THE UNIVERSITY OF NEWCASTLE
NEW SOUTH WALES

LEGEND

BUILDINGS

- Administration Building
- Library
- Engineering Center
- Science Building
- Arts Building
- Education Building
- Health Sciences Building
- Business Building
- Law Building
- Engineering Complex
- City Engineering
- Electrical Engineering
- Mechanical Engineering
- Chemical Engineering
- Electrical and Computer Engineering
- Research Laboratories
- University Park
- Medical School
- Continuing Education Center
- Student Center
- Sports Center
- Tennis Courts

FACULTY OF MEDICINE
HANDBOOK 1981

THE UNIVERSITY OF NEWCASTLE
NEW SOUTH WALES 2308

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Two dollars

Recommended price
DEAN'S INTRODUCTION

Now that the programme of medical education offered by the University of Newcastle is entering its fourth year, we can make a more balanced appraisal of the strengths and weaknesses that have been recognised during the early years of its implementation. The initial feeling of euphoria, in both staff and students, has to some extent worn off, as was only to be expected; staff members have become more and more aware of the problems involved in designing and implementing an educational programme with so many innovative features, and students increasingly recognise that the life of those who choose to participate in such a "different" programme is not as easy as they had originally anticipated. Many substantial problems arose during 1980, but the spirit of collaboration in the Faculty remains high, and frank discussions between staff and students have effectively resolved most of the difficulties which were identified at that time. A great deal of fine tuning has been accomplished, leading to an increasing acceptability of the programme by the vast majority of the students, but without any retreat from the Faculty's ongoing commitment to certain educational principles of central importance.

Perhaps some of the problems stemmed from unrealistic expectations in at least some of the students; indeed the Faculty may have unwittingly encouraged them to believe that we had in Newcastle discovered a system of medical education which would mean that learning would always be a pleasure, and that we had found some magic formula which would provide an arm-chair ride towards the possession of a medical degree. The reality is otherwise: the life of a medical student, whatever its virtues and excitements, has always been a difficult one, and for a variety of reasons — some of which are not always immediately obvious — students at times find themselves anxious and depressed for reasons that don't always fully understand. Even in a programme such as ours, which tries to focus much more heavily on the process of learning, and de-emphasise to some extent the amount of content required, there is still inevitably a great deal to learn, and always deadlines (of one kind or another) to be met. Many aspects of clinical work, introduced in Newcastle so much earlier than in a traditional school, are also likely to generate anxiety, uncertainty and doubt in at least a proportion of the students; although in virtually all cases such feelings are transitory, provided that the student does not try to bottle them up or deny their existence, and openly faces some of the very real stresses involved in medical life.

Faculty members too have not been spared their own burden of anxiety. Although the great majority of them are experienced medical educators, and some of them very experienced indeed, there has been an immense challenge presented to the staff by the need to mesh educational requirements with the students' perceptions and needs, once again (like the students) with deadlines that simply must be met if the programme is to maintain its impetus, its standards and its growing reputation. You will encounter many staff members who have elected to take a quite substantial gamble, in terms of their own career development, by accepting a position in the Newcastle team; they too are human, with the usual human mixture of confidence and doubt, certainty and uncertainty!

Senior staff members however can, on the whole, identify a number of dimensions in which the programme has been strengthened and improved since 1978. As I have said in earlier handbooks, the first class of students has really suffered an immense number of trials and tribulations, but even for them I believe that life is growing more comfortable as we gain familiarity with the problems, and also the rewards, of a programme of this type. A key concept here is that of programme evaluation. This medical school is almost unique, at least in Australia, in trying to evaluate all the important aspects of its programme, in order to gain information which will assist in strengthening certain aspects, modifying others, and perhaps even abolishing certain unacceptable or grossly inefficient components. While the views of staff members are of course very important in such evaluations, the input from students is at least as important, if we are to be able effectively to judge the success or failure of what we are doing from the "consumers" standpoint.
Some students have expressed cynical views about the process of evaluation, believing that their contributions are not treated with sufficient seriousness; they are often distressed to find that, as far as they can see, the changes they have recommended have not been adopted, or have been too long delayed. It is understandable that students can not always appreciate the complex factors which have to be taken into account in determining the Faculty’s response to a critical evaluation: (i) when the level of student participation is low, Faculty can not always be sure whether the views expressed represent the opinions of a substantial majority of the students, or whether they are simply the views of a vocal minority; (ii) some of the changes recommended by students, while they might be approved in principle by the Faculty, may not be practicable with our present resources (e.g., the provision of more tutors to enable the formation of smaller groups); (iii) some proposed changes may be substantially at variance with the general educational policy of the Faculty, or they may (for example) take insufficient cognizance of the demands of those authorities which have the power to determine whether the graduates from this programme will be licensed to practice medicine.

These are all real issues—none of them, I hope, will distract you from committing yourself to regular participation in the evaluation process; it can be boring and frustrating at times (as staff members also know), and often it is difficult to see any short term gains from such involvement. But if the programme is to remain vital, not only for yourselves in subsequent years but also for your successors, then it is essential that each student is committed to responding, as fully and frankly as he or she can, to requests for the provision of evaluative data.

