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New South Wales



FACULTY OF MEDICINE HANDBOOK

CALENDAR

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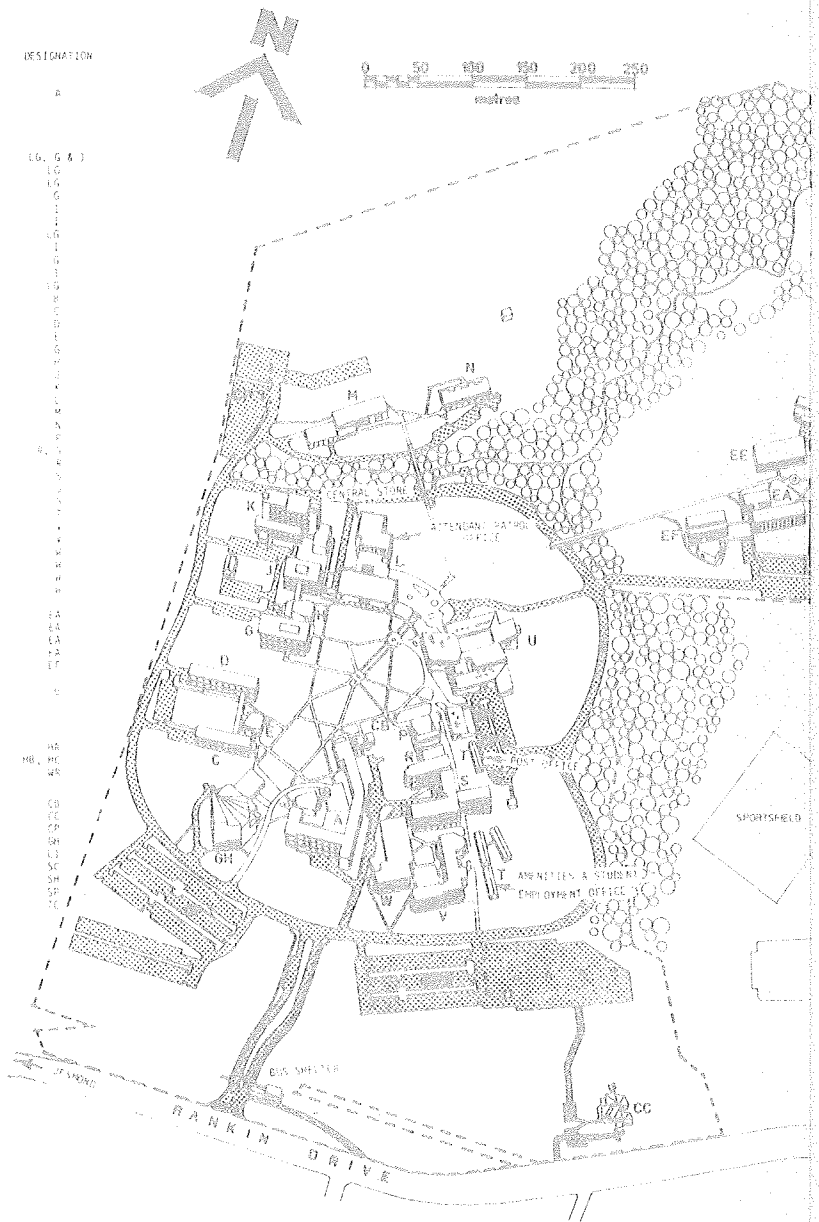
Volume 9

