



The University of Newcastle

**FACULTY OF ARCHITECTURE  
HANDBOOK**

**THE UNIVERSITY OF NEWCASTLE New South Wales**

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**The University of Newcastle Calendar consists of the following volumes:**

- Volume 1 — Legislation
- Volume 2 — University Bodies and Staff
- Volume 3 — Faculty of Architecture Handbook
- Volume 4 — Faculty of Arts Handbook
- Volume 5 — Faculty of Economics and Commerce Handbook
- Volume 6 — Faculty of Education Handbook
- Volume 7 — Faculty of Engineering Handbook
- Volume 8 — Faculty of Medicine Handbook
- Volume 9 — Faculty of Science and Mathematics Handbook

Also available are the Undergraduate Guide and Postgraduate Prospectus

This Volume is intended as a reference handbook for students enrolling in courses conducted by the Faculty of Architecture.

The colour band, Garnet BCC 160, on the cover is the lining colour of the hood of Bachelors of Architecture of this University.

The information in this Handbook is correct as at 17th October, 1988.

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## THE DEAN'S FOREWORD

The profession of architecture, like the building industry it serves, is traditionally subject to the fluctuations of the general economy. Nevertheless, in times of both expansion and recession it provides for a continuing and essential social need. In meeting that need the profession provides opportunities for a wide range of activities and skills, from the refurbishment of historic structures to the design of new facilities, and from the investigation of building materials to the management of construction programmes.

For the student of architecture, this scope is reflected in the combination of areas of knowledge and skills which the undergraduate architectural courses are designed to develop. Embracing graphic skills as well as scientific knowledge, the study of history as well as of the latest developments in computer aided design, they call into play a unique range of practical and intellectual activities, at the heart of which lies that creative generation of built form in response to human need which we call *design*. Although there will be many forms of practice open to a student at the completion of the university course, it is this capacity for conceiving imaginative solutions to real problems which underlies the most effective contributions which an architect can make.

We believe that the best way in which a school of architecture can help a student develop this capacity is by dealing with relevant problems in a way which integrates the various areas of skill and knowledge required. It is this approach which gives the Newcastle Faculty its particular flavour, and which is guiding the development of its courses. As a compact, single-department Faculty, with strong roots in the community of the Hunter Valley region, it is well placed to extend the standards of excellence achieved by its students in the past.

**BARRY S. MAITLAND,**  
Dean

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## **FACULTY OF ARCHITECTURE STAFF**

**Dean** B.S. Maitland, DipArch, MA(Camb), PhD(Sheff), RIBA, ARAIA

**Faculty Secretary**

D. Rigney, BA, MLitt(NE)

**DEPARTMENT OF ARCHITECTURE**

**Professor** B.S. Maitland, DipArch, MA(Camb), PhD(Sheff), RIBA, ARAIA (Head of Department)

**Associate Professor** R.M. Deamer, MArch, ASTC

**Senior Lecturers**

H.K. Banerjee, BE(Calc), MTech(Kharagpur), PhD(Glas), MBA(WAust), FIE(Ind), MIE(Aust)

H.C. Clarke, BArch(NZ), FRAIA, RIBA, ANZIA, AAIM

R.McL. Cowdroy, ASTC, BArch(NSW), MBldgSc(Syd), MBA, FRAIA

L.N. Johnston, DipArch(Dund), RIBA, MRAIA, MBIM

M.F. Park, BArch(NSW), ASTC

J.R. Rockey, BArch(NSW), PhD(Angelicum, Rome), DPhil(Oxf), FRAIA

D.J. Stafford, BArch, BA(Canberra CAE), FRAIA, RIBA

**Lecturers**

R.J. Donaldson, BArch

A.J. Kingsland, BArch(Melb), ACADS, ACGA

R.J. Moore, BArch(NSW Institute of Technology), DipEd(STC), ARAIA

**Senior Technical Officer** P. Thomas

**Technical Officer** P. Muller, Assoc.Dip.Art/Craft, Phot.(NCAE), MAIPP

**Laboratory Craftsman** D.L. Anderson

**Computer Programmer** R. Buchholz, BMaths

**Departmental Office Staff**

D.L. McNeil

P. Clark

## FACULTY INFORMATION

### Location

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

The postal address is:

Faculty of Architecture  
The University of Newcastle,  
NSW 2308

The University telephone number is 68 0401.

The Departmental Office extension number is 361.

### University of Newcastle Architectural Students' Association

Membership is open to both students and staff of the Faculty of Architecture as well as members of the architectural profession. Students of other faculties may be admitted as associate members. The Association aims at bringing together students at all levels within the Faculty and holds functions, both social and academic, including lectures by prominent members of the profession.

Announcements of the Architectural Students' Association's activities are posted on the Notice Board in the Architecture building.

### Professional Recognition

Holders of the degree of Bachelor of Architecture of the University are eligible to be registered as architects under the New South

Wales Architects Act (No. 8, 1921, as amended) and the Regulations under that Act.

An up-to-date copy of the Act and Regulations is held in the Departmental Office as is a stock of forms for application for registration as an architect.

Registered architects may apply to the New South Wales Builders Licensing Board for a licence to practise as builders under the Builders Licensing Act (NSW 1971).

### Professional Association

Students enrolled in the Faculty of Architecture are advised to apply for student membership of the Royal Australian Institute of Architects. The Institute issues a wide range of publications and holds numerous functions both social and educational at specially reduced rates for students, all of which should be of interest and value to the student architect.

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

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

### Student Representation in Faculty Affairs

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

for the teaching and research activities of the Faculty.

### Awards and Prizes

#### James Hardie Scholarship

This scholarship is sponsored annually by James Hardie Pty. Ltd. and is open to holders of the Newcastle Bachelor of Architecture degree, and to post-graduate students currently enrolled in the Faculty of Architecture. Its purpose is to assist the study of a topic relating to the built environment, preferably with relevance to the Newcastle area. Applications should be made to the Head of Department by 31 December. Value \$1500.

#### K. B. Hutcherson Architectural Research Award

The purpose of this award is to promote research in the Department of Architecture. It is sponsored by K. B. Hutcherson Pty. Ltd. and is open to any student or staff member seeking support for a recognised research project. Applications should be made to the Head of Department. Value up to \$1000.

#### Newcastle Gas Co. Prize

This prize, donated by the Newcastle Gas Co. Ltd, is awarded at the end of 3rd year to the outstanding student in the technology study areas of the Bachelor of Science (Architecture) degree course. Value \$50.

#### Board of Architects of New South Wales Prize

The Board of Architects of NSW Prize is awarded for the best academic performance in the Bachelor of Architecture degree course, if of sufficient merit. Value \$250.

#### Sydney C. Morton Prize

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

#### Neville Clouten Architectural Synthesis Prize

This prize is awarded annually to the student, being enrolled in one of the design study areas of the Bachelor of Science (Architecture) or Bachelor of Architecture degree courses, who best demonstrates the design process by a project completed during the year. The prize shall be awarded on the recommendation of the Head of the Department of Architecture. Value \$60.

#### RAIA Annual NSW Chapter Prize

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

#### N.B. Pitt - RAIA Newcastle Division Prize

A book prize awarded annually by the Newcastle Division of the Royal Australian Institute of Architects to a student at any stage in the course, for excellence in the field of architectural communication. Value \$100.

Further information on prizes and awards may be obtained from University Administration.

### Draughting Equipment

At the commencement of the course recommendations for draughting equipment will be given.

### Academic Dress

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

#### Gowns

(a) Degree of Bachelor

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

(b) Degree of Master

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

(c) Degree of Doctor of Philosophy

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

#### Caps and Bonnets

(a) Degree of Bachelor and Master

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

(b) Degree of Doctor of Philosophy

A black velvet bonnet with a silver cord.

#### Hoods

(a) Degree of Bachelor of Science (Architecture)

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

(b) Degree of Bachelor of Architecture

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

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(d) Degree of Doctor of Philosophy

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## REGULATIONS GOVERNING BACHELOR DEGREES OFFERED IN THE FACULTY OF ARCHITECTURE

### 1. General

These Regulations are made in accordance with the powers vested in the Council under By-law 5.2.1 and prescribe the conditions and requirements relating to the degrees of Bachelor of Science (Architecture) and Bachelor of Architecture.

### 2. Definitions

In these Regulations and the Schedules thereto unless the context or subject matter otherwise indicates or requires:

“course” means the total requirements as prescribed in the schedule to qualify a candidate for the award of the degree;

“Dean” means the Dean of the Faculty of Architecture;

“degree” means the degree of Bachelor of Science (Architecture) or Bachelor of Architecture as the case may be;

“Department” means the department or departments offering a particular subject and includes any other body doing so;

“Faculty Board” means the Faculty Board, Faculty of Architecture;

“Schedule” means the schedule to these Regulations relevant to the degree in which a person is enrolled or proposing to enrol;

“subject” means any part of the course for which a result may be recorded.

### 3. Admission and Enrolment

- (1) An applicant for admission to candidature shall satisfy the requirements of the Regulations Governing Admission and Enrolment and such other additional requirements as may be specified in the Schedule.

- (2) In any year a candidate shall enrol only in those subjects approved by the Dean or his nominee.

### 4. Standing

- (1) The Faculty Board, on the recommendation of the Head of the Department concerned, may grant a candidate standing in specified subjects in recognition of work completed in this University or elsewhere, on such conditions as the Faculty Board may determine.
- (2) The standing granted under this Regulation shall not exceed the limit specified in the Schedule.

### 5. Prerequisites and Corequisites

Except with the approval of the Dean, a candidate may not enrol in a subject unless he or she has passed any subject prescribed as its prerequisite and has already passed or concurrently enrolls in or is already enrolled in any subject prescribed as its corequisite.

