for that year, such Part I subjects of the new course as may be prescribed by the Dean; or shall be required to enrol in the first year of the new course with such standing as the Faculty Board may grant in recognition of subjects passed in the 1973 course.

(iii) The principle embodied in (ii) above shall apply after 1974 to candidates who have been enrolled in a year or stage of the old course which will not be offered again after the year concerned.

(iv) A candidate for the degree of Bachelor of Architecture who fails to complete Year II in 1974 shall be required in 1975 to complete such subjects from the 1973 course which the candidate would be required to pass in order to qualify for the degree and similar conditions shall apply to a candidate enrolled in the final part-time stage of the course in the last year in which it is offered.

(v) A candidate for the degree of Bachelor of Science (Architecture) who fails to complete Year III in 1974 shall be required in 1975 to complete such subjects from the 1973 course which the candidate would be required to pass in order to qualify for the degree and similar conditions shall apply to a candidate enrolled in the final part-time stage of the course in the last year in which it is offered.

1973 REQUIREMENTS

DEGREE OF BACHELOR OF SCIENCE (ARCHITECTURE)

1. Definitions

In these Requirements, "the Faculty" means the Faculty of Architecture, "the Faculty Board" means the Faculty Board of the Faculty of Architecture, and "the Dean" means the Dean of the Faculty of Architecture.

2. Grading of Degree

The degree of Bachelor of Science (Architecture) may be conferred as an ordinary degree or as a degree with merit.

3. Qualification for the Degree

(a) To qualify for the degree a candidate shall complete the course as prescribed in either Schedule A, or Schedule B of these Requirements.
1973 REQUIREMENTS

8. Transition Requirements

(a) Every student who in 1972 is enrolled in Year I, II or III or Stage 1, 2, 3 or 4 of the course for the degree of Bachelor of Architecture shall elect not later than 5 January, 1973 to proceed either under the degree requirements under which he was enrolled in 1972, or under the Requirements for the degree of Bachelor of Science (Architecture).

(b) Any student electing to proceed under the new degree requirements shall be granted full standing for each year, stage or subject completed in the course for the degree of Bachelor of Architecture.

Schedule of Subjects — Schedule A

Full-time Course

Year I — not offered after 1973
Year II — not offered after 1974
Year III
Design III
  Theory of Design III
  Design III (Studio)
Construction III
Structures III
Building Science III
  (Lighting and Acoustics)
History of Architecture III
Drawing III (Life Class)
Building Services B
  (Mechanical and Electrical Installations)
Surveying (CE340)

Schedule of Subjects — Schedule B

Part-time Course

Stage 1 — not offered after 1973
Stage 2 & 3 — not offered after 1974
Stage 4
Design III
  Theory of Design III
  Design III (Studio)
Drawing III (Life Class)
Construction III
Building Services B
  (Mechanical and Electrical Installations)
Surveying (CE340)

1 Details available from Faculty Handbook — 1974

DEGREE OF BACHELOR OF ARCHITECTURE

1. Definitions

In these Requirements, "the Faculty" means the Faculty of Architecture, "the Faculty Board" means the Faculty Board of the Faculty of Architecture, and "the Dean" means the Dean of the Faculty of Architecture.

2. Grading of Degree

(a) The degree of Bachelor of Architecture may be conferred as an ordinary degree or as a degree with honours.

(b) There shall be two classes of Honours, namely Class I and Class II.

3. Registration as a Candidate

(a) An application to register as a candidate for the degree shall be made on the prescribed form and lodged with the Secretary at least one full calendar month before the commencement of First Term.

(b) To be eligible for registration as a candidate an applicant shall —
   (i) have satisfied all requirements for admission to the degree of Bachelor of Science (Architecture) in the University of Newcastle; or
   (ii) have satisfied all requirements of another university for an equivalent qualification approved for this purpose by the Faculty Board; or
   (iii) in exceptional circumstances hold such other academic and professional qualifications as may be approved by Senate on the recommendation of the Faculty Board.

4. Qualification for the Degree

(a) To qualify for the degree a candidate shall complete the course as prescribed in Schedule C or Schedule D of these Requirements.

(b) To complete the course a candidate shall —
   (i) attend lectures, tutorials, seminars and practical classes,
   (ii) submit written work and other assignments,
   (iii) pass examinations, and
   (iv) meet any other requirements, as may be determined by the Faculty Board.
1973 REQUIREMENTS

(c) (i) A candidate who is engaged in approved employment may with the approval of the Dean be enrolled as a part-time student and granted exemption from attendance for part of the studio work in Design.

(ii) Any part-time student must have attended a minimum of three years study at this University before being admitted to the degree.

(iii) Full-time students shall follow the course as given in Schedule C, and part-time students that given in Schedule D.

(iv) Notwithstanding the previous section 4(c) (iii) a student who was enrolled in the Bachelor of Architecture course in 1972 may elect, not later than the closing date for the lodgement of re-enrolment forms for the 1973 academic year, to proceed as a part-time student under the degree requirements of 1972 and shall follow the course as given in Schedule C, provided he complies with Sections 4(c) (i) and (ii) and all other clauses of these Requirements.

5. Progression
(a) A candidate shall complete all subjects of the first year of the course before proceeding to the second.

(b) Notwithstanding the previous section the Faculty Board may allow a candidate who has failed to meet this Requirement to proceed on such conditions as it shall determine.

6. Standing
A candidate may be granted standing in the course in accordance with conditions to be determined by the Faculty Board.

7. Withdrawal
(a) A candidate may withdraw from a subject or course only by informing the Secretary to the University in writing and the withdrawal shall take effect from the date of receipt of such notification.

(b) A candidate who withdraws from any subject after the sixth Monday in second term shall be deemed to have failed in that subject unless granted permission by the Dean to withdraw without penalty.

8. Relaxing Clause
In order to provide for exceptional circumstances arising in particular cases, the Senate, on the recommendation of the Faculty Board may relax any Requirement.

1973 REQUIREMENTS

Schedule of Subjects — Schedule C

Year I — not offered after 1973

Year II — not offered after 1974

Schedule of Subjects — Schedule D

Part-time Course

Stage 1 — not offered after 1973

Stages 2 & 3 — not offered after 1974

Details available from Faculty Handbook for 1974.

Explanatory Notes to the Bachelor of Science (Architecture) and Bachelor of Architecture Degree Requirements

1. Criteria for Award of the Degrees with Merit and Honours
The B.Sc.(Arch.) degree with Merit and the B.Arch. degree with honours are awarded on a point system. This system allocates points to a candidate’s grades relative to a scaled weighting as shown in the schedule below. The candidate’s weighted scores for each grade are summated. The result is compared with the conditions which follow in order to determine whether merit or honours shall be awarded. Some candidates may have been awarded standing in the degree courses in recognition of studies undertaken at another university, or other institution. These candidates will be assessed on the basis of the results that they obtained at the other institution in subjects considered equivalent to those undertaken at the University of Newcastle.

(a) Conditions for the Award of the B.Sc.(Arch.) Degree with Merit
To be awarded the Degree with merit a candidate shall—
(i) have no continuing record of failure
(ii) have obtained 44 points or more

(b) Conditions for the Award of the B.Arch. Degree with Honours
To be awarded the Degree with Honours Class I a candidate shall—
(i) have no record of failure
(ii) have obtained 33 points or more
(iii) have obtained at least credit gradings in Design IV and Design V
1973 REQUIREMENTS

To be awarded the Degree with Honours Class II a candidate shall —
(i) have no continuing record of failure
(ii) have obtained 26 points or more
(iii) have obtained at least a credit grading in Design V

Schedule of Subjects

<table>
<thead>
<tr>
<th>Group</th>
<th>Point Scale</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
<td></td>
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<tr>
<td>Credit</td>
<td>1</td>
<td>Building Trades</td>
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<tr>
<td>Distinction</td>
<td>1.5</td>
<td>Drawing IA</td>
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<tr>
<td>High Distinction</td>
<td>2</td>
<td>Drawing IB</td>
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<td>Drawing IC</td>
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<td>Drawing III</td>
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<td>Surveying</td>
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<td>Building Services A</td>
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<td>Building Services B</td>
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<td>Mathematics IS</td>
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<td></td>
<td>Physics IC</td>
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<td>2.</td>
<td></td>
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<tr>
<td>Credit</td>
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<td>Australian Architecture IV</td>
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<td>Estimating</td>
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<td>Specifications</td>
</tr>
</tbody>
</table>

2. Conditions for Transfer in Attendance Status

Candidates wishing to transfer from full-time to part-time attendance, or vice versa, shall do so under the following conditions. In this context, “transfer” shall mean between one year and the next or within a year.