THE UNIVERSITY OF NEWCASTLE

NEW SOUTH WALES

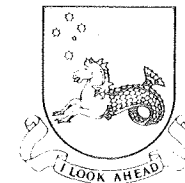
LEGEND

BUILDINGS	DESIGNATION
ARTS/ADMINISTRATION	
LG = LOWER GROUND FLOOR	R
G = GROUND FLOOR	
I = FIRST FLOOR	
ADMINISTRATION	
CLASSICS	LG, G & I
COMMUNITY PROGRAMMES	LG
COMPUTING CENTRE	G
ENGLISH	I
HERSM	I
HISTORY	LG
LINGUISTICS	I
MODERN LANGUAGES	I
PHILOSOPHY	I
UNIVERSITY COUNSELLING SERVICE	LG
MATH LECTURE THEATRE	R
ZOOLOGY	R
PHYSICS	R
LECTURE THEATRE	G
CHEMISTRY	R
BASDEN THEATRE	R
BIOLOGICAL SCIENCES	R
MEDICAL SCIENCES	R
AUCHINCLOSS LIBRARY	R
METALLURGY	M
ARCHITECTURE	N
GRAND THEATRE	L
SOCIAL SCIENCES	R, L
GEOGRAPHY	R
COMMERCE	R
ECONOMICS	R
LEGAL STUDIES	R
TEMPORARY BUILDINGS	T
MATHEMATICS	R
ORAMA	R
BEHAVIOURAL SCIENCES	R
EDUCATION	R
PSYCHOLOGY	R
SOCIOLOGY	R
ENGINEERING COMPLEX	
CHEMICAL ENGINEERING	EA
CIVIL ENGINEERING	EA
ELECTRICAL ENGINEERING	EA
MECHANICAL ENGINEERING	EA
ENGINEERING THEATRE & CLASSROOMS	EA
UNION	
CHARLAPENCY SERVICE	U
HEALTH SERVICE	U
EDWARDS HALL	
CENTRAL FACILITIES	HA
BE DROOM BLOCKS	HA, HE
HARBORS RESIDENCE	HA
MISCELLANEOUS	
CORDONHEALTH BANK	CB
COMMUNITY CHILD CARE CENTRE	CC
CAR PARK	CP
GREAT HALL	GH
LODGE	L
AUCHINCLOSS SPORTS CENTRE	SC
STAFF HOUSE	SH
SPORTS PAVILION	SP
TERMS COURTS	TC



FACULTY OF MEDICINE

HANDBOOK 1982



THE UNIVERSITY OF NEWCASTLE
NEW SOUTH WALES 2308

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Two dollars
Recommended price

On behalf of all my colleagues in the Faculty — members of the academic staff, technical and secretarial staff — I welcome you most warmly to this new and exciting Faculty. We have now virtually completed the building of our "team", and you may be assured that you are joining what can now be fairly described as a going concern, one which has an assured future and one which is attracting increasingly favourable attention in both the national and international arenas. At the time I am dictating this we have just completed a major international workshop in Newcastle, attended by a number of invited guests from the Asian/Pacific region, and to this meeting the World Health Organisation sent no less than three of its senior executives — a sure indication that they take us with great seriousness as a medical school with a very distinct future and a very clear part to play in medical education across the world.

Furthermore, we have recently attracted some substantial funding from outside bodies, in particular a grant of nearly half a million dollars from the Rockefeller Foundation for the development of graduate training programmes which will be of particular relevance for developing countries. It might not at first glance be easy for you as an undergraduate to see the relevance of such outside funding for your own personal future, but you will in fact be benefiting in all sorts of direct and indirect ways, not the least of which is that your own future depends very substantially on the continuing credibility of this Faculty as a force to be reckoned with in both medical education and research.

Presumably you already know — and you will quickly find out if you don't — that this Faculty has an unusual, and we believe very important, attitude to the role of the basic sciences in medical education. As we provide no clearly separate "courses" in such traditional subjects as Anatomy, Biochemistry or Pharmacology, some students begin by wondering whether they will ever acquire the scientific information which they will need to underpin their subsequent practice of clinical medicine. As a Faculty we feel very explicitly that there is not much point in our setting up elaborate (and usually tedious) lectures and practical classes to try to cram into your heads what are sometimes called "the stories of science"; no less an authority on science than Sir Gustav Nossal wrote a few years ago that most of the practical classes conducted in medical schools were nothing more than what he called "useless jokes".

What we *are* concerned about is the promotion within each one of you of a genuine spirit of scientific enquiry, the desire to search for a deeper understanding of the causes of normal and abnormal human phenomena, the need to ask questions (even perhaps about some matters which are not usually questioned), the need to see each patient and each clinical situation as presenting, in one way or another, a problem to be solved, rather than merely a pattern to be recognised requiring a form of management which is automatically prescribed. Our experiences with the more senior students lead us to feel moderately optimistic in this regard, for we believe that at least the great majority of them are genuinely scientific, in the best sense of that rather difficult word, in their approach to medicine; moreover, they would appear to us (and to some outside observers) to have acquired a quite satisfactory foundation in the basic sciences, derived however from the problem-solving approach to clinical problems rather than from what is often called "the passive transfer of information" from staff member to student.

