NEWCASTLE TEACHERS COLLEGE N.S.W.

A College of Advanced Education
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NEWCASTLE TEACHERS COLLEGE
CALENDAR 1973

CONSERVATORIUM OF MUSIC
First Term: 12th Feb.—11th May
Second Term: 4th June—10th Aug.
Third Term: 3rd Sept.—23rd Nov.

ABBREVIATIONS
V=Vacations and Public Holidays
P=Practice Teaching
E=Examinations

VACATIONS
Teachers College: 16th Dec.—25th Feb.
Technical College: 16th Dec.—18th Feb.
Schools: 15th Dec.—29th Jan.
University: 16th Dec.—25th Feb.

FIRST TERM
Teachers College: 26th Feb.—12th May
Technical College: 19th Feb.—12th May
Schools: 30th Jan.—10th May
University: 26th Feb.—12th May
Easter: 20th Apr.—24th Apr.
Anzac Day: 25th Apr.

SECOND TERM
Teachers College: 12th May—3rd June
Technical College: 13th May—27th May
Schools: 11th May—21st May
University: 13th May—3rd June
Queen's Birthday: 11th June

THIRD TERM
Teachers College: 3rd Sept.—14th Dec.
Technical College: 3rd Sept.—24th Nov.
School: 24th Aug.—14th Sept.
University: 12th Sept.—23rd Sept.

VACATIONS
Teachers College: 11th Aug.—2nd Sept.
School: 24th Aug.—14th Sept.
University: 12th Sept.—22nd Sept.

CONSERVATORIUM OF MUSIC
First Term: 12th Feb.—11th May
Second Term: 4th June—10th Aug.
Third Term: 3rd Sept.—23rd Nov.
PREFACE

For courses begun in 1972 the details of programmes and subjects of study are set out in the Handbook for 1972 and reference should be made to relevant sections of that Handbook if detailed information is required.

This Handbook includes information relevant to courses begun in 1973, together with some subject syllabuses printed in 1972 but more significantly altered or amended since their publication.
Newcastle Teachers College
N.S.W.
(Established 1949)

A COLLEGE OF ADVANCED EDUCATION

OFFICERS OF THE COLLEGE

Principal:
Griffith H. Duncan, O.B.E., M.A., B.Ed.

Vice-Principal:
Gordon C. Elliott, B.A., Dip.Ed. (Sydney), M.A.(N.S.W.)

Co-ordinator of Primary Programmes:
Appointment not yet made

Co-ordinator of Secondary Programmes:
Appointment not yet made

Secretary:
Appointment not yet made

Registrar:
H. Peter Rueger

Librarian:
Joan Blatchford, B.A., A.L.A.A.
The Advisory Council

(a) OFFICIAL MEMBERS:
Secretary to be appointed.

(b) ELECTED MEMBERS:
Election to be held as soon as possible.

(c) NOMINATED MEMBERS:
Approval of nominations is awaited.

Pending the formal approval of the Advisory Council by the Minister the following members have accepted the Principal's invitation to serve in an acting capacity:

Professor C. D. Ellyett, M.Sc. (N.Z.), Ph.D. (Man.).
Professor L. N. Short, M.Sc. (Syd.), D. Phil. (Oxon.), Dip.Ed.
(Syd.), M.A.C.E.

J. H. Brennan, B.A., Principal Newcastle Technical College.
E. A. Crago, B.Sc.
J. P. Doherty, M.Sc.
J. R. Dyce, B.A. (Syd.), M.A. (Newc.).
J. M. Graham, B.A., Litt.B.
R. L. Hodgins, B.Sc., A.S.T.C.
W. Maley, B.A., Litt.B.
R. Whitbread, B.Sc., Dip.Ed.
W. E. Wilcox.
B. L. Wood, M.A.
Committees of
The Advisory Council

1. BUILDING AND SITES DEVELOPMENT COMMITTEE:
   B. L. Wood, M.A.—Chairman.
   D. A. Mackay, A.S.T.C. Co-opted.

2. EQUIPMENT:
   Budget and Finance Committee:
   R. Whitbread, B.Sc., Dip.Ed.
   H. Rueger, Co-opted.

3. COURSE DEVELOPMENT COMMITTEE:
   E. A. Crago, B.Sc.—Chairman.
   W. R. Maley, B.A., Litt.B.

4. STAFFING ADVISORY COMMITTEE:
   J. P. Doherty, M.Sc.—Chairman.
   R. L. Hodgins, B.Sc., A.S.T.C.
   J. M. Graham, B.A., Litt.B.
   J. W. Bennett, B.A., M.Ed.

5. ADMINISTRATIVE STAFFING AND SECRETARIAL COMMITTEE:
   W. E. Wilcox—Chairman.
   H. P. Rueger. Co-opted.
   E. A. Smith, B.A. Co-opted.
The Academic Board

G. H. Duncan, O.B.E., M.A., B.Ed.—Chairman.
Secretary to be appointed.

Members:

L. Ware, Senior Lecturer in Art, Newcastle Technical College.
J. W. Bennett, B.A., M.Ed.
J. Blatchford, B.A., A.L.A.A.
E. A. Crago, B.Sc.
J. P. Doherty, M.Sc.
J. R. Dyce, B.A. (Syd.), M.A. (Newc.).
H. W. Gillard.
M. F. Grady, B.A.
H. B. Lindsay, B.A., M.Ed., Ph.D.
D. A. Mackay, A.S.T.C.
J. Porritt, M.B., B.S.
R. Whitbread, B.Sc., Dip.Ed.
W. E. Wilcox.
B. L. Wood, M.A.

COMMITTEES OF THE ACADEMIC BOARD

1. THE STANDING COMMITTEE

G. H. Duncan, O.B.E., M.A., B.Ed.—Chairman.

Members

E. A. Crago, B.Sc.
J. P. Doherty, M.Sc.
B. L. Wood, M.A.
2. THE ADMISSIONS COMMITTEE

H. B. Lindsay, B.A., M.Ed., Ph.D.—Chairman.

Members
J. W. Moore, B.A., B.Sc.(Agr.), B.Ed.
N. D. Pryde, B.A. (Newc.), M.Ed. (Syd.).

3. THE TIMETABLE COMMITTEE


Members
R. L. Hodgins, B.Sc., A.S.T.C., Co-opted.

4. COMMITTEE FOR EXTERNAL PROGRAMMES


Members

5. INTERDEPARTMENTAL COURSE COMMITTEES

(i) and (ii) Primary and Lower Primary Course

Co-ordinator of Primary Programmes—to be appointed—Chairman.

J. W. Bennett, B.A., M.Ed.—Deputy Chairman.

A nominee of the Head of Department of each of the following Departments:

Art.
Education.
English.
Industrial Arts and Crafts.
Mathematics.
Music.
Physical Education.
Science.
Social Sciences.

(iii) Secondary English—History Course

Co-ordinator of Secondary Programmes—to be appointed—Chairman.

B. L. Wood., M.A.—Deputy Chairman.

A nominee of the Head of Department of each of the following Departments:

Education.
English.
Health Education.
Physical Education.
Social Sciences.

(iv) Secondary Mathematics Course

Co-ordinator of Secondary Programmes—to be appointed—Chairman.

R. Whitbread, B.Sc., Dip.Ed.—Deputy Chairman.

A nominee of the Head of Department of each of the following Departments:

Education.
English.
Health Education.
Mathematics.
Physical Education.

(v) Secondary Science Course

Co-ordinator of Secondary Programmes—to be appointed—Chairman.

J. P. Doherty, M.Sc.—Deputy Chairman.

A nominee of the Head of Department of each of the following Departments:

Education.
English.
Health Education.
Physical Education.
Science.

(vi) Secondary Industrial Arts Course

Co-ordinator of Secondary Programmes—to be appointed—Chairman.

W. E. Wilcox—Deputy Chairman.
A nominee of the Head of Department of each of the following Departments:
Education.
English.
Health Education.
Industrial Arts and Crafts.
Mathematics.
Physical Education.
Science.

(vii) Secondary Home Science—Textiles Course
Co-ordinator of Secondary Programmes—to be appointed—Chairman.
M. F. Grady, B.A.—Deputy Chairman.
A nominee of the Head of Department of each of the following Departments:
Education.
English.
Health Education.
Home Science—Textiles.
Physical Education.

(viii) Secondary Social Sciences Course
Co-ordinator of Secondary Programmes—to be appointed—Chairman.
E. A. Crago, B.Sc.—Deputy Chairman.
A nominee of the Head of Department of each of the following Departments:
Education.
English.
Health Education.
Physical Education.
Social Sciences.

(ix) Courses leading to the award of the Diploma in Teaching
(a) Undergraduate Professional Course—One Year
(b) Undergraduate Professional Course—Two Years
J. W. Bennett, B.A., M.Ed.—Deputy Chairman.
A nominee of the Head of Department of each of the following Departments:
Art.
Education.
English.

(x) Course leading to award of the Diploma in Education
Post-graduate Professional Course—one Year
J. W. Bennett, B.A., M.Ed.—Deputy Chairman.
A nominee of the Head of Department of each of the following Departments:
Art.
Education.
English.
Health Education.
Industrial Arts and Crafts.
Mathematics.
Music.
Physical Education.
Science.
Social Sciences.

(xi) Course leading to the award of the Diploma in Music (Education)
Co-ordinator of Secondary Programmes—to be appointed—Chairman.
A nominee of the Head of Department of each of the following Departments:
Education.
English.
Health Education.
Languages.
Mathematics.
Music.
Physical Education.
Science.
Social Sciences.

(xii) Course leading to the award of the Diploma in Art (Education)
Co-ordinator of Secondary Programmes—to be appointed—Chairman.

A nominee of the Head of Department of each of the following Departments:
- Art
- Education
- English
- Health Education
- Physical Education
- Social Sciences

6. DISCIPLINE COMMITTEE

G. H. Duncan, O.B.E., M.A., B.Ed.—Chairman.
E. A. Crago, B.Sc.
J. D. Doherty, M.Sc.
B. L. Wood, M.A.

Two (2) co-opted members of the academic staff.
Two (2) co-opted members of Students Representative Council.
(Vide Reg. 2.6 1 (d) (i) and (ii) below.)

Academic Staff

ART
James W. Cramp, B.A. (N.E.), Grad. Dip. Ind. Design (N.S.W.),
Dip. Art.—Head of Department.
John N. Berthold, Dip. Art (Ed.).
Eszter Jones.
Camille I. Smith, A.T.D.
Donald L. Yorke, A.R.C.A., N.D.D.

EDUCATION
Jeffrey W. Bennett, B.A., M.Ed.—Head of Department.
Rosina Bailey, B.A., A.T.C.L.
Joseph, A. Burke, B.A.
Dennis C. Chaston, B.A., M.Ed.
Phillip Foreman, B.A.
Carolyn G. Flanagan, B.A.
Trevor J. Fullerton, B.A.
William G. Jones, B.A.
Margaret Jurd, B.A. (Syd.), M.A. (Newc.).
Norman F. Kafer, B.A.
L. Michael Koder, B.Sc.
Harold B. Lindsay, B.A., M.Ed., Ph.D.
John J. McIvor, B.A., Litt.B.
William R. Maley, B.A., Litt.B.
Eric J. Manning, M.A., Dip.Ed.
Jim Miles, B.A.
Ralph R. Milne, B.A.
John R. Rees, B.A.
E. Agnes Smith, B.A.
Patrick Russell Smith, B.A.
Two to be appointed.

ENGLISH
Bertram L. Wood, M.A.—Head of Department.
Michael Beck, B.A.
Ronald J. Haywood, B.A.
Douglas R. Huxley, B.A., Litt.B., M.A.
Denis F. King, B.A.
Graham J. McGill, M.A.
A. Paul Mitchell, B.A., Litt.B.
Alan Murphy, B.A., Dip.Ed.
William H. Newling, B.A., Dip.Ed. (N.E.), M.Ed. (Syd.)
Frances Nugent, B.A. (Syd.), M.A. (N.E.)
John D. O'Donohue, B.A.
Joan E. Poole, M.A.
John Robson, B.A., Dip.Ed.
Jacqueline M. M. Thorpe, L.T.C.L.
Bruce Wilson, M.A.

HEALTH EDUCATION

John A. Porritt, M.B., B.S., D.S.S. (Lond.)—Head of Department.
Curzon W. Furner, M.B., B.S., F.R.C.S.

HOME SCIENCE AND TEXTILES

Mabel F. Grady, B.A.—Head of Department.
Ena D. Abell.
Rae Allaburton.
Lynette N. Brown.
Pauline J. Clark.
Elaine M. Goggin, B.Sc., M.S. (Nutrition), Dip.Dietetics.
June P. Gollan.
Maia L. Juhani.
Olga K. Pilger.
Ruth E. Symes.

INDUSTRIAL ARTS AND CRAFTS

Walter E. Wilcox—Head of Department.
Barry W. Ableson, A.S.T.C.
Owen J. Barry, A.S.T.C.
David E. Corney, A.S.T.C., Dip.Art (Ed.).
Clarence H. L. Ferguson, A.S.T.C.
John B. Fisher, Dip.Art (Ed.).
Eric W. Fitness, A.S.T.C.
Charles W. Hook.
John P. Koos, Dip.Art (Ed.).
Gordon C. Lindsay, A.S.T.C.
Donald A. Mackay, A.S.T.C.

William T. Marsh, A.S.T.C.
Geoffrey T. Nicholls, B.A., A.S.T.C., M.Ed.
Alan J. Pateman, A.S.T.C.
Harry Pickard, A.S.T.C.
E. Douglas Pyle, A.S.T.C.
Laurence N. See, A.S.T.C.
Douglas N. Smith, B.Sc. (Ind.Arts).
Graham P. Symes, A.S.T.C.
Allan O. Taylor, B.A., A.S.T.C.