All the preceding paragraphs have stressed some of the problems and difficulties that we—staff and students—have encountered (but on the whole resolved) in recent years. Like all of us, you will have over the next few years some bad days, probably some bad weeks, but you will also find that you are engaged in an enterprise which contains within itself infinite fascination and challenge, an exciting but at times rather frightening responsibility, and as the course proceeds you will increasingly discover a spirit of collaboration and comradeship in this Faculty which, I have no doubt, will be one of the best memories of your life.

David Maddison, Dean.
FACULTY OF MEDICINE

DEAN'S UNIT

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Technical Officer (Animal House)
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D. C. Kirkland

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Constitution of the Faculty Board
The membership of the Vice-Chancellor and the full-time academic and teaching staff is provided for by the relevant by-laws and regulations. Additional members are provided for in the Faculty of Medicine as follows:

(a) members elected by the Senate from the academic staff of the University other than the Faculty of Medicine, in the ratio of one such member for each eight members of the full-time academic staff of the Faculty of Medicine at 1st January in each year, the result of such calculation to be adjusted up to the next whole number;

(b) members elected by and from the part-time academic staff of the Faculty in the ratio of one such representative for each four full-time members of the academic staff of the Faculty as at 1st January in each year, the result of such calculation to be adjusted up to the next whole number: provided that medical and non-medical members of that part-time staff shall be represented as closely as possible in the proportion which their respective numbers bear to the total number of such staff;

(c) the Librarian or his nominee;

(d) the Regional Director for the Hunter Region of the Health Commission of New South Wales;

(e) a member nominated by the Hunter Medical Association;

(f) two members nominated by the Board of Directors of The Royal Newcastle Hospital: provided that there shall be only one such nominee in 1977;

(g) a member nominated by the Advisory Board of the Mater Misericordiae Hospital;

(h) a member nominated by the Board of Directors of the Wallsend District Hospital: provided that no such nominee shall be appointed before 1st January, 1978;

(i) not more than three other persons, whether or not members of the University, elected by the members of the Faculty Board other than those prescribed in this paragraph;

(j) one postgraduate student elected by and from the postgraduate students enrolled in the Faculty;

(k) two students from each year of the Bachelor of Medicine degree course offered within the Faculty, elected by and from the students enrolled in each year of that course.

(l) one student elected by and from the candidates for the degree of Bachelor of Medical Science.

Hospitals and Other Clinical Facilities
The Royal Newcastle Hospital complex comprises a total of 870 beds distributed between four main sites. These include the main hospital (503 beds) and Belmont Hospital (108 beds), which provide a range of general and specialist services, William Lyne (90 beds), the centre of the hospital's geriatric rehabilitation programme, and Rankin Park, used for chest patients.

There are approximately 1,300,000 outpatient attendances annually, mainly for specialist clinics. The hospital also provides a domiciliary care service, involving approximately 36,000 home visits per year.

The Newcastle Mater Misericordiae Hospital has 302 beds, including 50 for paediatrics and 61 for obstetrics. Approximately 1900 births occur annually at this hospital.
Wallsend District Hospital has approximately 200 beds following completion of recent extensions and is expected to develop a significant role in geriatric and paediatric care, and in community health and domiciliary care services.

Newcastle Psychiatric Centre has 151 beds and an admission rate of approximately 2000 per year. The admission pattern is similar to that in other State psychiatric hospitals.

Private Practices
Some general practitioners and specialists in the Region will be making their practices available as learning resources.

Health Commission
The Health Commission of New South Wales has Community Care Centres throughout the Hunter Region. These provide a wide range of services including domiciliary care. There are, in addition, a number of specialist services, the Hunter Drug Advisory Service, Regional Mental Retardation Team, Regional Geriatric Team and Child Development Unit, which will participate in the educational activities of the University.

Dress and Appearance
In all professional settings, the general appearance and dress of students should be appropriate. This is so that the image which students present to patients and relatives facilitates communication between them, so that students are easily recognised as members of the profession by health professionals and other staff, and so that students themselves develop a sense of professional identity.

In some clinical settings (e.g. wards, clinics, etc.) it will be appropriate to wear a short white coat of approved pattern. The Faculty will make available a supply of such coats for purchase by students, who will be responsible for laundering them. These should only be worn in hospital or other professional surroundings.

In some cases it may be more appropriate not to wear a white coat (e.g. private rooms, some surgeries). Advance consultation with the person in charge of the activity will establish whether or not a white coat should be worn.

For laboratory work, protective clothing (when required) will be provided by the Faculty, and should be worn.

Students will be expected to wear a name badge in the clinical setting, and on some other occasions which will again be identified by consultation with the person in charge. The badge will bear the student's given name and surname only, and will be provided by the Faculty. In some hospitals, further identification will be necessary; this should be worn or carried at all times, and may be useful identification outside the hospital.