### 6. Withdrawal

- (1) A candidate may withdraw from enrolment in a subject or the degree only by informing the Secretary to the University in writing and the withdrawal shall take effect from the date of receipt of such notification.
- (2) A candidate who withdraws from any subject after the relevant date shall be deemed to have failed in that subject unless granted permission by the Dean to withdraw without penalty. The relevant date shall be:

(a) in the case of a subject offered only in the first semester, the Monday of the 9th week of the semester;

(b) in the case of a subject offered only in the second semester, the Monday of the 9th week of second semester;

(c) in the case of any other subject, the Monday of the 3rd week of second semester.

### 7. Subject Requirements

- (1) To complete a subject, a candidate shall attend such lectures, tutorials, seminars, laboratory classes and field work and submit such written or other work as the Department shall require.
- (2) To pass a subject a candidate shall complete it and pass such examinations as the Faculty Board shall require.

### 8. Grading of Degrees

- (1) The degree shall be conferred as an ordinary degree except that in cases where a candidate's performance in the course has reached a standard determined by the Faculty Board, the degree may be conferred with merit or with honours as provided in the Schedule.
- (2) A degree with honours shall be conferred in one of the following grades:
  - (a) Class I;
  - (b) Class II.

### 9. Admission to Degree

To qualify for admission to the degree a candidate shall satisfy the requirements prescribed in the Schedule.

### 10. Exceptional Circumstances

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

## SCHEDULE 1 - BACHELOR OF SCIENCE (ARCHITECTURE)

1. To qualify for admission to the degree of Bachelor of Science (Architecture) a candidate shall pass all the subjects listed in the Appendix to this Schedule.
2. A candidate may be granted standing in not more than one half of the course under the provisions of Regulation 4 of these Regulations.
3. The degree of Bachelor of Science (Architecture) may be conferred with merit.

### Appendix to Schedule 1

Subject	Prerequisite
Architecture I	
Architecture II	Architecture I
Architecture III	Architecture II

## SCHEDULE 2 - BACHELOR OF ARCHITECTURE

1. To be eligible for admission to candidature an applicant shall:
  - (a) have satisfied the requirements for admission to the degree of Bachelor of Science (Architecture) in the University of Newcastle; or
  - (b) have satisfied the requirements for admission to a degree in another university or a qualification approved by the Faculty Board as a degree or qualification equivalent to the University's degree of Bachelor of Science (Architecture); or
  - (c) in exceptional circumstances hold such academic and professional qualifications as may be approved by the Faculty Board.
- 2.(1) To qualify for admission to the degree of Bachelor of Architecture a candidate shall pass all the subjects listed in the Appendix to this Schedule in accordance with subsections (2) and (3).
  - (2) In any year a full-time candidate shall enrol only in a subject specified in Part A of the Appendix to this Schedule.
  - (3) In any year a candidate may be permitted to enrol on a part-time basis in accordance with conditions determined by the Faculty Board and only in the subjects specified in Part B of the Appendix to this Schedule.
3. A candidate may be granted standing in not more than one half of the course under the provisions of Regulation 4 of these Regulations.
4. The degree of Bachelor of Architecture may be conferred with honours.

### Appendix to Schedule 2

Subject	Prerequisite
<b>A Full-time Enrolment</b>	
Architecture IV	
Architecture V	Architecture IV
<b>B Part-time Enrolment</b>	
<b>Stage I</b>	
Architecture IV (Part 1)	
<b>Stage II</b>	
Architecture IV (Part 2)	Architecture IV (Part 1)
Architecture V (Part 1)	Architecture IV (Part 2)
<b>Stage III</b>	
Architecture V (Part 2)	Architecture V (Part 1)

## FACULTY POLICIES

Faculty Board policies of special interest to students are as follows:

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

Merit and Honours awards are based on grade point averages for the subjects undertaken in the relevant degree. The grade points gained by subject results are as follows:

High Distinction	4 points
Distinction	3 points
Credit	2 points
Pass	1 point
Fail	0

(a) To qualify for the degree of Bachelor of Science (Architecture) with Merit:

(i) a candidate's grade point average for the subjects Architecture I, Architecture II and Architecture III shall be not less than 2.0;

(ii) there shall be no failure in any subject; and

(iii) a candidate shall obtain not less than a Credit in the final year.

(b) To qualify for the degree of Bachelor of Architecture with Honours Class I:

(i) a candidate's grade point average for the subjects Architecture IV and Architecture V shall be not less than 3.0;

(ii) there shall be no failure in any subject; and

(iii) a candidate shall obtain not less than a Distinction in the final year.

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

(i) a candidate's grade point average for the subjects Architecture IV and Architecture V shall be not less than 2.0;

(ii) there shall be no failure in any subject; and

(iii) a candidate shall obtain not less than a Credit in the final year.

### Unsatisfactory Progress

#### Semester Review

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

#### Annual Review

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

1. A student shall be considered to have failed to maintain a

## GENERAL INFORMATION

### Principal Dates 1989

(See separate entry for Faculty of Medicine)

#### January

- 2 Monday Public Holiday — New Year's Day
- 6 Friday Last day for return of Application for Re-Enrolment Forms — Continuing Students
- 9 Monday Deferred Examinations begin
- 20 Friday Deferred Examinations end
- 26 Thursday Public Holiday — Australia Day
- 31 Tuesday Applications for residence in Edwards Hall late after this date

#### February

- 1 Wednesday
- TO New students attend in person to enrol and pay charges
- 3 Friday
- 14 Tuesday
- TO Re-enrolment Approval Sessions for re-enrolling students
- 17 Friday
- 21 Tuesday Late enrolment session for new students
- 24 Friday Late enrolment session for re-enrolling students
- 27 Monday First Semester begins

#### March

- 24 Friday Good Friday — Easter Recess commences

#### April

- 3 Monday Lectures resume
- 24 Monday Last day for withdrawal without academic penalty from first semester subjects (See page (iii) for Dean's discretion)
- 25 Tuesday Public Holiday — Anzac Day

#### June

- 2 Friday First Semester ends
- 5 Monday Examinations begin
- 12 Monday Public Holiday — Queen's Birthday
- 23 Friday Examinations end
- 30 Friday Closing date for applications for selection to the Bachelor of Medicine and the Diploma in Aviation Science courses in 1990

#### July

- 10 Monday Second Semester begins
- 24 Monday Last day for withdrawal without academic penalty from full year subjects (See page (iii) for Dean's discretion)

#### September

- 4 Monday Last day for withdrawal without academic penalty from second semester subjects (See page (iii) for Dean's discretion)
- 23 Saturday Mid Semester break begins
- 29 Friday Closing date for applications for enrolment 1990 (Undergraduate courses other than Medicine and Aviation)

#### October

- 2 Monday Public Holiday — Labor Day
- 9 Monday Lectures resume
- 27 Friday Second semester ends

#### November

- 6 Monday Annual Examinations begin
- 24 Friday Annual Examinations end

#### 1990 January

- 8 Monday Deferred Examinations begin<sup>1</sup>
- 19 Friday Deferred Examinations end<sup>1</sup>

#### 1990 February

- 26 Monday First Term begins<sup>1</sup>

### TERM DATES FOR THE BACHELOR OF MEDICINE PROGRAMME 1989

#### Year I

Term 1	Feb 20	—	May 5	11 weeks: 10 week term 1 week AVCC vacation 27-31/3
Vacation	May 8	—	May 19	2 weeks
Term 2	May 22	—	Aug 4	11 weeks: 9 week term 1 week AVCC vacation 3-7/7 1 week formative assessment 31/7-4/8
Vacation	Aug 7	—	Aug 11	1 week
Term 3	Aug 14	—	Oct 27	11 weeks: 9 week term 1 week AVCC vacation 25-29/9 1 week consolidation 23-27/10
Stuvac	Oct 30	—	Nov 3	1 week
Assessment	Nov 6	—	Nov 17	2 weeks
Mini-Elective	Nov 20	—	Dec 1	2 weeks

<sup>1</sup>Note: Date not finalised.



Year II			
Term 1	Feb 20	—	May 5
			11 weeks: 10 week term 1 week AVCC vacation 27-31/3
Vacation	May 8	—	May 19
Term 2	May 22	—	Aug 4
			2 weeks 11 weeks: 9 week term 1 week AVCC vacation 3-7/7 1 week consolidation 31/7-4/8
Vacation	Aug 7	—	Aug 11
Term 3	Aug 14	—	Oct 27
			1 week 11 weeks: 9 week term 1 week AVCC vacation 25-29/9 1 week consolidation 23-27/10
Stuvac	Oct 30	—	Nov 3
Assessment	Nov 6	—	Nov 17
Mini-Elective	Nov 20	—	Dec 1
			2 weeks
Year III			
Term 1	Feb 6	—	April 28
			12 weeks: 11 week term 1 week AVCC vacation 27-31/3
Vacation	May 1	—	May 5
Term 2	May 8	—	June 30
Vacation	July 3	—	July 7
			1 week (AVCC common week)
Term 3	July 10	—	Sept 8
			9 weeks: 8 week term 1 week review 4/9-8/9
Stuvac	Sept 11	—	Sept 15
Assessment	Sept 18	—	Oct 6
Vacation	Oct 9	—	Oct 13
Elective	Oct 16	—	Dec 8
			8 weeks
Year IV			
Term 1	Feb 6	—	March 17
Term 2	Mar 20	—	May 5
			6 weeks 6 week term plus (Easter 24/3-31/3)
Vacation	May 8	—	May 12
Term 3	May 15	—	June 23
Term 4	June 26	—	Aug 4
Vacation	Aug 7	—	Aug 18
Term 5	Aug 21	—	Sept 29
Term 6	Oct 2	—	Nov 10
G.P. Period	Nov 13	—	Nov 22
Stuvac	Nov 23	—	Dec 1
Assessment	Dec 4	—	Dec 8
			1 1/2 weeks (inclusive) 1 1/2 weeks 1 week
Year V			
GP Term	Feb 6	—	Feb 17
Term 1	Feb 20	—	Mar 24
Term 2	Mar 29	—	April 28
Term 3	May 1	—	June 2
Assessment	June 5	—	June 9
Vacation	June 12	—	June 16
Term 4	June 19	—	June 21
Term 5	July 24	—	Aug 25
Stuvac	Aug 28	—	Sept 1
Assessment	Sept 4	—	Sept 15
2nd Assessment	Sept 18	—	Sept 22
Elective	Sept 25	—	Nov 17
3rd Assessment	Nov 20	—	Nov 24
			2 weeks 5 weeks 5 weeks (Easter 24-28/3) 5 weeks 1 week 1 week 5 weeks 5 weeks 5 weeks 1 week 2 weeks 1 week 8 weeks 1 week

## Advice and Information

Advice and information on matters concerning the Faculties of the University can be obtained from a number of people.