(a) Standing and Progression

Candidates shall be granted standing in each subject passed during their previous attendance status provided that they comply with the conditions governing progression given below.

(b) Approved Employment for Part-time Students in accordance with Section 4(c)(i) of the B.Arch Degree Requirements

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 field 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.

3. Conditions for Progression

After completion of the final examinations in a Year or Stage candidates may seek guidance on their subsequent enrolment by referring to the conditions below.

Examination Results in a Year or Stage

<table>
<thead>
<tr>
<th>Examination Results</th>
<th>Subsequent Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pass all subjects</td>
<td>1. Enrol in the subsequent Year/Stage</td>
</tr>
<tr>
<td>2. Fail the Design subject</td>
<td>2. Repeat the Design subject, if not excluded</td>
</tr>
<tr>
<td>3. Fail one continuing subject, apart from Design</td>
<td>3. Enrol in subsequent Year/Stage and carry the failed continuing subject</td>
</tr>
<tr>
<td>4. Fail one terminating subject</td>
<td>4. Enrol in the subsequent Year/Stage and the failed terminating subject</td>
</tr>
</tbody>
</table>
5. Fail two terminating subjects

15. Enrol in the subsequent Year/Stage and the two failed terminating subjects, with the option of deferring enrolment in one of these subjects to a later year.

6. Fail one continuing subject (apart from Design) and one terminating subject

16. Enrol in subsequent Year/Stage and the continuing subject with the option of deferring subsequent enrolment in the terminating subject until a later year.

7. Fail two continuing subjects (apart from Design)

17. Repeat the failed subjects, if not excluded.

8. Fail three or more subjects

18. Repeat the failed subjects, if not excluded.

Where two subjects have been failed in Year/Stage, approval to enrol as indicated must be sought from the Dean.

Terminating subjects are those for which study at a high level in a subsequent Year or Stage is not prescribed. Continuing subjects are all other subjects.

In particular candidates are advised that it has been the practice of the Faculty Board, Faculty of Architecture, to review the academic progress of students in their first year of enrolment. As a result of this review students who fail approximately three-quarters of their first year programme have been recommended for exclusion by the Admissions Committee. This degree of approximation exists as the Faculty Board wishes to preserve flexibility in making decisions on individual students.

The Faculty Board intends to continue this policy in the future.

The rules of the University governing academic progress from year to year shall apply to all students in the Faculty of Architecture (Refer By-laws 5.4.1 and 5.4.2).

### Conditions for the Granting of Standing

(a) Standing may be granted to students who have studied at another university, university college, other institution or other faculty of the University of Newcastle in recognition of any subject, or years of a course, passed during such study on the following conditions:

(i) the subject, or year of the course, for which standing is granted shall have a reasonable correspondence with a subject, or year of the course, included in the Degree course at the University of Newcastle.

The Faculty Board has not laid down any conditions for the assessment of these other qualifications for entry to the B.Arch. degree course. Individual applications for admission to the course will be considered on their merits.

### Description of Subjects Offered in 1975

#### 213100 Design III

**Content**

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. 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.

The lectures will introduce students to the theoretical and factual bases of the design assignments.

Studio work consists of the design and architectural representation of projects which are realistically programmed, located on actual sites and integrated with their environment. 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.

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.

Building Construction

Content
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.

213200 Construction III

Content
Lectures

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

Texts
Mitchell
Salvadori, N. & Heller, R.

Architectural Construction. Building Construction II and III
Structures in Architecture

1973 REQUIREMENTS — SUBJECTS OFFERED IN 1975

Structures
Structures II is given to architectural students by the Department of Civil Engineering.

213300 Structures III

Content
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.

Texts
Part I
Part II
A.S.C.A. 8 Pt. 1–1965
Code for Welding in Building
(Standards Assoc. of Aust.)
A.S.C.A. 2–1963
Code for Concrete in Buildings
(Standards Assoc. of Aust.)
A.S.C.A. 1–1972
Steel Structures Code
(Standards Assoc. of Aust.)
B.H.P.—AIS
Hot-Rolled Carbon Steel Sections and Plates (B.H.P. Co. Ltd.)
Bresler, B., Lin, T. Y. & Scalzi, J. B.
Design of Steel Structures (Wiley)
Ferguson, P. M.
Reinforced Concrete Fundamentals (Wiley)

Reference
S.A.A. Loading Code — Dead & Live Loads Australian Standard
Part I
1170 Part I — 1971
Metric Units (Standards Assoc. of Aust.)

213400 Building Science III (Lighting and Acoustics)

Content
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.
1973 REQUIREMENTS — SUBJECTS OFFERED IN 1975

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.

Texts

Beresne, L. L. — Noise Reduction

Kinsey, B. & Sharp, H. — Environmental Technologies in Architecture

Knudsen, V. O. & Harris, C. N. — Acoustical Design in Architecture

Lawrence, A. — Acoustics in Building

Parkin, P. H. & Humphreys, H. R. — Acoustics, Noise in Building

Parkin, Parkins & Schales — Field Measurement of Sound Between Dwellings (HMSO)

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

Stevens, W. R. — Principles of Lighting

213500 History of Architecture III

This course covers the History of Architecture from the Renaissance to modern times. 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.

213600 Drawing III — Life Class

As an extension of Drawing II the subject includes Life Drawing and further work in Graphics.

213700 Building Services B

(Mechanical and Electrical Installations)

Content

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, refrigeration, electrical services, communication systems, fire protection, lifts.

Texts

Whitely, R. — A Guide to Building Services for Australian Architects

Kinsey, B. & Sharp, H. — Environmental Technologies in Architecture

523900 CE340 Surveying

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

Introduction; linear measurements and corrections; chain surveying; levelling and booking; contours; the theodolite and its use in measuring angles; traversing; plane table methods of surveying; tacheometry.
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 applicant 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. 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.

5. The investigation or design, and other work as provided in paragraph 4 shall be conducted under the direction of a supervisor appointed by Senate or under such conditions as Senate may determine.

6. Every candidate shall submit three copies of the thesis as provided under paragraph 4*. All copies of the thesis shall be in double-spaced 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 (1968) the University may issue the thesis in whole or in part in photostat or microfilm or other copying medium.

7. 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.

8. 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 7 of the Master of Architecture Requirements. In order that a successful candidate may have a reasonable chance of having his degree awarded at a conferring of degrees ceremony, 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.

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.

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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. Before being admitted to candidature, an applicant shall satisfy the Senate that he can devote sufficient time to his advanced study and research.

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 (1968) the University may issue the thesis in whole or in part in photostat or microfilm or other copying 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.
THE UNIVERSITY OF NEWCASTLE
NEW SOUTH WALES 2308

Important Dates 1975

Applications for
Re-enrolment due Jan 3

Applications for
Admission due Jan 17

Applications for
residence in
Edwards Hall due Feb 7

New students attend
to enrol Feb 21 &
Feb 24

Last day to
withdraw from
first half year
subjects April 21

Confirmation of
Enrolment forms
due June 13

Last day to
withdraw from full
year subjects July 7

Last day to
withdraw from
second half year
subjects Sept 15

First closing date
for Applications
for Admission 1976 Nov 1

Annual examinations
begin Nov 8
THE FACULTY HANDBOOKS contain

Academic Staff Lists
Degree Requirements
Syllabuses of Subjects
Texts and References

CONSULT THE CALENDAR for

Academic Dress
Annual Report
By-laws
Council
Financial Statements
Graduates and Diplomates
Officers and Former Officers of the University
Prizes and Scholarships
Regulations
Research Interests of Departments
Senate
University Medallists
University of Newcastle Act, 1964-1970

Contents and Index to Contents

The contents of this Supplement are in the order in which events occur, for example, admission, enrolment, examinations, etc. The Index to Contents below is in alphabetic order for ease of reference.