For obvious reasons, a high standard of cleanliness will be required in all clinical settings. General tidiness and dress should be socially acceptable and appropriate to the occasion. Students will quickly learn by experience what standards are appropriate in different circumstances, not only, for example, on the wards or in private rooms, but also in 'off duty' professional settings, e.g. hospital dining rooms.

In general, men may wear shorts with long socks and shoes. Thongs will be inadvisable for safety reasons. No restriction will be placed on hair length, but hair should be clean and kept under control.

Supervisors will notify students whose dress and appearance is inappropriate, and such students may be refused access to the facilities for which their turnout is deemed inappropriate.

Costs
Apart from the compulsory charges common to all undergraduate courses, there will be some additional costs.
The University of Newcastle Calendar consists of the following volumes:

Volume 1 - Legislation: The Act, Bye-laws and Regulations

Volume 2 - University Bodies and Staff: Part 1: Principal Officers, Council, Senate, Boards and Committees. Part 2: The Professors and Staff.

Volume 3 - Handbook, Faculty of Architecture
Volume 4 - Handbook, Faculty of Arts
Volume 5 - Handbook, Faculty of Economics and Commerce
Volume 6 - Handbook, Faculty of Education
Volume 7 - Handbook, Faculty of Engineering
Volume 8 - Handbook, Faculty of Mathematics
Volume 9 - Handbook, Faculty of Medicine
Volume 10 - Handbook, Faculty of Science
Volume 11 - Annual Report

All volumes except Volume 1 - Legislation, are published annually.

Volume 1 - Legislation is published irregularly the last issue being 1980.

All volumes except Volumes 2 Staff and 11 Annual Report are available on microfiche.

Other Publications
Undergraduate Prospectus
Postgraduate Prospectus
Information for Students
University News
Gazette
I PRINCIPAL DATES 1981

January
1 Thursday  Public Holiday — New Year's Day
9 Friday  Last day for return of Re-Enrolment Forms — Continuing Students
Final Deferred Examinations
19 Monday  Term 2
20 Tuesday  Term 3
21 Wednesday  Term 4
22 Thursday  Term 5
23 Friday  Professional Skills (Year 2)
26 Monday  Public Holiday — Australia Day
27 Tuesday  Term 6
28 Wednesday  Terms 7 & 8
29 Thursday  Term 9
30 Friday  Professional Skills (Year 3)
31 Saturday  Closing date for applications for residence in Edwards Hall

February
16 Monday  First Term begins for 3rd and 4th year Medical students
23 Monday  New Medical students attend in person to enrol and pay charges

April
17 Friday  Good Friday — Easter Recess commences
18 Saturday  First Term ends for 3rd year Medical students
22 Wednesday  Lectures resume
25 Saturday  Public Holiday — Anzac Day First Term ends for 4th year Medical students
27 Monday  Second Term begins for 3rd and 4th year Medical students

June
1 Monday  Second Term begins
8 Monday  Public Holiday — Queen's Birthday
12 Friday  Last day for return of Confirmation of Enrolment forms
30 Tuesday  Closing date for Applications for Admission to the Bachelor of Medicine course in 1982

July
4 Saturday  Second Term ends for 4th year Medical students
6 Monday  Last day for withdrawal without academic penalty from full year subjects
11 Saturday  Second Term ends for 3rd year Medical students
20 Monday  Third Term begins for 4th year Medical students

August
3 Monday  Third Term begins for 3rd year medical students

September
26 Saturday  Third Term ends for 4th year Medical students
28 Monday  Fourth Term begins for 4th year Medical students

October
1 Thursday  Closing date for Applications for Admission 1982 (Undergraduate courses other than Medicine)
5 Monday  Public Holiday — Eight Hour Day
10 Saturday  Third Term ends for 3rd year Medical students
12 Monday  Fourth Term begins for 3rd year Medical students

November
20 Friday  Third Term ends

December
5 Saturday  Fourth Term ends for 3rd and 4th year Medical students
II GENERAL INFORMATION
Enrolment of New Students
Persons offered admission are required to attend in person at the Great Hall in mid
February to enrol and pay charges. Detailed instructions are given in the offer of
Admission.

Enrolment of Continuing Students
The University makes arrangements for continuing students to enrol by mail. There are
two steps involved:
- Lodging the Enrolment form with details of your proposed programme.
- Completing enrolment by lodging the Authority to Complete Enrolment form with
  the Cashier with charges payable.

1. Lodging Enrolment Forms
Enrolment materials will be mailed to all undergraduate students in mid-December.
Those who wish to enrol in 1981 and who are eligible to do so (see Regulations Governing
Unsatisfactory Progress) should complete the enrolment form as soon as possible after the
release of the 1980 annual examination results, and forward it to the Secretary,
University of Newcastle, N.S.W., 2308.
Enrolment forms for continuing students are due by 9 January 1981 except in the case of
a student who is required to take a special or deferred examination in which case the
enrolment form must be submitted within seven days of the release of those examination
results.
Submission of enrolment forms after the due date will render the student liable to a late
lodgement charge of $14.00.
Students who, for good reason, are unable to submit their enrolment forms by the due
date, may apply for an extension of time. The request, with details of the reason for the
extension must reach the Secretary by the due date if the late lodgement charge is to be
avoided. The By-laws provide that no enrolment will be accepted after 31 March without
the approval of the Secretary which shall be given only in exceptional circumstances.

