THE UNIVERSITY OF NEWCASTLE
New South Wales, Australia

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Hours of Business
Mondays to Fridays excepting public holidays
9.00 am to 5.00 pm

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January 1996
All information contained in this Guide was correct at the time of printing.
SECTION 1 – VICE-CHANCELLOR’S WELCOME

By coming to The University of Newcastle, you have chosen one of Australia’s most diverse centres of higher education. Newcastle’s range of faculties and disciplines is similar to those offered by the major metropolitan universities, with the advantages of being located in a non-metropolitan region with, arguably, the most diverse geography and economy in the nation. With this foundation, the University is also well-established in the mainstream of national and international academic endeavour. These features endow the University with the twin benefit of being an outstanding place in which to study and to live.

The University’s central purpose is, of course, learning: advancing the body of knowledge through research and scholarship, and expanding the learning of society through teaching. It was established in 1965 and has approximately 18,000 students studying in courses offered at the Callaghan and Central Coast Campuses.

If not already so, you will soon become aware that the University is in the process of substantial change, change to improve the University’s service, and to capitalise on the dynamism of this region and the world at large. The University’s diversity and capability may be continuously strengthened thereby, provided our students, staff, structures and processes are tuned to the level demanded in a progressive, modern university.

There are some particular challenges at the present time. The Commonwealth’s Quality Review of universities has been a reminder of the need to have transparent processes in place which promote continuous improvement in teaching, research and community service. This has inspired a major overhaul of our systems, the effects of which are felt throughout the University. There is also the fundamental issue of the changing demographics of the student population: a wider spread of the community is now represented in the University. Newcastle has been a leader in widening access to people from backgrounds with no tradition of higher education, but there is still room to improve the ways we support them once they are here. We are committed to providing excellent service to all our students.

This Student Information Guide has been produced to help you to become familiar with the University, its people, purposes and processes. The Student Administration Unit has worked with various other areas of the University to identify those aspects of the University which should feature in the Guide. The result is a particularly comprehensive guide. I hope you find it makes you feel more at home and better equipped to undertake your studies. I hope, too, that it will help you to take advantage of those facilities which allow you to develop your potential in whatever role you play here.

May your time at The University of Newcastle be productive, rewarding and enjoyable.

I look forward to meeting you during the period of your studies.

Professor Raoul Mortley
Vice-Chancellor

SECTION 2 – ABOUT THE UNIVERSITY

2.1 THE UNIVERSITY’S VISION AND MISSION

Vision

The University of Newcastle will be a process dedicated to the development of knowledge and people.

The University of Newcastle process will be:

- outstandingly successful in its functioning; demonstrated by outcomes in education, research, scholarship and the creative arts, the employability of its graduates, and the range of its contributions to the community;
- characterized by liveliness, innovation and inventiveness; and, subject to continual evaluation leading to its constant enhancement.

Mission

The University of Newcastle is committed to the provision of quality education, research, research training and service in partnership with industry, commerce and the community, regionally, nationally and internationally; and to the continuous improvement and review of this position.

2.2 PRINCIPAL OFFICERS

Chancellor

Mr Ric Charlton, BE, MEd(Syd), FAIM, FAICD

Deputy Chancellor

Dr Peter Hendry, AO, MB BS(Syd), DCP(London), HonMD, FRCPA, FCAP, FAACB

Vice-Chancellor

Professor Raoul Mortley, BA(Syd), MAr Monash, DPCycle, DEd(St Andrews), FHPA(Philos)

Deputy Vice-Chancellor

Professor Keith Leger, MDs, PhD, DDCS(Syd), FRACDS, FICD

Pro Vice-Chancellor (Central Coast Campus)

Professor Lee Eastcott, BA(NSW), MEd(Syd), PhD(Adelaide), DEd

Pro Vice-Chancellor (Research)

Professor Ron MacDonald, BSc, PhD(NSW), FAIP

Pro Vice-Chancellor (External Relations)

Professor Jenny Graham, ATCL(London), DipOT (NSW) (OT), MSc(Bond), AFACCHSE

Deputy President of Academic Senate

Professor Brian English, BSW, PhD(NSW), MAASW

University Secretary and Registrar

Mrs Gem Cheong, BA(Sing)

Executive Director, Finance and Property

Mr Brian Penfold, BCom(Hons) FCBA, ACIS, ACIM

2.3 THE ARMS OF THE UNIVERSITY OF NEWCASTLE

The Arms of the University, granted in 1965, are based on the family crest of Lieutenant John Shortland, RN who charted the entrance to the Hunter River where Newcastle now stands. The name Shortland was given to the suburb in which the University was first developed and the two were synonymous until 1992. It was then that both the campus and the surrounding suburb were formally given the name Callaghan, in honour of the late Sir Bob Callaghan, the Chancellor of the University from 1977 until 1989.

The University Arms are described officially as: Azure a Sea Horse naiant in dexter chief a representation of the constellation of the Southern Cross of five Mules all Argent.

2.4 THE FACULTIES

Courses at The University of Newcastle are offered through eleven Faculties. The Faculties and departments or disciplines, where they exist, are:

Faculty of Architecture

Departments of Architecture and Building

Faculty of Art and Design

Departments of Fine Art and Design

Faculty of Arts and Social Science

Departments of Classics, Communication and Media Arts, Drama, English, History, Linguistics, Modern Languages, Philosophy, Social Work, Sociology and Anthropology and Leisure and Tourism Studies

Faculty of Economics and Commerce

Departments of Commerce, Economics, Management and Statistics

Faculty of Education

Faculty of Engineering

Departments of Chemical Engineering, Civil Engineering and Surveying, Computer Science, Electrical and Computer Engineering, and Mechanical Engineering

Faculty of Law

Department of Law
SECTION 3 - STUDENT SUPPORT SERVICES

3.1 ACCOMMODATION

Off-campus - Newcastle (Callaghan)

The Accommodation Service located on the Callaghan Campus assists students with finding accommodation outside the University and provides advice on any housing problems. The Service endeavours to obtain suitable off-campus accommodation for students and maintains up-to-date lists of rooms, flats and houses and full board facilities offered for rental to students. It should be noted that final responsibility for finding suitable accommodation rests with the student.

The Accommodation Officer, telephone (049) 21 5793 can be contacted for advice on boards, leases or other property rental matters. Two books designed to assist students, A Guide to Renting, and the Accommodation Handbook, and an information sheet on approximate accommodation costs, are available on request.

Off-campus - Central Coast

Students seeking accommodation in the Central Coast area should telephone (045) 48 4000 or call at the Accommodation Office located in the Student Services Building. The Central Coast Campus maintains a separate register of accommodation offered in private homes. Advice similar to that available from the Accommodation Service at the Callaghan Campus outlined above is also available at the Central Coast.

On campus - Callaghan

The University’s Callaghan Campus offers students a range of residential accommodation options with over 700 beds in three halls of residence: Edwards Hall, Bratt House and Instructional House. While on-campus accommodation is managed centrally, each Hall is under the care of a warden assisted by a number of residential staff. Each Hall has its own distinctive character and, together, they offer students a choice of catered or self-catered lifestyles. Further information and application forms may be obtained from:

The Halls Admission Office
C/- Edwards Hall
The University of Newcastle
Callaghan NSW 2308
Telephone: (049) 24 1000
Fax: (049) 24 1001

Applications should be lodged by 29 November 1996 for 1997. While late applications will be considered they will be accorded a lower priority. Early application is advised and encouraged.

On campus - Central Coast

There is no on-campus accommodation at the Central Coast Campus at this time.

3.2 AUSTUDY AND ABSTUDY

AUSTUDY is a scheme run by the Commonwealth Government which supplies financial assistance to eligible students who are undertaking at least 75% of a full-time workload (ie. more than 30 credit points each semester). Students with a disability can receive AUSTUDY when undertaking less than 75% of the full-time workload. There are several types of AUSTUDY benefit depending on a student’s personal circumstances.

For further details please contact the Student Support Office of the Equity Unit.

Important contacts:

Student Support Officer
Equity Unit
Ground Floor
The Chancellor
Telephone (049) 21 667 or (049) 21 7304

or

Newcastle Student Assistance Centre
2nd Floor, 5 Brown Street
Newcastle

Austudy Telephone (045) 21 0111
STD call Toll Free 1 800 040 520

ABSTUDY helps Aboriginal and Torres Strait Islander people who want to go on to further studies. If you are studying or will soon start to study, you should apply for ABSTUDY to help you through.

ABSTUDY is delivered by the Department of Employment, Education and Training (DEET) through a network of ABSTUDY offices. ABSTUDY staff assess your application and work out what assistance you can get. You may also be able to get help from one of the Aboriginal Education Direct Assistance (AEDA) schemes. They complement ABSTUDY and give additional help to you and your parents.

Details of ABSTUDY and the AEDA schemes are included in the DEET publication “ABSTUDY ‘96 Student Information Guide” available from the Equity Unit. Assistance may also be obtained from the Aboriginal Education Units:

Level 2, 5 Brown Street
Newcastle NSW 2300
(049) 21 9167

Cor Allison Rd & Margaret St
Worong NSW 2259
(045) 53 1688

3.3 BOOKSHOPS

A Co-op Bookshop is located at Callaghan and Central Coast Campuses and sells textbooks and a wide range of general books. There is a special order service.

3.4 CAREERS AND STUDENT EMPLOYMENT

The Careers and Student Employment Office provides students and graduates with the information, advice and support necessary to make informed career decisions and obtain suitable employment.

Individual careers counselling is available by appointment. Discussion may cover course or subject choice, career outcomes and graduate employer information.

The Office also assists undergraduates in obtaining part-time work, vacation work and work experience.

For further information the Office is located in the Hunter Building on the Callaghan Campus, telephone (049) 21 5788 or in the Student Services Building adjacent to the Library, Central Coast Campus telephone (048) 48 4060.

