

# FACULTY OF EDUCATION AND ARTS

## 2012 END-ON HONOURS APPLICATION FORM

### GUIDE



#### Privacy and Confidentiality

The information gathered by the University from your completed Application Form and during the period of your enrolment will only be used, in accordance with privacy legislation to assist the University to enable you to complete your program of study. It will not be disclosed to third parties without your consent unless the University is under a legal obligation to do so. Bodies such as Centrelink, the Department of Education, Employment and Workplace Relations, the Australian Taxation Office and the Department of Immigration and Citizenship are authorised to request specific types of information for their purposes. The University may also be required to provide information to law enforcement agencies if a subpoena or warrant is served on it, or if an application is made under the Freedom of Information Act.

#### Completing Your Application Form

The numbers below correspond with the numbers on the application form. Read these instructions carefully. You may not be required to complete all sections.

##### Conditions of Application

- Applicants will be assessed on the information provided.
- The application form must be signed and dated.
- Applications will only be considered if all relevant documents are attached.
- Documentation must be verified. Do not send original documents as they will remain the property of the University for the purposes of this application only.
- Applications may be submitted after the closing date and may only be considered for the next admission period for that program.

##### Documentation

Copies of original documents **must** be correctly verified as true copies by an authorised person.

Authorised persons include:

- authorised person of a tertiary or higher education institution who will sign and stamp the copies.
- Justice of the Peace and include the name, registration number and state of registration.
- A person currently employed as:
  - an accountant
  - a bank manager
  - a credit union branch manager
  - a barrister, solicitor or attorney
  - a police officer of the rank of sergeant or above
  - a postal manager
  - a principal of an Australian Secondary College, High school or primary school.

Please ensure that the authorised person states their position clearly and preferably provides contact details.

##### 1 – Student Number

If you have previously been enrolled at the University of Newcastle print your previous student number in the area provided.

##### 2 – Application Category

Indicate the correct category type by selecting one of the following:

- Undergraduate
- Honours
- Postgraduate Coursework

**If you wish to study non-award or cross institutionally please apply on the Non-Award and Cross Institutional Application and Enrolment form.**

##### 3 – Personal Details

If you are seeking admission on the basis of qualifications gained under another name you need to provide evidence of your name change before your application can be assessed. Suitable documents include a Birth Certificate, Marriage Certificate, court documents evidencing Dissolution of Marriage or Deed Poll.

##### Contact Details

All correspondence from the University will be sent to your mailing address. Please include an area code with your telephone number(s).

As a University of Newcastle student, you will be allocated a student email address. It is University policy to use this address for official correspondence. Further information will be available online.

##### Emergency Contact Details

Please enter contact details for a contact in case of an emergency.

##### 4 – Citizenship

If you were not born in Australia or New Zealand and have not previously been a student of the University of Newcastle, you must provide evidence of citizenship or permanent residency, including the date granted. Verified copies must be provided.

If you are applying for an on-campus undergraduate or postgraduate program and answered NO to all the questions on the application form then you are ineligible to apply on this form. Please contact the International Admissions Office on (02) 4921 7745.

##### 5 – Proposed Program

Enter the program code and title in the appropriate columns. This information is available from the University website Program Finder. Location will be Callaghan, Distance Learning or Online.

##### 6 – Proposed Term of Commencement

Enter the date for the term in which you wish to commence your studies using the following table.

Term	Commencement Date
Semester 1	27 February 2012
Semester 2	23 July 2012
Trimester 1	30 January 2012
Trimester 2	21 May 2012
Trimester 3	3 September 2012

## 7 – Secondary Schooling

Complete this section only if you are applying for an undergraduate program or have not previously been a student of this University. A verified copy of your results must be attached.

## 8 – Tertiary Preparation or Enabling Studies (Including STAT)

Complete this section only if you are applying for an undergraduate program or have not previously been a student of this University. A verified copy of your results must be attached.

## 9 – Tertiary (Including TAFE), Post Secondary and Higher Education Studies

If you are applying for a postgraduate program supply details of all tertiary/higher education studies undertaken as well as the duration of the course. Attach verified copies of official Academic Transcript(s) displaying results for all courses. Indicate if you have completed the qualification by writing the date completed under YES. If you have not completed the qualification write the last year of attendance under NO. Write the duration of the qualification i.e. the time it would take to complete the qualification as a full-time student.

If your studies have been undertaken at the University of Newcastle, you do not need to supply an academic transcript.

## 10 – Memberships/Professional Qualifications

If you are applying for a postgraduate program, list memberships of professional societies or institutions that are of relevance to your application. Also include certificates of competency if held and any published articles including conference details.

## 11 – Work Experience and Other Information

If you are applying for a postgraduate program you may be required by the Faculty to provide a copy of your Curriculum Vitae. This information is contained in the Faculty specific material available online.

## 12 – Credit/Recognition of Prior Learning

If you have completed studies at a tertiary institution you may be eligible to apply for credit. You must complete the online credit application.

## 13 - Exclusion

Indicate here if you have ever been excluded from a program at this, or any other institution. If you have previously been excluded, please attach a statement detailing the circumstances and why you believe that you can now succeed at university level of study.