### Faculty Secretaries

For general enquiries about University regulations, Faculty rules and policies, studies within the University and so on, students may consult:

Faculty	Faculty Secretary	Phone
Architecture	Mrs Dianne Rigney <sup>2</sup>	685711
Arts	Ms Chris Wood <sup>2</sup>	685296
Economics & Commerce	Mrs Linda Harrigan <sup>2</sup>	685695
Education	Mr Peter Day <sup>3</sup>	685417
Engineering	Mr Geoff Gordon <sup>4</sup> Ms Julie Kiem <sup>5</sup>	685630 685634
Medicine	Mr Brian Kelleher <sup>6</sup>	685613
Science & Mathematics	Ms Helen Hotchkiss <sup>2</sup>	685565

For enquiries regarding particular studies within a faculty or department Sub-deans, Deans or Departmental Heads (see staff section) should be contacted.

**Cashier's office** 1st Floor McMullin Building.

Hours 10 am — 12 noon and 2 pm — 4 pm

**Accommodation Officer** Mrs Kath Dacey, phone 685520

located in the temporary buildings opposite Mathematics.

**Careers and Student Employment Officer**

Ms Helen Parker, phone 685466

located in the temporary buildings opposite Mathematics.

**Counselling Service** phone 685255

located on the courtyard level Library building.

### ENROLMENT OF NEW STUDENTS

Persons offered enrolment are required to attend in person at the Great Hall early in February to enrol and pay charges. Detailed instructions are given in the Offer of Enrolment.

### TRANSFER OF COURSE

Students currently enrolled in an undergraduate Bachelor degree course who wish to transfer to a different undergraduate Bachelor degree course (excluding Medicine) must complete an Application for Course Transfer form and lodge it with their Application for Re-enrolment at the Student Administration Office by 6 January 1989.

### RE-ENROLMENT BY CONTINUING STUDENTS

There are four steps involved for re-enrolment by continuing students:

- collection of the re-enrolment kit
- lodging the Application for Re-enrolment form with details of your proposed programme
- attendance at the Great Hall for enrolment approval, and
- payment of the General Service Charge.

(Students who are in research higher degree programmes re-enrol and pay charges by mail).

<sup>2</sup> located in the Student and Faculty Administration Office on the ground floor (northern) end of the McMullin Building.

<sup>3</sup> located in room W329 in the Behavioural Sciences Building

<sup>4</sup> located in room EA209 in the Engineering Buildings

<sup>5</sup> located in Room EA313 in the Engineering Buildings

<sup>6</sup> located in room 607A on the 6th floor of the Medical Science Building.

### Re-enrolment Kits

Re-enrolment kits for 1989 will be sent out at the beginning of December. The re-enrolment kit contains the student's Application for Re-enrolment form, the 1989 Class Timetable, the Statement of Charges Payable for 1989 and re-enrolment instructions.

### Lodging Application for Re-enrolment Forms

The Application for Re-enrolment form must be completed carefully and lodged at the Student Administration Office by 6 January 1989. Students should know their examination results before completing the re-enrolment form. There is no late charge payable if the form is late, but it is very important that the Application for Re-enrolment form is lodged by 6 January 1989 as late lodgement will mean that enrolment approval will not be possible before the late re-enrolment session.

### Enrolment Approval

All re-enrolling students (except those enrolled in the BMed) are required to attend at the Great Hall on a specific date and time during the period 14-17 February 1989. Enrolment Approval dates are on posters on University Noticeboards and are included in the enrolment kits issued to students in December. When attending for Enrolment Approval students will collect their approved 1989 programme and student card. Any variations to the proposed programme require approval. Enrolments in tutorial or laboratory sessions will be arranged. Staff from academic Departments will be available to answer enquiries.

A service charge of \$10 will be imposed on students who re-enrol after the specified date.

### Payment of Charges

The re-enrolment kit issued to re-enrolling students includes a Statement of Charges Payable form which must accompany the payment of charges for 1989. These charges may be paid at any time after receiving the re-enrolment kit.

All charges, including debts outstanding to the University, must be paid before or upon re-enrolment — part payment of total amount due will not be accepted by the cashier.

Payment by mail is encouraged; alternatively by cheque or money order lodged in the internal mail deposit box outside the Cashier's Office in the McMullin Building. The receipt will be mailed to the student.

Payment by cash at the Cashier's Office may lead to queues at enrolment time.

The Cashier's Office will be open for extended hours during the enrolment approval sessions in the period 14-17 February 1989. Afterwards any further payment should be by mail only.

### LATE PAYMENT

Payment of the General Services Charge is due before or upon re-enrolment. The final date for payment is the date of the Re-enrolment Approval session for the course concerned in the period 14-17 February 1989, after which a late charge applies at the rate of

\$10 if payment is received up to and including 7 days after the due date;

\$20 if payment is received between 8 and 14 days after the due date; or

\$30 if payment is received 15 or more days after the due date.

Thereafter enrolment will be cancelled if charges remain unpaid by 31 March.

### STUDENT CARDS

When attending for Enrolment Approval, students will be given their Approved Programme form which incorporates the Student Card. The Student Card should be carried by students when at the University as evidence of enrolment. The Student Card has machine readable lettering

for use when borrowing books from the University Library, and contains the student's interim password for access to facilities of the Computing Centre.

Students are urged to take good care of their Student Card. If the card is lost or destroyed, there is a service charge of \$5 payable before the card will be replaced.

A student who withdraws completely from studies should return the Student Card to the Student Administration Office.

### RE-ADMISSION AFTER ABSENCE

A person wishing to resume an undergraduate degree course who has been enrolled previously at the University of Newcastle, but not enrolled in 1988, is required to apply for admission again through the Universities and Colleges Admissions Centre, Locked Bag 500 Lidcombe 2141. Application forms may be obtained from the UCAC or from the Student Administration Office and close with the UCAC on 30 September each year. There is a \$50 fee for late applications.

### ATTENDANCE STATUS

A candidate for any qualification other than a postgraduate qualification who is enrolled in three quarters or more of a normal full-time programme shall be deemed to be a full-time student whereas a candidate enrolled in either a part-time course or less than three-quarters of a full-time programme shall be deemed to be a part-time student.

A candidate for a postgraduate qualification shall enrol as either a full-time or a part-time student as determined by the Faculty Board.

### 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 will be available for collection in the Drama Workshop in mid December. Results not collected will be mailed to students. Students who will be away during the long vacation from their regular address should make arrangements to have mail forwarded.

### CHANGE OF NAME

Students who change their name should advise the Student Administration Office. Marriage or deed poll certificates 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, or changing attendance status (for example from full-time to part-time)

All proposed changes should be entered on the *Variation of Programme* section of your Approved Programme form. Reasons for changes and where appropriate documentary evidence in the form of medical or other appropriate certificates must be submitted.

### WITHDRAWAL

Application to withdraw from a subject should be made on the *Variation of Programme* section of your Approved Programme form and lodged at the Student Administration Office or mailed to the Secretary.

Applications received by the appropriate date listed below will be approved for withdrawal without a failure being recorded against the subject or subjects in question.

Withdrawal Dates		
Full Year Subjects	First Semester Subjects	Second Semester Subjects
Monday 24 July 1989	Monday 24 April 1989	Monday 4 September 1989

*Withdrawal after the above dates will normally lead to a failure being recorded against the subject or subjects unless the Dean of the Faculty grants permission for the student to withdraw without a failure being recorded.*

If a student believes that a failure should not be recorded because of the circumstances leading to his or her withdrawal, it is important that full details of these circumstances be provided with the application to withdraw.

#### CONFIRMATION OF ENROLMENT

Students should ensure that all details on their Approved Programme form are correct. Failure to check this information could create problems at examination time.

#### FAILURE TO PAY OVERDUE DEBTS

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

- complete enrolment in a following year
- receive a transcript of academic record; or
- graduate or be awarded a Diploma,

until such debts are paid.

Students are requested to pay any debts incurred without delay.

#### LEAVE OF ABSENCE

A student who does not wish to re-enrol for any period up to *three years* should write to The Secretary and ask for leave of absence. Leave of absence is normally granted only to those students who are in good standing. Applications should be submitted before the end of the first week 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.

In the case of the B.Med. degree the following applies:

at the completion of an academic year, a candidate whose performance is deemed by the Faculty Board to be satisfactory may be granted leave of absence under such conditions as the Faculty Board may determine. Such leave will not normally be granted for more than one year.

Application for re-admission to undergraduate degree courses must be made through the UCAC (see p iii).

#### ATTENDANCE AT CLASSES

Where a student's attendance or progress has not been satisfactory, action may be taken under the Regulations Governing Unsatisfactory Progress.