LANGUAGES

William T. Bryant, B.A.
John A. W. Caldwell, M.A.

MATHEMATICS

Richard J. Whitbread, B.Sc., Dip.Ed.—Head of Department.
Frederick G. H. Bishop, B.A. (U.N.E.).
David J. Condon, B.Sc. (New.), M.Sc. (Mac.).
William P. Galvin, B.A.
Robert E. Haines, B.Sc.
John W. W. Hill, B.A., A.S.T.C.
Brian F. Joyce, B.A.
R. Scott Murray, B.Sc., Dip.Ed.
Jack Neilson, B.A.
Malcolm J. Williams, B.A.

MUSIC

Roger Heading, Dip.Mus. (Ed.).
Margaret F. Lloyd, Dip.Mus. (Ed.).

PHYSICAL EDUCATION

Harold W. Gillard—Head of Department.
Kathleen J. Abernethy, Dip.P.E.
Leon Burwell.
Wendy M. Coleman, Dip.P.E.
Marilyn K. Cooper, Dip.P.E.
E. Joseph Dunnage, Dip.P.E.
Kevin Laffey, B.A., Dip.P.E.
M. Kay Thomas, Dip.P.E.
SCIENCE

John P. Doherty, M.Sc.—Head of Department.
Ross Flanagan, B.Sc.
Geoffrey D. Gibson, B.Sc., Dip.Ed.
Gordon S. Grace, B.Sc.
Raymond L. Hodgins, B.Sc., A.S.T.C.
Leo A. McKenzie, B.Sc., Dip.Ed.
Kevin McDonald, B.A., Litt.B.
John W. Moore, B.A. (N.S.W.), B.Sc. (Agr.) (Syd.), B.Ed., Dip. Ed. (Melb.).
Leslie W. J. Pennington, B.Sc., Dip.Ed. (Liv.), M.Ed. (Syd.).
Terrence Sheedy, B.Sc., Dip.Ed. (N.E.), M.Sc. (Newc.).
Herbert E. White, B.Sc.
Joyce E. Winney, B.Sc., Dip.Ed.

SOCIAL SCIENCES

Edward A. Crago, B.Sc.—Head of Department.
William Bruce, B.A.
John J. Grady, B.A.
Henry J. C. Green, B.A., Dip.Ed.
Ronald Lewis, B.A.
Noel D. Pryde, B.A. (Newc.), M.Ed. (Syd.).
Ken Scott, B.A., Litt.B.
Graham Spencer, B.A., Dip.Ed.
John W. Tierney, B.Ec., Dip.Ed.
Reginald J. Ward, B.A.
Helen Vaile, M.A., Dip.Ed.
Philip J. Vaile, B.A.

Administration

Technical, Library and Clerical Staff

LABORATORY STAFF

Maree Farley (Industrial Arts).
William M. Ford (Industrial Arts).
Ivan G. Hanna (Industrial Arts).
Robyn Lee Harrison (Biology).
Gail D. Petersen (Physical Science).
Douglas F. Taylor (Industrial Arts).
Cheryl Hicks (Home Science).

LIBRARY STAFF

Susan Clifford.
Robyn M. Emanuel, B.A.
Marie O'Doherty, A.L.A.A.
Elaine Walker.

CLERICAL STAFF

Peter Rueger—Registrar.
Anne Clifford.
Maree Couzens.
Robert Cunneen.
Lyn Donaldson.
James Fenwick.
Imelda Forbes.
Barbara Fullerton.
William Gleeson.
Jack Harvie.
Shean Israel.
Margaret Kemp.
Moira McCarthy.
Clare Martin.
Susan Scanes.
Christine Simpson.
Sharon Wallace.
Janice Wilson.
Glenys Wright.
NEWCASTLE TEACHERS COLLEGE
A COLLEGE OF ADVANCED EDUCATION
N.S.W.

Establishment, Legal Basis and Regulations

Part I: ESTABLISHMENT

Part II: RELEVANT SECTIONS OF THE HIGHER EDUCATION ACT

Part III: DECLARATION AS A COLLEGE OF ADVANCED EDUCATION

Part IV: REGULATIONS
  Section 1: GENERAL REGULATIONS
  Section 2: GOVERNING BODIES AND COLLEGE ORGANIZATION
  Section 3: CANDIDATURE FOR AND AWARD OF DIPLOMAS AND/OR OTHER QUALIFICATIONS
  Section 4: COURSE PROGRAMMES
  Section 5: ACADEMIC DRESS
  Section 6: DETAILS OF SYLLABUSES OF SUBJECTS

29
NEWCASTLE TEACHERS COLLEGE
A COLLEGE OF ADVANCED EDUCATION N.S.W.
Establishment: Legal Basis and Regulations

Part I
ESTABLISHMENT

On 20th January, 1949, Newcastle Teachers College was established at Broadmeadow by the N.S.W. Minister for Education under his authority as Minister.

Part II
RELEVANT SECTIONS OF THE HIGHER EDUCATION ACT

A. Establishment under section 17.1 of the Higher Education Act

By a notification in the N.S.W. Government Gazette dated 29th August, 1971, Newcastle Teachers College was declared, as from 1st September, 1971, to be a College of Advanced Education within the meaning of section 17.1 of the Higher Education Act, 1969.

The relevant sections of the Higher Education Act are quoted here-with:

**Higher Education Act**

*Act No. 29, 1969*

An Act to provide for the constitution, and to define the powers, authorities, duties and functions, of the New South Wales Advanced Education Board, New South Wales Universities Board, the New South Wales Higher Education Authority and Colleges of Advanced Education; and for purposes connected therewith. (Assented to, 9th April, 1969).

6. (1) The functions and powers of the Advanced Education Board shall be, for the purpose of the promotion, encouragement, development, improvement and maintenance of advanced education courses and post-secondary courses of study that in the opinion of the Board may be suitable to be approved as advanced education courses, and institutions providing or proposing to provide advanced education courses or any such post-secondary courses—

(a) to make reports and recommendations to the Minister, either of its own motion or at the request of the Minister, with respect to—

(i) the establishment of colleges of advanced education;

(ii) the approval of courses as advanced education courses;

(iii) the fields of studies in which a college of advanced education may offer courses or programmes of studies;

(iv) new developments affecting post-secondary education, other than university education;

(v) the nomenclature of the academic award to be conferred in respect of any advanced education course by an institution or body (whether or not it forms part of any Government Department) that provides any such course;

(vi) the granting or allocation of financial assistance to institutions and bodies (including those forming part of any Government Department) that provide advanced education courses;

(vii) the scale of fees to be charged by colleges of advanced education in connection with enrolment in classes or courses, or in connection with examinations, the conferring of academic awards and other services;

(b) to take such steps as it thinks fit to ensure co-ordination of advice to the Minister on matters related to advanced education courses;

(c) to co-ordinate all requests and submissions, relating to financial assistance from the Government of the State or of the Commonwealth of Australia, made to the Minister by institutions or bodies (including those forming part of any Government Department) that provide advanced education courses and, if requested by the Minister, to review any such requests or submissions;

(d) to take such steps as it thinks fit to ensure that consistent with sound educational practice the greatest effectiveness and economy in expenditure by institutions or bodies (including those forming part of any Government Department) that provide advanced education courses is achieved;

(e) to determine the academic staff establishment for each college of advanced education;
(f) to foster research into matters relevant to the development and improvement of post-secondary education, other than university education, by such means as it thinks fit including the making of recommendations for the provision of scholarships, fellowships, and financial assistance to institutions conducting or proposing to conduct research into any such matters; and

g to confer and collaborate with the Universities Board and the Commonwealth Advisory Committee on Advanced Education or any other body constituted by the Government of the State or of the Commonwealth of Australia or under any Act or Act of the Parliament of the Commonwealth of Australia or otherwise, on such matters as are within the functions and powers of the Advanced Education Board.

(2) In the performance of its functions and the exercise of its powers under this Act, the Advanced Education Board shall have regard to the needs of the State and to the resources available to the State for education.

10. The functions of the Universities Board shall be—

(a) to make reports and recommendations to the Minister, either of its own motion or at the request of the Minister, with respect to—

(i) the provision, maintenance, development, improvement and co-ordination of university facilities; and

(ii) the granting of financial assistance to universities; and

(b) for these purposes—

(i) to confer with universities;

(ii) to confer and collaborate with the Advanced Education Board and the Australian Universities Commission or any other body constituted by the Government of the State or of the Commonwealth of Australia or under any Act or Act of the Parliament of the Commonwealth of Australia or otherwise;

(iii) to co-ordinate all requests and submissions relating to financial assistance from the Government of the State or of the Commonwealth of Australia made to the Minister by universities and, if requested by the Minister, to review any such requests or submissions.

15. The functions of the Higher Education Authority shall be—

(a) to promote the most beneficial and effective relationship between the universities and the colleges of advanced education;

(b) to take such steps as it thinks fit to promote consistency between the recommendations made to the Minister by the Advanced Education Board and the Universities Board and to ensure that adequate information with respect to those recommendations is presented to the Minister;

(c) to review and advise the Minister on such matters as the Minister may refer to the Authority.

17. (1) The Minister may, by notification published in the Gazette, declare any educational institution or body forming part of a Government Department to be a college of advanced education under the name specified in the notification.

(2) The Minister may, by a further notification published in the Gazette, revoke a notification under subsection one of this section relating to a college of advanced education and, in accordance with section sixteen of this Act, constitute a body corporate to be the college of advanced education to take the place of that first mentioned college of advanced education.

(3) The Minister shall not exercise his powers under subsection one of this section in respect of an educational institution or body forming part of a Government Department not administered by him except with the concurrence of the Minister for the time being administering that Government Department.

20. A college of advanced education shall have the responsibility of providing such advanced education courses as are approved by the Minister in respect of that college, at such place or places as may be so approved and may provide other courses or programmes of study in fields approved by the Minister.

21. (1) A corporate college of advanced education shall be responsible for the control and management of its affairs and concerns and at all times shall act in such manner as appears best calculated to promote the purposes and interests of the college.

(2) Subject to this Act, a corporate college of advanced education—

(a) shall be responsible for the care and maintenance of any real or personal property under its control or management;

(b) may provide courses or programmes of study, confer academic awards, grant and issue certificates evidencing those awards in respect of the classes of students or other persons eligible under the by-laws of the college;

(c) may acquire by gift, devise or bequest any property for the purposes of this Act and may agree to carry out the conditions of any such gift, bequest or devise;
(d) may borrow money for the purposes of carrying out and performing any of its powers, authorities, duties and functions, the renewal of loans or the discharge or partial discharge of any indebtedness to any bank within such limits, to such extent and upon such conditions as to security or otherwise as the Governor upon the recommendation of the Treasurer may approve;

(e) may invest any funds belonging to or vested in the college in such securities as may be prescribed by the by-laws;

(f) shall have the control and management of all real and personal property at any time vested in or acquired by the college;

(g) shall co-operate with the Advanced Education Board to ensure that the college offers courses to meet the needs as determined by that Board of the region that the college serves and of the State; and

(h) shall forward to the Advanced Education Board at such times as may be required by that Board estimates of the financial and other needs of the college for periods specified by that Board.

(3) The provisions of paragraphs (b), (g) and (h) apply to a college of advanced education that is not a corporate college of advanced education in the same way as they apply to a corporate college of advanced education.

22. A college of advanced education shall not, where any charge in respect of the enrolment of persons in classes or courses conducted or provided by it or in respect of examinations, the conferring of academic awards or other services provided by the college, has been fixed by the Minister, make any other charge in respect of any such matter.

26. Each college of advanced education and any other institution conducting advanced education courses shall as soon as practicable but not more than three months after the thirty-first day of December in each year, cause a report on its work and activities in relation to those courses during the year ending on that day to be prepared and forwarded to the Minister.

27. No political or religious test shall be administered to any person in order to entitle him to be admitted as a student of any college of advanced education, or to hold office therein, or to be eligible to receive any academic award, or to enjoy any benefit, advantage or privilege thereof.

Part III

DECLARATION AS A COLLEGE OF ADVANCED EDUCATION

By notification published in the Government Gazette of 31st July, 1970, the day appointed for the commencement of operation of the Teaching Service Act, 1970, was declared to be 1st January, 1971.

Newcastle Teachers College was declared to be a College of Advanced Education as from 1st September, 1971, by virtue of the notification published in the Government Gazette of 27th August, 1971 (page 3299), above the signature of The Hon. C. B. Cutler, M.L.A., Minister for Education and Science in the State of New South Wales.

Under the Teaching Service Act the N.S.W. Director-General of Education is responsible to the N.S.W. Minister for Education and Science for the administration and regulation of the Newcastle Teachers College, a N.S.W. College of Advanced Education.

With the concurrence of the N.S.W. Director-General of Education and subject to the provisions of the Public Service Act, 1902, or any Act amending that Act, the Newcastle Teachers College shall be governed by the Regulations appearing in part IV.

Part IV

REGULATIONS

SECTION I: GENERAL REGULATIONS

Regulation 1.1—Interpretations

1. In any Regulation of the College unless the contrary intention appears:

Act means the Higher Education Act under which the College was established, but in appropriate places Act may refer to the Teaching Service Act under which members of the academic staff are appointed and employed, the Public Service Act under which clerical and administrative staff are appointed and employed or any other acts for the time being in force governing the conduct of the Newcastle Teachers College.

Advisory Council means the “Advisory Council” as constituted under these Regulations and appointed on the authority of the Minister for Education and Science.
Academic Board means the Academic Board as constituted under Regulation 2.2.1 below.

Principal means the Principal as appointed by the Minister for Education and Science.