3.5 CHAPLAINCY

The University Chaplaincy accommodates many different groups which include Christian, Buddhist, Bahai, Hare Krishna and Islamic faiths. All groups offer a range of social and spiritual activities and a support network for the students each in accordance with their religious culture.

The Chaplaincy may be contacted at the Callaghan Campus telephone (049) 21 5571 and at the Central Coast Campus telephone (048) 48 4060.

The Chaplaincy Centre at the Callaghan Campus (located in the Faith Centre near the Hunter Building) offers a number of study groups, Bible studies, worship times, social activities, retreats, camps, keynote speakers, seminars, discussions etc. Students are welcome to call in for a cup of tea or coffee and a few moments respite from the hectic round of lectures, tutorials and other activities.

3.6 DAYCARE

There are child care centres located on the Callaghan Campus. All offer quality long day care for children aged six weeks to five years.

Unfortunately, the centres cannot meet the high demand for places and there are waiting lists. Application should be made to the individual centres as early as possible. They can be contacted on telephone (049) 67 3475 for Kintaiba (60 places; community centre); (049) 21 7171 for Koorinda (30 places; work based centre); and (049) 21 6296 for Wonnarua (62 places; community centre).

Whilst the Central Coast Campus has no child care centre on campus there are several private centres in the vicinity.

Student Services (043) 48 4060 should be contacted should you require assistance.
3.7 COMPUTING AND COMMUNICATIONS FACILITIES

The University has extensive computing and communication facilities available for use by students. Access may be gained to stand-alone microcomputers, to multi-user computers, or to other computers accessible via the University's computer network. These facilities are provided free of charge except where specific charges are levied. Ninety days' notice will be given of any change in such charges.

Student use is limited to University studies and activities related to the University.

Arrangements for computer use for external work such as consulting must be negotiated and will usually be on a payment for use basis.

It is expected that all users will make use of University computing and communications facilities in a manner which is ethical, lawful, effective, efficient and not to the detriment of others.

Failure to abide by the usage terms will be treated as misconduct and may result in disciplinary action including denial of access to the facilities concerned. In particular, if, in the opinion of the Director, Information Technology, you have failed to abide by these terms, you may be denied access to computing facilities or to the University's communications network. You may also be fined and required to pay up to the full commercial tariff.

3.8 COUNSELLING

The University Counselling Service is available free of charge on a confidential basis. It is staffed by qualified psychologists and social workers whose function is to assist in clarifying and resolving a range of issues which might otherwise interfere with academic or personal effectiveness. Such issues may include course related problems such as motivation and organisational problems, examination anxiety, family difficulties, personal problems such as anxiety, depression, relationship problems and situational stress.

Students are also welcome to consult counsellors in order to enhance personal development and acquire additional skills in such areas as self-esteem, personal and interpersonal effectiveness and stress management. An International Student Counsellor is available as a specialist in helping overseas students. The usual difficulties encountered by overseas students include settling into life in Australia, coping with Australian learning styles, dealing with other students and teachers, study problems, etc.

In addition to personal counselling, a number of group programs are offered to assist the development of relevant skills. For further information telephone the Counselling Service at the Callaghan Campus (049) 21 5801, or in Hunter Building, or Central Coast Campus (043) 48 4060, located in the Student Services Building adjacent to the Library.

3.9 DISABILITY SERVICES

The Equity Unit offers a wide range of services on campus for students with a disability. The disability services include equipment, personal support, advice and information, and advocacy and liaison where required. An individualized program of support is identified for each student through the Disability Liaison Officer in collaboration with the student. Accommodations provide support on the Callaghan Campus for people who find difficulty with traversing between venues.

The Adaptive Technology Centre located within the Auchmuty Library, provides specialized services for a variety of needs, but is particularly for people who are blind or who have a vision impairment.

The University prides itself on these services and welcomes calls for further information on Freecall 1800 65 6460; by contacting the Disability Liaison Officer, Student Equity and Support Section, The Chancellery, Callaghan Campus (049) 21 6467; Student Services, Central Coast Campus (043) 48 4060 or by TTY telephone (049) 21 7040 (hearing impairment).

3.10 EQUITY AND EQUAL OPPORTUNITY

Equity and equality of opportunity in relation to students means attempting to ensure that each student has an equal chance to access, participate and succeed in higher education, regardless of their background or personal characteristics. In doing this, the Equity Unit looks after the special admission process for students who have suffered disadvantage and helps to run programs which may assist the access and participation of members of equity target groups in higher education.

This process acknowledges that certain groups are disadvantaged both in our society and in our educational system: for example, students in low socio-economic circumstances, women, Aboriginal and Torres Strait Islander groups, students with a disability, rural and isolated students and students from a non-English speaking background. The facilities and services (e.g. loans, welfare, NEWSTEP, equity scholarships, UNILINK, disability support) offered by the Equity Unit are geared toward assisting students to succeed in education while giving the University the flexibility to be able to benefit from diversity.

3.11 HEALTH SERVICES

The University Health Service on the Callaghan Campus offers medical care to all students and is a source of information on health and health education. All consultations are strictly confidential and appointments are necessary (except for emergencies). The Health Service is both an emergency and general practitioner service which bulk bills Medicare directly for most consultations with a doctor. Students not covered by Medicare such as students with Medibank Private Overseas Student Health Cover are invoiced separately. A psychiatrist is also available on a limited basis.

The Health Service is located on Level 1, Shortland Union, Callaghan. Telephone (049) 21 6060.

A nursing sister is available for consultation and first aid at the Student Services Unit, Level A, Hunter Building, Callaghan Campus, telephone (049) 21 6453.

The Health Service is open Monday to Friday between 9.00am and 5.00pm.

A dental facility is located on Level 1, Shortland Union, Callaghan. Appointments can be made by telephoning (049) 21 7207.

There is no health service at the Central Coast Campus at this time. However there are many general and specialist practitioners in the area.

3.12 LEARNING SKILLS UNIT

The Learning Skills Unit offers students assistance in acquiring the academic skills necessary to achieve their full academic potential. The Unit offers a wide range of courses in topics such as essay writing skills, time management, reading and note taking, public speaking, critical analysis, statistics and mathematics. Courses are also offered to meet the specific learning needs of students in degree programs at both Callaghan and Central Coast Campuses. A one-to-one consultation service is also available. Access to these programs is open to all students of the University. For further information contact the Coordinator, telephone (049) 21 5890. The Unit is located in the Bowman Building, Level 2, Callaghan Campus.

3.13 LIBRARY SERVICES

As members of the University of Newcastle, students are entitled to use the Auchmuty, Huxley, Conservation and Central Coast Libraries. Students who are undertaking health-related courses may also have borrowing rights at the libraries of the teaching hospitals.

(a) Librarians

Located adjacent to the Shortland Union, the Auchmuty Library is the main library on the Callaghan Campus. It supports the teaching and research requirements of the Faculties of Architecture, Arts and Social Science, Economics and Commerce, Education, Engineering, Law, Medicine and Health Sciences and Science and Mathematics. It holds an extensive range of books, serials, government publications, microforms, multimedia, archival materials and a Rare Book Collection. Specialist services are provided in Biomedicine, Law, and the Media Section.

Services include loans, short loans, access to CD-ROM and on-line databases, on-line searching, multimedia, reference service, user education, interlibrary services. The "Short Loan Collection" contains materials in high demand: students may borrow these for restricted periods.

The Media Section of the Library has a wide range of videos, tapes, laser discs and computer-based multimedia. Course-related videos and selected lecture tapes are housed here.

Further information and assistance can be obtained at the Auchmuty Library Reference Desk, phone (049) 21 5851.

The Biomedical Library houses books, serials, pamphlets and reference material in Biological Sciences and Medicine; i.e. within the classification ranges 016.57 - 016.619 and 570.619. It also includes the Medical Reserve area which holds a variety of resources and equipment supporting the Faculty of Medicine's highly resource-dependent curriculum. Collections of resources are also maintained in 10 country centre hospitals for the use of students in the clinical learning stages.
The Law Library houses books, serials and primary law materials including law reports, acts, bills and regulations. It also includes a Law Reserve section which houses major texts and loss-of-texts library. The Rankin and Nathan Database Room allows access to a wide range of electronic legal information. The Law Library uses a specialist classification scheme - the MOYS Classification Scheme for Legal Materials.

Law Library staff also develop and maintain the collection housed at the Newcastle Legal Centre. Material is ordered and processed by library staff which ultimately appears on NEWCAT.

The Central Coast Campus Information Resource Centre is located in the two storey building opposite the main car park. It supports library, computing and classroom services for the subject areas offered by the Central Coast Campus.

The Centre provides a service to all University, NSW TAFE and community users. An inter-campus loans service with the Callaghan Campus and the Hunter Institute of Technology ensures that books and photocopied articles can be obtained from these libraries within a few days.

Services include access to CD-ROM and on-line databases, loans, early childhood resources, multimedia resources, student use computers, group study rooms and seminar rooms, photocopying, laminating and binding.

Further information and assistance can be obtained at the Information Desk, phone (043) 48 4023.

There are three separate libraries within the Gardiner Library Service: the Callaghan Campus and the Hunter Institute of Technology ensure that books and photocopied articles can be obtained from these libraries within a few days.

Services include access to CD-ROM and on-line databases, loans, early childhood resources, multimedia resources, student use computers, group study rooms and seminar rooms, photocopying, laminating and binding.

Further information and assistance can be obtained at the Information Desk, phone (043) 48 4023.

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Services include access to CD-ROM and on-line databases, loans, early childhood resources, multimedia resources, student use computers, group study rooms and seminar rooms, photocopying, laminating and binding.

Further information and assistance can be obtained at the Information Desk, phone (043) 48 4023.
A one-day orientation program for higher degree research candidates is held in the first four weeks of each semester. Associations and senior students through the many clubs, the orientation week provides new students with the commencement of Orientation Week.

At the Central Coast Campus students and staff have access to local sporting facilities. The Central Coast Campus Union can be contacted for details.