2. Completing Enrolment
When the proposed programme has been approved, an Authority to Complete Enrolment
form will be mailed to the student showing charges payable. Students are required to
complete enrolment by lodging the form with the Cashier with the charges payable. This
can be done by mail or in person. The Cashier's office is open 10 am to 12 noon and 2 pm to
4 pm Monday to Friday. At least 21 days notice is allowed from the date of posting to the
date by which charges must be paid if a late charge is to be avoided.

Student Cards
The Authority to Complete Enrolment form incorporates the student's identification card
which is returned to him after payment of charges. It should be carried by students when at
the University. It serves as evidence that the student is enrolled and must be presented
when applying for travel concessions, a parking permit or to confirm membership of the
University Union.
If a student loses his Student Card he should pay the replacement charge of 50 cents to the
Cashier and present the receipt at the Student Administration Office when seeking a
replacement card.
A student who withdraws completely from studies should return the Student Card to the
Student Administration Office.

Library Cards
Students should present their Student Card to the Library desk to be issued with their
Library Borrowers Card. This card, which has machine readable lettering, must be
presented when borrowing books from the Library.

Re-admission after Absence
A person who has been enrolled previously at the University of Newcastle, but not
enrolled in 1980, is required to lodge an Application for Admission if further
undergraduate enrolment is desired. Applications are available from the Student
Administration Office and should preferably be lodged by 1 October 1980.

Attendance Status
Students enrol as full-time or part-time students as may be determined by the Dean of the
Faculty.

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

Failure to notify changes could lead to important correspondence or course information
not reaching the student. The University cannot accept responsibility if official
communications fail to reach a student who has not notified the Student Administration
Office of a change of address.

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

Change of Name
Students who change their name should advise the Student Administration Office.
Marriage, deed poll or naturalisation etc. 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, changing attendance status (for
example from full-time to part-time) or transferring to a different degree or faculty.

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

Withdrawal without Academic Penalty
A student is regarded as having failed in a subject if he enrols in it and does not pass the
examination (not sitting for the examinations is regarded as not passing the
examinations) unless withdrawal without penalty has been approved.

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

Withdrawal will normally be approved without penalty if the application to withdraw is
received by the Secretary before 6th July, 1981.

Unless the Dean of the Faculty grants permission for withdrawal without penalty a
student who withdraws after the date shown above will be deemed to have failed in the
subject or subjects.
Confirmation of Enrollment

In May each year, the University mails to all students a Confirmation of Enrollment form, which also serves as the application to sit for examinations. This form must be signed carefully, signed and returned by all students (including non-degree students and postgraduate students not taking formal subjects) to confirm that they are actively pursuing subjects for which they are enrolled and that the information on University records is correct and complete.

Indebtedness

The Council of the University has directed that students who are indebted to the University because of unpaid charges, library fines or parking fines may not complete enrolment in a following year:
- receive a transcript of academic record; or
- graduate or be awarded a Diploma.

Students are requested to pay any debts incurred without delay.

Leave of Absence

A student who does not wish to re-enroll should apply 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 first term in the first year for which leave of absence is sought. Leave of absence will not be granted retrospectively.

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

Attendance at Classes

Students are expected to be regular and punctual in attendance at classes in the course or subjects in which they are enrolled.

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.

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 worthy fashion. Smoking is not permitted during lectures, in examination rooms, in tutorial rooms or in the University Library. Gambling is forbidden.

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

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.

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.

III 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

Timetables showing the time and place at which individual examinations will be held will be posted on notice boards in the Medical Sciences Building.

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 (in November) the Auchmuty Sports Centre. The seat allocation list for each examination will be on a notice board outside the room.

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

Calculators may be used, if permitted by the examiner in any examination. They must be hand held, battery operated and non-programmable* and students should note that no concession will be granted:
- to 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:

(a) candidates shall comply with any instructions given by a supervisor relating to the conduct of the examination;
(b) 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;
(c) no candidates will be permitted provided program cards and devices are not taken into the examination room.

* A programmable calculator will be permitted provided program cards and devices are not taken into the examination room.
(c) no candidate shall enter the examination room after thirty minutes from the time the examination has begun;
(d) no candidate shall leave the examination room during the first thirty minutes or the last ten minutes of the examination;
(e) 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;
(f) 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;
(g) 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;
(h) 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;
(i) no candidate may smoke in the examination room.

Any infringement of these rules constitutes an offence against discipline.

Examination Results
Each student will be advised in December by mail of his annual examination results. 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 $5.00 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 1982. However, it should be noted that examination results are released only after careful assessment of students' performances and that, amongst other things, marginal failures are reviewed before results are released.