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18  Change of name
18, 31 Change of programme
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31  Charges
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42  C.M.F. Unit
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47  Convocation
12  Courses offered
16  Deferment of Admission
22  Deferred Examinations
25  Degree Requirements
Principal Dates 1975

January

1 Wednesday Public Holiday — New Year's Day
3 Friday Last day for return of Re-Enrolment Forms — Continuing Students
13 Monday Deferred Examinations begin
17 Friday Closing date for Applications for Admission from persons attempting 1974 Australian secondary or tertiary examinations (including N.S.W. Higher School Certificate)
24 Friday Deferred Examinations end
27 Monday Public Holiday — Australia Day

February

7 Friday Closing date for applications for residence in Edwards Hall
21 Friday & 24 Monday New students attend the University in person to have enrolment approved
25 Tuesday Final date for completion of Re-enrolment

March

3 Monday First Term begins
21 Friday Graduation Day
28 Friday Good Friday — Easter Recess commences

April

2 Wednesday Lectures resume
21 Monday Last day for withdrawal without academic penalty from 1st half year subjects
25 Friday Public Holiday — Anzac Day

May

10 Saturday First Term ends
June
2 Monday  Second Term begins
13 Friday  Last day for return of Confirmation of Enrolment forms
16 Monday  Public Holiday — Queen's Birthday

July
7 Monday  Last day for withdrawal without academic penalty from courses in all faculties, except half year Engineering subjects.

August
16 Saturday  Second Term ends

September
8 Monday  Third Term begins
15 Monday  Last day for withdrawal without academic penalty from 2nd half year subjects

October
6 Monday  Public Holiday — Eight Hour Day
31 Friday  Lectures and other classes cease

November
1 Saturday  First closing date for Applications for Admission 1976
8 Saturday  Third Term ends — Annual Examinations begin
29 Saturday  Annual Examinations end

1976
January
19 Monday  Deferred Examinations begin
30 Friday  Deferred Examinations end

March
1 Monday  First Term begins

Administrative Staff

Vice-Chancellor and Principal
Professor J. J. Auchmuty, CBE, MA, PhD, HonLLD(Dublin), HonDLitt(Sydney), FAHA, MRIA, FRHistS (To 31 December 1974)
Professor D. W. George, BSc, BE, PhD(Sydney), FIEE, FIEAust, AAIP (From 1 January 1975)

Vice-Principal and Deputy Vice-Chancellor
Professor A. D. Tweedie, MA(New Zealand)

Deputy Vice-Chancellor
Professor E. O. Hall, MSc(New Zealand), PhD(Cambridge), FInstP, MAustIMM, FIM(Lond.), FAIP, FRSA

Personal Assistant to Vice-Chancellor
A. Nell Emanuel, BA(New South Wales)

Secretary to Vice-Chancellor
Nancy A. Perkins

Educational Services and Research
H. Maddox, BA, PhD(London)

Bursar's Division

Bursar
L. W. Harris, FASA, ABIA, MRIPA

Assistant Bursars
L. J. Caldwell, BCom, AASA(S), ACIS
J. M. Falconer, AASA(S), ABIA
G. W. Walker, AASA
Secretary's Division

Secretary
P. D. Alexander, BA, DipEd(Sydney)

Faculty Secretariat
J. S. Boydell, MA(Cambridge) (Assistant Secretary)
R. J. Archer, BSc, BEcon, DipEd(Queensland)
D. E. Brock, BA(New England) (Seconded to Education)
F. C. Hawkins, BCom
Linda S. Wheeler, BA

Student Administration
P. H. Farley, BA(New South Wales), MA(Macquarie) (Assistant Secretary)
Glennie Jones, BA(New South Wales) (Examinations)
R. A. Gibbs, BA, DipEd(New South Wales)
G. J. Martin, BCom

Publicity and Publications
J. W. Armstrong, BA
E. Joan Bale, BA(New South Wales)

Statistics
D. L. Farmer, BSc, DipEd(Sydney)

E.D.P. Development
D. S. Dunlop
A. Hall

Planner's Division

University Planner
Vacant

Deputy Planner
D. D. Morris, BArch, DipLD(New South Wales), ASTC, FRAIA, AAILA (Acting Planner)

Staff Architect
W. J. Crook, BArch(New South Wales), ARAIA

Assistant Staff Architect
A. Lee, ASTC, ARAIA

Staff Engineer
M. E. Edmonds, DipMEE(Queensland), MIEAust

Assistant to Staff Engineer
J. D. O'Donohue

University Counselling Service

Senior Student Counsellor
A. P. T. Loftus, BA(Melbourne), MA, MAPsS

Student Counsellors
Anne H. Furner, BA, DipAppPsych, MAPsS
D. R. Martin, BA, DipEd(Sydney), MAPsS, ABPsS (Temporary Appointment)

Overseas Student Service

Overseas Student Advisor
Robin Loftus, BA(Adelaide)

Amenities Office
Amenities Officer
H. Bradford

Careers and Student Employment Office
Careers Officer
H. Floyer, BEc(Sydney)

Computer Centre
Director
J. A. Lambert, BSc(Sydney), MSc(New South Wales), FBCS, MACS
Programmers
R. A. Freak, BSc, DipEd(New England), DipCompSc, MACS
F. C. P. Huang, BSc(National Taiwan), PhD(Australian National), MAIP, MACS
A. Loo Jansen, BAppSc(Adelaide), MACS
D. J. Malcom, ME(Auckland)
M. Wiseman, BSc, PhD(Adelaide), MACS, MASA

Edwards Hall

Warden
M. W. Blackmore, BSc(Queen's Belfast), ARIC, ARACI, AFCIA

The Auchmuty Library

University Librarian
E. Flowers, MA(Sydney), ALAA

Assistant University Librarians
M. Elizabeth Guilford, BA(New England), ALAA (Technical Services)
Joan E. Murray, BA(New England), ALAA (Reader Services)
Barbara R. Cook, BA; DipLib(New South Wales), ALAA (Acquisition)

Senior Librarians
Janet M. Brice, BA(New South Wales), DipLib(Western Australian Institute of Technology), ALAA (Cataloguing)
L. Faidiga, BA, ALAA (Monograph Acquisitions)
Mary E. Rabbit, BA(New South Wales), ALAA (Serials Acquisitions)

University Archivist
Vacant

Librarians
Barbara, E. Eckford, BA, ALAA
Anna M. Lee, BSc, ALAA
Winifred Murdoch, BSc(New England), ALAA
Jennifer M. Scobie, BA, DipEd(Sydney), ALAA
E. Ann Stokes, BA, DipEd, ALAA

Graduate Library Staff
G. R. Baxter, BA
A. E. Brady, BA
M. J. Fauchon, BA

The University of Newcastle

The University of Newcastle began its existence as the Newcastle University College of the University of New South Wales and by the University of Newcastle Act of 1964, became an autonomous institution on 1st January, 1965.


Originally the University was established on a site at Tighes Hill. In 1960 an area of some 200 acres was acquired at Shortland and building commenced in 1964. Courses in all faculties are now given on the Shortland Campus.

The University is governed by a Council of twenty-four members. The Chancellor, who acts as chairman, is chosen either within the twenty-four members or from outside, the size of the Council being increased to twenty-five in the latter instance. The Council comprises representatives of the University staff, Convocation, the students, the New South Wales Legislative Council and Legislative Assembly; nominees of the Governor; the Vice-Chancellor and four co-opted members.

The present Chancellor of the University is the Honourable Sir Alister McMullin, KCMG, HonDLitt. The Vice-Chancellor and Principal, is the chief executive officer of the University. The Foundation Vice-Chancellor of the University, Professor J. J. Auchmuty, CBE, MA, PhD(Dublin), FAHA, MRIA, FRHistS, retires at the end of 1974 and will be succeeded by Professor D. W. George, BSc, BE, PhD (Sydney), FIEE, FIEAust, AIP.

The principal academic body in the University is the Senate comprising the Vice-Chancellor, Professors, a representative of each of the Faculty Boards, representatives of the students and certain other ex officio members. Teaching and research in each Faculty are supervised by a Faculty Board consisting principally of the permanent academic and teaching staff of the Departments in the Faculty and representatives of the students. A number of Boards of Studies have also been established, each board having the task of integrating or supervising activities in a particular area of interest.