Newcastle University Postgraduate Students Association (NUPSA)

NUPSA (pronounced "NOOPSA") was re-formed in late 1994 as a part of NUSA with the purpose of representing postgraduate students during their candidature at the University. Representation means that the Executive of NUPSA seeks active participation on all University governing bodies and committees, encourages an active student representative in each Department (known as a Departmental Representative or DR), provides academic advice and supervisor mediation, promotes campaigns and lobbying, and acts as a pointer to the many resources on campus relevant to a survival as a postgraduate student. All persons enrolled in a higher degree are automatically members of NUPSA.

The University issues a Railways Australia Student Identification Card on behalf of the public transport authorities. This card must be presented when paying for student concession fares on government buses and trains.

To obtain a Railways Australia Student Identification Card students must present their:

- 1996 Student Identification Card
- 1996 Student Concession Receipt
- One passport size photograph

The Railways Australia Student Identification Card is available in March 1996 from:

- Student Enquiry Counter, Student Administration
- The Chancellery, Callaghan Campus
- University's physical environment and landscape.

Essentially the Rules require that a person who seeks to bring a motor vehicle, including a motorcycle, onto campus applies for vehicle parking permits. In so doing, the applicant undertakes to abide by the Traffic and Parking Rules and is automatically subject to prescribed penalties for infringements. It is important to realise that the granting of a parking permit does not carry with it an automatic right to park on campus. The University has a serious under-supply of car parking spaces and frequently it will not be possible to park on campus. The issue of a parking permit only entitles the holder to park in a properly designated and marked car park space to the extent that such a space is available. It is essential that, for the protection of the University's landscape and for the safety of students, staff and visitors, vehicles are not parked on grassed areas and footpaths. Fines for traffic and parking infringements range from $15 to $50.
SECTION 4 - STUDENT AND COURSE ADMINISTRATION — SERVICES AND PROCEDURES

The Office of the University Secretary and Registrar comprises a number of administrative units. Of these units, students will deal, in the main, with the Academic Administration Unit and the Student Administration Unit.

The Academic Administration Unit provides administrative support to the academic bodies and Faculties of the University and through the Faculty Offices, is generally the first point of contact for student queries. Contact numbers and locations of the Faculty Offices are listed below.

The Academic Administration Unit is also the point of contact for the Registrar of the University. The Academic Administration Unit is headed up by the Deputy Registrar.

The Student Administration Unit provides a wide range of services to all areas of the University, across both campuses, including: admissions, enrolments, fees, student records (paper copy and computer records); examinations, graduation, timetabling, scholarships and prizes. The Director, Student Administration is responsible for the Unit's functions.

4.1 ADVICE AND INFORMATION

Students, other than research higher degree candidates, may obtain advice and information on a range of admission, enrolment and course-related matters from the following sources. Specific queries relating to academic issues, such as selection of subjects, etc. are more appropriately handled by the Faculty Offices. General enquiries relating to non-academic issues, for example how to change your address record, student ID card, may be addressed to the Faculty Offices or at the Student Enquiry Counters.

The Graduate Studies, Scholarships and Prizes Section of the Student Administration Unit located in the Eastern Wing of The Chancellery, telephone (049) 21 6537, is responsible for providing administrative support for research higher degree candidates.

In addition to this Guide, which is applicable to all students, the Student Administration Unit has also produced the "Research Higher Degrees: Candidate's Guide". This Guide is specifically for research candidates and available from Faculty Offices, Graduate Studies, Scholarships and Prizes Section and the Student Administration Office, Central Coast Campus.

(a) Faculty Offices (Callaghan Campus)

The Faculty Offices at the Callaghan Campus are the main reference points for students with enquiries concerning course, admission and enrolment matters. At the Central Coast Campus the Student Administration Office provides this reference point.

The Faculty Offices provide advice on Faculty Rules and Policies and course requirements. If academic advice is required the Faculty Office can, where necessary, direct enquiries to the Dean, Assistant Dean, Course Co-ordinator or Head of Department as appropriate. The locations of Faculty Offices are set out below:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art and Design</td>
<td>Bowman Building Room B1-10</td>
<td>21 6521</td>
</tr>
<tr>
<td>Law</td>
<td>McMullin Building Room 102</td>
<td>21 0502</td>
</tr>
<tr>
<td>Science</td>
<td>Science Building Room C1123</td>
<td>21 5983</td>
</tr>
<tr>
<td>Economics and Commerce</td>
<td>Admin Building Room 514</td>
<td>21 6501</td>
</tr>
<tr>
<td>Arts</td>
<td>Computing Building Room C1123</td>
<td>21 5994</td>
</tr>
<tr>
<td>Architecture</td>
<td>Architecture Building Room A1-B001</td>
<td>21 5500</td>
</tr>
<tr>
<td>Music</td>
<td>Conservatorium of Music Building Room 3012</td>
<td>21 4133</td>
</tr>
<tr>
<td>Nursing</td>
<td>Redfern Wing Room 1122</td>
<td>21 6521</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Medical Science Building Room MS607</td>
<td>21 5076</td>
</tr>
<tr>
<td>Social Science</td>
<td>Social Science Building Room 606</td>
<td>21 5652</td>
</tr>
<tr>
<td>Humanities</td>
<td>Science Building Room SB10</td>
<td>21 5658</td>
</tr>
</tbody>
</table>

(b) Student Enquiry Counters

- Student Administration Unit, Callaghan

Located in The Chancellery, the Student Administration Unit is the main point of contact for enquiries relating to non-academic aspects of student administration, such as the issue of travel concession cards, matters relating to the administration of the Higher Education Contribution Scheme (HECS), examinations and the issue and receipt of various forms, such as Change of Address, Change of Name and Statement of Academic Record request forms, etc.

The Student Enquiry Counter of the Unit also acts as a point of referral for general student enquiries.

Student Administration Unit

Student Enquiry Counter

The Chancellery

Callaghan Campus (049) 21 5333

The Student Enquiry Counter at Callaghan Campus is open from 9:30am to 6:00pm during the first two weeks of each semester and between 9:00am and 5:00pm thereafter.

- Student Administration Office, Central Coast

The Student Administration Office at the Central Coast Campus is the point of contact for students with respect to enrolment, course administration, student cards and travel concessions, the administration of the Higher Education Contribution Scheme (HECS), the issue and receipt of various forms, such as Change of Address, Change of Name and Statement of Academic Record request forms, etc. It also acts as a point of contact for the Faculties.

Student Enquiry Counter

Student Administration Office Building H

Central Coast Campus (043) 48 4030

The Student Enquiry Counter at the Central Coast Campus is open from 9:30am to 6:00pm during the first two weeks of each semester and between 9:00am and 5:00pm thereafter.

ADMISSION

Re-admission After Absence

Students wishing to resume an undergraduate degree course in 1997, who were not enrolled in that particular course in 1996, and did not have Faculty approved leave of absence must apply for admission through the Universities Admissions Centre (NSW & ACT). These applications will be considered competitively with all other applications.

UAC application forms and Guides are normally available early in August from the Student Enquiry Counters on the Callaghan and Central Coast Campuses as well as from:

Universities Admissions Centre (NSW & ACT)
Locked Bag 500
Lidcombe NSW 2141

and all other UAC participating universities.

UAC applications close on Friday 27 September 1996 however, late applications will be accepted by the UAC until 31 December 1996.

Details of processing and late fees are set out in the UAC Application Instruction Sheet and Guide.

Students who have incurred a HECS or tuition fee liability in either the previous Semester 1 or Semester 2, 1996 may not be required to apply through UAC for re-admission for 1997. A re-enrolment
16

4.7 COURSE LOAD
A candidate for any award who is enrolled in three-quarters or more of a normal full-time program shall be deemed to be a full-time student whereas a candidate enrolled in less than three-quarters of a full-time program shall be deemed to be a part-time student.

For the purposes of this Rule a normal full-time program shall consist of subjects totalling 80 credit points.

4.8 ENROLMENT

Commencing Students

If you have accepted an offer of admission to a course at the Callaghan Campus you are required to enrol either by mail or attend an enrolment session in February 1996.

If you have accepted an offer of admission to a course at the Central Coast Campus you are required to attend an enrolment session in February 1996 at the Central Coast Campus.

Detailed instructions concerning the exact date, time and venue for these enrolment sessions have been provided in the letter of offer for admission.

A Fees and Charges Notice will be sent to your correspondence address in mid-February 1996. All Fees and Charges should be paid by the due date at a branch of the Commonwealth Bank, unless otherwise instructed. Payments made after the due date will incur a $50 late fee.

If Fees and Charges remain unpaid after 31 March 1996 your enrolment will be automatically cancelled. All Fees and Charges listed on the Notice must be paid in full. The Commonwealth Bank cannot accept part payments.

Students holding scholarships or receiving other forms of financial assistance are required to lodge with the University Cashier their Fees and Charges Notice together with a warrant or other written evidence that charges will be paid by the sponsor. Sponsors must provide a separate voucher warrant or letter for each student sponsored.

Re-enrolling Undergraduate and Postgraduate (Coursework and Research) Students

All continuing undergraduate and postgraduate students are sent a re-enrolment kit in December or January.

You must:

(i) return your completed, signed and dated re-enrolment Form, either in person or by mail, to the Student Enquiry Counters, Callaghan or Central Coast Campuses or to the Conservatorium of Music Building by the due dates. The due dates in 1996 were on Friday 19 January 1995 for students with an Australian correspondence address and by Wednesday 31 January 1996 for students with an overseas correspondence address.

Re-enrolment forms lodged after these dates will incur a late fee of $50.

(ii) lodge a new completed, signed and dated HECS Payment Options form if the previous year’s options was for one year only, in HECS exempt and Up-front payment students, if applicable, or if you wish to change your payment option. (Students must provide their Tax File Number for HECS purposes.)