Of course there is always a risk, which perhaps we have not altogether avoided, that there will be a few students who enter this school who have misread the messages about the Newcastle programme, and who have formed the quite erroneous opinion that they will be able to survive and prosper in the course while paying minimal attention to the scientific basis of medicine. They may have picked up messages about our emphasis on the importance of communication and caring in the practice of medicine, and from these gained the quite false idea that this is *all* that medicine is about — an attitude which can only lead to the production, if indeed the student should survive the course, of a second-rate practitioner. Such students tend to be those who ask, sometimes very critically, why virtually every academic member of the Faculty is engaged in some type of research — perhaps in the laboratory, perhaps in the community,

perhaps in relation to some aspect of the education programme itself. It is necessary for you to recognise that the search for a deeper understanding of the phenomena of health and disease is an integral part of university life; if it were not so, and if academics were to devote 100% of their time to activities which directly involve the education of students, then medicine really would have no particular claim to be regarded as a university discipline, and medical students might justifiably be located in a technical college alongside trainee television mechanics or laboratory technicians. As your course unfolds, we will be expecting that you too will become increasingly curious about the many facets of the human body and the human mind where our knowledge is still grossly imperfect — or perhaps your curiosity will be directed into the organisation of health care, or perhaps the organisation of medical education itself. When you have become more familiar with the day to day organisation of the Faculty you will, I hope, want to know more about what goes on in the Faculty's research programmes — not necessarily because you are going to end up as a full-time medical research worker after graduation, but because such contact with research will stimulate your own scientific curiosity, without which you will never be more than a mediocre physician.

All medical schools are involved in the business of education, the advancement of knowledge, and the provision of service to the surrounding community. I hope that before too much time has elapsed you will have seen at first hand some aspect of each one of these areas, not merely the first one. The opportunities are there for you to become a genuinely enquiring scientist, in the broad rather than the restricted sense of that frequently misunderstood term, and I hope that you will grasp as many of these opportunities as you can.

David Maddison,
Dean.

CONTENTS

Faculty of Medicine

Page	
3	Dean's Introduction
6	Faculty Staff
8	Faculty Board Constitution
8	Hospital and Other Clinical Facilities
9	Private Practices
9	Health Commission
9	Dress and Appearance
10	Costs
10	Auchmuty Library
11	Bachelor of Medicine Degree Requirements
13	Bachelor of Medical Science
13	Faculty Policy on Student Failure and Withdrawal
16	General Description of Curriculum
16	<i>Phase I</i>
17	<i>Phase II</i>
18	<i>Phase III</i>
19	<i>Phase IV, Phase V</i>

General Information — Between pages 10 & 11.

FACULTY OF MEDICINE

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GENERAL INFORMATION

FACULTY OF MEDICINE

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Volume 1 — Legislation: *The Act, By-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

An ABC for New Students

University News

Gazette

Page

(iii)

I PRINCIPAL DATES 1982

II GENERAL INFORMATION

Enrolment of New Students

Re-enrolment

Student Cards

Library Cards

Re-admission after absence

Attendance Status

Change of Address

Change of Name

Change of Programme

Withdrawal

Confirmation of Enrolment

Indebtedness

Leave of Absence

Attendance at Classes

General Conduct

Notices

Student Matters Generally

III EXAMINATIONS

Examination Periods

Sitting for Examinations

Rules for Formal Examinations

Examination Results

Special Examinations

Deferred Examinations

IV UNSATISFACTORY PROGRESS

Regulations Governing Unsatisfactory Progress

V CHARGES

Payment of Charges

Scholarship Holders and Sponsored Students

Refund of Charges

Extension of time to Pay

Higher Degree Candidates

Tuition Fees

VI CAMPUS TRAFFIC & PARKING

(viii)

(viii)

(viii)

(ix)

(ix)

(ix)

(x)

(xii)

(xiii)

(xiii)

(xiii)

(xiv)

(xiv)

(xiv)

I PRINCIPAL DATES 1982

January

1	Friday	Public Holiday — New Year's Day
8	Friday	Last day for return of Re-enrolment Forms — Continuing Students Final Deferred Examinations
31	Sunday	Closing date for applications for residence in Edwards Hall

February

1	Monday	Public Holiday — Australia Day 26 January
22	Monday	New Medical students attend in person to enrol and pay charges

March

1	Monday	<i>First Term</i> begins for 1st year Medical Students
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April

16	Friday	Good Friday — Easter Recess commences
21	Wednesday	Classes resume
26	Monday	Public Holiday — Anzac Day 25 April

June

11	Friday	Last day for return of <i>Confirmation of Enrolment</i> forms
14	Monday	Public Holiday — Queen's Birthday
30	Wednesday	Closing date for Applications for Admission to the Bachelor of Medicine course in 1983

July

5	Monday	Last day for withdrawal without academic penalty from full year subjects (see also Dean's discretion p vi)
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October

1	Friday	Closing date for Applications for Admission 1983 (Undergraduate courses other than Medicine)
4	Monday	Public Holiday — Eight Hour Day

At the time of printing Term Dates for the Faculty of Medicine had not been determined.