In the case of illness or absence for some other unavoidable cause, a student may be excused for non attendance at classes.

All applications for exemption from attendance at classes must be made in writing to the Head of the Department offering the subject. Where tests or term examinations have been missed, this fact should be noted in the application.

The granting of an exemption from attendance at classes does not carry with it any waiver of the General Services Charge.

#### GENERAL CONDUCT

In accepting membership of the University, students undertake to observe the by-laws and other requirements of the University.

Students are expected to conduct themselves at all times in a seemly fashion. Smoking is not permitted during lectures, in examination rooms or in the University Library. Gambling is forbidden.

Members of the academic staff of the University, senior administrative officers, and other persons authorised for the purpose have authority to 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.

A notice board on the wall opposite the entrance to Lecture Theatre B is used for the specific purpose of displaying examination time-tables 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 path between the Union and the Library.

#### Examinations

Tests and assessments 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, tutorials and assignments and to any term or other tests conducted throughout the year. The results of such assessments and class work may be incorporated with those of formal written examinations.

#### EXAMINATION PERIODS

Formal written examinations take place on prescribed dates within the following periods:

Mid Year:	5 to 23 June, 1989
End of Year:	6 to 24 November, 1989

Timetables showing the time and place at which individual examinations will be held will be posted on the examinations notice board near Lecture Theatre B (opposite the Great Hall).

**Misreading of the timetable will not under any circumstances be accepted as an excuse for failure to attend an examination.**

#### SITTING FOR EXAMINATIONS

Formal examinations, where prescribed, are compulsory. Students should consult the final timetable in advance to find out the date, time and place of their examinations and should allow themselves plenty of time to get to the examination room so that they can take advantage of the 10 minutes reading time that is allowed before the examination commences. Formal examinations are usually held in the Great Hall area and the Auchmuty Sports Centre. The seat allocation list for examinations will be placed on the Noticeboard of the Department running the subject, and on a noticeboard outside the examination room.

Students can take into any examination any writing instrument, drawing instrument or eraser. Logarithmic tables may not be taken in: they will be available from the supervisor if needed. Calculators are only allowed

if specified as a permitted aid. They must be hand held, battery operated and non-programmable<sup>1</sup> and students should note that no concession will be granted:

- a student who is prevented from bringing into a room a programmable calculator;
- to a student who uses a calculator incorrectly; or
- because of battery failure.

#### RULES FOR FORMAL EXAMINATIONS

Regulation 15 of the Examination Regulations sets down the rules for formal examinations, as follows:

- candidates shall comply with any instructions given by a supervisor relating to the conduct of the examination;
- before the examination begins candidates shall not read the examination paper until granted permission by the supervisor which shall be given ten minutes before the start of the examination;
- no candidate shall enter the examination room after thirty minutes from the time the examination has begun;
- no candidate shall leave the examination room during the first thirty minutes or the last ten minutes of the examination;
- no candidate shall re-enter the examination room after he has left it unless during the full period of his absence he has been under approved supervision;
- a candidate shall not bring into the examination room any bag, paper, book, written material, device or aid whatsoever, other than such as may be specified for the particular examination;
- a candidate shall not by any means obtain or endeavour to obtain improper assistance in his work, give or endeavour to give assistance to any other candidate, or commit any breach of good order;
- a candidate shall not take from the examination room any examination answer book, graph paper, drawing paper or other material issued to him for use during the examination;
- no candidate may smoke in the examination room.

Any infringement of these rules constitutes an offence against discipline.

#### EXAMINATION RESULTS

Examination results and re-enrolment papers will be available for collection from the Drama Studio in December. The dates for collection will be put on noticeboards outside the main examination rooms in November.

Results not collected will be mailed.

**No results will be given by telephone.**

After the release of the annual examination results a student may apply to have a result reviewed. There is 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 1989.

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 CONSIDERATION

All applications for special consideration should be made on the Application for Special Consideration form. Relevant evidence should be attached to the application (see Regulation 12(2) of the Examination Regulations, Calendar Volume 1). Also refer to Faculty Policy.

<sup>1</sup> A programmable calculator will be permitted provided program cards and devices are not taken into the examination room.

Application forms for Special Consideration are available from the Student Administration Office and the University Health Service. Before a student's application for special consideration will be considered on the ground of personal illness it will be necessary for a medical certificate to be furnished in the form set out on the Application.

If a student is affected by illness during an examination and wishes to ask for special consideration, he or she must report to the supervisor in charge of the examination and then make written application to the Secretary within three days of the examination (see Regulation 12(3) of the Examination Regulations, Calendar Volume 1). Also refer to Faculty Policy.

Applicants for special consideration should note that a Faculty Board is not obliged to grant a special examination. The evidence presented should state the reason why the applicant was unable to attend an examination or how preparation for an examination was disrupted. If the evidence is in the form of a medical certificate the Doctor should state the nature of the disability and specify that the applicant was unfit to attend an examination on a particular day or could attend but that the performance of the applicant would be affected by the disability. If the period of disability extends beyond one day the period should be stated.

#### DEFERRED EXAMINATIONS

The Boards of the Faculties of Architecture, Engineering, and Mathematics may grant deferred examinations. Such examinations, if granted, will be held in January-February and candidates will be advised by mail of the times and results of the examinations.

#### Unsatisfactory Progress

The University has adopted Regulations Governing Unsatisfactory Progress which are set out below.

Students who become liable for action under the Regulations will be informed accordingly by mail after the release of the End of Year examination results and will be informed of the procedure to be followed if they wish to 'show cause'.

Appeals against exclusion must be lodged together with Application for Re-enrolment forms by Friday 6 January 1989.

The Faculty's progress requirements are set out elsewhere in this volume.

#### REGULATIONS GOVERNING UNSATISFACTORY PROGRESS

- (1) These Regulations are made in accordance with the powers vested in the Council under By-law 5.1.2.
- (2) These Regulations shall apply to all students of the University except those who are candidates for a degree of Master or Doctor.
- (3) In these Regulations, unless the context or subject matter otherwise indicates or requires:
  - "Admissions Committee" means the Admissions Committee of the Senate constituted under By-law 2.3.5;
  - "Dean" means the Dean of a Faculty in which a student is enrolled.
  - "Faculty Board" means the Faculty Board of a Faculty in which a student is enrolled.

- (1) A student's enrolment in a subject may be terminated by the Head of the Department offering that subject if that student does not maintain a rate of progress considered satisfactory by the Head of Department. In determining whether a student is failing to maintain satisfactory progress the Head of Department may take into consideration such factors as:

- (a) unsatisfactory attendance at lectures, tutorials, seminars, laboratory classes or field work;
- (b) failure to complete laboratory work;
- (c) failure to complete written work or other assignments; and
- (d) failure to complete field work.
- (2) The enrolment of a student in a subject shall not be terminated pursuant to regulation 2 (1) of these Regulations unless that student has been given prior written notice of the intention to consider the matter with brief particulars of the grounds for so doing and has also been given a reasonable opportunity to make representations either in person or in writing or both.
- (3) A student whose enrolment in a subject is terminated under regulation 2 (1) of these regulations may appeal to the Faculty Board which shall determine the matter.
- (4) A student whose enrolment in a subject is terminated under this Regulation shall be deemed to have failed the subject.
- 3.(1) A Faculty Board may review the academic performance of a student who does not maintain a rate of progress considered satisfactory by the Faculty Board and may determine:
- (a) that the student be permitted to continue the course;
- (b) that the student be permitted to continue the course subject to such conditions as the Faculty Board may decide;
- (c) that the student be excluded from further enrolment:
- (i) in the course; or
- (ii) in the course and any other course offered in the Faculty; or
- (iii) in the Faculty; or
- (d) if the Faculty Board considers its powers to deal with the case are inadequate, that the case be referred to the Admissions Committee together with a recommendation for such action as the Faculty Board considers appropriate.
- (2) Before a decision is made under regulation 3 (1) (b) (c) or (d) of these Regulations the student shall be given an opportunity to make representations with respect to the matter either in person or in writing or both.
- (3) A student may appeal against any decision made under regulation 3 (1) (b) or (c) of these Regulations to the Admissions Committee which shall determine the matter.
4. Where the progress of a student who is enrolled in a combined course or who has previously been excluded from enrolment in another course or Faculty is considered by the Faculty Board to be unsatisfactory, the Faculty Board shall refer the matter to the Admissions Committee together with a recommendation for such action as the Faculty Board considers appropriate.
- 5.(1) An appeal made by a student to the Admissions Committee pursuant to Regulation 3 (3) of these Regulations shall be in such form as may be prescribed by the Admissions Committee and shall be made within fourteen (14) days from the date of posting to the student of the notification of the decision or such further period as the Admissions Committee may accept.
- (2) In hearing an appeal the Admissions Committee may take into consideration any circumstances whatsoever including matters not previously raised and may seek such information as it thinks fit concerning the academic record of the appellant and the making of the determination by the Faculty Board. Neither the Dean nor the Sub-Dean shall act as a member of the Admissions Committee on the hearing of any such appeal.
- (3) The appellant and the Dean or the Dean's nominee shall have the right to be heard in person by the Admissions Committee.
- (4) The Admissions Committee may confirm the decision made by a Faculty Board or may substitute for it any other decision which the Faculty Board is empowered to make pursuant to these Regulations.
- 6.(1) The Admissions Committee shall consider any case referred to it by a Faculty Board and may:
- (a) make any decision which the Faculty Board itself could have made pursuant to regulation 3 (1) (a), (b) or (c) of these Regulations; or
- (b) exclude the student from enrolment in such other subjects, courses, or Faculties as it thinks fit; or
- (c) exclude the student from the University.
- (2) The Committee shall not make any decision pursuant to regulation 6 (1) (b) or (c) of these Regulations unless it has first given to the student the opportunity to be heard in person by the Committee.
- (3) A student may appeal to the Vice-Chancellor against any decision made by the Admissions Committee under this Regulation.
7. Where there is an appeal against any decision of the Admissions Committee made under Regulation 6 of these Regulations, the Vice-Chancellor may refer the matter back to the Admissions Committee with a recommendation or shall arrange for the appeal to be heard by the Council. The Council may confirm the decision of the Admissions Committee or may substitute for it any other decision which the Admissions Committee is empowered to make pursuant to these Regulations.
- 8.(1) A student who has been excluded from further enrolment in a Faculty may enrol in a course in another Faculty only with the permission of the Faculty Board of that Faculty and on such conditions as it may determine after considering any advice from the Dean of the Faculty from which the student was excluded.
- (2) A student who has been excluded from further enrolment in any course, Faculty or from the University under these Regulations may apply for permission to enrol therein again provided that in no case shall such re-enrolment commence before the expiration of two academic years from the date of the exclusion. A decision on such application shall be made:
- (a) by the Faculty Board, where the student has been excluded from a single course or a single Faculty; or
- (b) by the Admissions Committee, in any other case.
- 9.(1) A student whose application to enrol pursuant to Regulation 8 (1) or 8 (2) (a) of these Regulations is rejected by a Faculty Board may appeal to the Admissions Committee.
- (2) A student whose application to enrol pursuant to Regulation 8 (2) (b) of these Regulations is rejected by the Admissions Committee may appeal to the Vice-Chancellor.