The University is financed by grants from the Australian Government.
Undergraduate Courses Offered

The following Table summarises the courses that are now available. For full details refer to the appropriate Faculty Handbook.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Departments</th>
<th>Degrees</th>
<th>Normal Duration in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science</td>
<td>Metallurgy</td>
<td>BMet</td>
<td>4</td>
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<td></td>
<td></td>
<td>BSc(Met)</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>or BSc(Arch)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or BArch (entry qual. is BSc (Arch) or equivalent)</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Architecture</td>
<td>Architecture</td>
<td>BA</td>
<td>3 or 51</td>
</tr>
<tr>
<td>Arts</td>
<td>Classics</td>
<td>BArch</td>
<td>3 or 51</td>
</tr>
<tr>
<td></td>
<td>Creative Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
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<td>Education</td>
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<td>English</td>
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<td>French</td>
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<td>Geography</td>
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<td>German</td>
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<td>Linguistics</td>
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<td>Mathematics</td>
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<td>Psychology</td>
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<tr>
<td>Economics and</td>
<td>Commerce</td>
<td>BCom</td>
<td>3 or 51</td>
</tr>
<tr>
<td>Commerce</td>
<td>Economics</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Legal Studies</td>
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<tr>
<td>Engineering</td>
<td>Chemical</td>
<td>BE</td>
<td>4 or 6</td>
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<tr>
<td></td>
<td>Civil (includes Surveying)</td>
<td>18 plus 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrical</td>
<td>(includes Computer) BSc(Eng) in Mechanical (includes only Naval Architecture)</td>
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<tr>
<td></td>
<td>BSc(Eng) in Mechanical Engineering only</td>
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</table>

Approval has been given for the development at the University of a Medical course. Information about this development will be available on request from the Student Administration Office after September 1975. The Medical course is expected to commence in 1978.

1 Honours — additional 1 year full-time or 2 years part-time.

2 The final year may be taken over 2 part-time years.

Undergraduate Courses

Admission

Persons seeking admission to undergraduate courses at the University must

- satisfy matriculation requirements or have other acceptable qualifications, and
- follow the correct application procedures by the closing dates set out below.

Where the number of persons seeking entry to a Faculty exceeds the number for whom places are available it may also be necessary to secure a place in competition with other applicants.

Matriculation

Set out below is information from the By-laws relating to matriculation.

1. Matriculation Requirements in Terms of the Present New South Wales Higher School Certificate Examination

A candidate for matriculation must

(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
have attained in that examination the aggregate of marks prescribed by the Senate from time to time and calculated in the manner determined by the Senate.

The recognised matriculation subjects are:—

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

Mathematics and Science, both passed as full courses, together shall count as three subjects, but otherwise, each counts as one subject.

The qualification for matriculation must be obtained at one examination.

Faculty Assumed Knowledge

Although prerequisites are not prescribed, lectures in the following faculties, courses or subjects will be given on the assumption that students will have studied for the New South Wales Higher School Certificate the subjects listed below to the level indicated:—

<table>
<thead>
<tr>
<th>Faculty or Subject</th>
<th>Assumed Knowledge</th>
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<tbody>
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<td>Applied Science</td>
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<td>Architecture</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td></td>
</tr>
<tr>
<td>Economics I</td>
<td></td>
</tr>
<tr>
<td>English I</td>
<td></td>
</tr>
<tr>
<td>French IN</td>
<td></td>
</tr>
<tr>
<td>German IN</td>
<td></td>
</tr>
<tr>
<td>Economics &amp; Commerce</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
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<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
</tbody>
</table>

Faculty or Subject | Assumed Knowledge |
-------------------|-------------------|
Applied Science    | Second level Short Course Mathematics and Science including Physics and Chemistry options |
Architecture       | Second level Short Course Mathematics and Science |
Arts               | Second level Short Course Mathematics |
Economics I        | Second level English |
English I          | Second level French |
French IN          | Second level German |
Economics & Commerce | Second level Short Course Mathematics |
Engineering        | Second level Short Course Mathematics and Science including Physics and Chemistry options |
Mathematics        | Second level Short Course Mathematics |
Science            | Second level Short Course Mathematics and Science |


Revised matriculation requirements will have effect from July, 1976. Details are available from the Secretary to the University.

3. Other Requirements

Persons who have not satisfied the ordinary matriculation requirements (above) may on application be considered for admission provided they are able to satisfy the University that they have reached a standard of education sufficient for them to pursue the proposed course. Detailed documentary evidence of all qualifications must be submitted with the Application for Admission 1975.

Application Procedure

Persons seeking admission in 1975 are required to lodge an Application for Admission 1975 by the appropriate closing date listed below. Application forms and information about courses available at the University may be obtained from the Student Administration Office, Ground Floor, Arts/Administration Building at the University at Shortland. The office is open from 9 a.m. to 12.30 p.m. and 1.30 p.m. to 5 p.m. Application materials are also available on request by mail to The Secretary, The University of Newcastle, N.S.W. 2308.

For full information about courses, please consult the appropriate Faculty Handbook available from the University Cashier at a cost of $1.00 or $1.20 plus postage for an article weighing between 250 and 500 grams if sent to an address in Australia.

Closing Dates

1. Applicants who are attempting Australian* secondary or tertiary examinations in 1974 (including the 1974 N.S.W. Higher School Certificate examination) as soon as possible after the results are known but not later than 5 p.m. on Friday, 17 January 1975.

2. All other applicants as soon as possible but not later than 5 p.m. on Friday, 1 November 1974.

No guarantee can be given that applications received after the prescribed dates will be considered.

Applications sent by post should be addressed to The Secretary, The University of Newcastle, N.S.W. 2308

* Persons resident outside Australia whose examination results will not be available by 1 November 1974 will not be considered for admission in 1975. They may enquire in September 1975 for admission in 1976.
Applicants attempting to gain a matriculation qualification at the University of Sydney Matriculation Examination must nevertheless lodge an application for admission on or before 17 January 1975 indicating their intention to take the examination, the subjects and levels to be attempted, and must advise The Secretary of their results as soon as they are known.

Documentary Evidence
Where an application is based on completion of secondary education outside New South Wales or where studies have been undertaken at a tertiary institution documentary evidence confirming all qualifications must be submitted. Documents should list all subjects attempted and give full grade information including failures or withdrawals. Legible photocopies of documents are acceptable. Documents in foreign languages must be accompanied by certified translations into English. Applicants are advised to assemble all required documents well in advance as applications submitted without required documents cannot be considered.

Syllabus Information
Where subjects have been passed at other tertiary institutions a brief extract from the institution's calendar or handbook describing the syllabus content should be submitted.

Selection
It will be appreciated that the University needs to regulate enrolments to ensure that the number of persons admitted does not exceed the number for whom places are available. If selection is necessary it will be based on academic merit. In the past the University has been able to admit all qualified applicants, except in the Faculty of Architecture where some restrictions have been necessary.

Result of Application
All applicants will be advised by mail of the result of their application.

Deferment of Admission
The University does not grant deferments of admission. Persons who are unable to accept an offer of admission should reapply when they are in a position to undertake university studies.

Enrolment
Persons offered admission will be given instructions of the procedure to be followed to complete enrolment. All students should possess a copy of their Faculty Handbook. Before proceeding to enrolment they should have read carefully those sections of the Handbook relating to the programme for their degree, the degree requirements and, where a choice of subjects is available, should have decided on the subjects they would like to include in their programme.

Attendance Status
In accordance with the By-laws, the University defines attendance status as follows:

A Full-Time Student is a student who enrols 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 enrols 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 enrolment as a part-time student requires the approval of the Dean of the Faculty.

Note
The Australian Government for the purposes of the Tertiary Education Assistance Scheme normally defines a full-time student as one who enrols in 75% or more of a usual first year course.

University Skills Assessment
As part of its service to students, the University Counselling Service holds a voluntary half-day session in which a variety of skills relevant to university work, such as Reading Speed, Note-Taking, Study Skills, etc., are tested. Attendance is voluntary and the results are held in confidence in the Counselling Service. In 1975 it is intended to hold the University Skills Assessment during orientation week. Many students derive benefit from later discussing their results with a Counsellor. Some students are later invited (on the basis of a weak result) to participate in a course designed to overcome their particular difficulty.

After Enrolment
At the back of this supplement is a list of people who may be consulted for information on a wide range of matters.
The attention of students is also drawn to the following University requirements affecting continued enrolment.

Change of Address
Students are responsible for notifying the Student Administration Office in writing of any change in their address. A Change of Address form should be used and is available from the Student Administration Office.

Failure to notify changes 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 the Student Administration Office of a change of address.

It should be noted that examination results, re-enrolment and other correspondence will be mailed to students in December and January. Students who will be away during the long vacation from the address given to the University for correspondence should make arrangements to have mail forwarded to them.

Change of Name
Students who change their name should advise the Student Administration Office. Marriage, deed poll or naturalisation etc. certificate should be presented for sighting in order that the change can be noted on University records.