II GENERAL INFORMATION

Enrolment of New Students

Persons offered admission are required to attend in person at the Great Hall at the end of 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

Re-enrolment materials will be mailed to all undergraduate students in mid-December. Those who wish to enrol in 1982 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 1981 annual examination results, and forward it to The Secretary, University of Newcastle, N.S.W., 2308.

Enrolment forms from continuing students are due by 8 January 1982 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.

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 14 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 1981, 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 1981.

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, 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

Application to withdraw from a subject should be made on a *Variation 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.

<i>Full Year Subjects</i>	<i>Withdrawal Dates</i>	
	<i>First Half Year Subjects</i>	<i>Second Half Year Subjects</i>
Monday 2 August 1982	Monday 19 April 1982	Monday 6 September 1982

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 penalty.

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

Confirmation of Enrolment

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

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-enrol for any period up to three years 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 for more than three years and will not be granted retrospectively.

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

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 Dean of the Faculty.

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 noticeboard on the wall opposite the entrance to lecture theatre B01 is used for the specific purpose of displaying examination timetables and other notices about examinations.

Student Matters Generally

The main notice board is the display point for notices concerning enrolment matters, scholarships, University rules and travel concessions, etc. This notice board is located on the 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 noticeboard 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:

- (a) to a student who is prevented from bringing into a room a programmable calculator;
- (b) to a student who uses a calculator incorrectly; or
- (c) 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;

* A programmable calculator will be permitted provided program cards and devices are not taken into the examination room.

- (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 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 \$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 14 January 1983.

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 final 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 8 January 1992.

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 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.
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 the 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 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
- (ii) 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 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 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 5 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.

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 14 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 will not be before 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 Services Charge*
 - (a) *Students Proceeding to a Degree or Diploma*

Full-time students	\$120.50
	Per annum
Part-time students	\$115.50
	Per annum
<i>Plus</i> Students joining Newcastle University Union for the first time	\$10
 - (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, 8 January, 1982

	\$14
--	------

- where a candidate for a special or deferred examination in January does not lodge re-enrolment application by Monday, 15 February, 1982
- | | |
|--|------|
| | \$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
 - (iii) an Extension of Time to Pay Charges form
 is not lodged with the Cashier by the Due Date prescribed by the Secretary on the *Authority to Complete Enrolment* form.

	\$14
--	------
 - (c) *Late Payment of Charges*
 - Where all charges have not been paid by the Due Date
 - (i) if not more than 14 days overdue
 - (ii) if more than 14 days overdue

	\$8
	\$14
3. *Other Charges*
 - (a) Examination under special supervision
 - (b) Review of examination results
 - (c) Statement of matriculation status for non-members of the University
 - (d) Academic statements in excess of six per annum
 - (e) Replacement of student cards

	\$15 per paper
	\$8 per subject
	\$8
	15c per copy
	50c each

Payment of 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. Money Orders should be made payable at the Newcastle University Post Office, N.S.W. 2308. The Cashier's Office is located on the First Floor of the McMullin Building, and is open from 10 am to 12 noon, and 2 pm to 4 pm.

Students are urged to pay charges by mail and a pre-addressed envelope will be forwarded with the *Authority to Complete Enrolment* form.

Scholarship Holders and Sponsored Students

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

Extension of Time to Pay Charges

Students who have finalised their programme and been issued with their *Authority to Complete Enrolment* form but who, due to circumstances beyond their control, are unable to pay the charges due, may apply for an extension of time to pay charges. The Extension of Time form should be completed and presented in person at the Student Administration Office where arrangements will be made for the student to be interviewed.

Refund of Charges

Students who notify the Student Administration Office of a complete withdrawal from their courses should also lodge a claim form for a refund of charges. A refund cheque will be mailed to the student or, if applicable, to the sponsor.

The refund will be based on the date of notification of withdrawal, as follows:

Notification on or before Monday, 1 March, 1982	100%
Notification on or before Friday, 26 March, 1982	90%
Notification on or before Friday, 25 June, 1982	50%

No refund will be made before 31 March 1982.

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 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.

Tuition Fees

The Commonwealth Government has announced its intention that tuition fees be payable in some circumstances from 1982. At the time of printing, the necessary legislation was still to be passed. If tuition fees are introduced a statement will be sent to those students who are affected.