Vice Principal means the Vice Principal as appointed by the Minister for Education and Science.

Co-ordinator of Programmes means officer responsible to the Principal for the supervision and direction of the college courses e.g. Co-ordinator of Primary Programmes or Co-ordinator of Secondary Programmes or Co-ordinator of External Programmes.

The Secretary of the College means the senior clerical and Administrative Officer appointed to control clerical and administrative staff in their duties.

The Registrar of the College means the Administrative Officer responsible to the Secretary in stores, accounts, and collection of moneys.

Approved in relation to a course offered by the College means approved by the Board of Teacher Education and Advanced Education Board on the submission of the Principal on behalf of the College Academic Board.

Subject means a series of lectures in a given field or discipline extending over a period to time and includes tutorial classes and associated assignments, essays, laboratory and field work, if any, and the concluding examinations, if any, as specified in Regulations governing courses and syllabuses.

Course means a group of subjects in a number of fields or disciplines to cover a complete programme leading to an appropriate College award.

Interdepartmental Course Committee means a committee constituted by the Academic Board to advise upon, co-ordinate and direct studies within such specified fields or disciplines as shall cover a complete programme leading to an appropriate College award.

Lecturer means a member of the academic staff of the college. Lecturers are appointed as Principal Lecturers, Senior Lecturers, or Lecturers in accordance with qualifications, experience, and responsibilities.

Department means a subject department, e.g., English Department, responsible for all the teaching in that subject in the college.

Head of Department means the lecturer to whom the Principal delegates the responsibility for control of the department concerned.

Regulation 1.2—Application

1. Any regulation of the College unless the contrary intention appears shall apply to full-time students and to part-time students who have enrolled in a subject or in a course.

Regulation 1.3—Meetings

1. All proceedings of the Academic Board, and of all Committees thereof shall be minuted and permanently recorded.

2. At any meeting of any of the above bodies the minutes of the preceding meeting shall, unless copies thereof have been previously circulated to members, be read and such minutes may be amended and shall be confirmed or disallowed by the meeting and the record signed by the presiding Chairman.

SECTION 2: GOVERNING BODIES AND COLLEGE ORGANIZATIONS

Regulation 2.1—The Advisory Council

The necessary submissions for approval of the establishment of an Advisory Council have been made to the Director of Teacher Education and the Minister for Education and Science, but at the time of going to print official approval has not yet been received. In the meantime the College Advisory Council continues to function with the approval of the Director of Teacher Education as an effective body advising the College Principal, while the following Draft Constitution has been submitted to the Minister for Education and Science for his approval.

NEWCASTLE TEACHERS COLLEGE

A COLLEGE OF ADVANCED EDUCATION

PROPOSED FORMATION OF ADVISORY COUNCIL

DRAFT CONSTITUTION

1. There shall be a Newcastle College of Advanced Education Advisory Council.
2. The Advisory Council shall consist of:
   (a) Official members,
   (b) Elected members, and
   (c) Nominated members.

(a) **Official Members.** The official members shall consist of the Principal and two other official members, namely the Vice Principal and the Secretary of the College who shall also be Secretary to the Council.

(b) **Elected Members.** The elected members shall consist of:
   (i) three elected full-time members of the College and
   (ii) one person elected by the students of the College.

(c) **Nominated Members.** The nominated members shall be nominated by the Minister for Education and shall include:
   (i) Persons experienced in educational fields;
   (ii) Persons experienced in Industry or Commerce;
   (iii) Persons practising or who have practised one of the professions;
   (iv) Persons having such other experience or qualifications as the Minister deems appropriate.

3. The Advisory Council shall consist of not fewer than 15 nor more than 23 members.

4. The members of the Advisory Council shall be appointed to hold office for a term of 2 years, and any member if otherwise qualified shall be eligible for re-election and re-appointment or for re-appointment.

5. Where a vacancy occurs in elected membership a ballot shall be held within 60 days of notification of such vacancy. The Secretary of the College shall be the Returning Officer.

6. The procedure for the calling of meetings of the Advisory Council and for the conduct of the business at such meetings shall, subject to any regulations in relation thereto, be as determined by the Council.

7. The number of members who shall constitute a quorum for the purpose of any meeting of the council shall be two-thirds of the membership, and any duly convened meeting at which a quorum is present shall be competent to transact any business of the council.

8. At its first meeting each year the Council shall determine its standing orders and elect its officers.

9. The Council may make such recommendations as it thinks fit to the Minister with respect to:
   (a) (i) Matters submitted to it by the Principal;
          (ii) Matters submitted to it by any member of the Council.
   (b) The co-ordination of the functions of the College with the University of Newcastle, the National Art School (Newcastle), The Newcastle Conservatorium of Music, and the Newcastle Technical College;
   (c) Such other matters as may be prescribed;
   (d) Matters referred to it by the Minister for investigation and report.

10. The Council shall be empowered to accept grants, endowments and bequests, and shall appoint Trustees for the handling of any such funds.

The Advisory Council may appoint such committees as it deems fit. The following committees have been appointed to function as permanent committees of the Advisory Council:

1. Building and Sites Development Committee.
2. Equipment: Budget and Finance Committee.
3. Course Development Committee.
4. Staffing Advisory Committee.
5. Administrative Staffing and Secretarial Committee.

**Regulation 2.2—The Academic Board**

1. There shall be an Academic Board consisting of the Heads of the Departments of the College together with Principal Lecturers who are not Heads of Departments and with three full-time members of the academic staff elected biennially by all members of the academic staff subject to Regulation 1.1.

2. The Principal, Vice-Principal and the Librarian shall be ex-officio members of the Academic Board.

3. The Secretary of the College or other officer appointed by the Principal shall act as Secretary to the Academic Board.

4. The Principal shall be Chairman of the Academic Board.

5. In the absence of the Principal the Vice-Principal shall be the Chairman of the Academic Board.
6. (i) The Academic Board may determine how frequently it shall meet and may fix the dates of its meetings provided that it shall normally meet not less than once a Calendar month. A special meeting may be convened by the Principal, or on the requisition of any five members addressed to the Principal.

(ii) At least seven days notice of any meeting shall be given in writing to the members of the Academic Board by the Secretary to the Board specifying the time and place and agenda of the meeting.

7. All questions which shall come before the Academic Board shall be decided by the majority of members present and voting at the meeting and the member presiding at the meeting shall vote and in the case of an equality of votes shall exercise a casting vote.

8. The number of members constituting a quorum shall be fifteen.

9. The Academic Board, subject to these regulations and to any resolution of the Principal published in the notice of a meeting:

(a) shall consider any matter affecting the policy and activities of the educational programme of the College and its internal government, and may make recommendations thereon to the Principal or any other body or authority within the College;

(b) may refer matters to the Departments or other bodies for consideration or report;

(c) shall consider and act upon reports from Departments or other bodies required or requested to report to the Academic Board;

(d) shall determine, after consultation with the Department concerned, matters affecting the courses, studies and examinations which are not solely within the province of one Department;

(e) shall, where it does not approve without amendment any recommendation made by a Department, at the request of the Department, transmit the original recommendations to the Principal, together with any observations it thinks fit;

(f) may make recommendations to the Principal on the creation of new Departments within the College and on the principles of selection and terms of employment of staff;

(g) may appoint external examiners if considered advisable, on the nomination of the Department;

(h) shall exercise such functions in the maintenance of discipline among the students of the College as may be prescribed in any relevant regulation or resolution.

10. The Academic Board shall have such other powers and duties as may be delegated to it by the Principal.

Regulation 2.3—Committees of the Academic Board

1. The Academic Board may appoint such committees as it deems fit.

The Standing Committee

2. There shall be a Standing Committee of the Board consisting of the Chairman and the Deputy-Chairman of the Academic Board together with three members elected annually by the Academic Board from its members. The Chairman of the Academic Board shall be the chairman of the Standing Committee.

Election of the three (3) elected members of the Standing Committee shall take place at the December meeting of the Academic Board each year, and members so elected shall hold office for the ensuing academic year.

3. The Standing Committee shall:

(a) organize the agenda of the Academic Board;

(b) carry out any executive functions assigned to it by the Academic Board;

(c) initiate ideas or reports to the Academic Board on any matters it considers relevant.

4. The Standing Committee shall have the power to co-opt.

The Admissions Committee

5. There shall be an Admissions Committee of the Academic Board consisting of five members elected annually by the Academic Board from its members under a Chairman appointed by the Academic Board.

Election of the five elected members of the Admissions Committee shall take place at the December meeting of the Academic Board each year, and members so elected shall hold office for the ensuing academic year.

6. The Admissions Committee shall

(a) Examine and make recommendations upon all applications for admission to courses at the Colleges under Regulation 5; applications referred to it by the Head of a Department; any other matter required to be dealt with by the Admissions Committee under these Regulations;

(b) co-ordinate the recommendations of the Departments on the exclusion of students from Courses/Departments and make the decision on these cases: provided that such actions and
decisions are in agreement with the policy laid down by the Academic Board; or where no policy has been laid down the matter shall be referred to the Academic Board.

7. The Admissions Committee shall have the power to co-opt.

Regulation 2.4—Additional Committees

The following additional Committees of the Academic Board have been established.

The Discipline Committee.
The Timetable Committee.
The Committee for External Studies.
Interdepartmental Course Committees which operate within the areas specified below:
(a) Primary and Lower Primary Course.
(b) Secondary English/History Course.
(c) Secondary Mathematics Course.
(d) Secondary Science Course.
(e) Secondary Industrial Arts Course.
(f) Secondary Home Science/Textiles Course.
(g) Secondary Social Sciences Course.
(h) Undergraduate Professional Course—One Year.
(i) Undergraduate Professional Course—Two Years.
(j) Secondary Music Course—Diploma in Music (Education).
(k) Secondary Art Course—Diploma in Art (Education).
(l) One Year Post-Graduate Professional Course Diploma in Education.

2.5—The Departments

1. The Principal may constitute such Departments as he deems fit.

2. Voting members of the Department shall be the Head of the Department, Principal Lecturers, Senior Lecturers and Lecturers of the Department together with such representatives of those Departments offering services to or receiving service from the Department as the Academic Board may from time to time determine.

3. Each Department may delegate to a Standing Committee any or all of its powers except that of recommending changes in the regulations to the Academic Board.

4. (1) The Department Standing Committee shall consist of the Head of Department and such other members as the Department may determine.

   (2) The members of the Standing Committee other than the Head of the Department, shall be elected annually by the Department.

5. The Secretary to the College or his nominee shall act as Secretary to the Department Board and Department Standing Committee.

6. (1) Each Department shall meet at least three times a year.

   (2) Notice of each meeting shall be given by the Standing Committee at least 7 days before such meeting.

   (3) A meeting of the Department may be convened by the direction of the Principal, Chairman of the Academic Board or on the requisition addressed in writing to the secretary of the College of any five members of the Department or half of such members whichever is the less.

7. Each Department shall—

   (a) supervise the teaching and research activities within the Department of its members and determine such examinations as may be held within the Department;

   (b) make recommendations to the Admissions Committee on applications for admission to the Department;

   (c) authorize student's changes of courses and withdrawal from courses within the Department;

   (d) deal with any matter referred to it by the Academic Board;

   (e) make recommendations to the Academic Board on any matters affecting the Departments;

   (f) exercise such other duties and powers as may from time to time be delegated to it by the Principal.

8. (i) The number of members who shall constitute a quorum at any meeting of the Department Standing Committee shall be one half of the members of the committee.

   (ii) The number of members who shall constitute a quorum at a meeting of the Department shall be one half of the number of the members of the Department.

2.6—The Discipline Committee

1. There shall be a Discipline Committee of the College consisting, subject to the provisions of sections 2 and 3 of this regulation, of:

   (a) the Principal;

   (b) the Deputy-Chairman of the Academic Board;
(c) three members of the Academic Board nominated by the Principal;
(d) co-opted members
   (i) two full-time members of the academic staff not being members of the Academic Board elected annually by all full-time members of the academic staff;
   (ii) two students of at least five terms' standing nominated by the Students Representative Council.

2. The Principal shall be the Chairman of the Discipline Committee but if he is absent the Deputy-Chairman of the Academic Board shall preside.

3. The Discipline Committee shall:
   (a) deal with any matter relating to the conduct of any student referred to it by the Principal under Regulation 2.7; and
   (b) hear an appeal from a decision of the Principal imposing on a student exclusion from the College for any period in excess of two weeks or a fine exceeding $20.

4. When the Discipline Committee hears an appeal from a decision of the Vice-Principal under Regulation 2.7 (iii) the Vice-Principal shall be present but shall not participate in the decision of the Discipline Committee.

5. When the Discipline Committee hears an appeal or deals with a matter referred to it, the student concerned—
   (a) shall have the right to be notified of the terms of the reference;
   (b) shall be entitled to make representations, either orally or in writing or both;
   (c) shall be entitled to give and call evidence; and
   (d) may at the sole discretion of the Discipline Committee be allowed legal or other representation.

6. When the Discipline Committee hears an appeal from a decision of the Vice-Principal under Regulation 2.7.2 it may vary, confirm or quash the Vice-Principal’s decision and may in varying the decision increase or reduce the fine or the period of exclusion or both.

7. The Discipline Committee may in respect of any matter dealt with or any appeal heard by it under this By-law impose any one or more of the following penalties:
   (a) a fine not exceeding $100;
   (b) in cases of misconduct at College examinations the annulment of a student's attempt at an examination or series of examinations; or
   (c) the exclusion of a student from the College permanently or for such periods as it may decide.