(iii) clear all outstanding debts (loans and fines) in order to receive your Fees and Charges Notice.

(iv) pay your Fees and Charges by the due date at any branch of the Commonwealth Bank, unless otherwise instructed. Payments made after the due date will incur a $50 late fee. The enrolments of students whose fees remain unpaid after 31 March 1996 will be cancelled. All Fees and Charges listed on the Notice must be paid in full. The Commonwealth Bank will not accept part payments.

Academic Programs

In February 1996 all re-enrolling students will receive either an Academic Program letter with a student identification card attached or a Clarification of Re-enrolment Program letter requesting that they attend a special re-enrolment session towards the end of February 1996 to clarify and amend details of their proposed programs.
Varying Academic Program

You must ensure that all details on your Academic Program are correct including semester and campus information. If the program is correct you should retain the form for your records and possible variation at a later date. An Application to Vary Academic Program is printed on the reverse side of the Academic Program form.

If the program is incorrect you must insert the appropriate corrections on the Application to Vary Academic Program and return it to the appropriate Faculty Office or the Student Enquiry Counters at the Callaghan and Central Coast Campuses. In the case of Open Foundation students the form should be lodged directly with the Department of Community Programmes.

Failure to change an incorrect program could result in your incurring a HECS liability and receiving a Fail grade for the subject(s) concerned even if you did not attend classes.

You must also ensure that you withdraw from all Semester 2 subjects if failures have been incurred in the prerequisite Semester 1 subjects.

Withdrawal Dates 1996

You may withdraw from a subject without academic penalty on or before the following dates:

- Semester 1 Subjects: 29 March 1996
- Semester 2 or Full Year Subjects: 30 August 1996

If you withdraw from a subject after the above dates you will be awarded the grade of "Fail" in the subject unless the Dean of the appropriate Faculty or academic organisational unit approves the withdraw without failure. If you withdraw from a subject on or before the above dates you will not incur HECS liability for that subject in the semester concerned.

Addition of subjects

Addition of subjects to a student's program will not be permitted after the following dates:

- Semester 1 Subjects: 29 March 1996
- Semester 2 or Full Year Subjects: 30 August 1996

In exceptional cases, the Dean of the appropriate Faculty or academic organisational unit may approve the addition of a subject after the above dates.

Registering for Tutorial or Laboratory Sessions

All tutorial or laboratory sessions should be arranged with Faculties on an individual basis. Where clinical and/or field work placements are a component of the program, you should contact the Faculty Office.

4.9 EXAMINATIONS, PROGRESS AND PROCEDURES

In order to establish that a student has achieved certain learning milestones, every subject has assessment tasks which must be completed. In the assessment of a student's progress in a course, consideration may be given to laboratory work, tutorials, assignments, projects, tests and any other work prescribed for the subject. The results of such assessments and class work may be incorporated with those of formal written examinations.

The University's grading scale is as follows:

- HD: 85-100 High Distinction
- D: 75-84 Distinction
- C: 65-74 Credit
- P: 50-64 Pass
- UP: Ungraded Pass
- TP: Terminating Pass
- FF: Fail
- WF: Withdrawn Fail
- WWFM*: Withdrawn Without Fail

Where MM is the Month (eg 06) of the year in which the withdrawal took effect.

Examination sessions

Formal written examination sessions take place on prescribed dates within the periods given below and may include Saturdays and evenings.

Mid Year: Monday 17 June to Friday 5 July 1996
End of Year: Monday 10 to Friday 28 November 1996

Timetables showing the date and time at which individual examinations will be held will be displayed in the Hunter Building Concours, on Departmental noticeboards and at other prominent locations around the University's Callaghan Campus. At the Central Coast Campus the examination timetable will be displayed in the window of Student Administration. It is hoped to also place the 1996 examination timetables on the World Wide Web. Students should consult the final timetable in advance to find out the date and time of their examinations. Mirroring of the timetable will not under any circumstances be accepted as an excuse for failure to attend an examination.

Special arrangements due to religious convictions or other conscientious objections

Special arrangements may be made for students who have religious or other conscientious objections preventing them from attending an examination timetabled on a certain day. Students should contact the Student Enquiry Counters at the Callaghan (049) 21 6900 or Central Coast (043) 48 4030 Campuses for further advice.

Students with a disability

A special examination facility is available, for students who, for physical or psychological reasons, are unable to sit their examinations in the normal fashion. Further information with respect to this facility may be obtained from:

- Callaghan Campus - Disability Co-ordinator (049) 21 6667
- Central Coast Campus - Student Services Office (043) 48 4054

Location of examinations

Seat allocation lists for examinations will be displayed about two weeks before the commencement of the examination period on Faculty noticeboards and on a noticeboard outside the examination room on the day of the examination. Candidates should allow themselves plenty of time to get to the examination room so that they can take advantage of the 10 minutes reading time that is allowed before the examination commences. Normally, entry into the examination room will be permitted from 15 minutes before the actual commencement of the examination writing time. This allows the candidate time to locate the allocated seat and complete the necessary attendance slip and any related necessary registration details before the commencement of reading time.

A list of materials which may be taken into each examination will also be displayed outside the examination room.

Permitted aids

Students may take into an examination room any writing or drawing instrument or eraser. Logarithmic tables are not permitted. These will be provided by the supervisor if required.

Calculators may not be taken into an examination room.

For examinations where calculators are necessary the University will provide calculators for use by students. The calculators provided by the University are CASIO FX-100S.

Unlisted candidates

Students expecting to sit for an examination and whose names do not appear on the displayed seat allocation listings may not be formally recorded as being enrolled and eligible to sit and to receive a result. In these circumstances students should contact the Student Enquiry Counters at the Callaghan and Central Coast Campuses to identify the problem. If an enrolment problem is confirmed the student may also need to discuss the matter with their relevant Assistant Registrar.

Special consideration requests

The Examination Rules provide for students whose preparation for an examination, or attendance or performance in an examination has been affected by illness, disability or other serious cause to apply for special consideration.

All applications for special consideration should be made on the Application for Special Consideration form obtained from Faculty Offices, the Student Enquiry Counters, Callaghan and Central Coast Campuses, the University Health Service and the Counselling Service. The granting of Special Consideration may involve a further examination or other form of assessment held shortly after the formal examination. Any further examination or assessment will be administered by the Faculty that offered the subject. Consequently students must check with the Faculty that offered the subject to ascertain that Faculty's requirements. Students should also check the relevant Faculty noticeboard for further advice concerning Special Consideration. The rules dealing with special consideration are mentioned in Part 3 of the Examination Rules. For details see the Appendix on "Examination Rules" in this Guide.

Final examination results

End of year examination results will be mailed out by late December. Examination results for Semester 1 subjects will be mailed out the week preceding the commencement of Semester 2.

Final examination results are displayed as soon as they become available in the General Purpose Building and the Hunter Building Concours, Callaghan Campus. At the Central Coast Campus results will be displayed on official noticeboards, including Student Administration and the exterior wall of the main computing laboratory in the Information Resource Centre. No results will be given by telephone. Results will also be placed on the World Wide Web.

Review of final result

After the release of both Semester 1 and Semester 2/end of year final examination results students may apply to have results reviewed. Part 3 of the University's Examination Rules specifies procedures relating to the review of results.

For details see Appendix 2 and the necessary application form available from the Student Enquiry Counters, Callaghan and Central Coast Campuses and Faculty Offices. Students should read the instructions on the application form before applying for a review. There is a charge of $35 per subject, which is refundable in the event of an error being discovered. However, it should be noted that examination results are released only after careful assessment of students' performances and that, amongst other things, marginal failures are reviewed before results are released.
4.10 FEES, CHARGES AND HECS

Location of cashiers' offices

Callaghan Campus
The Cashier's Office is located on Level 2, The Chancellery. The telephone number is (049) 21 5122. Credit card facilities are not available. EFTPOS is available for both cash and debit cards at the Cashier, Callaghan Campus only. EFTPOS cannot be used to withdraw cash or for payment of the General Service Charge, HECS charges or for residential accommodation payments. It is anticipated that there will be EFTPOS machines located in both the Auchmuty and Huxley Libraries from early in the first semester. These machines will be available for the payment of library fines only.

EFTPOS may be used to pay tuition fees for both local and overseas students and traffic fines. Students wanting further information regarding the use of EFTPOS should contact the Revenue Officer by telephoning (049) 21 5168.

The Cashier's Office is open between the following hours:
(a) during semester
   10.00am - 4.00pm
   (open during lunch break)
(b) vacation period
   10.00am - 12.30pm
   2.00pm - 4.00pm

Central Coast Campus
The Cashier's Office at the Central Coast Campus is located in the Finance and Estates Building. Hours of opening are 10.00am - 12 noon and 2.00pm - 4.00pm. The telephone number is (043) 48 4015.

Conservatorium of Music Building
The hours of opening at the Cashier's Office at the Conservatorium of Music Building are as follows:
(a) during semester
   9.00am - 4.30pm
   (open during lunch break)
(b) vacation period
   9.00am - 12.30pm
   2.00pm - 4.30pm

The telephone number for the Conservatorium of Music Building is (049) 29 4133.

General Service Charge

In 1996 undergraduate and postgraduate students (whether full-time or part-time) shall pay the following fees and charges:

(a) during semester
   $281.00 distributed as follows:
   University Union $148.00
   Sports Union 86.00
   Students' Association 47.00

(b) vacation period
   $39.00

Students enrolled in courses conducted by Rensselaer West College for Clinical Epidemiology and Biostatistics and the Open Learning Group - Education, and the external Bachelor of Construction Management (Building) course.
Non Award Students $47.00 *
(Cross-Institutional and Miscellaneous/Vocational students)
Students enrolled in an Enabling course $94.00
(Open Foundation Course, Newpart, and Wollotuka Bridging Program) distributed as follows:
University Union $40
Sports Union 30
NUSA 15

* The General Service Charge will be disbursed in the same proportion as the internal student charge.