## Charges

The General Services Charge (details below) is payable by all students. New undergraduate students are required to pay all charges when they attend to enrol.

Re-enrolling students receive in October each year, as part of their re-enrolment kit, a statement of charges payable. Students are expected to pay charges in advance of re-enrolment and payment by mail is requested. The last date for payment of charges without incurring a late charge is the date of the Re-enrolment Approval session for the particular course (in the period 14-17 February 1989).

### 1. General Services Charge

(a) Students Proceeding to a Degree or Diploma	\$210
Plus Students joining Newcastle University	Per annum
Union for the first time	\$35

(b) Non-Degree Students	\$98
Newcastle University Union Charge	Per annum

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

### 2. Late Charges

Where the Statement of Charges payable form is lodged with all charges payable after the due date

• if received up to and including 7 days after the due date;	\$10
• if received between 8 and 14 days after the due date; or	\$20
• if received 15 or more days after the due date	\$30

### 3. Other Charges

(a) Examination under special supervision	\$15
	per paper
(b) Review of examination results	\$8
	per subject
(c) Statement of matriculation status for non-members of the University	\$8
(d) Replacement of Re-enrolment kit	\$10
(e) Re-enrolment after the prescribed re-enrolment approval session	\$10
(f) Replacement of Student Card	\$5

### 4. Indebted Students

All charges, including debts outstanding to the University, must be paid before or upon enrolment — part payment of total amount due will not be accepted by the cashier.

### METHOD OF PAYMENT

Students are requested to pay charges due by mailing their cheque and the Statement of Charges Payable form to the University Cashier. The Cashier's internal mail deposit box outside of the Cashier's Office in the McMullin Building may also be used. Payment should be addressed to the Cashier, University of Newcastle, NSW 2308. Cheques and money orders should be payable to the University of Newcastle. Cash payment must be made at the Cashier's Office 1st Floor McMullin Building between the hours of 10 am to 12 noon or 2 pm to 4 pm. These hours will be extended in February.

### HIGHER EDUCATION CONTRIBUTION SCHEME (HECS)

Legislation for the Higher Education Contribution Scheme (HECS) is still to be considered by Parliament and it is therefore possible that changes will be made to the proposed scheme before it is introduced. The information provided below is intended to assist students who will be enrolling at the University in 1989.

Remember changes may occur before you enrol.

The Scheme will replace the Higher Education Administration Charge which has applied since 1987. The intention of the proposed HECS is to make higher education students contribute towards the cost of their education. This will provide funds for additional students and possible increases in Austudy payments.

All students, apart from some exemptions, enrolled in institutions of higher education in 1989 will be liable under HECS.

Exemption from payment of the HEC applies as follows:

- a fee-paying student in a "fees-approved postgraduate award course"
- a student in a "basic nurse education course"
- a "full-fee-paying overseas student"
- a "student who has paid the Overseas Student Charge"
- a "fully sponsored overseas student"
- a student in an "enabling course"
- a student in a "non-award course"

Your liability will depend on the equivalent full-time student unit value you generate in a semester taken at 31 March and 31 August.

It should be noted that if you withdraw after one of the above dates your liability will stand for the respective semester.

In 1989 the charge for a normal full-time programme will be \$1,800 for the year or \$900 for the semester. This amount will be indexed each year in accordance with the consumer price index.

Students will have a choice of payment options at the time of enrolment and the Scheme would be administered as part of the normal enrolment process of institutions.

On enrolment students:

(a) will provide evidence of exemption from the Scheme and be enrolled, with details of their exempt status being recorded by the institution for subsequent reporting to the Department of Employment, Education and Training or

(b) can elect to pay up-front (gaining a discount of 15%), in which case they would do so as part of their enrolment; students electing to pay up-front for the second semester would be asked to do so at the commencement of the second semester; or

(c) can elect to pay through the tax system, in which case they would either provide a tax file number or apply for a tax file number as part of their enrolment; institutions would be required to ensure that the information given by students on their tax file number application is the same as that on their enrolment forms and this would be taken by the Australian Taxation Office.

Students opting for (b) or (c) will be able in each semester to choose between paying up-front for that semester or having their liability debited from their tax file.

If you elect to pay through the tax system you will not be required to make a payment towards your contribution until your taxable income reaches a minimum of \$22,000. This minimum level will be increased in line with the consumer price index each year.

At enrolment time each student will be required to complete a form which will indicate if the student is claiming exemption or the preferred method of payment.

### SCHOLARSHIP HOLDERS AND SPONSORED STUDENTS

Students holding scholarships or receiving other forms of financial assistance must lodge with the Cashier their Statement of Charges Payable form together with a warrant or other written evidence that charges will be paid by the sponsor. Sponsors must provide a separate voucher warrant or letter for each student sponsored.

**LOANS**

Students who do not have sufficient funds to pay charges should seek a loan from their bank, building society, credit union or other financial institution. Applications for a loan from the Student Loan Fund should be made to Mr. J. Birch, Student Administration Office. Arrangements should be made well in advance to avoid the risk of a late charge.

**REFUND OF CHARGES**

A refund of the General Services Charge paid on enrolment or part thereof will be made when the student notifies the Student and Faculty Administration Office of a complete withdrawal from studies by the following dates.

Notification on or before 24th February 1989	100% refund.
Notification on or before 10th March 1989	90% refund.
Notification on or before 23rd June 1989	50% refund.
After 23rd June 1989	No refund.

A refund cheque will be mailed to a student or if applicable a sponsor. Any change of address must be advised.

A refund will not be made before 31 March 1989.

**HIGHER DEGREE CANDIDATES**

Higher degree candidates are required to pay the General Services charge and Union Entrance charge, if applicable. Where the enrolment is effective from First or Second Semester, the General Services charge covers the period from the first day of the term to the Friday immediately preceding the first day of First Term in the following academic year. Where enrolment is 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.

**Campus Traffic and Parking**

Persons wishing to bring motor vehicles (including motor cycles) on to the campus are required to complete a parking registration form for each vehicle. Completed forms must be lodged with the Attendant (Patrol) Office located off the foyer of the Great Hall. All persons must comply with the University's Traffic and Parking Regulations including parking in approved parking areas, complying with road signs and not exceeding 35 k.p.h. on the campus.

If the Manager, Buildings and Grounds, after affording the person a period of seven days in which to submit a written statement is satisfied that any person is in breach of Regulations, he may:

- (a) warn the person against committing any further breach; or
- (b) impose a fine; or
- (c) refer the matter to the Vice-Chancellor.

The range of fines which may be imposed in respect of various categories of breach include:-

A student failing to notify the registered number of a vehicle brought on to the campus	\$10
Parking in areas not set aside for parking.	\$10
Parking in special designated parking areas without a parking permit for that area	\$15
Driving offences — including speeding and dangerous driving	\$30
Failing to stop when signalled to do so by an Attendant (Patrol)	\$30
Refusing to give information to an Attendant (Patrol)	\$30
Failing to obey the directions of an Attendant (Patrol)	\$30

The Traffic and Parking Regulations are stated in full in the Calendar, Volume 1.

satisfactory rate of progress if, inter alia:

- (a) he or she fails Architecture I in the Bachelor of Science (Architecture) degree course or Architecture IV in the Bachelor of Architecture degree course at the first attempt; or
- (b) he or she fails the same subject on more than one occasion.

2. Students who have failed to maintain a rate of satisfactory progress shall have their progress reviewed by a Faculty Progress Review Committee consisting of the Dean and Sub-Dean of the Faculty and the Head of the Department of Architecture, which may determine, under Regulation 3(1) of the Regulations Governing Unsatisfactory Progress:

- (a) that the student be permitted to continue the course;
- (b) that the student be permitted to continue the course subject to such conditions as the Dean may decide;
- (c) that the student be excluded from further enrolment:
  - (i) in the course; or
  - (ii) in the course and any other course offered in the Faculty; or
  - (iii) in the Faculty; or
- (d) that the case be referred to the Admissions Committee together with a recommendation for such action as the Dean considers appropriate.