8. Every penalty imposed by the Discipline Committee shall be reported to the Council.

9. Any student aggrieved by a decision of the Discipline Committee may appeal to the Council against that decision.

10. (1) Any appeal to the Council shall be by way of a re-hearing and shall be conducted in accordance with the principles set out in Regulation 2.6 subsections 4 and 5 above.
    (2) The Council may vary, confirm or quash the decision of the Discipline Committee.
    (3) When operating under this section the Council may act by a committee of five.

11. For the purposes of this regulation “student” means any person enrolled in any course conducted by the College or engaged in any research under the control of the College.

Regulation 2.7—Discipline—General

In all matters of general discipline the circumstances shall be referred in the first instance to the Vice Principal who, after due investigation, shall exercise the authority vested in his office.

1. The Vice Principal may in respect of any offence against discipline:
   (a) fine a student a sum not exceeding $50 and may exclude a student from the College for a period not exceeding four weeks; or
   (b) refer any matter relating to the conduct of any student to the Discipline Committee of the College and exclude that student from the College and its precincts until the matter has been dealt with by such Disciplinary Committee.

2. A student who has been fined by the Vice Principal in any sum exceeding $20 or who has been excluded from the College for a period in excess of two weeks may appeal to the Discipline Committee of the College.

3. (1) Any member of the academic staff, the Librarian, the Deputy Librarian and the Secretary of the College may refer any matter relating to the conduct of any student within the College precincts to the Vice Principal.
(2) Any member of the academic staff, the Librarian, the Deputy Librarian and the Secretary of the College may exclude any student from that area of the College under his control.

(3) If the exclusion under subsection (2) of this section is for a period of more than one day the case shall be referred to the Principal.

(4) The words “College Precincts” in section 1 and “Area of the College” in section 4.2 shall be taken to include any place or places where a student is present under the auspices of the College.

(5) In the event of what is prima facie misconduct occurring in an area of the College which is not the location of an organized College activity, any of the abovementioned officers who is present may deem himself for the purposes of this Regulation to be in charge of the area.

4. When a student is excluded pending action by the Discipline Committee of the College a meeting of that Committee shall be held as soon as possible.

5. No student shall incur any penalty without being given an opportunity of being heard and calling evidence.

Regulation 2.8—Officers of the College

1. The Principal.
2. The Vice Principal.
3. The Co-ordinator of Primary Programmes.
4. The Heads of Departments.
5. The Principal Lecturers.
6. Senior Lecturers, Lecturers.
7. The Secretary.
8. The Registrar.
9. The Librarian and Senior Library Staff.

SECTION 3: CANDIDATURE FOR AND AWARD OF DIPLOMAS AND/OR OTHER QUALIFICATIONS

Regulation 3.1—Admission

1. (i) Except as provided in subsections 3.1.2, 3.1.3, 3.1.4 below and 3.3.3 a candidate, before being admitted shall:

(a) have passed in the New South Wales Higher School Certificate Examination or the University of Sydney Matriculation Examination or other examination of equivalent standard; and

(b) have attained in that examination the aggregate of marks prescribed by the College Academic Board from time to time and calculated in the manner determined by the College Academic Board.

(ii) The recognized subjects shall be:

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

(iv) The qualification for admission normally should be obtained at one examination but when the qualification is obtained by taking papers at two successive examinations the method of aggregation of marks will take this fact into account.

2. A person who has applied to undertake a course or subject or subjects shall upon:

(a) the approval of his admission to the College and the payment of such fees as may from time to time be determined; and

(b) signing the Admission Register of the College;

become an admitted member of the College and be deemed to have accepted the privileges and obligations of membership of the College.

3. The College Academic Board may establish prerequisites for admission to specific courses or subjects; provided that admission to the College under the foregoing shall be limited to such specific courses or subjects.

4. Special qualifications for admission for adults and for mature students with other kinds of educational experience may be determined from time to time by the College Academic Board on the recommendation of the Admissions Committee. Such students may be granted “Provisional Admission” only.
Regulation 3.2—Enrolment of Students

1. A student shall enrol either as a full-time student or a part-time student.

2. (i) For the purposes of the Regulations a full-time student means a student who enrols at the College in more than half of the subjects of a normal first-year course: such student remains a full-time student unless and until his application to be classed as a part-time student is approved by the Admissions Committee.

(ii) For the purposes of the Regulations a part-time student means—

(a) a student who enrolls in half or less than half the subjects of a normal first-year course: in subsequent years his enrolment as a part-time student requires the approval of the Admissions Committee;

(b) a student enrolled in a part-time course in external (correspondence) studies or in evening studies.

(iii) Only for the purposes of determination of College fees and students union dues do Diploma in Art (Education) and Diploma in Music (Education) students count as part-time students.

3. Notwithstanding the provisions of the preceding sections and subject to the provisions of Reg. 3.3.4 the lectures of the College shall be open to any person who has paid the prescribed fees and has lodged with the Registrar of the College the form of enrolment prescribed.

4. The dates, form and procedure of enrolment shall be promulgated in the College Calendar and in the press or in such other way as the Principal may determine.

5. Students who are unable to make application for enrolment by the specified date may make written application to the Secretary of the College for an extension of time.

6. No enrolment shall be accepted after the 31st March of any year without the approval of the Admissions Committee. It will be given only in exceptional circumstances.

7. Notwithstanding the provisions of 3.2.3 and the preceding sections of this Regulation, the College Academic Board may limit the number of students enrolled in a subject, course or courses.

8. No student shall enrol in a subject not being accepted as satisfying the requirements of a course: provided that a student following a combined course leading to two awards shall enrol for the subjects of the combined course in a manner approved by the Admissions Committee.

Regulation 3.3—Unsatisfactory Progress

1. The Head of a Department may determine that a student taking subject or course offered by the Department shall be excluded from any examination for which the Department is responsible for any of the following reasons:

(a) unsatisfactory attendance at lectures;

(b) failure to complete laboratory work;

(c) failure to complete written work or other assignments; or

(d) failure to complete field work.

2. The Academic Board may review the academic progress of any student who fails in, or is absent from, or is excluded under section 1 of this Regulation from any examination and may determine:

(a) that the student be excluded from any further study in a subject or course;

(b) that the student may enrol only in such subject or subjects or course as the Academic Board may determine; or

(c) that the case be referred to the Admissions Committee if in the opinion of the Academic Board the student should be excluded from a diploma course or from the College.

3. The Admissions Committee in considering a referral under subsection (c) of section 2 and after giving the student an opportunity to be heard, may determine:

(a) that the student be excluded from the diploma course;

(b) that the student be permitted to continue his diploma course subject to such conditions as the Admissions Committee may determine; or

(c) that the case be referred to the College Academic Board with the recommendation that the student be excluded from the College.

4. The College Academic Board may, on the recommendation of the Admissions Committee exclude from the College any student whose academic record in the opinion of the College Academic Board and the Admissions Committee demonstrates the student’s lack of fitness to pursue his studies at the College.

Regulation 3.4—Show Cause

1. A student shall show cause why he should be allowed to repeat a course in which he has failed more than once.

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

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

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

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

**Regulation 3.5—Re-enrolment**

Any student excluded from a diploma course or from the College may apply after one academic year to the Admissions Committee for re-admission to any such diploma course or to the College. If the Admissions Committee is satisfied that the condition or circumstances of any such student should have so changed that there is reasonable probability that he will make satisfactory progress in his studies it may recommend the re-admission of that student under such conditions as it may determine.

**Regulation 3.6—Appeal Against Exclusion**

A student who is refused permission to enrol under the provisions of the previous Regulation may appeal to the Academic Board.

**Regulation 3.7—Diplomas**

1. The following diplomas may be awarded by the College:
   - Diploma in Teaching—Dip.Teach.
   - Diploma in Education—Dip.Ed.
   - Diploma in Art (Education)—Dip.Art (Ed.).
   - Diploma in Music (Education)—Dip.Mus. (Ed.).

Approval has been sought for the award of a Bachelor of Education (B.Ed.) degree but as yet no decision has been made.

**Regulation 3.8—Award of Diplomas**

1. The Principal of the College or his nominee shall at the conferring ceremony present duly qualified candidates for the award of that Diploma.

2. Where a duly qualified candidate for the award of a diploma is absent from a conferring ceremony, the Principal shall present the candidate's name at that ceremony.

3. The duties of the Principal under this Regulation may be discharged by a person nominated by the Principal.

**Regulation 3.9—Fees**

1. The fees payable in respect of attendance at the College shall be determined from time to time by the Director-General of Education in N.S.W.

The present course fees are $350 p.a. for any full-time course.

2. The course fee may be paid by the year or by the term.

3. Any student who fails to complete the payment of fees by the time determined by the College Academic Board shall be liable to pay late fees as the Principal may from time to time determine.

4. No student shall be admitted to examinations who has not paid all fees due by him by the end of the third week of third term and who has not discharged any indebtedness to the College after due notice has been given.

5. The Principal at his discretion—subject to the approval of the Director of Teacher Education may recommend the waiver of course and late fees in full or in part.

**Regulation 3.10—General Conditions for Award of Diplomas**

1. In order to qualify for a diploma in the College, every candidate shall satisfy the requirements for admission to the appropriate course of study, follow the courses of study for the prescribed periods, pass the prescribed examinations and assignements, pay the fees prescribed and comply with such other Regulations as may be relevant.

**Regulation 3.11—Assessment**

1. The student's work in each subject will be assessed and awarded a grading for that subject at the end of each academic year.

2. This assessment may be based upon a final written examination or upon a progressive evaluation of the student's work by the lecturer concerned or upon both. The form of the assessment shall be determined by the Department concerned.
Regulation 3.12—Conduct of Examinations

1. The examiners shall prepare the examination questions in their subjects and shall assess the scripts or other work submitted by the candidate and each examiner shall record in an examination return his judgment in respect of each candidate.

2. The examiners shall have the power before furnishing their return to administer further written practical and oral tests as part of the annual examination to any candidate.

3. The Department shall review the examination results of the candidates examined in the subjects offered and shall have the power, subject to the concurrence of the examiner concerned or his representative, to pass or fail any candidate or to order special examinations for any candidate.

The College Academic Board shall review the examination results of the candidates examined in the courses offered and shall have the power to pass or fail a student; or to order special examinations for any candidate.

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

5. When a candidate's studies during the academic year have been seriously hampered by illness or other cause, the Academic Board upon application being made to the Secretary of the College before the commencing date of the examination supported by medical or other proper evidence may direct the examiners to take the circumstances into account in determining whether or not a special examination should be provided for the candidate in any subject in which he does not pass at the annual examination.

6. When a candidate at the annual examination is to a substantial degree affected by illness during the course of an examination in any subject, the Academic Board, upon application being made to the Secretary of the College within such further period as the Vice Principal may consider reasonable in the circumstances, may allow him to withdraw without penalty.

7. Annual Examinations.—The Annual Examinations shall normally be held at the end of Third Term and shall be conducted by means of written examinations supplemented by such oral or practical work or testing as the examiners think fit. Not all courses have annual examinations (Regulation 3.11.2).

8. Special Examinations.—A candidate may be granted a special examination in accordance with provisions of Regulation 3.12.

9. Deferred Examinations.—Deferred examinations are not granted.

10. Examination Grades.—The results of successful candidates in subjects and courses shall be classified Pass (P), Credit (C), Distinction (D), High Distinction (HD).

Regulation 3.13—Timetable Requirements

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

Regulation 3.14—Withdrawal

(a) A candidate may withdraw from a course or subject only by notifying the Principal of the College in writing of his withdrawal within seven days of the date of withdrawal.

(b) A candidate who withdraws after the second Friday in second term from a subject in which he has enrolled shall be deemed to have failed in that subject. However, such a candidate may apply to the Vice Principal who after consultation with the Head of the Department concerned, may allow him to withdraw without penalty.

Regulation 3.15—Relaxing Clause

1. In order to provide for exceptional circumstances arising in particular cases, the Academic Board may relax any requirement.

2. Specific Application to a subject

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

(b) To pass a subject a candidate shall satisfy the requirements of the previous clause and pass such requirements as laid down in Regulation 3.11.
SECTION 4: COURSE PROGRAMMES

Regulation 4.1—Requirements for the Award of the Diploma in Teaching

The Diploma in Teaching is awarded upon satisfactory completion of all the requirements of the three year course as set out below:

1. Admission.—Students seeking admission to the course must make written application for admission on the appropriate form and must qualify for admission and enrolment under Regulation 3.1.3.2 above.

2. Award of the Diploma.—The general requirement for the award of the diploma is set out in Regulation 3.10 above. Detailed requirements are set out in the following pages.

3. Teaching Practice.—Candidates for the Award of the Diploma must have given evidence of a satisfactory standard of practical teaching skill at the regular periods of teaching practice. The normal requirements are 2 periods, each of 3 weeks' duration, in each of the 3 years of the course.

4. A “Course” means, as appropriate in the particular context any one of the following courses conducted by the College. Details are set out in Section 4.2 below.

5. A. Three year full-time courses leading to the award of the Diploma in Teaching as approved by the Board of Teacher Education and Advanced Education Board of the State of N.S.W.
   (i) Primary Teaching.
   (ii) Lower Primary or Infant Teaching.
   (iii) Secondary English/History Teaching.
   (iv) Secondary Mathematics Teaching.
   (v) Secondary Science Teaching.
   (vi) Secondary Industrial Arts Teaching.
   (vii) Secondary Home Science/Textiles Teaching.
   (viii) Secondary Social Sciences Teaching.
   (ix) (a) Undergraduate Professional Course—One year course following 2 years of an approved University Degree.
      (b) Undergraduate Professional Course—Two year course following 1 year of an approved University Degree.

   B. Four year full-time courses leading to Diplomas at Bachelor's Degree level.
      (a) Diploma in Music (Education).
      (b) Diploma in Art (Education).

   C. One Year Course Post-Graduate leading to the Diploma in Education.

   Details of the programmes in each of the above listed courses are set out in Section 4 below.