## 14 – English Language Proficiency – COMPULSORY FOR ALL APPLICANTS

You will need to meet the University's English Language Proficiency requirements. Indicate whether English is your first language or provide evidence of your attainment of English in the form of a certified copy. All documents are retained by the University.

## 15 – 16 Statistical Information Required by the Australian Government – COMPULSORY FOR ALL APPLICANTS

Please complete this section to provide the Australian Government with their required statistics.

## 17 – Terms and Conditions and Informed Consent - Declaration and Signing Your Form

Please read, and then sign the Declaration. If you choose to cross out any part of the declaration your application will not be processed and you will not be considered an enrolled student.

**Once you have completed all relevant sections of the form, mail the form to:**

Admissions and Enrolments, Student Services Centre  
The University of Newcastle, Callaghan, NSW 2308

## Enrolment

If you are made an offer, you will be sent information, which will assist you to enrol in your courses online.

## Obtaining a Student Photo Identification Card

Once your application has been approved, you can visit any of our Student Hubs with your 100 points of identification to have your photo taken and your card issued.

Alternatively, you can send in a passport size photograph for the processing of your card with your application. The reverse side of the photograph must state your name, student number and be certified by a Justice of the Peace or a Notary Public if you are in a country other than Australia. You also need to provide certified copies of 100 points of identification to prove your identity. See the table below for documents that can be used. Your student card will be mailed to you once your application has been approved.

This card remains current for the duration of your enrolment and is an important form of identification while you are enrolled at the University of Newcastle. It is used for computer and library access and identification purposes when sitting examinations.

## You can provide your 100 points by using any of these documents

70 points	Passport Birth certificate (not extract) Citizenship certificate
40 points	Current Australian Driver's Licence Student identification card issued by an educational institution Pension or Government Health Care Card Public Service ID card Government issued licence (eg boat, pilot) University staff photo identification card
35 points	Letter from a current employer * Must be on official company letterhead and contain both the employer and employee's signatures and the name and address of the employee.
25 points	Medicare card Credit card Financial institution cash card or passbook Council rates notice Electricity, gas or telephone bill 2 Tax assessment notice Foreign Driver's Licence Membership card (e.g. club, union, trade/professional body, library, video library) Rental receipt or statement from landlord or realestate agent Marriage certificate Divorce decree Name and address verified from electoral role Deed Poll registered with the relevant authority

## Under 18s Only

100 points Birth certificate (not extract)  
Passport  
Citizenship certificate

All documents must be originals or copies certified by a Justice of the Peace who holds registration under the Justices of the Peace Act 2002.

## Closing Dates for Applications

Trimester 1	16 January 2012
Semester 1	13 February 2012
Trimester 2	7 May 2012
Semester 2	9 July 2012
Trimester 3	20 August 2012

## 2012 Commencement Dates

Semester dates apply to all coursework programs except the Bachelor of Medicine.

For more information on University dates and the Bachelor of Medicine dates can be found at:

<http://www.newcastle.edu.au/service/dates/>

Semester 1 Commences	Monday 27 February 2012
Semester 1 Census Date	Saturday 31 March 2012

Semester 2 Commences	Monday 23 July 2012
Semester 2 Census Date	Friday 31 August 2012

Trimester 1 Commences	Monday 30 January 2012
Trimester 1 Census Date	Monday 20 February 2012

Trimester 2 Commences	Monday 21 May 2012
Trimester 2 Census Date	Monday 11 June 2012

Trimester 3 Commences	Monday 03 September 2012
Trimester 3 Census Date	Monday 24 September 2012

## Singapore – 2012 Offshore Block Terms

Block 1	Monday 02 January 2012
Block 1 Census Date	Friday 13 January 2012

Block 2	Monday 27 February 2012
Block 2 Census Date	Friday 09 March 2012

Block 3	Monday 30 April 2012
Block 3 Census Date	Friday 11 May 2012

Block 4	Monday 25 June 2012
Block 4 Census Date	Friday 06 July 2012

Block 5	Monday 27 August 2012
Block 5 Census Date	Friday 07 September 2012

Block 6	Monday 22 October 2012
Block 6 Census Date	Friday 02 November 2012

Trimester 1 Commences	Monday 01 January 2012
Trimester 1 Census Date	Tuesday 24 January 2012

Trimester 2 Commences	Monday 30 April 2012
Trimester 2 Census Date	Tuesday 22 May 2012

Trimester 3 Commences	Monday 27 August 2012
Trimester 3 Census Date	Tuesday 18 September 2012

## Once you have completed all relevant sections of the form to:

MAIL:

Admissions and Enrolments, Student Services Centre  
The University of Newcastle, Callaghan, NSW 2308

## Application Checklist

Tick the boxes when you have completed the following steps:

- Completed your application form
- Attached Academic Transcripts and evidence of prior education
- Attached a certified passport size photograph
- Signed the declaration on your application form
- Attached 100 points of identification

## Disclaimer

Information in this application is correct as at 04 October 2012. The University reserves the right to amend administrative processes as circumstances require.