Change of Programme
Approval must be sought for any changes to the programme for which a student has enrolled. This includes adding or withdrawing subjects, changing attendance status (for example from full-time to part-time) or transferring to a different degree, department or faculty.

All changes should be recorded on the Variation of Programme form available at the Student Administration Office. Reasons for changes and where appropriate documentary evidence in the form of medical or other appropriate certificates must be submitted.

Withdrawal without Academic Penalty
Approval to withdraw from a course or a subject is not automatic. It should be noted that a student is regarded as having failed in a subject if he enrols in it and does not pass the annual examinations—that is not sitting for the examination is regarded as not passing the examination (unless withdrawal without penalty has been approved).

Withdrawal from a subject takes effect from the date of receipt of written notification. Unless the Dean of the Faculty grants permission to withdraw without penalty, a student who withdraws after the dates shown below will be deemed to have failed in the subject or subjects.

Withdrawal Dates

<table>
<thead>
<tr>
<th>Full Year Subjects</th>
<th>First Half-year Subjects</th>
<th>Second Half-year Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixth Monday in Second Term</td>
<td>Eighth Monday in First Term</td>
<td>Second Monday in Third Term</td>
</tr>
</tbody>
</table>

Confirmation of Enrolment
In May each year the University mails to all students a form Confirmation of Enrolment which also serves as the application to sit for examinations. This form must be checked carefully, signed and returned by all students (including non-degree students and postgraduate students not taking formal subjects) to confirm that they are actively pursuing subjects for which they are enrolled and that the information on University records is correct and complete. Arrangements may not be made to examine students who do not return the form as it will be assumed that they have discontinued their studies.

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.

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 any waiver of the General Services Charge. 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.

General Conduct
In accepting membership of the University the student undertakes 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 administration 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.
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.

Examinations

A notice board has been placed on the wall opposite the entrance to the Main Lecture Theatre (B01) for the specific purpose of displaying examination timetables and other notices about examinations.

Student Matters Generally

The main notice board is the display point for notices concerning enrolment matters, scholarships, University rules and travel concessions, etc. This notice board is located on the first floor at the top of the main staircase in the Arts/Administration building.

Examinations

Examinations and other exercises may be held in any subject from time to 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

The annual examinations take place in November. 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.

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 Confirmation of Enrolment. While the University cannot guarantee to meet such requests it will be willing to co-operate where possible.

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 the 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.

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.

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

Examination Results

Each student will be advised 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 charge of $8.00 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 review charge by 15 January 1975.

However, it should be noted that examination results are released only after careful assessment of students' performances and that, amongst other things, marginal failures are reviewed before results are released.

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 should be provided for the candidate in any subject in which he does not pass at the annual examination.

7. When a candidate at the annual examination is to a substantial degree affected by illness during the course of an examination in any subject the appropriate Faculty Board, upon application being made to the Secretary to the University within three days after such examination or within such further period as the Vice-Chancellor may consider reasonable in the circumstances supported by medical or other proper evidence, may direct the examiners in that subject to take the circumstances into account if the candidate does not pass therein 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

The Boards of the Faculties of Applied Science, Architecture, Engineering, and Mathematics may grant deferred examinations. Such examinations, if granted, will be held in January-February and results will be published in the same manner as for the annual examinations.

When reviewing the examination results Faculty Boards take into consideration any circumstances such as illness or personal problems which may have seriously affected a student’s work during the year or during the examinations. Any student who considers that his work has been affected in this way or who is unable to attend for any examination and who wishes to apply for special consideration should write to the Secretary explaining the circumstances and, in the case of illness, enclosing a medical certificate.

If a student is affected by illness during an examination he must report to the supervisor in charge of the examination and then apply to the Secretary as soon as possible after the examination (see By-law 5.9.3.7 above).

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Academic Progress Requirements

General

The University has enacted certain By-laws relating to continuation in a subject or a course. They are set out below.

Procedure

It is the responsibility of a student who does not satisfy any of the academic progress requirements to take action as required by the By-laws.

Students who become liable for exclusion from a course after failure at Annual Examinations will be informed accordingly by mail after the release of examination results. They will also be advised of the procedure to be followed if they wish to show cause.

A student who wishes to re-enrol in a subject which he has failed more than once is required to show cause why he should be allowed to re-enrol in the subject and must submit a show cause statement with his re-enrolment form.

Students who are liable for exclusion from a subject or course must lodge their show cause statement and completed re-enrolment form with the Student Administration Office on or before Friday, 3 January 1975.

With regard to continuation in a course, under By-law 5.4.1.2 Faculty Boards have determined policy to regulate the academic progress of students, particularly in relation to the first year or first two stages of enrolment, and students should refer to their Faculty Handbook for this information. 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 subsection (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.

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(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 Admission 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.

Degree 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 to which he is proceeding.

For details of degree requirements reference should be made to the appropriate Faculty Handbook.

Leave of Absence

A student who does not wish to re-enrol for any period up to three years should apply for leave of absence. Leave of absence is normally granted to those students who have passed the equivalent of half the
first year course and are in good standing. Applications should be submitted before the end of first term in the first year for which leave of absence is sought. Leave of absence will not be granted for more than three years and will not be granted retrospectively.

Any student who does not enrol for a period of two years and does not obtain leave of absence, must apply for re-admission to the University when he wishes to resume his studies.

Re-enrolment in Undergraduate Courses

Re-enrolment materials will be mailed to all undergraduate students early in November. Those who wish to re-enrol in 1975 and who are eligible to do so (see academic progress requirements page 23) should complete the re-enrolment form as soon as possible after the release of the 1974 Annual Examination results, and forward it to The Secretary, University of Newcastle, N.S.W. 2308.

Re-enrolment forms are due 3 January 1975 except in the case of a student who is required to take a special or deferred examination in which case the re-enrolment form must be submitted within seven days of the release of those examination results.

Submission of re-enrolment forms after the due date will render the student liable to a late lodgement charge of $14.00.

Students who, for good reasons, are unable to submit their Re-enrolment Forms by the due date, may apply for an extension of time. The request, with details of reasons for the extension must reach the Secretary by the due date if the late lodgement charge is to be avoided.

The By-laws provide that no enrolment will be accepted after 31 March without the approval of the Secretary which shall be given only in exceptional circumstances.

Approval of Re-enrolment

When the re-enrolment programme has been approved, a form Authority to Complete Enrolment will be mailed to the student showing charges payable. Students are required to complete enrolment by payment of all charges due by 25 February 1975 otherwise late charges become payable.

The following time schedule summarises the steps involved in re-enrolment without payment of a late charge.

1974

Nov. Re-enrolment forms mailed to students.
Mid Dec. Examination results mailed to students.

1975

Jan. 3 Last date for submission of re-enrolment forms with requested programme for 1975.
Jan./Feb. (Progressively) re-enrolment forms approved, forms Authority to Complete Enrolment mailed to students with details of Charges payable and approved programme for 1975.
Feb. 25 Last date for lodging with Cashier the Authority to Complete Enrolment and charges due.
Mar. 3 Term One commences.

Re-admission after Absence

A person who has been enrolled previously at the University of Newcastle, but not enrolled in 1974, is required to lodge an Application for Re-admission if further undergraduate enrolment is desired. Applications are available from the Student Administration Office and close on 17 January 1975.

Non-Degree Students

A person who is qualified to matriculate may apply for enrolment as a non-degree student in a subject or subjects. Persons enrolled as non-degree students are expected to comply with normal university requirements. Permission to enrol as a non-degree student is granted for one year at a time and a new application is required each year. Persons seeking non-degree enrolment should lodge the Application for Admission by the closing date (1 November 1974).

Postgraduate Courses

Postgraduate courses are offered in each of the Faculties of the University. They include—

- postgraduate diploma courses
- higher degrees by coursework
- research master and doctoral degrees.

Postgraduate Diplomas

The following postgraduate diploma courses will be offered in 1975:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>Diploma in Education</td>
</tr>
<tr>
<td>Economics &amp; Commerce</td>
<td>Diploma in Business Studies</td>
</tr>
<tr>
<td>Engineering</td>
<td>Diploma in Industrial Engineering</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Diploma in Computer Science</td>
</tr>
<tr>
<td>Science</td>
<td>Diploma in Psychology*</td>
</tr>
</tbody>
</table>

Application Procedure

Persons wishing to enrol for a postgraduate diploma should complete the appropriate application for registration and lodge it with all required documents with the Student Administration Office not later than Friday 17 January 1975.