(6) Terms used in Description of Courses:

(i) Aim.—Each course prepares teachers in the specialist field indicated for service in the government and non-government schools of N.S.W.

(ii) Structure of Courses.—There is a common structure for all forms of the Diploma in Teaching except for special provision made for admission of university students with advanced standing in accordance with appropriate recognition for the quality and extent of work already done in degree courses at the university. These variations of the course structure are known as Undergraduate Professional Courses.

(iii) Artisans.—Qualified tradesmen in certain approved fields and holders of appropriate technical education certificates e.g. the Metallurgy Certificate, provided they also hold the Higher School Certificate or equivalent qualification, may be admitted with advanced standing to the Secondary Industrial Arts Diploma in Teaching and complete the course in two years. This form of the Diploma in Teaching (Industrial Arts) is known as the Artisan Course.

(iv) Units of Study, Semesters, Levels, etc.—A unit of study is the study of a subject for three or four hours per week for an academic year. Subjects requiring practical or laboratory work usually are taught in four (4) hours/week units but other subjects usually are treated, in 3 hour/week units.

(v) Academic Year.—A College Academic Year consists of three terms each of 11 or 12 weeks including orientation, examination and practice teaching periods.

(vi) A semester is a half-year. Some subjects may be treated in semester units. A semester unit is a half unit of study.

(vii) A three-year course is a programme involving the study of a number of subjects over a period of three years.
The programme is so planned and integrated as to provide for the student's general professional development as well as specialization in one or two chosen areas together with appropriate arrangements for practical and developmental teaching experience.

(viii) A four-year course is an integrated four-year programme providing for teacher preparation in a major and a minor area of specialization. Satisfactory completion of the four-year course leads in two cases to the award of a Diploma.

It is proposed that other four-year full-time courses will be developed which will lead to the award of a four-year Bachelor of Education degree.

(ix) Levels, Pre-requisites, Co-requisites. Subjects of study are offered at four levels.

- Level I—First Year level.
- Level II—Second Year level.
- Level III—Third Year level.
- Level IV—Fourth Year level.

A pre-requisite for study of a subject at any level is satisfactory completion of related studies at the preceding level.

A co-requisite for study of a subject or subjects at any level is the concurrent study of a group or groups of related subjects deemed necessary to provide qualification within a course.

A minor sequence is the successful study of a subject at levels I and II.

A major sequence is the successful study of a subject at levels I, II and III.

(x) General Professional Studies are units of study in Education; English and Communication skills relevant to teaching and learning; Health and Physical Education.

(xi) Specialist Professional Studies are academic studies dealing directly with the content and advanced development of a subject—normally a teaching subject—as an academic discipline.

(xii) Curriculum Studies are studies of subjects closely related to one or more syllabuses in the N.S.W. Education Department schools, primary or secondary, and these studies include some knowledge of the subject as a study in its own right together with methods of teaching appropriate to the school syllabus concerned and the age and maturity of the pupils.

Curriculum studies may form a strand or part of an academic study unit.

(xiii) Elective Studies are academic studies of subjects as disciplines, offered at such a standard as to provide sufficient development for a first or second alternative or additional teaching subject or as cultural studies providing breadth in a course programme.

(xiv) Practical and Developmental Teaching Experiences consist of such activities as attendance at schools to observe procedures and demonstration lessons; participation in forums and discussions; seminars dealing with the relationship between educational theory, psychology and educational practice; peer group teaching; micro- teaching; instruction and practice in the use of audio-visual and other teaching aids; analyses of class programmes and lesson registers; examination and appraisal of school routines, rules, organization and administration, together with block periods of practice teaching.
Regulation 4.1.7 (i)—General Structure of the Diploma in Teaching Course

The Diploma in Teaching has a general three year programme composed of the elements set out below:

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<th>Course area</th>
<th>Subject units, lecture and laboratory hours/week</th>
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Part 2b Elective or Minor teaching subject studies

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Grand totals h.p.w.

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Practical and Developmental and teaching experiences

| One morning each week in forum discussions, demonstrations, seminars and school experiences. 3 weeks special preparation for teaching practice. 3 weeks Block Teaching practice |
| As for Year I Half a day or a full day if possible, each week in school experiences. Two periods of teaching practice, each 3 weeks. |

Regulation 4.1.7 (ii)—The Diploma in Teaching

THE SUBJECTS OF STUDY AND SEQUENCES

List of subject units

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58
### Part 2e Subjects—Electives available to both Primary and Secondary Students.

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<td>Librarianship I</td>
<td>Teacher</td>
<td>Librarianship IV</td>
</tr>
<tr>
<td></td>
<td>Librarianship II</td>
<td>Librarianship II</td>
<td>Librarianship III</td>
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</tr>
<tr>
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<td>Librarianship IV</td>
<td>Librarianship IV</td>
<td></td>
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</tbody>
</table>

### Regulation 4.2.A—The Diploma in Teaching

#### DETAILS OF COURSE STRUCTURES BY SPECIALIZATION

**Parts (i) and (ii)—Primary and Lower Primary Teaching**

<table>
<thead>
<tr>
<th>Course area</th>
<th>Subject units and lecture hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year I</td>
</tr>
<tr>
<td>Part 1</td>
<td>General Professional Preparation.</td>
</tr>
<tr>
<td></td>
<td>Education PI</td>
</tr>
<tr>
<td>Sub-totals h.p.w.</td>
<td>9</td>
</tr>
<tr>
<td>Part 2a</td>
<td>Specialist</td>
</tr>
<tr>
<td></td>
<td>Professional Teaching subject and Curriculum studies.</td>
</tr>
<tr>
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<td>Social Studies CSII</td>
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<tr>
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<td>6</td>
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<tr>
<td>Part 2e</td>
<td>Electives or Minor Teaching Subject Studies.</td>
</tr>
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<tr>
<td>Grand totals h.p.w.</td>
<td>21 or 24</td>
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<tr>
<td>Practical and Developmental Experiences</td>
<td>One morning each week in forum discussions, seminars and school experiences</td>
</tr>
<tr>
<td>Selection of Primary or Lower Primary Specialization</td>
<td>As for Year I</td>
</tr>
<tr>
<td>Selection of Primary or Lower Primary Specialization</td>
<td>One day each week in school experiences</td>
</tr>
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</table>

Practice Teaching as set out in General Requirements Regulation 4.1.3 above.
### Regulation 4.2.A — The Diploma in Teaching

#### Part (iii) — Secondary English/History Teaching

<table>
<thead>
<tr>
<th>Course area</th>
<th>Lecture hours per week</th>
<th>Year I</th>
<th>Year II</th>
<th>Year III</th>
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<tbody>
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<td><strong>Part 1 General Preparation</strong></td>
<td>h.p.w.</td>
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<td></td>
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</tr>
<tr>
<td>Education SI</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English SIC Ex</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and P.E.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SI</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes. English SIC, SIC included effectively in other English Subject Units.</td>
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</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td></td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td><strong>Part 2a Specialist Teaching subject and Curriculum Studies</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>English I</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English SDI</td>
<td>4</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>History IA</td>
<td>4</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>History IB</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes. Considerable library work and reading and written work are expected.</td>
<td></td>
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</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
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<td>15</td>
<td>15</td>
<td>11 or 14</td>
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<td><strong>Part 2b Electives or Minor teaching subject studies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One unit from Group 2e in lieu of English SIC (not in the field of English History)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>One unit, not English or History, from Group 2e in lieu of English SIC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One unit may be chosen from Group 2e in lieu of English or History</td>
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<td></td>
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</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
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<td>3</td>
<td>3</td>
<td>3 or 0</td>
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<td><strong>Grand totals h.p.w.</strong></td>
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<td>23</td>
<td>22</td>
<td>19</td>
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<tr>
<td><strong>Practical and Developmental Experiences</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One morning each week in forum discussions, seminars and school experiences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As for year I</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One day each week for school experiences</td>
<td></td>
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</tbody>
</table>

Practical Teaching as set out in General Requirements Regulation 4.1.3 above.

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### Regulation 4.2.A — The Diploma in Teaching

#### Part (iv) — Secondary Mathematics Teaching

<table>
<thead>
<tr>
<th>Course area</th>
<th>Lecture hours per week</th>
<th>Year I</th>
<th>Year II</th>
<th>Year III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1 General Preparation</strong></td>
<td>h.p.w.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Education SI</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>English SIC</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and P.E.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SI</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes. Students may claim exemption in English SIIC if they complete an elective unit of English in Part 2e in each of years 1 and II.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td></td>
<td>7</td>
<td>7</td>
<td>5</td>
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<tr>
<td><strong>Part 2a Specialist Teaching subjects and Curriculum Studies</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maths IA</td>
<td>4</td>
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<td></td>
<td></td>
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<tr>
<td>Maths IB</td>
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<tr>
<td>Maths IC</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes. A sequence is not required but is strongly recommended.</td>
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<td><strong>Sub-totals h.p.w.</strong></td>
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<td>12</td>
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<tr>
<td><strong>Part 2e Electives or Minor teaching subject studies</strong></td>
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<tr>
<td>One unit from Group 2e in lieu of English SIC (not in the field of English History)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>One unit, not English or History, from Group 2e in lieu of English SIC</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One unit may be chosen from Group 2e in lieu of English or History</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td></td>
<td>3 or 4</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td><strong>Grand totals h.p.w.</strong></td>
<td></td>
<td>21 or 22</td>
<td>22 or 23</td>
<td>20 or 21</td>
</tr>
<tr>
<td><strong>Practical and Developmental Experiences</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One morning/week in forums, seminars, discussions and school experiences</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>As for year I</td>
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<td></td>
</tr>
<tr>
<td>One day/week in school experiences</td>
<td></td>
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Practice Teaching as set out in General Requirements Regulation 4.1.3 above.
### Regulation 4.2.A—The Diploma in Teaching

#### Part (v)—Secondary Science Teaching

<table>
<thead>
<tr>
<th>Course area</th>
<th>Lecture hours per week</th>
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<tbody>
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<td></td>
<td>Year I</td>
</tr>
<tr>
<td><strong>Part 1 General Preparation</strong></td>
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</tr>
<tr>
<td>Educational SI</td>
<td>4 h.p.w.</td>
</tr>
<tr>
<td>English SIC</td>
<td>2</td>
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<tr>
<td>Health and P.E.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Part 2a Specialist Teaching subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Biology I</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry I</td>
<td>4</td>
</tr>
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<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Geology I</td>
<td>4</td>
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<td><strong>Sub-totals h.p.w.</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>Part 2b Electives or Minor teaching subject studies</strong></td>
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</tr>
<tr>
<td>Either a 4th Science unit or an elective unit.</td>
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<td><strong>Sub-totals h.p.w.</strong></td>
<td>23</td>
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<tr>
<td><strong>Practical and Developmental Experiences</strong></td>
<td></td>
</tr>
<tr>
<td>One morning/week in forums, seminars, discussions and school experiences</td>
<td>As for year I</td>
</tr>
</tbody>
</table>

**Note.** Students may claim exemption in English SIC and SIIC if they attempt an elective unit of English in Part 2a in Years I and II.

Sub-totals h.p.w. 20

**Part 2c Industrial Arts Teaching**

<table>
<thead>
<tr>
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<td>Year I</td>
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<tr>
<td><strong>Part 1 General Preparation</strong></td>
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</tr>
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<td>Educational SI</td>
<td>4</td>
</tr>
<tr>
<td>English SIC</td>
<td>2</td>
</tr>
<tr>
<td>Health and P.E.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Part 2a Specialist Teaching subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Drawing and Design I</td>
<td>6</td>
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<tr>
<td>Technology IA (Metal)</td>
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<tr>
<td>Technology IB (Wood)</td>
<td>4</td>
</tr>
<tr>
<td>Ind. Arts II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td>Max. 14</td>
</tr>
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<td><strong>Part 2b Electives or Minor teaching subject studies</strong></td>
<td></td>
</tr>
<tr>
<td>Chemistry 1E or an elective unit</td>
<td></td>
</tr>
<tr>
<td>Maths 2E or an elective unit</td>
<td></td>
</tr>
<tr>
<td>Industrial Arts III or an elective unit</td>
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</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td>3 or 4</td>
</tr>
<tr>
<td><strong>Grand totals h.p.w.</strong></td>
<td>24 or 25</td>
</tr>
<tr>
<td><strong>Practical and Developmental Experiences</strong></td>
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</tr>
<tr>
<td>One morning per week in forums, seminars, discussions and school experiences</td>
<td>For Year I</td>
</tr>
</tbody>
</table>

**Note.** The Artisans follow a 2-year course but are granted exemptions equivalent to Year I of the course. They will be required to do English SIC, SIIC and some Education I.