Special Examinations
When considering the examination results Faculty Boards take into consideration any circumstances such as illness or personal problems which may have seriously affected a student's work during the year or during the examinations. Any student who considers that his work has been affected in this way or who is unable to attend for any examination and who wishes to apply for special consideration should write to the Secretary explaining the circumstances and, in the case of illness, enclosing a medical certificate (see Regulation 12 (2) of the Examination Regulations, Calendar Volume 1).

If a student is affected by illness during an examination, and wishes to ask for a Special Examination he must report to the supervisor in charge of the examination and then make written application to the Secretary as soon as possible after the examination (see Regulation 12 (3) of the Examination Regulations, Calendar Volume 1).

Deferred Examinations
A student who has not been judged satisfactory in an examination has several further opportunities to satisfy the assessors, the final opportunity being provided in late January in the period set down for deferred examinations.

IV 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 re-enrolment forms by Friday 9 January 1981.

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

Regulations Governing Unsatisfactory Progress

1. (1) These Regulations are made in accordance with the powers vested in the Council 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.

2. (1) A student's enrolment in a subject may be terminated by the Head of the Department offering that subject if that student does not maintain a rate of progress considered satisfactory by the Head of the Department. In determining whether a student is failing to maintain satisfactory progress the Head of Department may take into consideration such factors as:
(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 he has been given prior written notice of the intention to consider the matter with brief particulars on the grounds for doing so 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 determine;
(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 applicant or 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 his nominee shall have the right to be heard in person by the Admissions Committee.

(4) The Admissions Committee may confirm the decision made by the Faculty Board or may substitute for it any other decision which the Faculty Board is empowered to make pursuant to these 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 on such conditions as it may determine after considering any advice from the Dean of the Faculty from which the student was excluded.

V CHARGES

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

New students are required to pay charges when they attend to enrol.

For re-enrolling students at least 21 days notice is allowed from the date of mailing the Authority to Complete Enrolment form to the date by which charges must be paid. The actual date, which is usually after mid February, will be printed on the form. A later date will be set if approval of the proposed programme has been delayed or if the student has taken Special or Deferred examinations.

Charges

1. General Service Charge
   (a) Students Proceeding to a Degree or Diploma
      Full-time students ........................................ $120.50 Per annum
      Part-time students ........................................ $115.50 Per annum
   (b) Non-Degree Students
      Union charge ........................................... $56 Per annum
      The above charges must be paid in full by the prescribed date.

2. Late Charges
   (a) Late Lodgement of Enrolment Form
      Where a continuing student does not lodge application by Friday, 9 January, 1981 .............................. $14
      where a candidate for a special or deferred examination in January does not lodge re-enrolment application by Monday, 16 February, 1981 .............................. $14
   (b) Late Lodgement of Authority to Complete Enrolment Form with Cashier
      Where the Authority to Complete Enrolment Form together with
      (i) General Services Charge payable; or
      (ii) evidence of sponsorship (e.g. scholarship voucher or letter from Sponsor); or
      (xii)
The refund will be based on the date of notification of withdrawal, as follows:

- Notification on or before Monday, 2 March, 1981: 100%
- Notification on or before Friday, 27 March, 1981: 90%
- Notification on or before Friday, 20 June, 1981: 30%

No refund will be made after 21 March 1981.

Higher Degree Candidates

Higher degree candidates are required to pay the General Services charge and Union Enrolment charge, if applicable. Where the enrolment is effective from First or Second Term, 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.

VI CAMPUS TRAFFIC AND PARKING

Persons wishing to bring motor vehicles (including motor cycles) on to the campus are required to obtain and display on the vehicle a valid permit to do so. Permits may be obtained from the Attendant (Patrol) Office which is located off the foyer of the Great Hall. Permit holders 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 Vice-Principal, after having afforded 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:
- warn the person against committing any further breach; or
- impose a fine; or
- refer the matter to the Vice-Chancellor.

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

- Parking in areas not set aside for parking: $4
- Parking in special service areas, e.g., loading bays, by fire hydrants, etc.: $10
- Failing to display a valid permit: $4
- Failing to obey the directions of an Attendant (Patrol) or other person placed by the University: up to $25
- Failing to stop when signalled to do so by an Attendant (Patrol): up to $25
- Refusing to give information to an Attendant (Patrol): up to $25
- Refusing to give information to an Attendant (Patrol) by other person placed by the University: up to $25

The Traffic and Parking Regulations are stated in full in the Calendar, Volume 1.
Clothing
The white coats mentioned in the section on Student Dress and Appearance should be purchased by students. Coats of the approved pattern will be available on campus for purchase by students during the first week of Term 1. Each student should possess two coats, total cost approximately $25.00.

Instruments
The only instrument required by a student at the outset is a stethoscope.

Books
Students are recommended not to buy books until they have had the opportunity to assess the books during the course.

The Auchmuty Library
At present, medical monographs and serials form part of the general collections. Medical non-print materials, however, and facilities for their use together with a small collection of special texts are housed in the Medical Reading Room within the Library.

Medical Reading Room
Monday to Thursday 8.30 a.m. to 10 p.m.
Friday 8.30 a.m. to 7 p.m.
Saturday and Sunday 1.30 p.m. to 5 p.m.