For further information about a particular course please consult the appropriate Faculty handbook.

Higher Degrees by Coursework

Higher degrees by coursework are offered in the following faculties:

- Architecture: Bachelor of Architecture
- Arts: Bachelor of Educational Studies
- Economics & Commerce: Master of Commerce (in Economics)
- Engineering: Master of Engineering Science in Chemical, Civil, Electrical and Mechanical Engineering

Persons wishing to register for one of the above awards must lodge the Application to Register form with all required documents with the Student Administration Office not later than Friday, 17 January 1975.

Research Higher Degrees

The following research higher degrees are available:

- Master of Architecture (MArch)
- Master of Arts (MA)
- Master of Education (MEd)
- Master of Engineering (ME)
- Master of Mathematics (MMath)
- Master of Science (MSc)
- Doctor of Philosophy (PhD)

The By-laws also provide for the conferring of higher doctoral degrees.

Applications for registration for a research higher degree, together with all required documents, must be lodged on the prescribed form with the Student Administration Office at least one full month before the beginning of the term in which registration is to commence.

Applications received after the due date may be considered for the following term.

Confirmation of Enrolment

In May each year the University forwards to all students a form Confirmation of Enrolment which contains details of a candidate's registration and any formal subjects for which he has enrolled. This form must be checked carefully, signed and returned by the due date to confirm active enrolment for the course listed.

Change of Address

Students are required to notify the University of any changes in their address for correspondence, and must make arrangements for mail to be forwarded to them during short absences.

Variations to Programmes

Any requests for variations to postgraduate programmes must be submitted through the Student Administration Office for approval.

Re-enrolment of Postgraduate Students

All postgraduate and higher degree students who are eligible to continue their enrolment will be sent re-enrolment materials and details of the procedure to be followed to re-enrol.

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.

Charges

Charges are determined by the University Council and are subject to alteration without notice. The due date for payment of charges for 1975 is 25 February, 1975.

Enrolment is completed by lodging with the Cashier the approved form Authority to Complete Enrolment with a remittance to cover all charges due or evidence that a sponsor will meet these charges.

The By-laws provide that enrolment will not be accepted after 31 March 1975 without the Secretary's written approval which will be given only in exceptional circumstances.

Payment of Charges

The Union Entrance charge and General Services charge must be paid in full at the time of enrolment.

Payment by mail is encouraged. Money Orders should be made payable at the Newcastle University Post Office, New South Wales 2308. The Cashier's Office is located on the first floor of the Arts/Administration Building, and is open during term from 9 a.m. to 4.30 p.m. and during vacation periods from 9 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m.
Scholarship Holders and Sponsored Students

Students holding scholarships or receiving other forms of financial assistance must lodge with the Cashier their Authority to Complete Enrolment together with warrants or other forms of documentary evidence that charges will be paid by sponsors. The University looks to sponsors to provide a separate voucher, warrant or letter for each student sponsored.

Charges

1. General Services Charge
   (a) Students Proceeding to a Degree or Diploma
       All students must pay a General Services charge of $63.00 per annum. In addition, students joining Newcastle University Union for the first time, are required to pay an amount of $10.00. These charges must be paid in full by the prescribed date.
   (b) Non-Degree Students
       Non-degree students must pay a Union charge of $34.00 per annum. This fee must be paid in full by the prescribed date. Non-degree students are not required to pay the General Services charge or the Union Entrance charge.

2. Late Enrolment and Re-enrolment Charges
   (a) Late re-enrolment charge where a continuing student does not lodge a re-enrolment form with the Student Administration office by 3 January 1975
       $14
   (b) Late enrolment charge where a student does not lodge the Authority to Complete Enrolment form with the Cashier by 25 February 1975
       $14
   (c) Late payment charge where an application to sit for examination is accepted after closing date
       $6
   (d) Late payment charge if General Services charge is not paid by 25 February 1975
       $8
   (e) Additional amount payable if General Services charge is not paid within an extended time after 25 February 1975
       $6

3. Other Charges
   (a) Examination under special supervision, per paper
       $10
   (b) Review of examination results, per subject
       $8
   (c) Statement of matriculation status for non-members of the University
       $8
   (d) Academic statements in excess of six per annum
       15c a copy
   (e) Replacement of student identity cards
       50c each

Higher Degree Candidates

General Services Charge

Higher Degree candidates are required to pay the General Services charge and Union Entrance charge, if applicable. Where the enrolment for a Higher Degree candidate is effective from First or Second Term, the General Services charge 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 charge paid will cover liability to the end of the long vacation following the next academic year.

Tertiary Education Assistance Scheme

Under this scheme the Australian Government provides a living allowance and other allowances to students who are undertaking tertiary study for the first time and who
* are permanent residents of Australia
* enrol as full-time students
* enrol in approved courses
* qualify for a living allowance on a means test.

Information and application forms may be obtained from the Regional Director, Department of Education, 323 Castlereagh Street, Sydney, (Telephone 02/20929). Postal address Box 596, Post Office, Haymarket 2000.

Teacher Education Scholarships

The N.S.W. Department of Education each year offers a large number of Scholarships to persons wishing to enter the teaching profession.

Information and application forms may be obtained from the Teacher Education Scholarship Branch, N.S.W. Department of Education, Blackfriars Street, Chippendale, N.S.W. 2008.
General Information

Identity Cards
Each student wishing to obtain a travel concession, to borrow a book from the Library or to confirm his membership of the Newcastle University Union is required to produce on demand his identity card. Identity cards will be issued to students at the Student Administration Office and should be available soon after the commencement of First Term. The student will be required to produce his enrolment receipt issued by the cashier before an identity card will be issued to him.

Loss of Identity Card
If a student loses his identity card he should pay to the University Cashier the sum of 50 cents and present the receipt to the Student Administration Office for the purpose of obtaining a replacement card.

Return of Identity Card
Each student who during the academic year withdraws completely from his course will be required to hand in his Identity Card to the Student Administration Office before leaving 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 Administration Office.

The Student's Identity Card has to be produced each time a concession is required.

Bus Concessions are available to:
(a) students under 18 years of age irrespective of whether they are employed or receive income or remuneration.
(b) students who are 18 but under 30 years of age and 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 under the Tertiary Education Assistance Scheme, or to holders of Teacher Education Scholarships or Bursaries granted by the State Bursary Endowment Board.

(c) Concessions are not available to students who are 30 years of age or over; or to married women or ordained clergymen.

Train
(a) Periodical tickets are available during term 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 classes 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.

Lost Property
Inquiries regarding lost property should be directed to the Attendant (Patrol) between 9 a.m. and 5 p.m. Monday to Friday at the Attendants' Office in the north-eastern corner of the lowest floor of the Auchmuty Library building.

The Auchmuty Library

The Library, totalling approximately 275,000 volumes and made up of monographs, pamphlets, serials, microform sets and audiovisual materials, exists to acquire, preserve and make available for use all research and learning materials needed by the staff and students of the University. The seating capacity of the Library in 1975 will be approximately 1,000.

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 his first visit to the Library 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 its procedure for borrowing.

Hours of Opening
During academic year
Monday — Friday 8.30 a.m. to 10.00 p.m.
(long vacations excepted)
Saturday and Public Holidays (except for Easter Weekend, Friday-Tuesday inclusive, and Anzac Day, when the Library is closed)

Sunday

1.00 p.m. to 5.00 p.m.
(all vacations excepted)

During long vacation

Monday, Wednesday, Friday

9.00 a.m. to 5.00 p.m.
(all vacations excepted)

Tuesday, Thursday

9.00 a.m. to 7.00 p.m.

Amenities Office

The Amenities Office is located in the temporary building adjacent to the Mathematics/Classrooms building. Students are assisted in the following fields:

Sport

The Amenities Officer, liaison officer for all sporting matters between the Sports Union, the University and outside sporting organisations, assists student sporting clubs at club level and with Inter-varsity contests.

Sporting Facilities

Administration of all campus sporting facilities, which at present include four squash courts, four tennis courts, two ovals and an outside basketball court, is the responsibility of the Amenities Officer and his staff.

Auchmuty Sports Centre

The sports centre provides for the following activities: Basketball, Volleyball, Badminton, Weight training, Gymnastics and other associated sporting activities.

Non-competitive Pastimes and Diversions

Classes in Bridge, Pottery, Keep Fit, Leatherwork, Yoga, Jazz Ballet and Ballroom Dancing are arranged for students and staff.