Practice Teaching as set out in General Requirements Regulation 4.1.3 above.
### Regulation 4.2.A—The Diploma in Teaching

#### Part (vii)—SECONDARY HOME SCIENCE/TEXTILES TEACHING

<table>
<thead>
<tr>
<th>Course area</th>
<th>Year I</th>
<th>Year II</th>
<th>Year III</th>
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<td><strong>Part 1</strong></td>
<td>h.p.w.</td>
<td>h.p.w.</td>
<td>h.p.w.</td>
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<td><strong>General Preparation</strong></td>
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</tr>
<tr>
<td>Education SI</td>
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<td></td>
</tr>
<tr>
<td>English SIC</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and P.E.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Students may claim exemption in English SIC, SIC if they attempt an elective unit of English in Part 2e in each of Years I and II.</td>
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</tr>
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<td><strong>Sub-totals h.p.w.</strong></td>
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<td>7</td>
<td>5</td>
</tr>
<tr>
<td><strong>Part 2a</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialist Teaching subjects and Curriculum Studies</td>
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<tr>
<td>Home Science I</td>
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<tr>
<td>Textiles I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Home Science and Textiles I</td>
<td>4</td>
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<td></td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td>Max. 12</td>
<td>Max. 12</td>
<td>Max. 12</td>
</tr>
<tr>
<td><strong>Part 2e</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Electives or Minor teaching subject studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One unit or a bridging subject</td>
<td>One unit (elective)</td>
<td>One unit (elective)</td>
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</tr>
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<td><strong>Sub-totals h.p.w.</strong></td>
<td>3 or 4</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td><strong>Grand totals h.p.w.</strong></td>
<td>Max. 22 or 23</td>
<td>Max. 22 or 23</td>
<td>20 or 21</td>
</tr>
<tr>
<td><strong>Practical and Developmental Experiences</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>One morning each week in forums, seminars, discussions and school experiences</td>
<td></td>
<td>One day/week for school experiences</td>
<td></td>
</tr>
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</table>

Practice Teaching as set out in General Requirements Regulation 4.1.3 above.

---

### Regulation 4.2.A—The Diploma in Teaching

#### Part (viii)—SECONDARY SOCIAL SCIENCES TEACHING

<table>
<thead>
<tr>
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<th>Year I</th>
<th>Year II</th>
<th>Year III</th>
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</thead>
<tbody>
<tr>
<td><strong>Part 1</strong></td>
<td>h.p.w.</td>
<td>h.p.w.</td>
<td>h.p.w.</td>
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<td>Education SI</td>
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</tr>
<tr>
<td>English SIC</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and P.E.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
<td>7</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td><strong>Part 2a</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialist Teaching subjects and Curriculum Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geography I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commerce I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-totals h.p.w.</strong></td>
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<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Part 2e</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives or Minor teaching subject studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One elective unit</td>
<td>One unit (required but is recommended)</td>
<td>One unit (required but is recommended)</td>
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</tr>
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<td><strong>Sub-totals h.p.w.</strong></td>
<td>3 or 4</td>
<td>3 or 4</td>
<td>3 or 4</td>
</tr>
<tr>
<td><strong>Grand totals h.p.w.</strong></td>
<td>22 or 23</td>
<td>22 or 23</td>
<td>20 or 21</td>
</tr>
<tr>
<td><strong>Practical and Developmental Experiences</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One morning each week in forums, seminars, discussions and school experiences</td>
<td></td>
<td>One day each week for school experiences</td>
<td></td>
</tr>
</tbody>
</table>

Practice Teaching as set out in General Requirements Regulation 4.1.3 above.
Regulation 4.2.A—Undergraduate Professional Courses

Part (ix) (a)—The Undergraduate Professional Course—

One Year

This course is based on the assumption that all students admitted will have completed six units of a nine unit degree in Arts or Science (or equivalent parts of another acceptable degree) from an approved university. In effect students with adequate qualifications are granted required sections of the three-year Diploma in Teaching Course in admission with advanced standing and must complete appropriate order to qualify. Any requirement will be determined by the Academic Board on the recommendation of the Admissions Committee.

Detailed Requirements for the One Year Undergraduate Professional Course

This course aims at preparing for teaching those university students who have completed six-ninths of an Arts, Science or Commerce degree and who do not wish to continue to graduation before undertaking professional preparation as teachers. The course has three strands. One is directed at primary teaching, one at infant teaching, and the other at secondary teaching. Students seeking to enter the secondary course must have completed adequate study of two teaching subjects in university studies in order to be eligible for admission to the curriculum and method subjects of the professional course. Normally successful study of a university subject for two years is required as a pre-requisite for admission to the curriculum study course but there are special conditions, for some subjects e.g. science, social science and commerce, and prospective students who are in doubt are invited to write to the college for advice. Special cases may be submitted in writing to the College Admissions Committee addressed to the Principal.

Students who seek to prepare for science teaching are required to complete basic studies in Physics, Chemistry, Geology and Biology and if their university subjects do not provide a wide enough coverage certain qualifying courses will need to be followed as part of the course. Similarly commerce students must show that they are able to cope with book-keeping, and commercial law in addition to fundamental economics studies.

<table>
<thead>
<tr>
<th>Course area</th>
<th>Subject units and lecture hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Years I and II</td>
</tr>
<tr>
<td></td>
<td>G.P. and L.P.</td>
</tr>
<tr>
<td>General Professional Preparation</td>
<td>Six units of an appropriate nine unit university degree or studies accepted as equivalent by the College Academic Board</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
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</tr>
<tr>
<td>Specialist Professional, Teaching Subject and Curriculum Studies</td>
<td>Art ... 2</td>
</tr>
<tr>
<td></td>
<td>Crafts ... 2</td>
</tr>
<tr>
<td></td>
<td>English ... 4</td>
</tr>
<tr>
<td></td>
<td>Maths ... 2</td>
</tr>
<tr>
<td></td>
<td>Music ... 2</td>
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<td></td>
<td>Science ... 2</td>
</tr>
<tr>
<td></td>
<td>Social Sciences 2</td>
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<td>Sub-total h.p.w.</td>
<td>16</td>
</tr>
<tr>
<td>Grand total h.p.w.</td>
<td>25</td>
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</tbody>
</table>

Practical and Developmental teaching experiences, demonstrations and school observations as set out in other courses.
Regulation 4.2.A—Undergraduate Professional Course

Part (ix) (b)—The Undergraduate Professional Course—Two Years Following Upon One Successful University Year

In general three first year units of a nine unit degree in Arts or Science will be accepted as equivalent to first year of the Diploma in Teaching, provided that any student admitted with advanced standing of this kind may be required to make up such part or parts of the first year Diploma in Teaching as may be determined by the Academic Board on the recommendation of the Admissions Committee.

Detailed Requirements for the Two Year Undergraduate Professional Course

This course aims at preparing for teaching those former university undergraduates who have passed in three, four, or five units of a nine unit university degree course and who have chosen to complete their professional preparation at the Teachers College before proceeding to a university degree. The course has three strands, one directed at primary teaching, one at infant teaching and the third at secondary teaching.

Three-ninths of a university degree are accepted as a preliminary preparation equivalent in value to the first year of a three-year college course. Students seeking to enter the secondary strand must have included adequate study of two acceptable teaching subjects in their university preliminary studies.

Where a student has completed satisfactorily four or five degree units (i.e. one or two units above the basic preliminary three units) no recognition for the additional one or two units is given in the college course. (Students who have more than three units should see the teachers' salaries agreement to find the recognition given by the Department of Education when they complete an additional three units above the three recognized as part of the college course).

Notes:

1) Demonstrations, practice teaching, tutorials are provided as in other courses. Additional practice may be required if considered necessary.

2) In the primary and infant strands students are to study at least one elective in such a way as to complete a major sequence based on one year’s study of the subject followed by two further years at the college.

3) In the secondary strand students may be required to undertake qualifying courses where their previous experience has not included aspects of courses taught in the secondary school. The choice of teaching subjects and selection of appropriate college subjects is dependent upon approval by the Head of the College Department concerned.

Regulation 4.2.A

Part (ix) (b)—Undergraduate Professional Two-Year Course Programme

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Year I GP, LP and Secondary</th>
<th>Year II</th>
<th>Year III</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Preparation</td>
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<td></td>
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<tr>
<td>Three units of an appropriate 9 unit University degree or studies accepted as equivalent by the College Academic Board</td>
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</tr>
<tr>
<td>Year</td>
<td>Subject units and lecture hours per week</td>
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<tr>
<td></td>
<td>GP and LP</td>
<td>Secondary</td>
<td>GP and LP</td>
</tr>
<tr>
<td>Part 1</td>
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<td>7</td>
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<tr>
<td>Part 2a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>2</td>
<td>1st Teaching Subject—</td>
<td></td>
</tr>
<tr>
<td>Crafts</td>
<td>2</td>
<td>English</td>
<td>A</td>
</tr>
<tr>
<td>Math</td>
<td>2</td>
<td>Advanced Curriculum Studies</td>
<td>A</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
<td>2nd Teaching Subject—</td>
<td></td>
</tr>
<tr>
<td>Soc. Sciences</td>
<td>2</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>Part 2c</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Elective Studies or Minor Teaching Subject Studies</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>One unit from part 2e</td>
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</tr>
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</tr>
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<td>Grand total</td>
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<td>19</td>
<td>21</td>
</tr>
<tr>
<td>Practical and Developmental Experiences</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

71
Regulation 4.2.B—Four Year Full-Time Courses Leading to Diplomas at Bachelor’s Degree Level

Part (a) (i)—The Diploma in Music (Education)

The course aims at the preparation of teachers of music in secondary schools. It has general professional studies, a marked concentration on music, study of a second teaching subject and of appropriate curriculum subjects.

Successful students are awarded the Diploma in Music (Education) on the joint recommendation of the Conservatorium of Music and the Newcastle Teachers College. Diplomates are entitled to wear academic dress, a description of which is set out elsewhere.

At the Conservatorium students have a choice of principal study but all must have adequate proficiency in playing the piano.

It is hoped to offer a choice of second teaching subjects from this list but it may not be possible to offer all subjects:

- English.
- French.
- Geography.
- German.
- History.
- Commerce.
- Physical Education.
- Social Studies.
- Mathematics.

Diploma in Music (Education)

Course Structure

<table>
<thead>
<tr>
<th>Course area</th>
<th>Subject</th>
<th>Lecture hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Year I</td>
</tr>
<tr>
<td>Teachers College</td>
<td>Education</td>
<td>h.p.w.</td>
</tr>
<tr>
<td>Component—</td>
<td>English and Speech</td>
<td>4</td>
</tr>
<tr>
<td>General Professional Studies</td>
<td>P.E.</td>
<td>3</td>
</tr>
<tr>
<td>Health</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Specialist Professional and Curriculum Studies</td>
<td>Music and Choir</td>
<td>2</td>
</tr>
<tr>
<td>2nd Teaching Subject</td>
<td>(English)</td>
<td>0</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Conservatorium</td>
<td>A. Vocal Studies—</td>
<td></td>
</tr>
<tr>
<td>Component—</td>
<td>(a) Individual (Voice Production and Vocal Repertoire)</td>
<td>4</td>
</tr>
<tr>
<td>Specialist Preparation</td>
<td>(b) Group (Choir Madrigal, Choral conducting)</td>
<td>2</td>
</tr>
<tr>
<td>Tuition (practice not included)</td>
<td>B. Academic Studies—</td>
<td>5</td>
</tr>
<tr>
<td>General Studies</td>
<td>including Theory and Practice</td>
<td></td>
</tr>
<tr>
<td>C. Instrumental Studies—</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>(a) Individual (Principal Study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Group (Classes in Strings, Brass, Wood Wind, Instrument Conducting)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Optional Additional Study</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total weekly hours of tuition</td>
<td>12</td>
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<tr>
<td>Anticipated Weekly hours of Practice</td>
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<td>10</td>
</tr>
<tr>
<td>Anticipated Weekly hours of Private Study</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
Part (a) (ii)—DIPLOMA IN MUSIC (EDUCATION): HONOURS DIPLOMA

1. An Honours Diploma will be awarded to students who successfully complete the prescribed course of study for one additional full-time year after the completion of the normal four-year course leading to the Diploma in Music (Education). There will be two grades of honours; Class I and Class II.

2. The prescribed course of study at present is as follows:
   Section I—Advanced Studies in Music:
   Part (i)—Music Education.
   Part (ii)—Music—History and Analysis.
   Section II—A Research Project.

Each candidate will be required to write a substantial thesis based upon a research project, approved by the Principal of the Teachers College and the Principal of the Conservatorium, in the field of music education. Section III—Further practical study in Music at an advanced level as prescribed by the Principal of the Conservatorium.

3. Each candidate who wishes to be admitted to the honours year should make application in writing addressed to the Principal of the Teachers College, in the final year of the four-year course and before 30th November of that year.

4. The Principal of the Teachers College and the Principal of the Conservatorium shall decide together whether or not any candidate shall be accepted for admission to the honours year and that decision shall be final.

5. The decision shall take into account the applicant's overall performance in the final examinations for the Diploma, general music achievement, course record, proposed area of research, as well as any other matters deemed relevant by the Principal of the Teachers College and the Principal of the Conservatorium.

6. Applications submitted through the Principal of the Teachers College shall indicate in general terms the research project which the applicant has in mind to undertake. This statement, however, shall not be binding on the student and the final selection of the project and the parts of the course to be studied will be approved by the Principals of the College and the Conservatorium after applicants admitted to the honours year have had opportunity to discuss their proposals with senior staff of the College and the Conservatorium and to prepare a research topic and project design.

Regulation 4.2.B

Part (b) (i)—THE DIPLOMA IN ART (EDUCATION)—Dip.Art(Ed.)

The course aims at the preparation of teachers of Art and a second teaching subject in N.S.W. secondary schools. It has general professional studies, a marked concentration upon Art, study of a second teaching subject and of appropriate curriculum subjects. The course is conducted jointly by the Newcastle Technical College Branch of the National Art School.

Successful students are awarded the Diploma in Art (Education) and are entitled to wear academic dress, a description of which is set out elsewhere.

At the Art School there is a choice of a painting or a sculpture bias to the course.

It is hoped to offer a choice of a second teaching subject from this list but it may not be possible to offer all subjects:

English.
Geography.
History.
Physical Education.
Mathematics.