REQUIREMENTS FOR THE DEGREE OF BACHELOR OF MEDICINE

Definition
1. In these Requirements, unless the context or subject matter otherwise indicates or requires, "the Faculty Board" means the Faculty Board of the Faculty of Medicine.

Grading of Degree
2. The degree of Bachelor of Medicine may be conferred as an ordinary degree or as a degree with honours.

Enrolment
3. A candidate shall enrol only as a full-time student.

Qualifications for Degree
4. To qualify for admission to the degree of Bachelor of Medicine a candidate shall in normally not less than five academic years complete to the satisfaction of the Faculty Board the programme of work set out in the Schedule of these Requirements and consisting of such seminars, tutorials and lectures, written and practical work, examinations and assessments as may be prescribed by the Faculty Board.

5. Except as otherwise provided in clauses 7 and 9 of these Requirements a candidate shall complete the programme of work in consecutive terms.

Progression
6. (1) A candidate shall attempt all the assessments prescribed as summative by the Faculty Board.

(2) Summative assessment will normally be conducted in each term, except Term 1.

(3) Except in Phase 5, the results of candidates in summative assessments shall be classified as ungraded Pass or Fail. In Phase 5 results shall be classified as Honours, Pass or Fail.
(4) A candidate whose result in a summative assessment is classified as Fail will be required to attempt such additional assessment as the Faculty Board shall determine.

(5) A candidate who fails in summative assessments for more than one term of a Phase will normally be recommended to the Admissions Committee for exclusion from the course under the provision of By-law 5.4.1.2.

Withdrawal

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

(2) Such withdrawal shall be –
(a) without failure, if the candidate's performance is deemed by the Faculty Board to be satisfactory; or
(b) with failure, if the candidate's performance is deemed by the Faculty Board to be unsatisfactory, in which event the Faculty Board will also normally recommend exclusion from the course.

8. A candidate who has been permitted to withdraw without failure and who subsequently wishes to resume his studies in the course:
(a) will be required to re-apply for admission to the course if the withdrawal occurred during his first year of study; or
(b) if the withdrawal occurred in a later year of study, will be permitted to re-enrol under such conditions and at such time as the Faculty Board may determine; which conditions may include success at re-assessment before re-enrolment.

Leave of Absence

9. 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, which conditions may include success at re-assessment before re-enrolment. Such leave will not normally be granted for more than one year.

Relaxation Clause

10. The Senate on the recommendation of the Faculty Board may relax any provision of these Requirements in order to provide for exceptional circumstances arising in particular cases.

| THE SCHEDULE |
|--------------|----------|--------|
| Phase I     | Terms    | Years  |
| Introduction to Problem Solving | Term 1 | Year 1 |
| Phase II    | Terms    |       |
| Problems in the Adult | Term 2 | Year 2 |
| Problems in the Adult (continued) | Term 4 | Year 2 |
|          | Term 5   |       |
|          | Term 6   |       |
| Phase III   | Terms    |       |
| Problems in the Adult | Term 7 | Year 3 |
| (continued) | Term 8   |       |
|          | Term 9   |       |
| Elective I  | Term 10  |       |
| Phase IV    | Terms    |       |
| Problems in the Adult | Term 11 | Year 4 |
|            | Term 12  |       |
|            | Term 13  |       |
| Elective II | Term 14  |       |
| Phase V     | Terms    |       |
| Integrated Practice | Term 15 | Year 5 |
|            | Term 16  |       |
|            | Term 17  |       |
|            | Term 18  |       |

Notes
1. The programme of work in elective studies shall be proposed by the candidate and approved by the Faculty Board.
2. Years 3, 4 and 5 each comprise four Terms whose dates are not the same as those of the three University Terms.

BACHELOR OF MEDICAL SCIENCE

A one year programme leading to the award of the degree of B.Med.Sc. is available to candidates for the degree of Bachelor of Medicine who have completed at least three years of their course. The degree provides for a period of supervised research in any of the disciplines represented in the Faculty of Medicine, or in another related to Medicine, subject to the availability of adequate supervision within the Faculty.

The programme is intended for medical students who wish to consider research as an option in their careers, rather than concentrate solely on the practice of clinical medicine, and provides a basic training in research methods.

REQUIREMENTS FOR THE DEGREE OF BACHELOR OF MEDICAL SCIENCE

1. In these Requirements, unless the context or subject matter otherwise indicates or requires, "the Faculty Board" means the Faculty Board of the Faculty of Medicine.
2. (1) The degree of Bachelor of Medical Science shall be conferred as an honours degree only.
   (2) There shall be three classes of Honours, namely Class I, Class II and Class III. Class II shall have two divisions, namely Division (i) and Division (ii).
3. An application for admission to candidature for the degree shall be made on the prescribed form and lodged with the Secretary to the University by the prescribed date.
4. An applicant for admission to candidature shall have completed to a level of performance satisfactory to the Faculty Board not less than three years of the course leading to the degree of Bachelor of Medicine in the University of Newcastle.