Student Accommodation

The Student Accommodation Service maintains a register of rooms, flats and private board available in Newcastle, and will deal with any accommodation problem which students may encounter while attending the University.

Insurance

The Personal Accident Insurance Scheme is administered by the Amenities Officer on behalf of the Sports Union and the Students' Representative Council.

Amenities Officer — H. Bradford

Activities Organiser — S. D. Barwick

Careers and Student Employment Office

The Careers and Student Employment Office (then the Appointments Office) was established in 1971 primarily to help students obtain information about careers and to assist graduating students to find employment. It is located in the temporary building adjacent to the Mathematics/Classrooms building.

Careers Counselling

All new students are invited to consult the Careers and Student Employment Office at some time during their first year at the University. Follow up consultations during second and third years may serve to bring the student to a state of mind where he or she feels confident that his or her chosen career is suitable and within the realms of possibility. The Careers and Student Employment Office would hope to have available or to obtain information for the student in order that by a little research in the early years, frustration and disappointment can be avoided after graduation. Students in the last year or stage of their degree, who may need help in finding suitable employment upon graduation, should consult the Careers and Student Employment Office during the July-September period prior to the final examinations.

Careers Library

1. A section of the Careers Library contains books, periodicals, articles, etc. giving general information about the various professional occupations.

2. Information is being assembled about the manpower requirements of numerous employers — types of graduates needed, educational qualifications for appointment, experience gained, prospects etc.

3. Professional associations are being approached to supply information about the activities of their bodies, conditions of membership and application forms.
Employer Interviews

Some employers have representatives come to the University for the purpose of giving students first hand information about the kinds of graduates recruited, job involvement, salaries, prospects etc. Students make appointments to interview the representatives singly or in small groups.

Employment Vacancies

Some Government Departments inform the University on a regular basis of vacancies within their organizations, other employers only as specific vacancies occur. The 'Positions Vacant' columns of a major local newspaper are always on hand.

The Careers and Appointments Service, University of Sydney has indicated that where a Newcastle University student proves that he is a bona-fide student, he may obtain copies of the “Notices of Vacancies” prepared by that Service, upon payment of the current nominal fee.

Casual and Part-time Employment

Unfortunately, it is a fact of life that some students do not have enough money to sustain them during University studies, and have to supplement their financial resources by part-time or casual work. Students may call at the Careers and Student Employment Office at the commencement of each year and complete a card indicating their needs. As opportunities are notified to the Careers and Student Employment Office, appropriate students are informed.

Industrial Experience and Vacation Employment

The Careers and Student Employment Office will provide administrative assistance to the Faculties seeking professional vacation employment for their students. Vacation employment will be sought for those students seeking employment for financial reasons.

Graduate Careers Directory

The Graduate Careers Council of Australia prepares a Directory in three parts for distribution each year to graduating students. The Directory provides general background information on the types of appointments that will be available with a large number of employer organisations in the ensuing year. The Careers and Student Employment Office arranges distribution of this Directory; a few spare copies are available to undergraduates upon request.

All students are invited to consult and use the resources of the Careers and Student Employment Office; this service is free.

Careers Officer — H. Floyer, BSc(Sydney)
Residential fees for 1975 have not been determined at the time of printing but as a guide the 1974 residential fees were: Term 1 (11 weeks $286); Term 2 (10 weeks) $260; Term 3 (12 weeks) $312. These fees entitle a member to a bed/study room and its maintenance including fresh linen and 16 meals a week, being breakfast and dinner each day and lunch on Saturday and Sunday.

Residence application forms for 1975 may be obtained from and should be returned to the Warden, Edwards Hall, The University of Newcastle, N.S.W. 2308, by 7 February 1975. Applications received after this date will not necessarily be considered.

Warden — M. W. Blackmore, BSc, PhD (Queen’s Belfast), ARIC, ARACI, AFCIA

University Counselling Service

The University Counselling Service is located in the Administration building (entrance at N.W. end). The Service is divided into three major divisions—Personal Counselling; Study Skills Training; Research; with some inevitable overlap between the sections. Apart from individual counselling, courses in an increasing number of areas are held for groups of students.

Student Counsellors assist students — past, present and future — in a wide variety of matters, all contacts with a counsellor being regarded as completely confidential. 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, and at this University approximately one third of students utilise the Counselling Service.

A student should not wait for 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 a student to the right source of information.

Students who are worried about inadequate study methods, personal difficulties, choice of courses or career planning are invited to arrange an appointment with a student counsellor. Counsellors are available for evening appointments.

Study at the University Level

The University Counselling Service published a brief but comprehensive book on this subject in 1967 and a revised edition in 1969. Although produced specifically for students of this University, it is widely used in other tertiary institutions. It may be purchased from the University Cashier at 40 cents per copy.

Senior Student Counsellor — A. P. T. Loftus, BA (Melbourne), MA, MAPsS

Student Counsellors — Anne H. Furner, BA, DipAppPsych, MAPsS

— D. R. Martin, BA, DipEd(Sydney), MAPsS, ABPsS (Temporary Appointment)

Secretary — Joy Hoesli

Overseas Students Service

The Overseas Student Advisor is on campus solely to help overseas students with any problems which may arise. Because of her specialized knowledge, she may be able to give direct assistance, may refer the student to someone in an appropriate field, (e.g., legal, health, insurance, etc.) or she may speak at the student’s request and on his behalf with government officers, staff members or others.

Any discussion with the Overseas Student Advisor is completely confidential. She may be contacted either through the University Counselling Service or in the University Union.

Overseas Student Advisor — Robin Loftus, BA (Adelaide)

Student Loan Fund

The Council of the University has established a Student Loan Fund which is managed by a committee consisting of the Deputy Chairman of Senate, the Bursar and the Vice-Principal (Chairman). This loan is now supplemented by government grant.

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 loan to any one undergraduate shall not normally exceed $600 at any one time and an undergraduate granted a loan is required to enter into an agreement. In special circumstances the Committee may grant a loan to a student other than an undergraduate.

Repayment must commence not later than twelve months after graduation or if 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.
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 Health Service

Pending the establishment of a Health Centre, an interim service located in the Union, functions during term time. The medical officer, Dr. John Raschke, attends each Tuesday and Thursday morning and qualified nurses are on duty on the other days. The service, which is free, is essentially diagnostic and does not undertake continuing treatments.

University Student Legal Referral Service

Members of the Department of Legal Studies conduct a Student Legal Referral Service for students with problems of a legal nature. Students are given, without liability, free legal advice and are advised how and where they may obtain legal aid and representation.

The times that the Service operates are shown on the Legal Studies Notice Board.

University Co-operative Bookshop Ltd

The University Co-operative Bookshop, located in the Union building, supplies text and reference books and caters for a wide range of general reading. On payment of $5, refundable on request, students become shareholders and receive a yearly rebate on all purchases.

The Citizen Military Force's Unit

The University of Newcastle Company, the Citizen Military Force's Unit affiliated with the University, was formed in 1957 as a Sub-Unit of the University of Technology Regiment which is now called The University of New South Wales Regiment. Its function 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 fourteen days in December
(c) Two weekend bivouacs a year
(d) Parades on Friday nights of two hours duration
(e) Weekend day parades

The training programme is designed to fit in with vacations, examinations, and deferred examinations and there is practically no commitment in 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. The current strength of the Company is 100.

Benefits

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.
- Opportunities for attendance at Regular Army Courses and short time attachments to Army units in Malaysia or New Guinea.
- Free meals and accommodation at camps and bivouacs.
- Free Uniforms.

Enquiries should be made at the Training Depot, King Street, Newcastle West.

Officer Commanding — Capt. P. Groves
Full-time Staff — WO2 M. Grovenor
S/Sgt P. Toohey

Other Facilities

Newcastle University Post Office and branches of the Commonwealth Bank and the Bank of New South Wales are available on the campus.


University Organisations
Newcastle University Students' Association

Membership
All students proceeding to a degree or a diploma are members of the Students' Association.

Included in the General Services charge, is $10.75 subscription to the Newcastle University Students' Association (N.U.S.A.). You are all financial members of this Association and have every right — and a duty to yourselves — to take part in the running of the Association and the administration of its collective assets.