French.
German.
Latin.
Commerce.
Social Studies.
DIPLOMA IN ART (EDUCATION)

Course Structure

<table>
<thead>
<tr>
<th>Course area</th>
<th>Subject</th>
<th>Year I</th>
<th>Year II</th>
<th>Year III</th>
<th>Year IV</th>
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<td>Teachers College Component—</td>
<td>General Professional Studies.</td>
<td>h.p.w.</td>
<td>h.p.w.</td>
<td>h.p.w.</td>
<td>h.p.w.</td>
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<td>2</td>
<td>4</td>
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<tr>
<td>(Comm.)</td>
<td>English (Comm.)</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
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<tr>
<td>P.E.</td>
<td>P.E.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>6</td>
<td>3</td>
<td>4</td>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td>Specialist Professional Art and</td>
<td>Second Teaching Subject</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum Studies.</td>
<td>English</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
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<tr>
<td></td>
<td>History in 1972, 1973</td>
<td></td>
<td></td>
<td>4</td>
<td>3</td>
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<td></td>
<td>4</td>
<td>7</td>
<td>7</td>
<td>9</td>
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<td>Sub-totals</td>
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<td>10</td>
<td>11</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Subject</th>
<th>Lecture hours per week</th>
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<th></th>
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<tbody>
<tr>
<td>National Art School Component—</td>
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<tr>
<td>Drawing and Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceramics</td>
<td></td>
<td>5</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Design and Colour</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Painting</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Materials, Methods and Media</td>
<td></td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3-D Design/Sculpture</td>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>History and Appreciation of Art</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>and Architecture</td>
<td></td>
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<td></td>
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<tr>
<td>Psychology of Visual Perception</td>
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<td>1</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>and Communication</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
<td></td>
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<tr>
<td>Aesthetics and Philosophy</td>
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<td></td>
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</tr>
<tr>
<td>Electives—</td>
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<tr>
<td>Drawing and Research</td>
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<tr>
<td>Design and Colour</td>
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<tr>
<td>Painting</td>
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<tr>
<td>3-D Design/Sculpture</td>
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<td>Printmaking (Silk Screen)</td>
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<tr>
<td>Printing (Etching)</td>
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<td>Printmaking (Textile)</td>
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<tr>
<td>Printmaking (Photographic)</td>
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<td>Jewellery</td>
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<tr>
<td>Ceramics</td>
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<td>Model Construction</td>
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<tr>
<td>Puppetry and Stage Design</td>
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<td>30</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

NOTES:

(i) A degree of choice should be given to the candidate such as would enable him/her to carry out extensive work in a "major" area, and additional work in a "minor" area.

(ii) Both institutions responsible for the training of the applicant should be represented in this programme though the candidate's time for this work may be allotted in a proportion of say 3 to 1 or 4 to 1, as agreed by the Joint Standing Committee.

(iii) One tutor should be appointed to be responsible for co-ordinating the complete programme.

Section III—Further Practical Study.

Each candidate will be required to undertake further practical art study as prescribed by the Head of the National Art School.

Candidates will be required to complete all three sections at an advanced level.

3. Each candidate who wishes to be admitted to the honours year shall make application through the Principal of the Teachers College to the Joint Standing Committee in the final year of the four-year course and before 30th November of that year.

4. The Joint Standing Committee shall decide whether or not a candidate shall be admitted to the honours year, and the decision of the Joint Standing Committee shall be final.
5. The Joint Standing Committee's decision shall take into account the applicant's overall performance in the final examination for the diploma, general art achievement, course record, and proposed area of research, as well as any other matters the Joint Standing Committee deems relevant.

6. Applications submitted through the Principal of the Teachers College shall indicate in general terms the research project which the applicant has in mind to undertake. This statement, however, shall not be binding on the student and the final selection of the project and the parts of the course to be studied will be approved by the Standing Committee after applicants admitted to the honours year have had opportunity to discuss their proposals with the Head of the National Art School and the Principal of the Teachers College.

Regulation 4.2.C—Diploma in Education

ONE YEAR POST-GRADUATE COURSE LEADING TO THE DIPLOMA IN EDUCATION

This course is provided for university graduates who may wish to complete a Diploma in Education course at the college instead of at the university.

Students who need only one degree unit to graduate are eligible for this course provided they can complete this final subject concurrently with the diploma course. The diploma is not awarded unless the student graduates either before entry to or concurrently with the diploma course.

Students completing both the degree and the diploma course satisfactorily will be granted four-year trained status by the N.S.W. Department of Education but students who do not complete the degree may be granted only conditionally certificated status, three-year or four-year as decided by the Classifiers Committee.

The course has three separate strands—primary, infant or secondary teaching. Students seeking to enter the secondary course must have completed adequate study of two teaching subjects in their university courses in order to gain admission to the curriculum study subjects of the professional course. Normally successful study of a university subject for two years is required as a pre-requisite for admission to the corresponding curriculum study but there are special conditions for science, commerce and social studies. Any student in doubt should submit an application for consideration by the Admissions Committee addressed to the Principal.

Students who seek to prepare for science teaching are required to have a broad preparation in Physics, Chemistry, Geology and Biology. If earlier university preparation does not provide sufficient coverage certain qualifying courses will need to be followed as part of the course. Similarly Commerce students whose studies have been limited to Economics will need to undertake qualifying work in commercial subjects as part of the curriculum studies course. To qualify for admission to Social Studies, students will need some preliminary preparation in both Geography and History.

All students except those attempting Science, Commerce or English curriculum studies are required to present a long essay on a subject approved by the Senior Lecturer in Education. Study of a third teaching subject, e.g. Social Studies may be substituted for the long essay.

All students are required to pass a qualifying course in spoken English and undertake tutorial studies until a satisfactory standard is attained. Students undertaking English as a curriculum study are required to undertake the teaching of spoken English and practical dramatic work as part of the course.
General Course Structure

POST-GRADUATE DIPLOMA IN EDUCATION

<table>
<thead>
<tr>
<th>Course area</th>
<th>Subject</th>
<th>Lecture hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or lower</td>
</tr>
<tr>
<td>General Professional Studies</td>
<td>Education</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>P.E.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Health</td>
<td>9</td>
</tr>
<tr>
<td>Special Professional and Curriculum Studies</td>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td>2</td>
</tr>
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<td></td>
<td>Crafts</td>
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</tr>
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<td></td>
<td>Biomedical Education</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Librarianship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Guidance</td>
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</tr>
<tr>
<td></td>
<td>Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Qualifying Studies</td>
<td>Biology, or</td>
<td>For Science students only</td>
</tr>
<tr>
<td>(applicable in some fields if necessary)</td>
<td>Geology, or</td>
<td>For Commerce students only</td>
</tr>
<tr>
<td></td>
<td>Accounts</td>
<td>Other subjects may be offered as needed.</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

SECTION 5: ACADEMIC DRESS

1. All members of the college whenever they are present on public occasions convened for academic purposes and on such other occasions as the Principal may appoint shall appear in academic dress.

2. The academic dress shall be:

   (1) Diploma in Art (Education)—a black graduate gown, a trencher, a hood of black having a three-quarter inch (3/4 in) cream edging, then a two inch stripe in orange followed by a four-inch stripe in deep gold.

   (2) Diploma in Music (Education)—a black graduate gown, a trencher, a hood with a two-inch white edging followed by a two-inch stripe in maroon.

   (3) Diploma in Teaching—not yet decided.

SECTION 6: STATEMENT OF DETAILED SUBJECT SYLLABUSES

At the time of going to press all of the necessary details of syllabuses were not available and these will be issued in duplicate form to students and other interested persons.

Below is a list of Subject Departments only.

Subject Departments and Syllabus Outlines

Departments and Sub-Departments in Alphabetical Order

Art.
Education:
   Librarianship and Resource Centres.
   Philosophy.
   Psychology.
   Sociology.
   Special Education.

English:
   Literature Language and Methodology.
   Speech, Drama and Oral Communication.

Health Education.

Home Science and Textiles:
   Home Science.
   Textiles.
   Applied Home Science and Textiles.
Industrial Arts and Crafts:
Craft,
Drawing and Design.
Industrial Arts A—Materials Science.
Industrial Arts B—Mechanics.
Technology A—Metals and Allied Materials.
Technology B—Wood and Allied Materials.
Languages:
Latin.
French.
German.
Music.
Physical Education.
Science:
Biology.
Chemistry.
Geology.
Physics.
Social Sciences:
Commerce.
Geography.
History.
Social Studies.

The College Library
The library of the College is centrally situated in the brick building facing the administration block in Union Street. It has a branch in the completed portion of the new College at Waratah West.

About 40,000 monographs and 400 periodical titles make up the collection provided for students and lecturers. The library is strong in education and its various aspects. There are also useful collections in other fields of interest to the college. The range of subject matter is wide in view of the diverse nature of the training at the college—infant, primary and secondary teaching, in addition to four-year diploma courses in Art and Music.

Audio-visual materials include slides, film strips, records and teaching pictures. These collections are small at present but there are plans for expansion.

Facilities of the library include an audio-visual carrel, photocopying machine and strip and slide projectors.

Lecturers of the College and the University of Newcastle have reciprocal borrowing rights in the libraries of these institutions. The College also permits persons working in the field of education who are resident in the Newcastle area to become external borrowers of the library. Unfortunately this welcome cannot extend to teachers undertaking external courses or residents outside the Newcastle district. The library joining fee is $3.00.

Hours of opening during term are normally 8.15 a.m. to 5 p.m., Monday to Friday. This is extended to 5.45 p.m. during practice teaching.

The Demonstration School and Demonstrating Schools
Demonstration lessons are arranged throughout each college course to ensure that the student obtains a comprehensive picture of the methods, techniques, activities and devices used in teaching.
Students generally are provided with duplicated copies of lesson notes for each demonstration lesson to be observed. Each method lecturer instructs his students on the procedures to be followed in recording and preserving information gained through each demonstration lesson.

(i) Primary and Infant School Demonstrations
The Demonstration School is situated at The Junction, Newcastle. Its activities supplement the primary and infant school courses of the college. Demonstration lessons illustrate both the methods and the procedures recommended in college lectures, and skills in handling the everyday problems which arise in the classroom.

Demonstrations are arranged by co-operation between the Demonstration School staff and the College staff. Teaching notes are prepared after suitable preliminary discussion. Demonstration lessons are followed by discussions led by a member of the College staff who attends as a supervisor.

During 1972 demonstration lessons were also arranged at Hamilton Public (Infant Department), Tighes Hill Public (Infant Department), Newcastle East Public and Stockton Hospital Schools.

Demonstrations arranged in 1972 included:
First Year—English, Mathematics, Music, Physical Education, Social Studies.
Second Year—Art, Craft, English, Mathematics, Music, Natural Science, Physical Education, Social Studies.

In the senior years at college the two-teacher school at Minmi and the one-teacher Fern Bay Infant School were visited for demonstrations in small school method.

(ii) Secondary and Professional Year Courses
Demonstrations for students taking these courses were provided in some instances by the Demonstration School. The majority of demon-
Demonstrations for secondary students, however, were arranged within those secondary schools for which approval to provide demonstrations in 1972 was given by the Area Director of Education. These were:

- Belmont High School.
- Broadmeadow High School.
- Cardiff High School.
- Cook's Hill High School.
- Francis Greenway High School.
- Gateshead High School.
- Glendale High School.
- Hamilton Girls High School.
- Hunter Girls High School.
- Jesmond High School.
- Kotara High School.
- Newcastle Boys High School.
- Newcastle Junior High School.
- Newcastle Technical High School.
- Swansea High School.
- Wallsend High School.
- Warner's Bay High School.
- West Wallsend High School.
- Wickham High School.
- Whitebridge High School.

Demonstrations were arranged in:


The Department of External Programmes

The College offers through the Department of External Programmes, courses leading to conversion from two-year trained status to three-year trained status, the college Diploma in Teaching and the college Diploma in Education. The Department of External Programmes is responsible for administrative matters, but the tuition is given by the lecturers in the various academic departments of the College. External students are required to follow the same course of study, satisfy the same course requirements and attempt examinations of the same standard as internal students of the College. Initially, external students were not enrolled in more than two courses, but it will be possible in later years for students to enrol in a maximum of three courses. For practical work, special lectures or tutorials and/or attendance at residential schools may be necessary. Where written assignments form part of a course these are to be submitted by the required date, and any extension of time may be granted only after formal application.

The following courses are offered externally:

- Art III L.P., III.P.
- Biology III.S.
- Education III.P., Education III.S., Education IV.
- English III.P., English III.S.
- Geography III.P., III.S.
- Geology III.S.
- History III.P., History III.S.
- Home Science III.
- Industrial Arts A. Materials Science.
- Industrial Arts B. Mechanics.
- Industrial Arts C. Woodwork.
- Industrial Arts D. Metals Technology.
- Mathematics III L.P., III.P., III.S.
- Music III.P.
- Modern Science Education.
- Physical Education III.P.
- Teacher Librarianship III.P., III.S., IV.
- Textiles III.
- The Classical World III.P., III.S., IV.
- The Teaching of English
- The Teaching of History
- The Teaching of Geography
- The Teaching of Commerce (Diploma in Education only).
- The Teaching of Music
- The Teaching of Mathematics
- The Teaching of Science

Eligibility of Enrolments: In general applicants have to satisfy the normal entrance requirements of the college, although in the case of certain experienced teachers, special adult entrance may be granted.

