

# Admissions Policy

## Section 1 - Policy Objectives

(1) The Charles Sturt University (the University) aims to provide a high quality service to continuing and potential clients through an admissions system which is:

- a. fair, equitable and transparent;
- b. client-centred;
- c. system co-ordinated;
- d. expeditious; and
- e. quality controlled.

### Part A - Fair, Equitable and Transparent

(2) The admissions system must provide for fair and equitable treatment of all continuing and potential clients. Clear, unambiguous selection criteria must be identified, must be available to all applicants and must be applied without fear or favour. Where necessary, training for both academic and support staff is to be provided to ensure consistent and accurate application of admission criteria.

### Part B - Client-Centred

(3) In a highly competitive market, the interests of the potential client are paramount. This is not to suggest that procedures should be subverted to meet unreasonable client demands. What is essential though, is that the admissions system is perceived by University personnel as a facilitating mechanism and not a series of hurdles to be negotiated by the client. The system itself must be appropriately flexible to accommodate a wide range of personal circumstances and sufficiently uncomplicated to guarantee user friendliness. Multi-directional communication is essential to achieving the desirable level of client-centredness within the admissions system.

### Part C - System Co-ordinated

(4) Each individual within the admissions system must be fully apprised of the total system and how this relates to other aspects of the University's administrative organisation. All members must understand where they fit into the system, and the dependence of others on them for efficient and effective action. This applies to both academic and non-academic staff involved in the admissions process, and those whose activities precede or depend upon student admissions.

### Part D - Expeditious

(5) For the admissions system to meet the demands of a highly competitive recruiting market, responses need to be fast and efficient. There is no point in operating within a system which is comparatively laborious and non-responsive to expectations of potential clients in an electronic age. Turn-around times need to be set, guaranteed and adhered to if the University is to provide an appropriate service and compete successfully for a reasonable share of the student market.

## **Part E - Quality-Controlled**

(6) The University needs to ensure that mechanisms are in place to enable the desired outcomes to be achieved. This includes means for informing, training (and, where necessary, counselling) staff in Faculties, Divisions, and Offices so that personnel may carry out their duties confidently and competently, and adequate monitoring of the processes within the admission system and their outcomes, so that improvement is an ongoing process.

## **Section 2 - Intake Policy**

### **Part F - Authority to Admit Students**

(7) Students will be admitted to courses of the University by the Executive Director, Division of Student Administration following determinations by or according to policies established by Faculty Boards or the Research Advisory Committee under delegation from the University Council.

### **Part G - Intake Quotas**

(8) The University reserves the right to impose intake quotas on any course. The admission of students into any course advertised by the University is subject to the University receiving a viable number of applicants to warrant an intake. The University reserves the right to cancel an intake into a course if insufficient applicants accept an offer of a place in the course.

(9) If the number of equally eligible applicants exceeds the number of positions available, offers of admission will be made in order of the date that completed applications were received by the University/

### **Part H - Part-time Courses**

(10) The admission of internal part-time students to a course does not oblige the University to schedule evening classes in subjects in the course. Internal part-time students may be expected to attend day classes.

## **Section 3 - Application for Admission**

### **Part I - Application Forms**

(11) Applications for admission shall be made on the prescribed form(s).

#### **Direct Applications**

(12) Direct applications to the University shall be lodged with the Admissions Office. Applications for admission from international students shall be made on the prescribed form which shall be lodged with the Admissions Office.

#### **Integrated Bachelor (Honours) Courses**

(13) Applications from current Charles Sturt University students for admission to the Honours strand of a four year integrated Bachelor (Honours) course shall be made on an Application for Course Transfer form and lodged with the Student Administration Office. The application must be lodged by 1 October in the year in which the student will complete the second or third year (or part-time equivalent) of the course. The Faculty will prescribe whether an application has to be lodged in the second or third year.

(14) Applications as appropriate from former Charles Sturt University students or graduates, or from students or

graduates of other universities for admission to the Honours strand of a four year integrated Bachelor (Honours) course will be made on the prescribed form which shall be lodged with the Admissions Office by the advertised date each year.