Students' Representative Council
Each year, the Students' Association elects a number of students (27 at present) to the Students' Representative Council. This Council's purpose is:
1. to work for student welfare: in matters both academic and social, both internal and external to the University community. The S.R.C. has been instrumental in the formation of the Food Co-Op.; the installation of a Pharmacy on campus; the provision of medical services; the provision of automatic insurance cover for students; and other welfare schemes.
   The S.R.C. is also responsible for printing various student publications such as Opus, the student newspaper, the Orientation Handbook, Nimrod, the annual literary magazine, and the weekly Bulletin of N.U.S.A. activities.
2. to implement student association policy on matters academic, political or administrative. N.U.S.A. policy is decided at official lunchtime meetings where all students may attend and vote.
3. to give money and other aid to the various clubs and societies, including religious, political and social groupings on campus;
4. when needed, to act as the students' voice in submissions to the University administration, the mass media, and various government departments;

With its various committees, for example, the Welfare and Education Committees, and its officers such as the Education Campaign Director, the Services Officer and so on, N.U.S.A. attempts to facilitate as many expressions of cultural activity as possible, as well as organizing action to effect student policy on environment, aboriginal rights, apartheid and so on.

Each year, the Association organises, with some help, Orientation week and early in July, Autonomy Day, which is the equivalent of Commem. Foundation Day, or similar activities at other universities.

Australian Union of Students
As the Students' Association is a constituent member of the Australian Union of 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 intervarsity cultural festivals, travel to New Zealand and many countries in Asia, village schemes in Papua/New Guinea, raising money for aboriginal scholarships the World University Service, national campaigns on education, and the national student newspaper, National "U".

The Association, by way of general student meetings, ad hoc committees, and its officers, pursues policy on a wide variety of social, political, educational and welfare activities both internal to the campus and affecting our society as a whole. Frequently, controversial issues are raised and discussed. The ultimate decision on what your Association does, and how your money is spent, depends on all of you. The executive officers of your association are not there to decide policy, but to carry out your decisions.

It is more important than ever that new students help run the association. At the moment too few students do much of the work, and as the older students leave, the new ones must fill the gap or the association will collapse as a functioning unit. How can you help? Come to the general student meetings and vote; vote also in the S.R.C. elections and stand for positions that interest you. In general, try not to be apathetic or disinterested.

President — G. Chilvers
Secretary — G. Wicks

Newcastle University Union

Objects
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 cooperation of University men and women in furthering the interests of the University.

Facilities
The Union maintains a fine building on the campus and facilities provided include a complete range of catering services (a liquor licence has been approved), recreational and common room areas, a reading room, rooms for meetings and functions of all kinds, for 16 m.m. film projection, for T.V., and for music practice. A games complex on the lower level provides billiards, table tennis, chess, and music listening outlets. A Student Counsellor, the Overseas
Student Advisor and the Chaplains are also on this lower level whilst a Student Health Centre with a doctor in attendance is located in the main building.

The new commercial area includes the Union Shop, which provides for the academic needs of members, a University Co-operative Bookshop, an A.U.S. Travel Service and an A.U.S. pharmacy, operative from 1st Term 1975, together with premises operated by the Bank of New South Wales and David Jones Ltd.

The office of the Students’ Representative Council is located within the new extensions, together with Union administrative offices.

Membership
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.

Board of Management
The Board of Management, elected each April, conducts the affairs of the Union. Membership consists of:

- two members appointed by the Council of the University
- ten members of the Union (at least two of whom must be graduates) elected by the members of the Union
- two members of the Union who are members of the Students’ Representative Council
- one member of the Union who is a committee member of the Sports Union
- one representative of the staff of the Union elected by the Union Staff and
- the Secretary Manager of the Union.

President — R. B. Griffiths
Secretary Manager — W. V. Bridgwater

The University of Newcastle Sports Union

The Sports Union/Amenities office is located in the temporary building adjacent to the Mathematics/Classrooms building. The Sports Union is the student organisation responsible for the promotion and control of sporting activities within the University. Students interested in participating in any sport should contact the Amenities Officer or one of the Sports Union Executive.

Membership
The annual income of the Sports Union is derived from a portion of the General Services charge, payment of which entitles a student to membership of the Sports Union. Associate membership is available to staff and graduates on payment of a special charge.

Affiliated Clubs
Athletics, Australian Rules, Badminton, Men’s and Women’s Basketball, Canoeing, Cricket, Fencing, Golf, Men’s and Women’s Hockey, Mountaineering, Netball, Men’s and Women’s Rowing, Rugby Union, Rugby League, Sailing, Skating, Soccer, Softball, Squash, Surfing, Swimming, Table Tennis, Taekwondo, Tennis, Underwater, Volleyball.

Inter-Varsity and Inter-Faculty Contests
Inter-varsity contests are hosted by a different university each year. Clubs participating are subsidised by the Sports Union. Inter-Faculty contests stimulate friendly rivalry and encourage higher sport participation.

Blues & Colours
For outstanding individual performances in sport, Blues and Sporting Colours are awarded.

Sports Union Committee
Each club is represented on the Sports Union Committee. The Executive Committee consists of the President, Vice-President, Honorary Secretary, Treasurer, a University Council representative, two General Committee delegates and the Amenities Officer.

President — B. P. O’Shea, BCom
Secretary — P. Hunt, BA
Treasurer — I. R. Beaman, BSc(New South Wales), DipIndEng
Amenities Officer — H. Bradford

Convocation
Convocation provides an opportunity for graduates to maintain a positive interest and influence in University affairs. It has the right to discuss and to pronounce an opinion on any matter relating to the University, and to communicate directly with the Council or Senate of its own volition or at the request of either body. Convocation elects five members of the University Council.

Public meetings at which topics of interest are discussed are conducted by Convocation as well as general meetings. Convocation is controlled through a Standing Committee consisting of a Chairman, who is called the Warden of Convocation; the Immediate Past Warden, who is the Deputy Chairman; twelve members who are members of Convocation elected by Convocation; and members of Council elected by Convocation who are not already members of the Standing Committee.
Membership is automatic for graduates of this University, and for those graduates of the University of New England and of the University of New South Wales who spent at least three years as students of Newcastle University College; for present and past members of the University Council; and for present full time members of the academic staff and graduate permanent members of the administrative, library and technical staff.

Council may admit as members of Convocation upon payment of $10
(a) graduates of other universities who are resident in the Hunter Valley or North Coast areas; and
(b) such other university graduates as the Council may approve.

Warden — Professor K. R. Dutton, MA(Sydney), DU(Paris), MACE
Secretary — E. J. Buckman, BSc(New South Wales), MEngSc, ASTC, MIEAust
Treasurer — G. Mitchell, BCom

Immediate Past Warden — W. G. Derkenne, LLB(Sydney), BA

Standing Committee Members

J. W. Armstrong, BA
A. J. Chambers, BE(New South Wales), ME, PhD(Stanford), GradIEAust
Nina L. Cornelius, BMath
E. Gwen Hamilton, BA(New South Wales), ALAA
Katalin Heiner, BCom
Carmen J. Johanson, MA
J. A. Lambert, BSc(Sydney), MSc(New South Wales), FBCS, MACS
Barbara J. Lord, BSc(Sydney), BA
P. A. Marquet, BA(Sydney), AASA, ALCM, STSD
G. Mitchell, BCom
F. O. J. Purdue, CBE, HonDSc
B. W. Relf, BA

Standing Committee and University Council Members

C. B. Belcher, MSc(New South Wales), ASTC, FRACI, FIM(Lond.)
E. J. Buckman, BSc(New South Wales), MEngSc, ASTC, MIEAust
C. J. A. Cornelius, BCom
W. G. Derkenne, LLB(Sydney), BA
K. H. White, MB, BS(Sydney), BA; DCP(Lond.), FRCPA
# Where to Obtain Information

*Locations of Officers and Amenities*

A = Arts/Administration building  
LG = Lower ground floor  
G = Ground floor  
1 = First floor  
M = Temporary building adjacent to Mathematics/Classrooms building  
S = Social Sciences Building

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Where to Obtain Information

If you have any problems about your course you should generally seek the advice of the academic staff, particularly the Dean or Sub-Dean. The list below indicates other officers or amenities who may be consulted about appropriate problems. The location of these officers or amenities is given on the reverse of this page.

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<td>Study</td>
<td>Student Counselor</td>
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<td>Travel concessions</td>
<td>Student Administration</td>
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<td>Publications &amp; Publicity Officer</td>
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<td>Variations to programme</td>
<td>Faculty Secretary</td>
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<tr>
<td>Withdrawal from course</td>
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