Important
Student Fees and Charges Notices for the General Service Charge will be mailed from late January. Please ensure that your correspondence address is correct.

Indebted students are not eligible to re-enrol and will not receive a Fees and Charges Notice. Please make sure that any debts/helplines have been cleared.

Course Transfers: Students must pay using the original notice unless the course transfer changes the fee category.

Payment
Payment must be made by the due date at any Commonwealth Bank. Students re-enrolling in second semester students only must pay the full fee by the due date. Students who are not enrolled in any subjects on 1 April 1996 are entitled to a 100% refund. See below.

Payment made after the due date and no later than Friday, 29 March 1996 attracts a late fee of $50.00.

No payments will be accepted after 29 March 1996. Students who have not paid the General Service Charge are not enrolled and should not attend lectures or sit for exams.

The due date will not be extended for students who request a replacement notice. To avoid the fine for late payment of fees please contact the HECS and Fees Officer on (049) 21 5168 or (049) 21 5324 for a replacement notice well before the due date.

Should you have difficulties in paying the General Service Charge, the Student Equity and Support Office may be able to assist by offering an interest free loan. Please contact the Student Support Officer on (049) 21 7304 for an appointment. These loans are generally repayable in the first semester.

Refunds of the General Service Charge

Students who withdraw from all subjects on or before 29 March 1996 are eligible to receive a 100% refund after 30 April 1996.

Students who withdraw from all first semester and full-year subjects on or before 29 March 1996 and from all second semester subjects on or before 30 August are entitled to receive 100% refund after 30 September 1996.

Students who are enrolled in one semester only (either 1 April 1996 or 1 September 1996) are eligible to receive a 50% refund after 30 September 1996.

In exceptional circumstances these provisions may be varied in the case of individual students. Students who believe that exceptional circumstances might apply should put their case in writing to the Director, Student Administration.

Students must apply in writing to the HECS and Fees Office for a refund of the General Service Charge and relinquish their student identification card. Forms for this purpose will be available after 1 April 1996 from the Student Enquiry Counters at Callaghan and Central Coast Campuses and from Faculty Offices.

Enrolment charges

Charges related to enrolment for 1996 are summarised below:

- Replacement of re-enrolment kit $10
- Late return of re-enrolment form after due date $50
- Payment of General Service Charge after due date $50
- Examination under special supervision (per assessment item) $15
- Review of examination results (per subject) $35
- Replacement of student identification card $10
- Replacement of lost or damaged Testamur $30
- Statement of Academic Record
  (a) First copy $10
  (b) Second Copy No charge
  (c) Each additional copy $1

Note:
(i) Graduates will be provided with two copies of their Statements of Academic Record free of charge at the time of issue of their testamurs.
(ii) Transcripts will be issued on request free of charge to other institutions or prospective employers nominated by the student.

Tuition fees

Tuition fees are charged for fee-paying international students, specific categories of Non-Award enrolment (Extraneous Subject and Miscellaneous/Vocational) and a range of award courses.

Failure to pay fees

Any student who is indebted to the University by reason of non-payment of any fee or charge, non-payment of any fine imposed, or who has failed to pay any overdue debts shall not (until such debts are paid) be permitted to:
- enrol in a following semester or year as the case may be;
- receive a Statement of Academic Record;
- graduate or receive any other award;
- receive a replacement student identification card.

Students are advised to pay any debts incurred to the Cashiers without delay.

Higher Education Contribution Scheme (HECS)

Please refer to the HECS Your Questions Answered 1996 booklet for general information regarding HECS. Lack of knowledge of the Scheme may cost you money or lead to cancellation of your enrolment from your course and is not a valid reason for special consideration.

The 1996 HECS contribution for students undertaking a full-time study load, as defined earlier, is about $2442.

HECS and Fees staff of the Student Administration Unit are located on Level 1, The Chancellery. Queries should be directed to the Student Enquiry Counter, Callaghan Campus, or telephone (049) 21 5324 or 21 5357.

(a) Payment Options

All students are required to have a valid payment option in order to be enrolled. A student's tax file number is required for the Deferred or Up-front (Safety Net) payment option.

(b) Up-front Accounts

- Semester 1, 1996 mailed mid February
- Semester 2, 1996 mailed mid July

Due Date:
- Friday, 8 March 1996
- Friday, 9 August 1996

Please ensure that your correspondence address is correct. If you have not received an account or if it is incorrect, i.e. you have changed your subject, you must contact the HECS and Fees Officer for a replacement notice or adjustment of your account. Reminder notices or notices for an adjusted account will not be mailed to students.
Students are encouraged to use the following complaint pathways for academic and administrative matters, such as concerns or complaints about decisions, inappropriate staff and student behaviour, teaching quality or resources and services.

(a) Academic Matters
- Tutor
- Lecturer
- Subject/Course Co-ordinator
- Head of Department/Discipline/Assistant Dean
- Dean

(b) Administrative Matters
- Assistant Registrar/staff of Student Administration Unit
- Deputy Registrar/Director, Student Administration
- University Secretary/Registrar

The University's Equity Unit, Counselling Service, Dean of Students and the student associations (Newcastle University Students Association, Newcastle University Postgraduate Students Association and the Central Coast Campus Union) are also available to assist and support students and to act as advocates.

The Dean of Students is independent of the academic and administrative structure of the University and free to make an independent assessment of the grievance or complaint. Students should be aware that the resolution of a grievance or complaint may not be that sought by the student.

4.14 INTELLECTUAL PROPERTY

The University's Intellectual Property Policy is available from the Student Enquiry Counters, Callaghan and Central Coast Campuses and from Faculty Offices.

4.15 LEAVE OF ABSENCE

Undergraduate Students

Generally, a student 'in good academic standing' (i.e. eligible to re-enroll) may take Leave of Absence from his/her course for one year, or, in the case of some courses, with the permission of the Dean, for two consecutive years, without prejudicing any right to re-enroll in the course.

Some courses have special requirements concerning Leave of Absence. Students should contact their Faculty Office for advice.

Students may apply for Leave of Absence by completing the appropriate form which may be obtained from the Student Enquiry Counters at the Callaghan and Central Coast Campuses and Faculty Offices.

For information about how to be re-admitted to a course following a period of Faculty approved leave of absence refer to the section on 'Admission'.

Postgraduate Coursework Students

Students should seek information from the relevant Faculty Offices regarding any requirement to lodge a formal application for leave of absence.

Research Higher Degree Candidates

Leave of Absence is not automatically granted and candidates are required to lodge a written application for Leave of Absence prior to the end of the semester preceding the intended absence with the Graduate Studies, Scholarships and Prizes Section for approval by the Graduate Studies Committee. Research candidates may wish to refer to the Masters and Doctoral Degree Rules for further information.

Scholarship Recipients

Scholarship holders, both undergraduate and postgraduate, who wish to take Leave of Absence from their courses, or who do not intend to take full-time programs in any semester, are required to lodge written applications for suspension of their scholarships prior to the end of the semester preceding the intended absence. Applications for suspension should be lodged with the Graduate Studies, Scholarships and Prizes Section for approval by the Scholarships and Prizes Committee. Scholarship holders should refer to the conditions of their scholarships.

4.16 NOTICES

Official University notices are displayed on Faculty noticeboards and noticeboards at the rear and in the foyer of The Chancellery at Callaghan Campus. Students are expected to be acquainted with the contents of these announcements which concern them.

The Hunter Building Concourse and some noticeboards in the General Purpose Building at the Callaghan Campus are used for the specific purpose of displaying examination timetables and other notices about examinations and final results.

Students at the Central Coast Campus should refer to the Student Administration noticeboard.

4.17 PLAGIARISM

Plagiarism is the use of someone else's ideas or work without appropriate acknowledgement or credit. Plagiarism may be intentional or unintentional.

Intentional plagiarism is the clear intent of a student to pass off another person's work or ideas as their own for their own gain. Unintentional plagiarism may occur when a student does not understand the appropriate way to acknowledge the source of his or her ideas and information. If you are unsure as to the acceptable methods of acknowledgement you should consult with your lecturer, tutor or the Library.

Plagiarism may result in a student being severely penalised and/or excluded from the University.

4.18 PRIZES

The University has a number of prizes which are available to students enrolled in all faculties. Details of prizes are available from the Graduate Studies, Scholarships and Prizes Section of the Student Administration Unit. The Section is located in the Eastern Wing of The Chancellery, telephone (049) 21 6537, 21 6539, 21 6541, fax (049) 21 6908.

4.19 SCHOLARSHIPS

The University has a number of undergraduate and graduate scholarships for new and continuing students. These scholarships are awarded on academic merit and in some cases other criteria. The scholarships are available at both Callaghan and Central Coast Campuses.

Details of scholarships are available from the Graduate Studies, Scholarships and Prizes Section (see "Prizes" section for contact details).

Application forms are available from mid-December of the year prior to admission and must be lodged by the required closing date.

4.20 STUDENT IDENTIFICATION CARD

All students are issued with a student identification card at the commencement of the academic year. Students should carry their student identification card at all times when at the University. The card's machine readable lettering enables the University Librarians and staff to verify a student's identity and library status when borrowing material. The identification card also has a temporary password for initial access to the University's computing facilities.

Please note that the student identification card is not evidence of enrolment or re-enrolment. To be enrolled students must also have paid their fees and charges, fulfilled the HECS requirements and, where applicable, paid all tuition fees.

Lost or damaged identification cards can be replaced at a cost of $10 at the Student Enquiry Counters at the Callaghan and Central Coast Campuses.

The card also identifies you as a student for use of the opening facilities offered by the Sports Union.

From 1997 students will be issued with a photo identification card which will be renewed annually for a maximum of four years.
4.21 UNSATISFACTORY PROGRESS

A student's enrolment in a subject or course may be terminated because of unsatisfactory progress in the subject or course. The Rules Governing Unsatisfactory Progress are set out in Appendix 3. Students who become liable for action under these Rules will be informed accordingly by mail.