## **Higher Degree by Research Applications**

### **Area of Research**

(15) At the time of admission the candidate shall describe the general area of research to be pursued in sufficient detail to enable the application to be properly considered. Details of previous education and/or employment experience relevant to the application are also required. A full research proposal is not required at this time (see [Higher Degree Research Policy - Enrolment and Progress](#) clauses 46-50).

### **Study Modes and Study Loads**

(16) At the time of application for admission, applicants shall apply to enrol in either the internal or distance education mode.

(17) Enrolment should be on a full-time basis if the program to be followed represents the primary activity of the candidate.

(18) Enrolment should be on a part-time basis if the program to be followed does not represent the primary activity of the candidate. Before admitting a part-time applicant and on the recommendation of the Executive Dean of Faculty, the Research Advisory Committee shall be satisfied that the applicant can devote at least twenty hours per week to advanced study and/or research for the degree. This may include attendance at the University or other agreed location and/or regular contact with the supervisor as prescribed by the Research Advisory Committee.

## **Part J - Declaration**

(19) Applicants for admission to a course shall provide all information relevant to their application and shall sign the declaration on the application form certifying that the information provided on the form or attached to the form or subsequently provided in support of their application is correct and complete to the best of the applicant's knowledge. The University shall not accept an application form where the declaration is not signed.

## **Part K - Closing Dates**

(20) Applications for admission must be lodged with the University by the advertised date each year, except for the following programs, for which applications may be lodged at any time: PhD, PhD by Prior Publication, Research Professional Doctorate, and Master by Research programs.

# **Section 4 - Admission on the Basis of False or Misleading Information**

## **Part L - Applications for Admission Which Contain False, Misleading or Withheld Information**

(21) Applicants who provide false or misleading information in their application for admission, or who withhold information relevant to their application for admission, to a course shall have their application for admission cancelled or, where an offer of admission has been made, shall have their offer of admission withdrawn by the Executive Director, Division of Student Administration.

## **Part M - Students Admitted on the Basis of False or Misleading Information**

(22) The Executive Director, Division of Student Administration shall investigate all allegations concerning students who are suspected of having provided false or misleading information or of withholding information with respect to an application for admission to a course in accordance with section 5 of the [Student Academic Misconduct Policy](#) .

(23) The Executive Director, Division of Student Administration shall submit the report of the investigation to the Deputy Vice-Chancellor (Academic) who shall make a determination in relation to the matter in accordance with the applicable sections of section 6 of the [Student Academic Misconduct Policy](#).

(24) The only possible penalty that may be imposed upon a student who is found to have provided false or misleading information, or to have withheld information, with respect to their application for admission to a course is that they be excluded from the University in accordance with the applicable sections of clauses 41-43 of the [Student Academic Misconduct Policy](#).

## **Section 5 - Admission Requirements**

### **Part N - All Courses - Minimum Internet Access and System Usage Requirements**

(25) All students applying for admission must, as a University admission requirement,:

- a. have access to an internet connected computer capable of communicating with the University's online systems, and
- b. [consent](#) to the University collecting, retaining and using data/analytics about them from the University's online systems, such as the Learning Management System, University website, library systems and other tools/technologies within the online learning environment.

(26) The University admission requirement in clause 25 does not preclude a course, or subject(s) within a course, requiring a higher minimum level of access. Such requirements will be set out in the relevant course brochure.

### **Part O - Undergraduate Courses**

#### **All Undergraduate Courses Except Bachelor (Honours) Courses**

(27) Subject to the limitations imposed by course quotas, the University may admit to an undergraduate course, any applicant it believes can undertake the course with reasonable prospect of success.

(28) In determining whether an applicant has a reasonable prospect of success, the University shall consider the applicant's previous studies and/or other attainments and experience.