All enquiries about external courses should be made to the Director of External Programmes, Newcastle Teachers College, Union Street, Newcastle 2300. Admission forms are available and will be forwarded on request.
COLLEGE ORGANIZATION
STUDENTS UNION
AND
REPRESENTATIVE COUNCIL
CLUBS AND ASSOCIATIONS
FEES

College Fees

1. Certain fees are payable by all students enrolled in courses at the college. These are:

| Membership of Students' Association | $14.00  |
| General Service fee | $3.00  |
| Library fees | $3.00  |
| **Total** | **$20.00**  |

2. Diploma in Art (Education) and Diploma in Music (Education) students will pay these fees:
   - **First, Second and Third Years only:**
     - **Compulsory:**
       - General Service fee | $2.00  |
       - Library Fees | $3.00  |
     - **Total** | **$5.00**  |
   - **Optional:**
     - Membership of Students' Association | $2.00  |
   - **Fourth Year only:**
     - **Compulsory:**
       - General Service Fee | $3.00  |
       - Library Fees | $3.00  |
       - Membership of Students' Association | $14.00  |
     - **Total** | **$20.00**  |

3. University undergraduates and graduates following Diploma in Education courses who wish to use the library and general facilities are required to pay:

| General Service Fee | $3.00  |
| Library Fee | $3.00  |
| **Total** | **$6.00**  |

If the student wishes to join in college sporting and dramatic activities, etc. | $3.00  |
| **Total** | **$9.00**  |

4. In addition to those fees payable by all students, in order to meet the cost of materials used, those enrolled in the following courses pay the fee indicated:

| Craft IE | $10.00  |
| Craft CS II | $5.00  |
| Craft CS III A | $10.00  |
| Craft CS III B | $10.00  |
| Diploma in Art (Education) | $6.00  |

**Industrial Arts:**

| First year | $30.00  |
| Second year | $30.00  |
| Third year | $30.00  |

**PRIVATE STUDENTS—LECTURE FEES**

A limited number of fee-paying students can be admitted to the college and at the present time the fees for such students are $350 per annum. In the case of students who are attending the Conservatorium or the National Art School there may be an adjustment of these fees in accordance with this scale:

**Diploma in Music**

| 1st Year—$40 per term | 1st Year—$40 per term  |
| 2nd Year—$40 per term | 2nd Year—$40 per term  |
| 3rd Year—$40 per term | 3rd Year—$40 per term  |
| 4th Year—$110 per term | 4th Year—$74 per term  |

(In these cases Music students pay separate fees direct to the Conservatorium while Art students pay separate fees direct to the Technical College.)

The adjustment of fees for National Art School and/or Conservatorium scholars as suggested above is dependent upon the type of enrolment.
If the student wishes to seek employment in a Government school as distinct from a non-Government school it may be that the total fee could be payable to the teachers college. Then the Department of Education would be responsible for paying appropriate fees to the National Art School or Conservatorium. Any student should make personal enquiries if he or she could be one of these special cases.

Some students could be sponsored by the Department of Social Services, by Legacy, or by some other authority. In such cases the fees would still be payable but they would be the responsibility of the sponsoring authority.

Some students may be admitted as Commonwealth Advanced Education scholars and in such cases the fees would be the responsibility of the Department of Education and Science, Lasalle Building, 70 Castlereagh Street, Sydney 2000.

All private or fee-paying or sponsored students must pay, in addition to the lecture fees, the usual compulsory fees for all students as set out on pages 88, 89. In some cases these compulsory student fees would be met by the sponsoring authority but in some other cases they may be the responsibility of the student. Each student concerned should make personal enquiries concerning his own case.

COLLEGE SERVICES

Amenities

As yet no amenities officer has been appointed but it is hoped that such an appointment will be made in the near future.

Sports

The amenities officer, when appointed will act as liaison officer between the Sports Union, the college and outside sporting organizations for all sporting matters. In the meantime all enquiries should be directed to Physical Education Department.

Intercollegiate contest and travel is arranged for student sporting groups by the Intercollegiate Board assisted by the Amenities Office which will also assist when required at club level.

Accommodation

A student accommodation service has been established for students requiring housing. A register of rooms, flats and private board available in the Newcastle area is maintained.

Students desiring information of this kind should write to the Registrar.

Health Society for Trainee Teachers

The N.S.W. Teachers Federation Health Society provides a special concession scheme for Teacher Trainees.

Single students may join this scheme and receive medical and hospital benefits for a contribution of $10.00 a year or part thereof, payable in advance.

Married men students may join and provide coverage for husband, wife and children for a contribution of $20.00 a year or part thereof, payable in advance.

Further information is obtainable from the Student Representative Council.

Insurance

Teacher Education Scholarship holders are protected by insurance in the same manner as workers under the Workers' Compensation Act. This insurance covers injuries sustained in the course of training, or while travelling to and from college, or while engaged in such activities as are regarded as being an integral part of the course of training. Students who sustain injuries entitling them to insurance benefits should notify the college authorities promptly and seek advice as to the procedures to be followed.

College Shop

A stationery shop under the control of a lessee will operate at the Shortland site.

Cafeteria

A cafeteria under the control of a lessee will operate at the Shortland site. A cafeteria committee will be established at a later date.

APPOINTMENT TO THE N.S.W. DEPARTMENT OF EDUCATION SCHOOLS

(i) Academic Attainments

If a student in his final year has no failures and no accumulated hours of failure he will be recommended for appointment with certificate attainments. If, however, a student's failures are so serious that
it is considered that he cannot make good the deficiency after appointment without prejudicing his success as a teacher, he may be required to repeat the year's work either in part or whole. Such cases must be referred to the College Academic Board. Students judged suitable for appointment despite failures are appointed as conditionally certificated teachers.

Ex-students granted conditional certificate attainments are appointed on a salary scale different from those with certificate attainments. Students who qualify for certificate attainments after leaving college have their certificates dated from the first day of the month following the date of the examination at which they are successful.

(ii) Status

Upon successful completion of his course the student is classified as having status related to the length of that course.

Artisan students completing a two-year course are classified as having three-year trained status.

Students completing a three-year course are classified as having three-year trained status.

Diplomates in Art (Education) and in Music (Education) and university graduates are classified as having four-year trained status.

Students who have passed in one or two subjects at the university, normally enter the first year of a three-year course and on completion of this are classified as having three-year trained status. However, in certain cases students who have passed two degree units, including two "teaching" subjects, may be permitted to undertake a third degree unit, at their own expense, at the same time as they are completing the college course. Such students enter the first year of a special two-year professional course. Applications to be included in this category will be considered by the College Academic Board. Failure to pass the concurrent university subject will result in the student being classified, if appointed, as a conditionally certificated teacher, three-year trained.

Students who have passes in six, seven or eight subjects at the university, which include two "teaching" subjects, enter a special one-year professional course, at the completion of which the student is classified as having three-year trained status. However, it is the policy of the Department of Education to permit those students who have passed in eight units of a nine unit degree course, to undertake the final ninth unit, at the student's own expense, at the same time as he is completing the college course. This permission is granted subject to the student coping with the college course. If this final subject is passed, such students would be classified as having four-year trained status.

Students who are conditionally certificated may gain certificate attainments after appointment by applying to the College which they attended for permission to sit for examination in the subject(s) in which they failed, or in substituted subjects acceptable to the College. Such applications must be made before 1st May in each year. The examinations will be held in January of the following year.

(iii) Applications for Appointment as Teachers

During second term, outgoing students intending to seek employment with the N.S.W. Department of Education are issued with Application Forms (T.P. 98, 98A), wherein all information relevant to first appointment is to be entered. Students should take the forms home, discuss them with parents or other interested parties should they wish to do so, and after completion return them to the college at the end of second term for forwarding to Head Office. It is emphasized that all first appointments are made by the Primary and Secondary Registrars. The college has no control over appointments and its only function is to forward to Sydney a statement of Certificate or Conditional Certificate recommendation, practice teaching result and any supporting evidence put forward by any student with respect to any request for special consideration concerning appointment on compassionate, academic, medical or other appropriate grounds. Such requests should be documented wherever possible and attached to the Outgoing Student Information Sheets, or, where confidential, submitted under sealed cover to the Principal or the Vice Principal.
(iv) University Warrants

The department does not favour ex-students attempting university courses during their first year of teaching, on the ground that experience has shown that this first year is one during which the young teacher needs to concentrate on teaching and any division of interest causes serious risk of failure. However, the college is permitted to recommend in order of merit some students who have done outstanding work both in the practical teaching and the academic sides of the course for the issue of a warrant to undertake university studies. If the Department of Education endorses this recommendation, the ex-student is thereby permitted to enrol in part-time or external university courses while teaching and is also granted freedom from lecture fees and some financial assistance towards books, etc. Students who wish to be considered for a warrant must attach a letter of application to their Application for Appointment forms and also (even if recommended by the college) follow this up with a separate application through the usual channels as soon as appointment is taken up at a school. The correct procedure is outlined annually in The Education Gazette and inside education.

(v) Advice to Outgoing Students

At assemblies in third term, students are advised about superannuation data sheets, entry on duty forms, obtaining board and lodging in country centres and other matters.

(vi) First Appointment

With the notification of the first appointment ex-students will receive an information sheet headed "Removal Expenses". This document should be studied carefully as it contains procedures to be followed in taking up the appointment.

In summary from Department of Education Handbook.

(1) If the teacher wishes to use his own vehicle permission must be obtained before undertaking the journey. Vehicles must be insured and the policy endorsed under Regulation 91.

(2) Rail warrants may be obtained from the appropriate Area Director or Head Office.

(3) Receipts for incidental expenses and for excess accommodation costs arising from taking up duty must be kept and submitted with claims for refund.

(4) Married students must consult the appropriate Area Office or Head Office before making arrangements to transfer furniture.

Students should study regulations 69–73 (pages 189 to 198 of the Handbook).

(vii) Entry on Duty Forms

All newly appointed teachers and teachers transferred from another school shall forward a completed "notification of entry on duty" form to the district inspector. This form may be obtained from the school principal or his deputy. When filled in it is returned to him to be forwarded to the district inspector.

A teacher transferred to another inspectorial district shall also notify the inspector of the district he is leaving. Again this notification is forwarded through the school principal.

One copy of the entry on duty form is forwarded to the accountant to ensure correct payment of salary.

STUDENT COUNSELLING SERVICE

It is hoped that student counsellors will be appointed to establish a college student counselling service.

STUDENT LOAN FUND

The Students' Representative Council has established a student loan fund managed by a committee comprising the president, secretary and treasurer of that council.

Students experiencing grave financial difficulty may apply in writing to this committee for a loan, setting out the circumstances of the case. The decision of the committee is final and not subject to appeal. The borrower is required to enter into an agreement for repayment. Since the intention of the fund is to provide temporary financial accommodation only, the amount of the loan will not exceed a figure which, in the opinion of the committee, can be repaid in a reasonable time.

STUDENT HEALTH SERVICE

College medical officers are available for consultation by students who become ill or are injured while at college, or who require advice on personal or social matters. These officers do not give treatment to students, who must make all arrangements for any treatment required with their own doctors.
CHAPLAINCY SERVICE

A chaplaincy service within the Newcastle Teachers College for the benefit of students and members of staff is provided by the Christian churches of Newcastle.

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

Names and Addresses of Chaplains

Anglican:
The Rev. Canon E. H. V. Pitcher,
The Rectory,
Winsor Street,
Merewether 2291. Tel. 63 1388.
(Acting Chaplain)

Baptist:
The Rev. T. H. Binks,
180 Maitland Road,
Islington 2296. Tel. 61 3656.

Methodist:
The Rev. Harry Brentnall,
180 Glebe Road,
Merewether 2291. Tel. 61 4525.

Presbyterian:
The Rev. Harold Durbin,
40 Stewart Avenue,
Hamilton 2303. Tel. 61 1455.

Roman Catholic:
The Rev. Father T. B. Hornery,
Catholic Presbytery,
34 Kenrick Street,
Merewether 2291. Tel. 61 4394.

THE STUDENTS' UNION AND REPRESENTATIVE COUNCIL

The constitution and administration of the Students' Representative Council is set out in the Calendar for 1972. Because of the number of campuses on which the College operates the constitution is in course of revision. The following proposed structure is set forward as the basis of discussion only.

Proposed Structure of Students Union Newcastle Teachers College

STUDENT BOARD

President, Vice-President, Secretary, Treasurer,
Assistant Sec/Treas. 5
Campus Presidents 4
Campus Secretary (+1 Rep. Sports Union 1 Recreation Union) 6

Art School campus council
Conservatorium campus council – (UNDER CONSIDERATION)
Union Street campus council
Waratah West campus council

STUDENTS

STUDENTS

STUDENTS

STUDENTS

OTHER CLUBS AND ASSOCIATIONS

The University of Newcastle Company

Student members of Newcastle Teachers College are eligible for membership of the University of Newcastle Company and should make inquiries of the sources listed in the University of Newcastle Calendar.

The Sports Union

All students who have paid College Fees are members of the Sports Union. The Constitution was published in the 1972 Handbook but is in course of revision.
Enquiries should be directed to Principal Lecturer in Physical Education (Mr H. W. Gillard) who will advise the names of the present student officers.

The Revised Constitution will be issued separately and copies are available in the Students' Union Office.

**Union of Recreational Clubs**

To co-ordinate the activities, and to ensure equitable use of facilities, a joint steering committee of staff advisers and student officers form the Union of Recreational Clubs. This organization meets each term and on request as the need arises. Since 1972, a representative of the Conservatorium has been invited to the discussions to minimize overlapping of important dates.

The organization acts as a “clearing house” for reconciling the requests of the various clubs so that the strong recreational programme of the college will be maximised. Gradual progression towards total student responsibility for the programme is an underlying principle.

**Recreational Clubs**

- Drama
- Revue
- Music
- Photographic
- Social
- Debating
- “Altjiringa”
- Film
- Chess
- Poetry

**Other Clubs and Societies**

It is not possible to publish a complete list of clubs and societies. Students form their own clubs and societies under the general authority of The Students Union and the S.R.C.

Other clubs and societies operative within the Newcastle Teachers College include the following:

- Music Society.
- Drama Club.
- Students’ Christian Union.

**Social and Recreational Union**

The Social and Recreational Union operates under much the same constitution as the Sports Union and excludes only sporting and religious clubs.

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