SECTION 5 – PRINCIPAL DATES

5.1 ALL FACULTIES (Except Law and Medicine and Health Sciences)

Semester Dates for 1996

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for payment of General Service</td>
<td>Monday 26 February</td>
</tr>
<tr>
<td>Charge (as per Student Fees &amp; Charges Notice)</td>
<td>or Friday 1 March 1996</td>
</tr>
<tr>
<td>Semester 1 commences</td>
<td>Monday 4 March 1996</td>
</tr>
<tr>
<td>Last day for variation of program in relation to HECS liability for Semester 1 and to withdraw without academic penalty from Semester 1 subjects</td>
<td>Friday 29 March 1996</td>
</tr>
<tr>
<td>Semester 1 recess</td>
<td>Sunday 31 March 1996</td>
</tr>
<tr>
<td>Semester 1 concludes</td>
<td>Friday 14 June 1996</td>
</tr>
<tr>
<td>Mid-Year Examinations</td>
<td>Monday 17 June to</td>
</tr>
<tr>
<td></td>
<td>Friday 5 July 1996</td>
</tr>
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</table>

Semester 2 commences

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for variation of program in relation to HECS liability for Semester 2 or full year subjects without academic penalty</td>
<td>Friday 30 August 1996</td>
</tr>
<tr>
<td>Semester 2 HECS Census Date</td>
<td>Saturday 31 August 1996</td>
</tr>
<tr>
<td>Semester 2 recess</td>
<td>Monday 30 September to Friday 11 October 1996 inclusive</td>
</tr>
<tr>
<td>Semester 2 concludes</td>
<td>Friday 8 November 1996</td>
</tr>
<tr>
<td>End of Year Examinations</td>
<td>Monday 11 November to Friday 29 November 1996</td>
</tr>
</tbody>
</table>

Provisional Semester Dates for 1997

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 commences</td>
<td>Monday 3 March 1997</td>
</tr>
<tr>
<td>Semester 1 HECS Census Date</td>
<td>Monday 31 March 1997</td>
</tr>
<tr>
<td>Semester 1 recess</td>
<td>Friday 28 March to Friday 4 April 1997 inclusive</td>
</tr>
<tr>
<td>Semester 1 concludes</td>
<td>Friday 15 June 1997</td>
</tr>
<tr>
<td>Mid-Year Examinations</td>
<td>Monday 16 June to Friday 4 July 1997</td>
</tr>
<tr>
<td>Semester 2 commences</td>
<td>Monday 21 July 1997</td>
</tr>
<tr>
<td>Semester 2 HECS Census Date</td>
<td>Sunday 31 August 1997</td>
</tr>
<tr>
<td>Semester 2 recess</td>
<td>Monday 29 September to Friday 10 October 1997 inclusive</td>
</tr>
<tr>
<td>Semester 2 concludes</td>
<td>Friday 7 November 1997</td>
</tr>
<tr>
<td>End of Year Examinations</td>
<td>Monday 10 November to Friday 20 November 1997</td>
</tr>
</tbody>
</table>

5.2 FACULTY OF LAW

Semester Dates for 1996

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 commences</td>
<td>Monday 26 February 1996</td>
</tr>
<tr>
<td>(one week earlier than University compulsory Orientation Week)</td>
<td></td>
</tr>
<tr>
<td>Semester 1 concludes</td>
<td>Friday 12 July 1996</td>
</tr>
<tr>
<td>(Week 20)</td>
<td></td>
</tr>
<tr>
<td>Mid-Year Examinations</td>
<td>Monday 15 July 1996</td>
</tr>
<tr>
<td>(One week - last week of mid-year break for rest of University)</td>
<td></td>
</tr>
<tr>
<td>Semester 2 commences</td>
<td>Monday 22 July 1996</td>
</tr>
<tr>
<td>Semester 2 concludes</td>
<td>Friday 6 December 1996</td>
</tr>
<tr>
<td>(Week 20 - one week after official examination period)</td>
<td></td>
</tr>
</tbody>
</table>

Provisional Semester Dates for 1997

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 commences</td>
<td>Monday 24 February 1997</td>
</tr>
<tr>
<td>Semester 1 concludes</td>
<td>Friday 11 July 1997</td>
</tr>
<tr>
<td>Mid-Year Break</td>
<td>Monday 14 July 1997</td>
</tr>
<tr>
<td>(One week - last week of mid-year break for rest of University)</td>
<td></td>
</tr>
<tr>
<td>Semester 2 commences</td>
<td>Monday 21 July 1997</td>
</tr>
<tr>
<td>Semester 2 concludes</td>
<td>Friday 5 December 1997</td>
</tr>
</tbody>
</table>
### Semester Dates for 1996

#### Bachelor of Medicine

**Year One**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Block 1</th>
<th>4 March - 17 May</th>
<th>10 weeks and 1 week recess 5/4 - 12/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 2</td>
<td>20 May - 5 July</td>
<td>7 weeks</td>
<td></td>
</tr>
</tbody>
</table>

| Semester 2 | Block 2 (cont'd) | 22 July - 9 August | 3 weeks                               |
|           | Block 3          | 12 August - 27 September | 7 weeks                               |
|           | Block 3 (cont'd) | 16 October - 1 November | 3 weeks                               |

| Semester 2 | STUVCAC | 4 November - 8 November | 1 week                               |

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Mini-Elective</th>
<th>11 November - 22 November</th>
<th>2 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>25 November - 6 December</td>
<td>2 weeks</td>
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**Year Two**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Block 4</th>
<th>4 March - 17 May</th>
<th>10 weeks and 1 week recess 5/4 - 12/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 5</td>
<td>20 May - 5 July</td>
<td>7 weeks</td>
<td></td>
</tr>
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</table>

| Semester 2 | Block 5 (cont'd) | 22 July - 9 August | 3 weeks                               |
|           | Block 6        | 12 August - 27 September | 7 weeks                               |
|           | Block 6 (cont'd) | 14 October - 1 November | 3 weeks                               |

| Semester 2 | STUVCAC | 4 November - 8 November | 1 week                               |

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Mini-Elective</th>
<th>11 November - 22 November</th>
<th>2 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>25 November - 6 December</td>
<td>2 weeks</td>
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**Year Three**

<table>
<thead>
<tr>
<th>Block 7</th>
<th>5 February - 26 April</th>
<th>11 weeks and 1 week recess 5/4 - 12/4</th>
</tr>
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<tbody>
<tr>
<td>Block 8 (Ncel/Country)</td>
<td>29 April - 21 June</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Block 9 (Ncel/Country)</td>
<td>1 July - 30 August</td>
<td>8 weeks and 1 week review</td>
</tr>
<tr>
<td>STUVCAC</td>
<td>9 September - 13 September</td>
<td>1 week</td>
</tr>
<tr>
<td>Assessment</td>
<td>20 September - 4 October</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Block 10 (Elective)</td>
<td>14 October - 6 December</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Final Written Assessment</td>
<td>9 December - 20 December</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

**Year Four**

<table>
<thead>
<tr>
<th>Clinical Attachment 1</th>
<th>29 January - 26 April</th>
<th>12 weeks and 1 week recess 5/4 - 12/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Attachment 2</td>
<td>6 May - 26 July</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Clinical Attachment 3</td>
<td>12 August - 1 November</td>
<td>12 weeks</td>
</tr>
<tr>
<td>G.P. Period</td>
<td>4 November - 13 November</td>
<td>1.5 weeks</td>
</tr>
<tr>
<td>STUVCAC</td>
<td>14 November - 22 November</td>
<td>1.5 weeks</td>
</tr>
<tr>
<td>Assessment</td>
<td>25 November - 3 December</td>
<td>1.5 weeks</td>
</tr>
</tbody>
</table>

**Year Five**

<table>
<thead>
<tr>
<th>Clinical Attachment 1</th>
<th>29 January - 15 March</th>
<th>7 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Attachment 2</td>
<td>18 March - 3 May</td>
<td>7 weeks (Easter 5/4 - 9/4)</td>
</tr>
<tr>
<td>Assessment</td>
<td>6 May - 10 May</td>
<td>1 week</td>
</tr>
<tr>
<td>Clinical Attachment 3</td>
<td>20 May - 5 July</td>
<td>7 weeks</td>
</tr>
<tr>
<td>STUVCAC</td>
<td>26 August - 30 August</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Assessment</td>
<td>2 September - 13 September</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Second Assessment</td>
<td>16 September - 20 September</td>
<td>1 week</td>
</tr>
<tr>
<td>Elective Attachment</td>
<td>23 September - 15 November</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Final Assessment</td>
<td>18 November - 22 November</td>
<td>1 week</td>
</tr>
</tbody>
</table>

*Years Three, Four and Five do not conform with The University of Newcastle’s semester dates.*