#### **Previous Studies**

(29) The following studies are regarded as indicative of an applicant's likelihood of success in an undergraduate course:

- a. completion of the NSW Higher School Certificate (HSC), Victorian Certificate of Education (VCE), or an interstate equivalent with an Australian Tertiary Admissions Rank (ATAR) equal to or greater than the minimum ATAR set by the Academic Senate or with the equivalent limited ATAR provided that the subjects included in the limited ATAR are relevant to the course in which admission is sought;

- b. completion of the HSC or VCE (or interstate equivalent) with strong performance in subject areas at HSC or VCE level (or the interstate equivalent), which are appropriate to the course the applicant wishes to enter and with overall performance of a standard acceptable to the relevant Faculty;
- c. completion of the full International Baccalaureate Diploma or overseas secondary school qualifications deemed by the Charles Sturt University International Operations Committee (IOC) to be equivalent to the NSW HSC completed at a standard equivalent to or greater than the minimum ATAR set by the Academic Senate;
- d. completion of the whole or part of a course at a university, college of advanced education or other accredited tertiary institution at a standard acceptable to the Charles Sturt University International Operations Committee;
- e. completion of undergraduate subjects as a Single Subject Study student of the University or through enrolment with other universities or with Open Learning Australia;
- f. completion of the whole or part of a course at a college of technical and further education (TAFE) or other accredited post-secondary institution at a standard acceptable to the relevant Faculty;
- g. completion at the required standard of programs approved by the Users Committee of the Universities Admissions Centre and assigned to schedules accepted by the University for admission purposes;
- h. completion of the TAFE Tertiary Preparation Course at a standard equivalent to or greater than the minimum ATAR set by Academic Senate.

### **Attainments and Experience**

(30) An applicant may also be admitted to a course on the basis of other attainments and experience. These may include:

- a. demonstrated attributes through paid or voluntary employment in a field relevant to the course in which admission is sought;
- b. performance in tests and examinations conducted by professional bodies;
- c. participation in continuing education programs and/or staff development programs conducted by adult education agencies, consultancies, professional bodies or employers;
- d. performance in the Special Tertiary Admissions Test (STAT) or uniTEST conducted by the Australian Council for Educational Research (ACER) or the General Achievement Test (GAT) conducted by the Victoria Curriculum and Assessment Authority (VCAA) provided that performance in the STAT, uniTEST or GAT is not the sole basis upon which admission is sought;
- e. in the case of school leavers seeking admission to a distance education course, a report on the applicant's academic performance from the school principal;
- f. activities which provide evidence of motivation to succeed in the course and an awareness of the demands of university study. This evidence may be elicited at an interview with the relevant Faculty, by attendance for an audition, by the presentation of a folio of work, or by fulfilling some other requirement specified by the Faculty.

### **Principals' Report Entry Program (PREP)**

(31) Students:

- a. attending high schools who are completing Year 12;
- b. attending TAFE who are completing the Tertiary Preparation Course; and
- c. who are currently in high school and may be taking TAFE subjects as part of their studies that may make them ineligible for a ATAR;

in the region served by the University (refer [Principals Report Entry Program Policy](#)) may be guaranteed an offer of a place in a full-time or part-time on-campus course prior to the release of their ATAR or other final results under the PREP, on the basis of their senior high school academic record or TAFE record and an appropriate recommendation from their school principal or the Head of the relevant school within TAFE.

## **Regional Bonus Scheme (Internal Courses only)**

(32) Applicants attending high schools or TAFE Colleges in all of regional Australia (with the exception of Sydney, Melbourne, Brisbane, Adelaide and Perth) who are completing Year 12 will have their ATAR (or equivalent) increased by 5 points. Applicants need not apply for the increase, it is calculated automatically.

(33) Non-Year 12 applicants who reside in all of regional Australia (with the exception of Sydney, Melbourne, Brisbane, Adelaide and Perth) will have their admission rank increased by 5 points. Applicants need not apply for the increase, it is calculated automatically.

## **Domestic Fee Paying Undergraduate Courses**

(34) The University no longer offers domestic fee paying undergraduate courses.

## **Double Degree Programs**

(35) Applicants for admission into a Type 1 double degree program (i.e. where the student graduates with two awards and two testamurs) who have already been awarded (or who have completed the requirements of) a degree, from Charles Sturt University or any other institution, that is the same as or the equivalent of one of the constituent courses in a specified double degree program may not be admitted into that double degree program in order to complete the requirements of the other constituent course. Such applicants may be admitted to the other constituent course, where it is offered as a separate course. See also the [Credit Policy](#) for information on credit limits. Where the other constituent course is offered only within a specified double degree program or programs, that course is not available to these applicants. Applicants cannot be admitted to either of the single degrees in a Type 2 double degree course, as these courses will not be offered separately.