**Student Progression**

A student who is required to repeat a subject may, in exceptional circumstances and at the discretion of the Head of the Department, be permitted to undertake work experience as an alternative to repeating the academic programme for such part of the year's work as the Head of Department may determine. A student wishing to pursue this option should apply to the Head of Department who may approve a work experience programme under the following conditions:

- It must be undertaken in the office of an architect or other professional in the building industry;
- The office must write to the Head of Department to confirm the arrangement, which must be approved by the Head of Department, and any change in the arrangements during the period of work experience must be notified to and approved by the Head of Department;
- The student must present a record of the work experience to a semester review panel at the end of the period, in the form of a daily work diary and a portfolio of work undertaken, and must satisfy the panel that the work experience has contributed to the student's professional development.

A student who is permitted to undertake work experience in partial fulfilment of the requirements for a subject will be required to enrol as a full-time student.

**Year in Practice**

Students are encouraged to spend a year working in the office of an architect or related professional upon completion of the Bachelor of Science(Architecture) degree and before commencing

the Bachelor of Architecture programme. This year will be recognised by the Board of Architects as contributing towards the overall minimum seven year period of training/experience which is required of the architectural student, provided it is undertaken with the guidance of the Faculty. Advice on potential employers, log books and other relevant issues is available from the Faculty.

**Part-Time Students**

The architecture courses are generally considered to require a high level of commitment and time, and students who attempt them on a part-time basis often find this to be an onerous and difficult route. For this reason students are recommended to undertake full-time study wherever possible, and particularly for the first three years, in the BSc(Arch.) degree, where basic skills and patterns of learning are established. Where circumstances prevent this, however, arrangements for part-time study are available in the following ways:

Each of the subjects Architecture I, II and III of the Bachelor of Science (Architecture) degree can be undertaken as two independent semesters. This permits a 'sandwich' form of part-time study in which semester length periods (approximately four months) of full-time attendance can be alternated with periods of absence for employment.

The subjects Architecture IV and V of the Bachelor of Architecture degree can be undertaken on the basis of part-time attendance, amounting to some 8-12 hours per week of contact hours, spread over three full academic years instead of two. This option is subject to certain conditions, in particular that the student undertake employment during the full period in an architect's office, or such other office as may be approved by the Dean of the Faculty. The pattern of enrolments for this option would be as follows:

First Year	Architecture IV (Part 1)
Second Year	Architecture IV (Part 2)
	and Architecture V (Part 1)
Third Year	Architecture V (Part 2)

Further information on both part-time options, and on the conditions under which they operate, may be obtained from the Dean of the Faculty.

## COURSE DESCRIPTION

### Introduction

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

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

### Study Areas

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

#### Professional Skills:

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

#### User Studies:

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

#### Site Studies:

concerning the measurement and interpretation of the site and its

context:

- surveying;
- landscape design;
- urban design.

#### Cultural Studies:

concerning the cultural context of the programme:

- history of architecture;
- theory of architecture.

#### Design Studies:

- the development of design theory and processes.

#### Technical Studies:

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

#### Implementation Studies:

concerning the implementation of the building project and issues of professional practice:

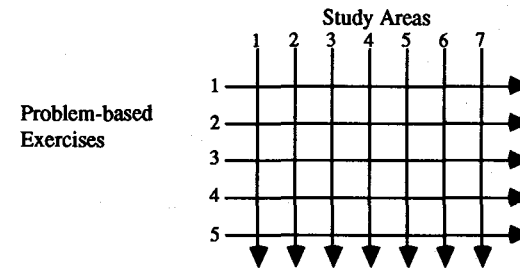
- law and management for the architect;
- the building industry.

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

For although the development of knowledge and expertise in the individual disciplines which contribute to the practice of architecture is important, it is equally important that the interaction between areas of knowledge is appreciated, and that the integrative nature of design is understood. The method adopted for developing the study areas is thus intended to reflect the way in which the architect responds to design problems in practice.

### Problem-Based Learning

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



### Working Method

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

### Hours

Contact hours for full-time students will be in the range of 12-20 hours per week, and for part-time students undertaking the Bachelor of Architecture degree, 8-12 hours per week.

### Assessment

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

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

### Texts

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

### 211000 ARCHITECTURE I

(full-time students only)

#### 211001 ARCHITECTURE I (PART 1)

(part-time students only)

#### 211002 ARCHITECTURE I (PART 2)

(part-time students only)

### PROBLEM-BASED EXERCISES

The overall theme and focus of the Architecture I exercises is "Problems of the Workplace". This introduces the student immediately to architectural problems arising from clearly perceived needs, and in a relatively direct and unambiguous form. The individual exercises are of varying length, but are grouped into a series of phases, usually lasting about 5 weeks and having a common client, situation or location. They provide a sequence of design experiences which progressively focuses on aspects of designing for people at work, with straightforward objectives and social interactions, and in a variety of physical environments in the Hunter Region, including:

- the survey and analysis of simple traditional buildings, including consideration of the history, climate and geography of the region;
- the ergonomic design of the individual workplace, and the generation of simple spaces around the internal functions of a programme;
- the design of the envelope containing simple functional spaces, with regard to climatic and other environmental considerations as well as the functional connections between inside and out;
- consideration of strategies for assembling a number of functionally related spaces on plan, and introduction to the full production cycle of a building;
- the organisation in plan and section of a more varied number of functional spaces within a contained envelope.

### STUDY AREAS

The topics covered during the course of the problem-based exercises in Architecture I are outlined in each of the study areas as follows:

#### Professional Skills:

- architectural communication, including letterwriting, report writing, drawing, model making, photography, video;
- development of communication skills, including colour, graphics;
- introduction to word processing;
- measured drawing of a simple structure.

#### User Studies:

- patterns of work in the community and the need generated for buildings;
- needs of client and user for simply defined problems;
- ergonomics of the workplace.

#### Site Studies:

- variety of landscape conditions in the Hunter Valley and its natural elements;
- patterns of development in the Hunter Valley;
- measured drawing of a simple structure.

#### Cultural Studies:

- forms of settlement and building in the Hunter Valley having

regard to factors of history, climate and geography, and the impact of technological developments in Europe and America;

- the functional tradition in western architecture, from 1800 to the present;
- the strengths and limitations of the functionalist philosophy in modern architecture.

**Design Studies:**

- design solutions for relatively clearly defined needs and activities, up to a level of complexity of about 10 discrete functional spaces on 3 physical levels;
- introduction to design processes;
- architectural design theory;
- elements of architecture.

**Technical Studies:**

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

**Implementation Studies:**

- introduction to the scope and responsibilities of the architect;
- management of individual and small group activities and the use of consultants.

**212000 ARCHITECTURE II**

(full-time students only)

**212001 ARCHITECTURE II (PART 1)**

(part-time students only)

**212002 ARCHITECTURE II (PART 2)**

(part-time students only)

**PROBLEM-BASED EXERCISES**

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

- the design of an individual family house on a steep site, on a number of levels;
- the design of clusters of dwellings, and the spaces between them, raising issues of community, privacy and landscape;

- the design of specialised areas within the house, such as kitchens and bathrooms;
- the design of larger spaces for communal facilities associated with residential areas.

**STUDY AREAS**

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

**Professional Skills:**

- development and application of skills in all areas of architectural communication;
- introduction to production drawing;
- use of computer evaluation programs;
- use of prepared programs for testing design performance;
- development of simple computer programming techniques relating to aspects of the building process.

**User Studies:**

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

**Site Studies:**

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

**Cultural Studies:**

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

**Design Studies:**

- design solutions for more complex relationships of uses and spaces, and on more demanding sites;
- external spaces between clusters of buildings;
- development of architectural design theory;
- conceptual design processes;
- detailed design of interior spaces;
- study of typology;
- schematic design of elements of architecture.

**Technical Studies:**

- analysis of simple trusses and beams;
- further concepts in structural stability;
- concepts of strength of materials, stress analysis and deformations;
- elementary concept of aggregation of structural elements to

- form a complete structure and of continuity in structural systems;
- load-bearing masonry construction to three storeys;
- simple concrete floors; light timber and steel trusses; simple stair forms; retaining walls;
- materials and materials technology for load bearing, low rise masonry construction;
- building services for residential buildings;
- environmental appraisal of residential sites;
- physiological and psychological comfort requirements for home activities;
- environmental separation of incompatible activities;
- specification for a house;
- basic estimating methods and estimates for a house.

**Implementation Studies:**

- statutory planning and environment requirements;
- building regulations, controls, authorities, professional organisations;
- introduction to law and contract;
- basic concepts of management;
- management of simple projects by means of bar, Gantt systems;
- job cycle for a small project.

**213807 ARCHITECTURE III**

(full-time students only)

**213808 ARCHITECTURE III (PART 1)**

(part-time students only)

**213809 ARCHITECTURE III (PART 2)**

(part-time students only)

**PROBLEM-BASED EXERCISES**

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

**STUDY AREAS**

The study area topics for Architecture III cover the following:

**Professional Skills:**

- development of techniques in architectural communication for testing and presenting larger design proposals;
- production drawings for larger projects;

- applications, capabilities and relative costs of computer systems in the building industry;
- computer programs for technical and design evaluations;
- computers for draughting.

**User Studies:**

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

**Site Studies:**

- sub-soil investigations;
- requirements for traffic, parking and services in relation to public buildings;
- landscape design of the urban park and garden.

**Cultural Studies:**

- survey of the history of European architecture;
- translation of historical European models to the Australian context;
- individual study of selected historical examples;
- concepts of symbolism, formality and order in public architecture.

**Design Studies:**

- design solutions for complex buildings, with requirements for public circulation for large numbers of people on many levels;
- design solutions for specialised spaces for public assembly, performance or display;
- strategies for design for phasing and growth;
- generative concepts for structure, services and fabric compatible with overall design strategies;
- conceptual and detailed design processes;
- architectural design theory;
- formal architectural design analysis;
- detailed design of elements of architecture.

