Admissions Policy

Section 1 - Purpose

(1) This policy guides admission of students at Charles Sturt University (the University) and its partner providers, so that this is conducted in a manner that:

a. is fair, consistent, equitable, and transparent
b. ensures admitted students have the necessary academic preparation and proficiency in English required to successfully participate in, progress through, and complete their intended studies, and
c. complies with legislative standards and regulatory frameworks, including the Higher Education Support Act (HESA), the Higher Education Standards Framework (HESF), the Education Services for Overseas Students Act (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students (National Code).

Scope

(2) This policy applies to the admission of all students to programs, courses, and non-award study offered by the University and its partner institutions. Its requirements apply to all staff across the University as well as external staff who represent the University through partnerships and third-party arrangements including educational agents and partner education providers.

> Note: some partner institutions, delivery locations or courses may require processes in addition to or at variance with this policy for regulatory or contractual purposes. The University may approve these under the relevant delegations where they are consistent with the University's compliance obligations. Affected students and staff will be directed to the alternative process.

Section 2 - Policy

Part A - Admission requirements

(3) Admissions entry requirements are approved by the delegated authority defined in Delegation Schedule E - Academic as part of the development, review, and accreditation process for each course and subject offered, as per the Course and Subject Policy and procedures. They are designed to ensure that students admitted to the University are academically suitable and have the preparation, English proficiency, and educational skills required to successfully participate and progress in their intended studies.

Minimum entry requirements

(4) For admission to any program, course or subject offered by the University (either directly or through one of its delivery partner providers), applicants must meet the following minimum University entry requirements for each level of study:

a. Minimum age requirements (see the Admissions Procedure)
b. Minimum academic and/or professional experience requirements (see clause 5)
c. Minimum English proficiency requirements (see the Admissions Procedure)
d. Any professional or course-specific admission requirements applicable to the relevant course published in the online course brochure for the relevant intake (see the Admissions Procedure).
e. For international applicants for study within Australia on a student visa, further admission requirements and eligibility criteria under the ESOS Act and National Code (see clause 7).

Minimum academic requirements

(5) All applicants seeking admission to courses or subjects offered by the University must meet at least the following minimum academic and/or professional experience requirements for the relevant level of study:

Level of study	Minimum entry requirement
Non-award enabling course	New South Wales (NSW) Year 10 Record of School Achievement (RoSA) or equivalent
Diploma	NSW Year 10 RoSA or equivalent
Undergraduate Certificate	NSW Year 10 RoSA or equivalent
Bachelor degree and four-year integrated bachelor (honours) degree	NSW Higher School Certificate (HSC), with an ATAR, or equivalent
One-year bachelor (honours) degree	A bachelor degree completed in the same discipline or a closely related discipline, or equivalent
Graduate certificate or graduate diploma	A bachelor degree, or a diploma and work experience relevant to the course to which admission is sought, or equivalent
Master by coursework	A bachelor degree or equivalent
Master by research	A bachelor degree of at least three years full-time duration, completed in the same discipline or a closely related discipline, or equivalent
Doctor of philosophy or professional doctorate	A bachelor degree of at least three years full-time duration, completed in the same discipline or a closely related discipline, with at least class 2(1) honours; or equivalent
Higher doctorate	A bachelor degree and at least ten years continuous work in the relevant field since graduation, at a standard surpassing the standard required for a doctor of philosophy award

(6) Details about these academic and professional requirements, including qualifications and experience that may be assessed or considered as equivalent to the minimum entry requirements listed above, are published in the:

a. Admissions Procedure for coursework courses
b. Admissions - Entry Requirements (Higher Degrees by Research) Procedure for higher degree by research courses.

International applicants – further admission requirements

(7) International applicants for study within Australia on a student visa must also:

a. meet the genuine student requirements and satisfy the University that they have taken adequate steps to prepare themselves for study in Australia (see the Admissions Procedure for details)
b. if already studying in Australia on a student visa with another education provider and within the first twelve months of study in their principal course, provide the University with a letter of release from the other provider

(see the International Students Provider Transfer Procedure for details), and

c. arrive in Australia.