### APPENDIX 1

#### Acronyms Commonly Used

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Affirmative Action</td>
</tr>
<tr>
<td>ABS</td>
<td>Australian Bureau of Statistics</td>
</tr>
<tr>
<td>ACER</td>
<td>Australian Council for Educational Research</td>
</tr>
<tr>
<td>ACS</td>
<td>Australian Computer Society</td>
</tr>
<tr>
<td>ACTU</td>
<td>Australian Council of Trade Unions</td>
</tr>
<tr>
<td>ADCOS</td>
<td>Australian Development Cooperation Scholarships</td>
</tr>
<tr>
<td>AIDA</td>
<td>Aboriginal Education Assistance</td>
</tr>
<tr>
<td>AGPS</td>
<td>Australian Government Printing Service</td>
</tr>
<tr>
<td>AHEIA</td>
<td>Australian Higher Education Industrial Association</td>
</tr>
<tr>
<td>AIIEC</td>
<td>International Association of Economics and Commerce Students</td>
</tr>
<tr>
<td>AIM</td>
<td>Australian Institute of Management</td>
</tr>
<tr>
<td>AIITEA</td>
<td>Australian Institute of Tertiary Education Administrators</td>
</tr>
<tr>
<td>ANU</td>
<td>Australian National University</td>
</tr>
<tr>
<td>APA</td>
<td>Australian Postgraduate Award</td>
</tr>
<tr>
<td>APAWS</td>
<td>Australian Postgraduate Award Without Stipend</td>
</tr>
<tr>
<td>ARC</td>
<td>Australian Research Council (of)</td>
</tr>
<tr>
<td>ARGC</td>
<td>Australian Research Grants Committee</td>
</tr>
<tr>
<td>ARGS</td>
<td>Australian Research Grants Scheme</td>
</tr>
<tr>
<td>ASCPA</td>
<td>Australian Society of Certified Practicing Accountants</td>
</tr>
<tr>
<td>ASTAS</td>
<td>Australian Sponsored Training Scholarships</td>
</tr>
<tr>
<td>AusAID</td>
<td>Australian Agency for International Development</td>
</tr>
<tr>
<td>AVCC</td>
<td>Australian Vice-Chancellors’ Committee</td>
</tr>
<tr>
<td>CAE</td>
<td>College of Advanced Education</td>
</tr>
<tr>
<td>CASA</td>
<td>Council of Academic Staff Associations</td>
</tr>
<tr>
<td>CPSU</td>
<td>Community and Public Sector Union</td>
</tr>
<tr>
<td>CSIRO</td>
<td>Commonwealth Scientific and Industrial Research Organisation</td>
</tr>
<tr>
<td>DEET</td>
<td>Department of Employment, Education and Training</td>
</tr>
<tr>
<td>DIB</td>
<td>Department of Immigration, Local Government and Ethnic Affairs</td>
</tr>
<tr>
<td>DITAC</td>
<td>Department of Industry, Trade and Commerce</td>
</tr>
<tr>
<td>DITR</td>
<td>Department of Industry, Technology and Resources</td>
</tr>
<tr>
<td>DVC</td>
<td>Deputy Vice-Chancellor</td>
</tr>
<tr>
<td>EDP</td>
<td>Export Development Program</td>
</tr>
<tr>
<td>EFT</td>
<td>Equivalent Full Time</td>
</tr>
<tr>
<td>EFTSU</td>
<td>Equivalent Full Time Student Unit</td>
</tr>
<tr>
<td>EEO</td>
<td>Equal Employment Opportunity</td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>FYI</td>
<td>For Your Information</td>
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<tr>
<td>GJCC</td>
<td>Graduate Careers Council of Australia Ltd</td>
</tr>
<tr>
<td>GIRD</td>
<td>Grants for Industry Research and Development</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
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<tr>
<td>HEC</td>
<td>Higher Education Council (of)</td>
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<td>HECS</td>
<td>Higher Education Contribution Scheme</td>
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<tr>
<td>HOD</td>
<td>Head of Department</td>
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<tr>
<td>IDF</td>
<td>International Development Program (of)</td>
</tr>
<tr>
<td>IFED</td>
<td>International English Language Testing Service</td>
</tr>
<tr>
<td>IO</td>
<td>International Office</td>
</tr>
<tr>
<td>MIS</td>
<td>Management Information Systems</td>
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<tr>
<td>NBEET</td>
<td>National Board of Employment, Education and Training</td>
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<tr>
<td>NH &amp; MRC</td>
<td>National Health and Medical Research Council</td>
</tr>
<tr>
<td>NTEU</td>
<td>National Tertiary Education Union</td>
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<tr>
<td>NOOSR</td>
<td>National Office of Overseas Skills Recognition</td>
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<tr>
<td>OHHS</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>OPRS</td>
<td>Overseas Postgraduate Research Scholarship</td>
</tr>
<tr>
<td>PVC</td>
<td>Pro-Chancellor</td>
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<tr>
<td>SAU</td>
<td>Student Administration Unit</td>
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<tr>
<td>TAPE</td>
<td>Technical and Further Education</td>
</tr>
<tr>
<td>TOEFIL</td>
<td>Test of English as a Foreign Language</td>
</tr>
<tr>
<td>UAC</td>
<td>Universities Admissions Centre (NSW &amp; ACT)</td>
</tr>
<tr>
<td>UNRS</td>
<td>University of Newcastle Postgraduate Research Scholarship</td>
</tr>
<tr>
<td>VC</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>WEA</td>
<td>Workers Education Association</td>
</tr>
<tr>
<td>WWW</td>
<td>World Wide Web</td>
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</tbody>
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APPENDIX 2
EXAMINATION RULES

Part 1 - Preliminary
Application of Rules

1. These Rules shall apply to all examinations of the University with the exception of the examination of a thesis submitted by a candidate for a degree of Master or the degree of Doctor of Philosophy. The examination of these theses or the assessment of published works submitted for Higher Doctoral Degrees shall be conducted in accordance with the requirements for the degree.

Interpretation

2. In these Rules, unless the context or subject matter otherwise indicates or requires:

"award" means the degree, diploma (including graduate diploma and associate diploma) or graduate certificate for which a candidate is enrolled;

"Dean" means the Dean of a Faculty of the University;

"Department" means the Department assigned responsibility for a particular subject and includes any other body so responsible;

"Departmental Examinations Committee" means the Departmental Examinations Committee of the Department constituted in accordance with the Rules Governing Departments;

"external examiner" includes any form of examination, assignment, test or any other work by which the final grade of a candidate in a subject is assessed;

"examiner" means an external examiner for a candidate, not being a member of the staff of the University, appointed to undertake the functions and responsibilities of an external examiner for a candidate;

"Faculty Board" means the Faculty Board of the Department concerned or, where Departments from more than one Faculty are involved, the Academic Senate.

Determination of nature and extent of examining

4. Each Faculty Board shall determine the nature and extent of examining in the awards for which the Faculty is responsible and such examining may be written, oral, clinical or practical or any combination of these.

Publication of requirements

5. The Faculty Board shall ensure the publication of the Department's examination requirements in each subject by the end of the second week of the semester in which the subject commences including the weight and timing of each task comprising the total assessment to be applied in determining the final grade.

Penalties

6. An infringement of any of the rules set out in Rule 16(1), other than pursuant to Rule 16(2), or the instructions referred to in Rule 19 shall constitute an offence against discipline.

PART 3 - PROCEDURES
External Examiners

7. (1) The Academic Senate may, on the recommendation of a Head of Department appoint one or more external examiners for the Department. Such appointment shall be for a term of one year and, except with the approval of the Academic Senate, no external examiner for the Department shall be reappointed for more than four consecutive terms of office.

(2) Where the appointment of an external examiner for a candidate is prescribed by the Rules for an award, or where the Faculty Board considers it appropriate that an external examiner for a candidate be appointed, such appointment shall be made by the Faculty Board or, as otherwise prescribed in the Rules for that award.

Examining

8. The Head of each Department shall arrange for the member or members of the academic staff responsible for each of the subjects offered by the Department:

(a) to prepare the examination papers in the subjects;

(b) in consultation with any other members of staff involved in the tuition or supervision of the candidates, to assess the scripts and other work submitted by candidates and, if required, prescribe a further or supplementary examination for any candidate and
to record in an examination return a judgement in respect of each candidate for submission to the Departmental Examinations Committee);

Departmental recommendations of results

9. The Departmental Examinations Committee shall consider the judgements recorded for candidates and shall make recommendations to the Faculty Board regarding the result awarded in a subject to that candidate.

(2) Where the appointment of an external examiner for a candidate is prescribed by the Rules for an award of the Head of the Department or the representative of that Head, who shall be entitled to vary any recommended result if of the view that it is appropriate to do so on the request of the Faculty Board.

(3) The Dean shall ensure that in making its recommendations the Departmental Examinations Committee has considered any request for special consideration made by a candidate pursuant to Rule 13.

Grading of results in subjects

11. The result awarded in a subject to a candidate shall be one of those in the list of approved results determined by the Academic Senate from time to time.

Review of result in subject

12. (1) A candidate may apply for a review of any result awarded in a subject to that candidate.

(2) An application made under sub-rule (1) shall be made to the University Secretary and Registrar in the prescribed form and shall be accompanied by the prescribed fee.

(3) A review of the result shall include a check:
(a) that all required parts of the assessment have been included in the final determination of the result;
(b) that the content of examination scripts has been fairly considered, including, where possible, a review of marks awarded by the examiners; and
(c) that all marks contributing to the final grade have been correctly weighted and their total accurately obtained

but shall not include any review of earlier assessments which have been made available to the candidate on a continuing basis throughout the subject.

Special Consideration

13. (1) A candidate who claims that:
(a) study during the year or preparation for an examination; or
(b) attendance at or performance in an examination
has been affected by illness, disability or other serious cause, may report the circumstances in writing, supported by medical or other appropriate evidence to the University Secretary and Registrar and request that they be taken into account in the assessment of the examination results of that candidate. Such request shall be on the prescribed form.

(2) A request made pursuant to sub-rule (1)(a) shall be submitted by the candidate within seven days after any absence arising from the illness or event on which the request is based, or such longer period as the Dean of the Faculty in which the candidate is enrolled may accept.

(3) A request made pursuant to sub-rule (1)(b) shall be submitted by the candidate not later than three days after the date of the examination or within such further period as the Dean of the Faculty in which the candidate is enrolled may permit.

(4) Where a candidate is personally unable to take the action prescribed under this Rule, some other person may take such action on behalf of the candidate.

(5) The University Secretary and Registrar may call for such other evidence in respect of the candidate’s request as may be reasonably required.

(6) A candidate who is granted special consideration may be required to attend a further examination or to undertake further assessment to determine a result.

PART 4 - FORMAL WRITTEN EXAMINATIONS

Responsibility

14. The University Secretary and Registrar shall be responsible for the administration and supervision of the formal written examinations of the University.