**Technical Studies:**

- continuity in structural systems and their effects on structural analysis, design and construction;
- structural design of single structural elements using concrete and steel;
- frame and floor systems;
- concepts of joint design;
- construction design of medium-rise frame buildings including foundations, frame systems, design of members and their connections, basements, floors, walls, roofs, claddings, internal elements and finishes, and control joints;
- selection and performance of materials;
- fire protection, fire resisting construction;
- fire control and detection systems;
- piped and wired services including emergency power systems;
- air-conditioning systems;
- lifts and escalators;
- environmental appraisal of civic sites;
- techniques of assessment and control of environmental conditions in the design process, with special reference to thermodynamics, ventilation and air-conditioning, lighting and acoustics, in the context of public buildings;
- pre-contract cost planning;
- post-contract cost control;

- types of specifications, and legal and technical considerations;
- methods of writing specifications, and use of master specifications.

**Implementation Studies:**

- analysis of the complete building cycle;
- legal issues of professional practice;
- principles of management and relationship to professional practice;
- network analysis programming using CPM (CPA), PERT, PRECEDENT methods.

**214000 ARCHITECTURE IV**  
(full-time students only)**214001 ARCHITECTURE IV (PART 1)**  
(part-time students only)**214002 ARCHITECTURE IV (PART 2)**  
(part-time students only)**PROBLEM-BASED EXERCISES**

Having considered a range of individual building types in the course of the design problems undertaken in Architecture I-III, the Architecture IV problems investigate the ways in which larger groupings and assemblages of buildings combine to generate the form of town and cities. Projects carried out under the theme "Problems of the City" include:

- high-rise buildings;
- medium-rise, densely packed types, using atria, arcades and articulated pedestrian and vehicular circulations;
- the extension of environmental, circulation, land use and other design issues beyond the individual building plot;
- commercial and multi-use building types;
- conservation of buildings in the city.

**STUDY AREAS**

The scope of the study area topics for Architecture IV includes:

**Professional Skills:**

- development of graphic and other communication skills;
- use of computer to develop and monitor simple contracts and building time schedules;
- computer-based specifications.

**User Studies:**

- institutional clients and their forms of organisation;
- post occupancy studies of larger projects;
- Development Application Reports for larger projects;
- feasibility studies for larger projects.

**Site Studies:**

- planning frameworks and urban design guidelines for development in an urban context;
- concepts of urban design;
- mapping of services and other issues of site information in an urban context;
- landscape design in urban conditions for public amenity, conservation, commercial development and vehicle management.

**Cultural Studies:**

- investigation of the evolution of built form in an urban context, through the study of historical models, including the assessment of the impact of individual buildings on their environment, and of systems of circulation;
- theories and models of urban form.

**Design Studies:**

- design solutions of considerable complexity and with multiple uses on many levels;
- design of public space on an urban scale;
- development of personal theoretical position;
- formal architectural analysis techniques;
- studies in building typology.

**Technical Studies:**

- structural solutions for medium and high-rise buildings;
- one-way, two-way, flat plate, flat slab, waffle slab and other floor systems;
- elementary concepts of lightweight and prestressed concrete structures;
- problems associated with the construction of tall buildings, including assessment of framing types and of the effects of wind and solar loads upon and around the buildings;
- building services in large buildings of multiple use and occupation;
- strategies for integrating structure and services;
- safety and security in large buildings of multiple use occupation;
- compartmentation, means of escape and smoke control;
- environmental appraisal of public urban space;
- interaction of major buildings and their environments;
- primary and secondary control of internal environments;
- specifications for large/complex projects;
- management of document production, computer techniques;
- word processing, scheduling, coordination; preparation of specifications for a major project;
- financial control of building at all stages of design and construction;
- basic cost planning theory and practice; preparation of a cost plan for a major project.

**Implementation Studies:**

- office/job procedures and organisation;
- traditional and non-traditional modes of practice;
- office/job accounting and financial management;
- professional liability and negligence;
- contract types, processes and procedures; building contract law; consideration of system management, management by objectives, organisational development, decision making theory, project management and marketing;
- network analysis programming and resource allocation for complex projects.

In addition to the core programme, the scope of which is indicated above, students in Architecture IV undertake an elective component which allows them to investigate some aspect of the projects in greater depth.

**215505 ARCHITECTURE V**  
(full-time students only)**215506 ARCHITECTURE V (PART 1)**  
(part-time students only)**215507 ARCHITECTURE V (PART 2)**  
(part-time students only)**PROBLEM-BASED EXERCISES**

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

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

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

**STUDY AREAS**

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

**Professional Skills:**

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

**User Studies:**

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

**Site Studies:**

- analysis of site data and development of appropriate design strategies and solutions;
- analysis of urban design context and development of appropriate design strategies and solutions;

- analysis of landscape context and development of appropriate design strategies and solutions.

**Cultural Studies:**

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

**Design Studies:**

- development of a progressive design strategy, appropriate at each stage to the level of the problem;
- distillation and application of a personal theory of architecture.

**Technical Studies:**

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

**Implementation Studies :**

- analysis of options and recommendations for the management of the project, through all stages, including post-contract;
- assessment of legal issues and recommendations;
- progressive development of a programme for the project.

**RESEARCH STUDY**

In addition to the work undertaken in all of the above study areas, each student will carry out a study in any one of these areas by choice, to a greater depth. This Research Study may be a continuation of the elective topic undertaken in Architecture IV.

## REGULATIONS GOVERNING THE DEGREE OF MASTER OF ARCHITECTURE

### Part I — General

- 1.(1) These Regulations prescribe the conditions and requirements relating to the degrees of Master of Architecture, Master of Arts, Master of Commerce, Master of Education, Master of Educational Studies, Master of Engineering, Master of Engineering Science, Master of Mathematics, Master of Psychology (Clinical), Master of Psychology (Educational), Master of Science, Master of Medical Science, Master of Scientific Studies, Master of Special Education and Master of Surveying.
- (2) In these Regulations and the Schedules thereto, unless the context or subject matter otherwise indicates or requires:
 

“Faculty Board” means the Faculty Board of the Faculty responsible for the course in which a person is enrolled or is proposing to enrol;

“programme” means the programme of research and study prescribed in the Schedule;

“Schedule” means the Schedule of these Regulations pertaining to the course in which a person is enrolled or is proposing to enrol; and

“thesis” means any thesis or dissertation submitted by a candidate.
- (3) These Regulations shall not apply to degrees conferred *honoris causa*.
- (4) A degree of Master shall be conferred in one grade only.
2. An application for admission to candidature for a degree of Master shall be made on the prescribed form and lodged with the Secretary to the University by the prescribed date.
- 3.(1) To be eligible for admission to candidature an applicant shall:
  - (a) (i) have satisfied the requirements for admission to a degree of Bachelor in the University of Newcastle as specified in the Schedule; or
  - (ii) have satisfied the requirements for admission to a degree or equivalent qualification, approved for the purpose by the Faculty Board, in another tertiary institution; or
  - (iii) have such other qualifications and experience as may be approved by the Senate on the recommendation of the Faculty Board or otherwise as may be specified in the Schedule; and
  - (b) have satisfied such other requirements as may be specified in the Schedule.
- (2) Unless otherwise specified in the schedule, applications for admission to candidature shall be considered by the Faculty Board which may approve or reject any application.
- (3) An applicant shall not be admitted to candidature unless adequate supervision and facilities are available. Whether these are available shall be determined by the Faculty Board unless the Schedule otherwise provides.
4. To qualify for admission to a degree of Master a candidate shall enrol and satisfy the requirements of these Regulations including the Schedule.
5. The programme shall be carried out:
  - (a) under the guidance of a supervisor or supervisors either

- appointed by the Faculty Board or as otherwise prescribed in the schedule; or
- (b) as the Faculty Board may otherwise determine.
6. Upon request by a candidate the Faculty Board may grant leave of absence from the course. Such leave shall not be taken into account in calculating the period for the programme prescribed in the Schedule.
- 7.(1) A candidate may withdraw from a subject or course only by informing the Secretary to the University in writing and such withdrawal shall take effect from the date of receipt of such notification.
- (2) A candidate who withdraws from any subject after the relevant date shall be deemed to have failed in that subject unless granted permission by the Dean to withdraw without penalty. The relevant date shall be:
    - (a) in the case of a subject offered in the first half of the academic year, the last Monday of first term;
    - (b) in the case of a subject offered in the second half of the academic year, the fourth Monday of third term;
    - (c) in the case of any other subject, the last Monday of second term.
- 8.(1) If the Faculty Board is of the opinion that the candidate is not making satisfactory progress towards the degree then it may terminate the candidature or place such conditions on its continuation as it deems fit.
- (2) For the purpose of assessing a candidate's progress, the Faculty Board may require any candidate to submit a report or reports on his or her progress.
  - (3) A candidate against whom a decision of the Faculty Board has been made under Regulation 8(1) of these Regulations may request that the Faculty Board cause the case to be reviewed. Such request shall be made to the Dean of the Faculty within seven days from the date of posting to the candidate the advice of the Faculty Board's decision or such further period as the Dean may accept.
  - (4) A candidate may appeal to the Vice-Chancellor against any decision made following the review under Regulation 8(3) of these Regulations.
9. In exceptional circumstances arising in a particular case, the Senate, on the recommendation of the Faculty Board, may relax any provision of these Regulations.