5. (1) Admission to candidature shall require the approval of the Faculty Board.

(2) An applicant shall not be admitted to candidature unless the Faculty Board:
   (a) approves the programme of study proposed by the applicant; and
   (b) is satisfied that adequate supervision and facilities are available.

6. To qualify for admission to the degree a candidate shall in one year of full-time enrolment complete to the satisfaction of the Faculty Board the approved programme and also such work and examinations as may be prescribed by the Faculty Board.

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

Faculty Policy on Student Failure and Withdrawal

The requirements for the Degree of Bachelor of Medicine constitute the formal expression of the Faculty's policy concerning students who fail to satisfy the examiners, or who wish to withdraw from the course temporarily or permanently.

These notes explain the Faculty's policy, and how it will be interpreted in practice.

**Aim**

The overriding aim of the policy is to encourage students to succeed, rather than to punish students for failure. This means that every assistance to succeed will be given to students who fail because of extenuating circumstances, but that, once it becomes clear that the student is incapable of success in the course, exclusion will promptly follow.

**Assessment Procedure**

Students will be assessed in each part of the course identified on the University enrolment form.

If the assessors are unable to make an academic judgement about the performance of a student in an assessment, they may require the student to undergo supplementary assessment for the purpose of resolving ambiguities and doubts. Students whose performance at an assessment is clearly unsatisfactory will not be eligible for supplementary assessment.

A student who does not satisfy the assessors at an assessment will be expected to undertake remedial studies, and will have the opportunity to attend deferred assessment during the year. Normally a student will have two such opportunities to satisfy the assessors during the remainder of the year, together with a final opportunity which will occur in the University's deferred examination period in January. Inability to satisfy the assessors within this framework of deferred assessment will result in a "Fail" being entered on the student's academic record for that part of the course. The consequences of this result are described below.

**Student Progression**

Faculty Board, through its Student Progress Committee, reviews the academic judgements made during the year by assessors in respect of each student and determines the results to be entered on the student's academic record. The Student Progress Committee considers requests for special consideration by students (see below and Examination Regulations), and, under extenuating circumstances, may determine a result of "Pass" even though a student has not satisfied the assessors.

As students have several opportunities for assessment in each year, they are expected to obtain Passes for all parts of the years work by the end of the Deferred Examination period held in January of the following year. However, the Student Progress Committee may permit a student to enrol for a later year and, at the same time, re-enrol in a limited part of the work of the previous year.

Students whose previously planned elective studies are placed in jeopardy by the need for deferred assessment should consult the Chairman of the Assessment and Elective Studies Sub-Committees for advice as to an appropriate combination of elective and remedial study.

A student whose academic record does not meet the normal requirements for progression to the next year becomes subject to the University's Regulations Governing Unsatisfactory Progress. Under these regulations the Faculty Board may require a special programme of study under the Dean's supervision or may exclude a student with a substantial record of failure.

**Special Consideration in Assessment**

The University's Examination Regulations recognise that inability to satisfy the assessors may be the result of health, personal or other serious extenuating circumstances. To preserve their rights under these provisions, students should note and follow the prescribed procedures.

A student whose preparation for assessment has been hindered will nevertheless be encouraged to attempt the assessment, if there is a reasonable prospect of satisfying the assessors. If not, then the normal arrangements for deferred assessment will apply.

**Withdrawal**

University rules concerning withdrawal are contained in the General Information Section. A student whose record contains no unredeemed "Fail" is normally permitted to discontinue without failure. However, if a student repeating any part of the course withdraws after the due date, approval to discontinue will normally be given with failure. If such a student desires re-enrolment, he may have to "show cause" why he may be permitted to re-enrol.

**Leave of Absence**

A student not wishing to re-enrol in any year may be granted leave of absence from the course on application to the Dean. Application should be made before the end of First Term in the year for which leave is sought. Leave of absence is not normally granted for more than one year and cannot be granted retrospectively. Leave is normally granted only to those students who have satisfactorily completed all requirements for the course to date.

**General Description of Curriculum**

The five-year undergraduate curriculum leading to the degree of Bachelor of Medicine is divided into four Phases and two Electives. A table is included in the Degree Requirements illustrating this.

Phase I occupiiies the first term, and constitutes an introduction to problem solving, to the practice of medicine, and to University life. Phase II occupies the next five terms, and consists of a more detailed, systematic examination of problems which typically present in the adult. Phase III extends this study by a further three terms.

During the Elective terms, students will be able to study, in greater depth, a topic of their choice, subject to Faculty approval.
Phase IV lasts three terms, and is concerned with problems in infants, children, adolescents, the aged and with cancer. The details of Phase V, in the final year, have yet to be finalised, but students will be confronted by clinical problems as they occur, and will undertake increasing clinical responsibility, perhaps as 'trainee interns'.

Objectives
The overall objectives for the undergraduate curriculum are set out in the Faculty's Working Paper VI (Undergraduate Programme Objectives). More detailed objectives for each Phase and Block will be available.