Timetable for formal written examinations

15. (1) The University Secretary and Registrar shall publish a timetable showing when and where examinations will be held and it shall be the responsibility of candidates to attend those examinations prescribed for the subjects in which they are enrolled.

(2) Notwithstanding the provisions of Rule 15(1), where the University Secretary and Registrar considers it justified on religious, conscientious or other grounds, special arrangements may be made to allow a candidate to attend a prescribed examination for a subject at a time and place different from that published in the examination timetable.

(3) Subject to the provision of Rule 13(1)(b), candidates who fail to attend an examination which is shown on the examination timetable will be deemed to have sat for and failed the examination.

Rules for formal written examinations

16. (1) Formal written examinations shall be conducted in accordance with the following rules:

(a) candidates shall comply with any instructions given by a supervisor relating to the conduct of the examination;

(b) no candidate shall enter the examination room after thirty minutes from the time the examination has begun;

(c) a candidate shall not bring into the examination room any bag, paper, book, written material, device or aid whatsoever, other than such as may be specified for the particular examination;

(d) a candidate shall not by any means obtain or endeavour to obtain improper assistance, give or endeavour to give assistance to any other candidate, or commit any breach of good order;

(e) a candidate shall not take from the examination room any examination answer book, any examination paper so marked, graph paper, drawing paper or other material issued for use during the examination;

(f) no candidate may smoke in the examination room;

(g) before the examination begins candidates shall not read the examination paper until granted permission by the supervisor which shall be given 10 minutes before the start of the examination;

(h) no candidate shall leave the examination room during the first 30 minutes or the last 10 minutes of the examination; and

(i) no candidate shall re-enter the examination room after leaving it unless during the full period of absence that candidate has been under approved supervision.

(2) The provision of sub-rule (1) may be relaxed:

(a) by the University Secretary and Registrar; and

(b) in respect of paragraphs (g) and (h) by the supervisor upon the direction of the University Secretary and Registrar or at the discretion of the supervisor, provided that the circumstances of any case in which discretion has been exercised shall be reported in writing to the University Secretary and Registrar immediately following the conclusion of the examination.

PART 5 - OTHER EXAMINATIONS

Responsibility

17. The Head of Department shall be responsible for the administration and supervision of the examinations of the University, other than formal written examinations, in the subjects offered by the Department.

Timetable

18. (1) Where appropriate, the Head of Department shall publish a timetable showing when and where examinations will be held and it shall be the responsibility of candidates to attend those examinations prescribed for the subjects in which they are enrolled.

(2) Notwithstanding the provisions of Rule 18(1), where the Head of Department considers it justified on religious, conscientious or other grounds, special arrangements may be made to allow a candidate to attend a prescribed examination for a subject at a time and place different from that published in the examination timetable.

Compliance with instructions

19. Candidates shall comply with any instructions given by the Head of Department or the supervisor relating to an examination.
APPENDIX 3

RULES GOVERNING UNSATISFACTORY PROGRESS

Application of Rules
1. These Rules shall apply to all students of the University except those who are candidates for a research higher degree.

Interpretation
2. (1) These Rules, unless the context or subject matter otherwise indicates or requires:
   "the Committee" means the Student Progress Subcommittee as constituted by the Academic Senate from time to time.
   "Dean" means the Dean of the Faculty in which a student is enrolled.
   "Faculty Board" means the Faculty Board of the Faculty responsible for the course in which the student is enrolled.

   (2) A reference in these Rules to a Head of Department shall be read not only as a reference to the person appointed to that office but also, where a subject is not offered by a Department as such, to the person approved by the Academic Senate to undertake the responsibilities of a Head of Department for the purpose of these Rules.

Termination of Enrolment by Head of Department
3. (1) A student's enrolment in a subject may be terminated by the Head of the Department offering that subject if that student does not maintain a rate of progress considered satisfactory by the Head of the Department. In determining whether a student is failing to maintain satisfactory progress the Head of the Department may take into consideration such factors as unsatisfactory attendance or failure to complete a satisfactory standard academic or professional component specified for the subject.

   (2) The enrolment of a student in a subject shall not be terminated pursuant to clause 3(1) unless that student has been given prior written notice of the intention to consider the matter, with brief particulars of the grounds for so doing, and has also been given a reasonable opportunity to make representations either in person or in writing or both.

   (3) A student whose enrolment in a subject is terminated under clause 3(1) may appeal to the Faculty Board which shall determine the matter.

   (4) A student whose enrolment in a subject is terminated under this clause shall be deemed to have failed the subject.

Review of Performance by Faculty Board
4. (1) The Faculty Board may review the academic performance of a student who does not maintain a rate of progress considered satisfactory by the Faculty Board and may determine:
   (a) that the student be permitted to continue the course;
   (b) that the student be permitted to continue the course subject to such conditions as the Faculty Board may decide;
   (c) that the student be excluded from further enrolment:
      (i) in the course; or
      (ii) in the course and any other course offered in the Faculty; or
      (iii) in the Faculty.

   (2) Before a decision is made under clause 4(1), the student shall be given an opportunity to make representations to the Faculty Board with respect to the matter either in person or in writing or both.

   (3) A student who has made representations to the Faculty Board may appeal against any decision made under clause 4(1)(b) or (c) to the Committee which shall determine the matter.

   (4) Where the progress of a student enrolled in a combined degree program is considered to be unsatisfactory by the Faculty Board responsible for one of the degrees comprising the combined degree program, that Faculty Board shall advise the Faculty Board responsible for the second degree of any action it has taken with respect to the student in question.

Hearing of Appeals by Committee
5. (1) An appeal made by a student to the Committee pursuant to clause 4(3) or clause 7 shall be in such form as may be prescribed by the Committee, and shall be made within 14 days from the date of posting to the student of the notification of the decision or such further period as the Committee may accept.

   (2) In hearing an appeal the Committee may take into consideration any circumstances whatsoever, including matters not previously raised, and may seek such information as it thinks fit concerning the academic record of the appellant and the making of the determination by the Faculty Board.

   (3) The appellant and the Dean or the Dean's nominee shall have the right to be heard in person by the Committee.

   (4) The Committee may confirm the decision made by the Faculty Board or may substitute for it any other decision which the Faculty Board is empowered to make pursuant to these Rules.

Re-enrolment
6. (1) A student who has been excluded from further enrolment in a Faculty may enrol in a course in another Faculty within a period of exclusion only with the permission of the Faculty Board of the Faculty responsible for the course in which the student is seeking to enrol and on such conditions as it may determine.

   (2) A student who has been excluded from further enrolment in any course or Faculty under these Rules may apply for permission to enrol therein again, provided that in no case shall such re-enrolment commence before the expiration of the period of exclusion. A decision on such application shall be made by the Faculty Board of the Faculty responsible for the course in which the student is seeking to enrol.

Appeal Against Rejection of Re-enrolment Application
7. (1) A student whose application to enrol pursuant to clause 6 is rejected by a Faculty Board may appeal to the Committee.
<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>(049) 21 5593 (Callaghan)</td>
<td>Building between Squash Pavilion and tennis courts</td>
</tr>
<tr>
<td>(049) 21 6467 (Callaghan)</td>
<td>Student Support Officer, Equity Unit, Level 1, The Chancellery</td>
</tr>
<tr>
<td>(049) 21 0111</td>
<td>Newcastle Student Assistance Centre 2nd Floor, 5 Brown St, Newcastle</td>
</tr>
<tr>
<td>(049) 21 5588 (Callaghan)</td>
<td>Room HA245, Hunter Building</td>
</tr>
<tr>
<td>(049) 48 4060 (Central Coast)</td>
<td>Student Services Building</td>
</tr>
<tr>
<td>(049) 21 5122 (Callaghan)</td>
<td>Level 2, The Chancellery</td>
</tr>
<tr>
<td>(049) 48 4016 (Central Coast)</td>
<td>Finance &amp; Properties Office</td>
</tr>
<tr>
<td>(049) 21 5571 (Callaghan)</td>
<td>Between the Co-op Bookshop and Student Services Building</td>
</tr>
<tr>
<td>(049) 48 4060 (Central Coast)</td>
<td>Student Services Building</td>
</tr>
<tr>
<td>(049) 67 3475 (Kintaila)</td>
<td>Adjacent to Hunter Development Centre and No. 2 car park</td>
</tr>
<tr>
<td>(049) 21 7171 (Kintaila) (Callaghan)</td>
<td>Adjacent to Kintaila</td>
</tr>
<tr>
<td>(049) 21 6296 (Wonnangta) (Callaghan)</td>
<td>Between Special Education and the Hunter Building</td>
</tr>
<tr>
<td>(049) 48 4060 (Central Coast)</td>
<td>Student Services, Student Services Building</td>
</tr>
<tr>
<td>(049) 21 5382 (Callaghan)</td>
<td>Computing &amp; Information Sciences Building</td>
</tr>
<tr>
<td>(049) 21 6424 (Callaghan)</td>
<td>Hunter Building</td>
</tr>
<tr>
<td>(049) 21 6860 (Callaghan)</td>
<td>D W George (Engineering Science) Building</td>
</tr>
<tr>
<td>(049) 48 4060 (Central Coast)</td>
<td>Multi Purpose Building</td>
</tr>
<tr>
<td>(049) 21 5801 (Callaghan)</td>
<td>Room HA209, Hunter Building</td>
</tr>
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<td>(049) 21 7207 (Callaghan)</td>
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<tr>
<td>(049) 21 7040 (Callaghan)</td>
<td>TTY telephone Hearing Impairment</td>
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<tr>
<td>(049) 48 4060 (Central Coast)</td>
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<tr>
<td>(049) 21 5148 (Callaghan)</td>
<td>Revenue Officer, Level 2, The Chancellery</td>
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<tr>
<td>(049) 21 5888 (Callaghan)</td>
<td>Two way radio call</td>
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<tr>
<td>1800 819347 (Central Coast)</td>
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<tr>
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<tr>
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<tr>
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