### Part II — Examination and Results

10. The Examination Regulations approved from time to time by the Council shall apply to all examinations with respect to a degree of Master with the exception of the examination of a thesis which shall be conducted in accordance with the provisions of Regulations 12 to 16 inclusive of these Regulations.
11. The Faculty Board shall consider the results in subjects, the reports of examiners and any other recommendations prescribed in the Schedule and shall decide:
  - (a) to recommend to the Council that the candidate be admitted to the degree; or
  - (b) in a case where a thesis has been submitted, to permit the

- candidate to resubmit an amended thesis within twelve months of the date on which the candidate is advised of the result of the first examination or within such longer period of time as the Faculty Board may prescribe; or
- (c) to require the candidate to undertake such further oral, written or practical examinations as the Faculty Board may prescribe; or
  - (d) not to recommend that the candidate be admitted to the degree, in which case the candidature shall be terminated.

### Part III — Provisions Relating to Theses

- 12.(1) The subject of a thesis shall be approved by the Faculty Board on the recommendation of the Head of the Department in which the candidate is carrying out his research.
- (2) The thesis shall not contain as its main content any work or material which has previously been submitted by the candidate for a degree in any tertiary institution unless the Faculty Board otherwise permits.
13. The candidate shall give to the Secretary to the University three months' written notice of the date he expects to submit a thesis and such notice shall be accompanied by any prescribed fee.\*
- 14.(1) The candidate shall comply with the following provisions concerning the presentation of a thesis:
  - (a) the thesis shall contain an abstract of approximately 200 words describing its content;
  - (b) the thesis shall be typed and bound in a manner prescribed by the University;
  - (c) three copies of the thesis shall be submitted together with:
    - (i) a certificate signed by the candidate that the main content of the thesis has not been submitted by the candidate for a degree of any other tertiary institution; and
    - (ii) a certificate signed by the supervisor indicating whether the candidate has completed the programme and whether the thesis is of sufficient academic merit to warrant examination; and
    - (iii) if the candidate so desires, any documents or published work of the candidate whether bearing on the subject of the thesis or not.
- (2) The Faculty Board shall determine the course of action to be taken should the certificate of the supervisor indicate that in the opinion of the supervisor the thesis is not of sufficient academic merit to warrant examination.

15. The University shall be entitled to retain the submitted copies of the thesis accompanying documents and published work. The University shall be free to allow the thesis to be consulted or borrowed and, subject to the provisions of the Copyright Act, 1968 (Com), may issue it in whole or any part in photocopy or microfilm or other copying medium.

- 16.(1) For each candidate two examiners, at least one of whom shall be an external examiner (being a person who is not a

\* At present there is no fee payable.



member of the staff of the University) shall be appointed either by the Faculty Board or otherwise as described in the Schedule.

- (2) If the examiners' reports are such that the Faculty Board is unable to make any decision pursuant to Regulation 11 of these Regulations, a third examiner shall be appointed either by the Faculty Board or otherwise as prescribed in the Schedule.

#### SCHEDULE 1 — MASTER OF ARCHITECTURE

1. The Faculty of Architecture shall be responsible for the course leading to the degree of Master of Architecture.
- 2.(1) To be eligible for admission to candidature an applicant shall:
  - (a) have satisfied the requirements for admission to the degree of Bachelor of Architecture from the University of Newcastle or any other approved university; or
  - (b) in exceptional cases produce evidence of such academic and professional attainments as may be approved by the Faculty Board.
- (2) Diplomates of the New South Wales Department of Technical and Further Education seeking admission to candidature under the provisions of section 2(1) (b) of this Schedule shall be required to produce evidence of academic and professional progress over a period of at least five years from the time of gaining the diploma.
3. To qualify for admission to the degree a candidate shall complete to the satisfaction of the Faculty Board a programme consisting of:
  - (a) such work and examinations as may be prescribed by the Faculty Board; and
  - (b) a thesis embodying the results of an original investigation or design.
4. The programme shall be completed in:
  - (a) not less than two academic years except that, in the case of a candidate who has completed the requirements for a degree of Bachelor with honours or a qualification deemed by the Faculty Board to be equivalent or who has had previous research experience, the Faculty Board may reduce this period to not less than one academic year, and
  - (b) except with the permission of the Faculty Board, not more than 5 years.

## SUBJECT COMPUTER NUMBERS

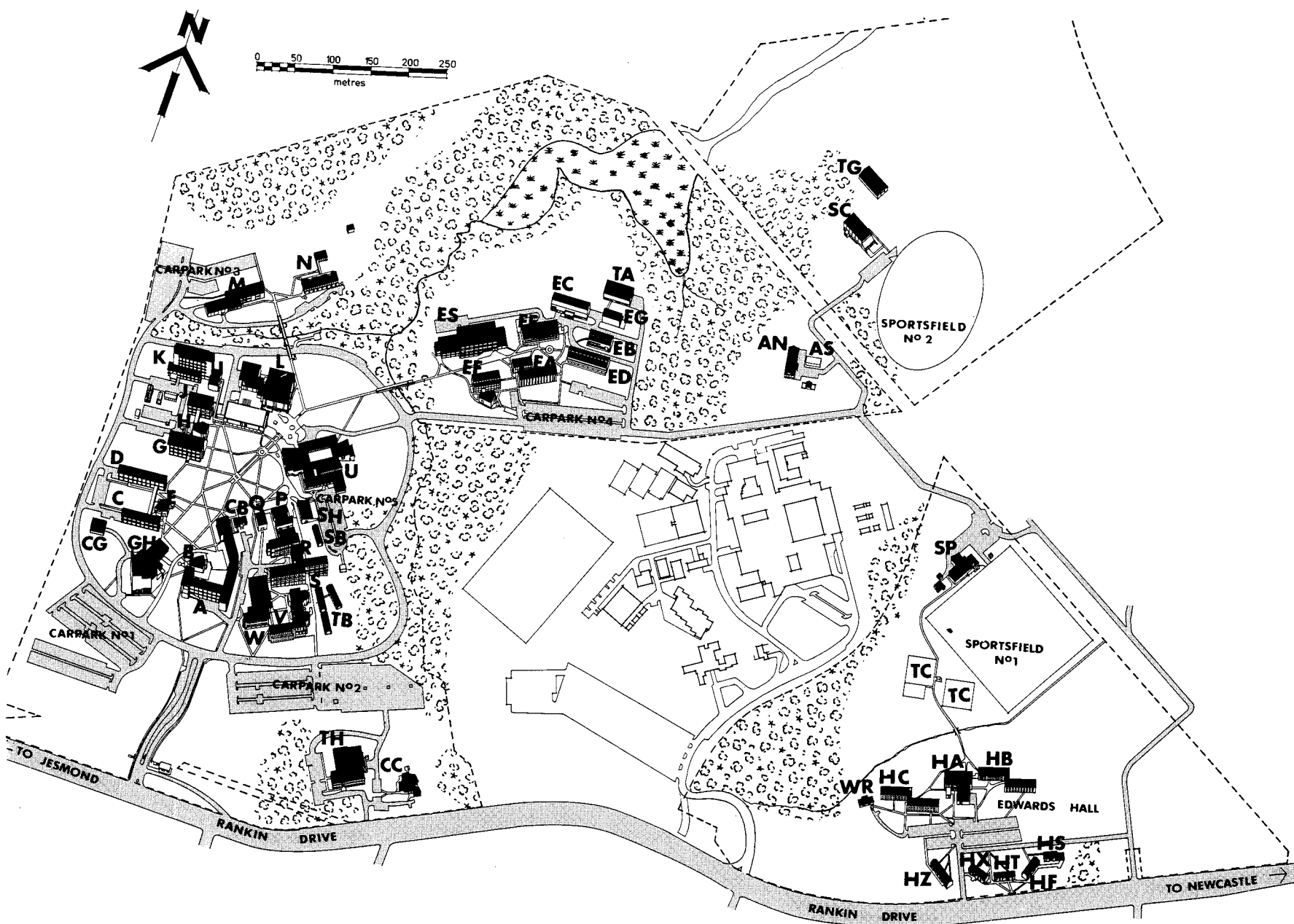
### BACHELOR OF SCIENCE (ARCHITECTURE)

The subjects selected should be written on the enrolment form in the following manner.

<i>Computer Number</i>	<i>Subject Name</i>
211000	ARCHITECTURE I
211001	ARCHITECTURE I (PART 1)
211002	ARCHITECTURE I (PART 2)
212000	ARCHITECTURE II
212001	ARCHITECTURE II (PART 1)
212002	ARCHITECTURE II (PART 2)
213807	ARCHITECTURE III
213808	ARCHITECTURE III (PART 1)
213809	ARCHITECTURE III (PART 2)

### BACHELOR OF ARCHITECTURE

<i>Computer Number</i>	<i>Subject Name</i>
214000	ARCHITECTURE IV
214001	ARCHITECTURE IV (PART 1)
214002	ARCHITECTURE IV(PART 2)
215505	ARCHITECTURE V
215506	ARCHITECTURE V (PART 1)
215507	ARCHITECTURE V (PART 2)



**THE UNIVERSITY OF NEWCASTLE CAMPUS MAP**

**INDEX**

**SITE GUIDE by BUILDING NUMBER**

- A** McMullin  
Administration - Arts  
Student Services - Cashier  
Computing Centre - EEO  
Community Programmes
- AN** Central Animal House
- AS** Central Animal Store
- B** Lecture Theatre B01
- C** Geology
- CB** Commonwealth Bank
- CC** Child Care Centre (Kintaiba)
- CG** Central Garage
- D** Physics
- E** Lecture Theatre E01
- EA** Engineering Administration
- EB** Chemical & Materials  
Engineering
- EC** Mechanical Engineering
- ED** Civil Engineering &  
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- EE** Electrical & Computer  
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- EF** Engineering Classrooms
- EG** Bulk Solids Engineering
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- K** Medical Sciences
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- Social Sciences  
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- TB** Temporary Buildings  
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**ALPHABETICAL LOCATION GUIDE**

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