Learning Methods
The major curricular emphasis will be on learning through considering and solving clinical problems. Students will be expected to acquire not only the factual knowledge and intellectual understanding which are essential for clinical decision making, but also the skills of information gathering, decision making and implementation, not only in relation to problems of individual patients, but also in relation to problems of groups or communities.

Students will usually work in groups of eight with a tutor, but smaller groups will be used when appropriate. They will be encouraged to identify their own learning needs, and to find their own individual solutions to those needs, thus progressively becoming independent learners, capable of a life-time of continuing self-education and self-evaluation. Those who encounter learning difficulties, resulting either from poor study habits or from a different educational background (e.g. insufficient knowledge of physics) will be offered help to overcome those difficulties.

Phase I — Term I — Introduction to Problem Solving
Following a week's general introduction to the University and the Faculty, the major activity in Phase I will give a broad overview of the scope of medical practice, and an introduction to clinical problem-solving, through the study of four problems, designed to be representative and likely to include acute and chronic illness in people of varying ages.

Study of selected aspects of these problems will make possible the acquisition of basic information which will be some of the foundation upon which later learning can be built. In addition, there will be instruction and practice in the skills of interviewing and communication, in preparation for meeting and talking to patients. There will also be an introduction to the lay and health professional communities of the Hunter Region.

Phase II — Term 2 — Acute Interruption of Function
The problems in Term 2 will be split into two Blocks, which are designed so that either can be studied first. Half of the student groups will study Block 2A first and the other half 2B.

Block 2A is concerned with acute interruption of function in individuals and communities, through the study of:

- a bereaved person
- a person who tries to commit suicide
- a family with multiple health and social problems
- a disaster in the city of Newcastle.

In addition to the knowledge and understanding basic to the management of these problems, emphasis will be given to the community services available to help people with such problems, and further attention will be given to communications and interviewing skills.

Block 2B is concerned with acute interruption of function in the limbs, through the study of:

- a man with a cut thigh
- a woman with a broken bone
- a man with muscle weakness and sensory loss after being stabbed in the arm
- a man with a cold, painful leg.

As before, in addition to the acquisition of basic knowledge and understanding, attention will be given to the examination of patients with problems of this type. Experience will be arranged in a casualty department seeing patients with similar problems, and in a hospital ward under the supervision of the ward sister.

Phase II — Term 3 — Gastrointestinal, Renal, Urological Problems
Block 3A will be devoted to the study of a number of problems in relation to the gastrointestinal tract, giving a broad introduction to this body system through the study of abdominal pain, altered bowel habit, etc.

Block 3B will consider renal and urological problems, including failure to pass urine, blood in the urine, frequent passage of urine, pain on passing urine, and pain in the loin. During this term there will be practice in interviewing and examining patients with these and similar problems, both in hospital and in community settings.

Phase II — Term 4 — Cardiology and Respiratory Problems
Block 4A will be devoted to study of a number of common cardiological problems which will enable the student to evaluate and diagnose patients with cardiac disease.

Block 4B will be devoted to study of a number of common respiratory conditions which will enable the student to understand the basic mechanisms of common respiratory disorders and to diagnose and manage patients with respiratory disease. During this term the students will continue their practice in interviewing and physical examination and will commence to take responsibility for documenting the progress of a patient's illness.

Phase II — Term 5 — Rheumatology, Orthopaedics and Haematology
Block 5A is concerned with rheumatological and non-traumatic orthopaedic problems.

Block 5B is concerned with a number of important haematological conditions and also provides an introduction to endocrinology.

Phase III — Term 6 — Neurology and the Mind
This term will be a fully integrated term where the students will study neurological and psychiatric problems in a theoretical and practical setting.

Phase III — Term 7 — Dermatology, Eye, Ear, Nose and Throat and Acute Emergencies
This term will alternate with Term 8 and 6 of the eight groups will spend it out of Newcastle at Tamworth, Taree or Gosford. The learning of skills in Dermatology, Eye and Ear, Nose and Throat will in many cases take place in individual practitioners' rooms. Attachments for acute emergencies will be arranged in the casualty and intensive care areas.

Phase III — Term 8 — Sexuality and Acute Emergencies
This term will alternate with Term 7 and will be done in Newcastle. Problems of sexuality and associated problems will be considered.
Phase III — Term 9 — Chronic Failure
The term will be spent predominantly at the campus and any clinical attachment will be completely integrated into the problems.

Term 10
An elective term.

Phase IV
Students will rotate through Terms II, 12, 13 and 14. Problems in development and growth, with appropriate clinical training in hospitals and specialist’s rooms, will be studied over two terms; problems of ageing, particularly oncology, will occupy a further term, and the remaining term will be for elective studies.

Phase V — Integrated Practice
Students will rotate through a variety of clinical attachments, certain of which will be mandatory. This activity will occupy about 20 hours/week and will generate problems to be studied individually and discussed in groups. A “library” of problems suitable for individual study will be available which will expand the knowledge gained in the earlier years of the course. This will be structured to allow the student to perform continuing self-assessment of his knowledge and abilities.