Admissions information for applicants

(8) The University provides the following admission information for prospective students:

a. The minimum academic and English proficiency requirements for admission, as well as any additional course-specific requirements that may apply for entry to certain courses, so they can understand their likelihood of being admitted.
b. Course inherent requirements, methods of assessment, and any work-based training a student is required to undertake as part of a course, including any compulsory intensive schools.
c. The Credit Policy and procedures, available credit arrangements and potential eligibility for credit and recognition of prior learning that applies to their course.
d. Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of their study, and access to the online schedule of fees and charges and the University's enrolment cancellation and fee refund policies.
e. For applicants into a Commonwealth-supported place (CSP) and/or to defer fees via a Higher Education Loan Program (HELP) loan (either HECS-HELP or FEE-HELP), the requirements for maintaining eligibility throughout their studies, as required under HESA and related legislation.
f. For international students applying for study in Australia on a student visa, all matters they need to be aware of regarding meeting course and enrolment requirements to fulfil their visa obligations, and the student support and success services available to help make a successful transition to study in Australia.
g. The University's registered CRICOS institution name and registration number, which are publicly available on all written and online materials provided by the University for overseas students.
h. Their rights and obligations, including details (in writing) about internal and external complaints and appeals processes, policies on changes to or withdrawal of offers, requirements for accepting an offer of admission, and conditions of enrolment.

(9) See the Course and Subject Procedure - Information and Representation regarding other information provided to prospective students.

Part B - Admission applications

Application methods

(10) Applications for admission must be through one of the methods below; the online course brochure will advise which method to use for the particular course and/or applicant:

a. University Admission Centre (UAC)
b. Victorian Tertiary Admissions Centre (VTAC)
c. Directly to the University, or its authorised partner, as described in the Admissions Procedure.

Assessment of applications

Authority to admit

(11) The authority to admit applicants to the University in accordance with approved entry requirements is specified in Delegation Schedule E - Academic.

(12) Staff involved in administering and assessing applications must declare any potential conflict of interest by

notifying their immediate supervisor and taking action in accordance with the Conflict of Interest Procedure.

(13) Applications are assessed by the relevant University admissions office, except for applications that are submitted to:

a. an authorised partner institution, which are assessed by the relevant partner's admissions team
b. UAC, which are assessed by UAC.

(14) To ensure the quality and consistency of assessments by authorised partners, the University will ensure that:

a. authorised partner providers have detailed admission assessment instructions, and
b. regular audits are undertaken, including sampling the partner's assessment of applications, to ensure compliance with the University's instructions, standards, and requirements.

International and non-resident applicants – Australian Government sanctions

(15) The University considers Australian Government sanctions when assessing admission applications from citizens of sanctioned countries. Admissions staff will refer applications to the relevant delegated authority to decide whether an offer will be made to such applicants.

Intake quotas and course viability

(16) The University may:

a. set a quota for each course intake
b. decline to admit applicants where there are too few applications for a course to be viable, and/or
c. cancel an intake to a course and any offers of admission made if too few applicants accept an offer of a place in the course for it to be viable.

(17) An Executive Dean may approve the suspension of a course from a particular intake (under Delegation Schedule E - Academic) and must ensure that any withdrawal of offers that result from this suspension are managed in accordance with the University's obligations under the ESOS Act and HESF.

Admissions equity and access schemes

(18) The University has a number of admission pathways, entry programs and access schemes to undergraduate courses available for applicants from under-represented groups and individuals who have experienced disadvantage in their preparation for university study. These include:

a. selection rank adjustments based on location, subjects and equity, to offset factors that have impacted high school education for those applying on the basis of ATAR, and
b. alternative pathways to study that can result in guaranteed entry to a range of undergraduate courses for those who may not yet meet the minimum entry requirements based on their current ATAR or adjusted selection rank.