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 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:—

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
Driving offences — including speeding and dangerous driving	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
Failing to obey the directions of an Attendant (Patrol)	up to \$25

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

Elsa H. Cant
Marie E. Carlile
Elinor F. Couper
Caroline A. Cranfield
Marie Dick
Joan P. Odgers
Elaine M. Sheehan, BA(New South Wales)
Wendy L. Smith
Judith Wood

Director for Educational Technology

A. V. Daniel, FIMBI(Victoria)

Information Officer

Aileen Stevenson, BA, ALAA

Professional Officers

J. Falconer, BSc, PhD(Leeds)
Deborah M. Lloyd, BA, DipEd

Instructional Designers

Veronica Parker, BA, DipEd
Gloria Street, BA
Barbara C. Wallis, BSc(Sydney), BA

Senior Technical Officers

Cheryl Ray, BSc(Monash)
Linda E. Rogers, BSc(Harris Coll., Virginia)

Technical Officers

P. J. Brent
Vicki A. Brent
R. Herd
P. Letchford, BSc(New England)
Lynn Manwaring
Cathy Snape
S. Williams

Medical Photographer

B. W. Turnbull, MIMBI(N.Z.)

Assistant Medical Photographer

S. T. McNally

Medical Artist

J. H. Single

Audiovisual Officer

K. Quigley

Medical Librarian

Janet Brice, BA(NSW), DipLib(WAIT), ALAA

Gardiner Librarian

Monica Davis, BA, DipEd(Catholic University of Chile), DipLib(New South Wales)

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 as 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.

Associated Hospitals

Gosford District Hospital
Manning River District Hospital
Gosford District Hospital

Private Practices

Many general practitioners and specialists in the Region make 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 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.

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 provided on loan in the first year of 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.

The Gardiner Library

Monday to Thursday 8.30 a.m. to 8 p.m.
 Friday 8.30 a.m. to 6 p.m. Sunday 1 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) 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.
 (3) 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.

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.
- 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. 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

Phases	Terms	Years
Phase I <i>Introduction to Problem Solving</i>	Term 1	Year 1
Phase II <i>Problems in the Adult</i>	Term 2	
	Term 3	
	Term 4	Year 2
	Term 5	
Phase III <i>Problems in the Adult (continued)</i>	Term 6	
	Term 7	Year 3 ²
	Term 8	
Term 9		
Elective I	Term 10	Year 4 ²
Phase IV <i>Problems of Growth and Ageing</i>	Term 11	
	Term 12	
Elective II	Term 13	
	Term 14	
Phase V <i>Integrated Practice</i>	Term 15	Year 5 ²
	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.

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 Assessment and Withdrawal

The requirements for the Bachelor of Medicine degree and the University's Regulations Governing Unsatisfactory Progress constitute the formal framework within which student progress is governed. The following notes explain details of the Faculty's policy.

Assessment Procedure

Summative assessment is normally conducted for each part of the course identified on the enrolment form at the end of each year, except in fourth year.

A preliminary result of Satisfactory or Non-Satisfactory is recorded. If the assessors are unable to make a firm judgement, they may require the student to undergo supplementary assessment on those items where doubt exists.

A student judged unsatisfactory is offered counselling and remediation if this is considered appropriate. A deferred assessment will then be provided before the end of the year, and, if necessary, a further and final opportunity in January of the following year. Deferred assessment normally concentrates on the individual student's areas of deficiency, identified in previous assessment and defined by the major objectives of the relevant blocks of study. If a student is unsatisfactory in final deferred assessment, a result of Fail will normally be determined.

Student Progression

Students have to obtain a judgement of Satisfactory in all strands of the course in order to obtain a Pass result for the year and qualify for automatic progression. A student who is determined as having failed in any strand in a year becomes subject to review of his progress under the University Regulations referred to above. These are set out in full in the General Information Section of the Handbook. In the Faculty of Medicine, the Student Progress Committee is charged with the responsibility for making determinations under these Regulations and the section of the University's Rules for Examinations dealing with Special Examinations (see General Information Section).

Withdrawal

University rules governing withdrawal are contained in the General Information Section.

A student who is permitted to withdraw while repeating any part of the course will be required to undertake a special re-assessment in that part before being permitted to re-enrol.

Leave of Absence

Leave of absence for one academic year may be granted by the Dean to a student in good academic standing.

General Description of Curriculum

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

Phase I occupies 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. In Phase V, students rotate through a number of clinical attachments. There is also a common sequence of weekly seminars.

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 1 — 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 neither 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
- and 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, and in a hospital ward under the supervision of the ward sister.

Phase II — Term 3 — Gastrointestinal, Renal, and 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 — Cardiovascular and Respiratory Problems

Block 4A will be devoted to study of a number of common cardiovascular problems which will enable the student to evaluate and diagnose patients with cardiovascular 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, Haematology and Endocrinology

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 most of the students 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 which concentrate on integration across systems.

Term 10

An elective term.

Phase IV

Students will rotate through Terms 11, 12, 13 and 14. Problems in reproduction, 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.