(19) These programs are designed to accommodate student diversity and provide opportunities for equal access to participate and succeed in University study regardless of disadvantage or background.

(20) The Admissions Procedure outlines eligibility requirements and application processes for the various access schemes and entry programs offered.

Part C - Appeals and complaints

(21) Where a student wishes to appeal an original decision made under this policy, or has a complaint about their treatment, quality of service or the conduct of staff, the following policies apply:

a. University Student Appeals Policy and University Student Appeals Procedure
b. Complaints Management Policy and Complaints Management Procedure

Section 3 - Procedure

(22) The following procedures support this policy and should be read alongside it:

a. Admissions Procedure
b. Admissions – Entry Requirements (Higher Degrees by Research) Procedure
c. International Student Fee Refund Procedure
d. International Students Provider Transfer Procedure

Section 4 - Guidelines

(23) Nil.

Section 5 - Glossary

(24) This policy uses the following terms:

a. Admission – the process by which applicants are assessed against specified criteria to determine whether they meet the entry requirements set for a specific program, course, or subject at the University.
b. ATAR (Australian Tertiary Admissions Rank) – a ranking calculated by the Australian state or territory in which a student completes their final year of high school or eligible equivalent study, which indicates the student's academic position relative to other students in their year.
c. Coursework course – as defined in the policy library glossary.
d. Higher degree by research (HDR) course - as defined in the policy library glossary.
e. Inherent requirements – as defined in the policy library glossary.
f. International student – as defined in the policy library glossary.
g. Non-award study – a short course or single subject in which a student is enrolled without having been admitted to a course that leads to an award of the University.
h. Partner provider – an education institution with an agreement with Charles Sturt University to deliver programs and courses in collaboration with, or on behalf of the University, where the University remains responsible for quality assurance monitoring to ensure a high standard of academic and student outcomes.
i. Quota – a limit on the number of student places a course can offer in an admission intake.
j. Research component – as defined in the policy library glossary.
k. Selection rank – each applicant's ATAR or equivalent score plus any allocated adjustment factors that have been applied by the University on the basis of location, subjects, or equity. Other factors may be considered for entry in some courses, such as relevant professional experience, prior qualifications, and performance in a selection interview, entrance exam, written submission, assessment task, or creative folio, which may be assessed alongside each applicant's allocated selection rank.

Status and Details

Status	Current
Effective Date	4th November 2025
Review Date	4th November 2030
Approval Authority	Academic Senate
Approval Date	4th November 2025
Expiry Date	Not Applicable
Unit Head	Lorraine Ryan O'Brien Associate Director, Future Student Engagement and University Events
Author	Peter Greening Associate Director, Admissions and Conversions
Enquiries Contact	Admissions office +61 2 69334334

Glossary Terms and Definitions

"Coursework course" - a course leading to an award/qualification recognised by the Australian Qualifications Framework that is not classified as a higher degree by research.

"Higher degree by research (HDR) course" - means a course leading to a qualification at Australian Qualifications Framework level 9 or level 10 in which a research component makes up 66% or more of the course volume of learning. Higher degree by research courses lead to the award of a master by research, professional doctorate or doctor of philosophy.

"Research component" - one or more subjects for a higher degree by research course, a master by coursework and dissertation, or a bachelor (honours) course, in which students undertake a substantial piece of research involving a thesis, dissertation, portfolio or project.

"International student" - A student who is not a domestic student at the time of the relevant study, and is studying within Australia on a temporary student visa.

"Inherent requirements" - the fundamental components that demonstrate the abilities, knowledge and skills required to achieve the core learning outcomes of a course. They are based on course learning outcomes, which are designed to reflect professional standards. Reasonable adjustments can be made to meet the requirements, however, any adjustment must not fundamentally change the nature of the inherent requirement.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the CSU Policy Library for the latest version.