## **Bachelor (Honours) Courses**

### **Standard Entry Qualifications**

(36) An applicant for admission into a Bachelor (Honours) course shall have an appropriate Bachelor degree from an Australian University or equivalent overseas tertiary institution or, for an integrated Bachelor (Honours) course, the component of the Bachelor degree course up to the point where the honours stream commences. Where minimum performance is specified in the entry qualifications for a particular course, this criterion must be met.

### **Other Appropriate Qualifications**

(37) An applicant for admission into a Bachelor (Honours) program may be admitted who meets other criteria as identified by the Faculty for the specific Bachelor (Honours) course.

## **Part P - Postgraduate Courses**

### **Graduate Certificate, Graduate Diploma, Post Graduate Certificate and Post Graduate Diploma Programs**

(38) Applicants for admission to graduate and postgraduate certificates and diplomas must normally hold an undergraduate degree or diploma from an accredited tertiary institution. For graduate certificates and diplomas, which are in a new area of knowledge, the prior qualification will not be in that new area of knowledge, whilst for postgraduate certificates and diplomas, which build upon existing knowledge, the prior qualification will be in an identified area of knowledge. Admission to some graduate and postgraduate certificates and diplomas may be available to applicants without an appropriate undergraduate qualification, but with other professional attainments or experience.

## **Master by Coursework or Coursework and Dissertation Programs**

### **Standard Entry Requirements**

(39) Applicants for admission to a Master by coursework or coursework and dissertation program shall have an appropriate Bachelor degree or equivalent and shall have satisfied such other conditions as the Executive Dean, on the advice of the Course Director or Course Coordinator, determines.

### **Non-Standard Entry Qualification**

(40) Applicants who submit evidence of other academic and/or professional qualifications and/or experience, may be admitted to a coursework program with a research component by the Faculty.

### **Additional Academic Requirements for Admission**

(41) If the Course Director or Course Coordinator is not satisfied with the qualifications submitted by particular applicants, the Course Director or Course Coordinator may require the applicants to complete appropriate coursework at an adequate level of performance or to undergo such assessment or carry out such work as the Course Director or Course Coordinator may prescribe before admitting the applicants to a coursework program with a research component.

## **PhD, PhD by Prior Publication and Master by Research Programs**

### **Entry Qualifications**

#### **Master by Research Degree**

(42) The basis of admission to a Master by Research program is:

- a. an appropriate Bachelor degree with class 1 or class 2(1) honours from another Australian university or equivalent overseas tertiary institution, taken over a minimum of four years (full-time equivalent); or
- b. a Bachelor's degree plus at least one year of full-time equivalent postgraduate study that includes a significant research component, or at least two years of documented relevant experience; or
- c. other academic qualifications and/or achievements that demonstrate the capacity to undertake research at a Masters level.

#### **Doctor of Philosophy Degree**

(43) The basis of admission to a Doctor of Philosophy program is:

- a. qualified for the award of a Master by Research at an acceptable level; or
- b. an appropriate Bachelor degree with class 1 or class 2(1) honours from another Australian university or an equivalent overseas tertiary institution, taken over a minimum of four years (full-time equivalent); or
- c. qualified for entry into the Charles Sturt University Master by Research program and duly enrolled and shown exceptional ability in the conduct of a research project which is clearly capable of being extended to a doctoral level; or
- d. qualified for the award of a coursework Master's degree with a research component. It is normally expected that a grade equivalent to the appropriate class of Honours will have been obtained; or
- e. some other appropriate combination of undergraduate and postgraduate qualifications (such as relevant graduate diplomas) and research experience that demonstrate capacity to undertake research at a Doctoral level.

## **Doctor of Philosophy by Prior Publication Degree**

(44) A candidate for the Doctor of Philosophy by Prior Publication is expected to be an experienced researcher with a significant historical record of refereed publications of doctoral standard. An applicant for admission to the Doctor of Philosophy by Prior Publication shall meet the requirements specified in clauses 41 and 42. Admission to candidature will be subject to external assessment.

(45) An applicant who has already been awarded a PhD will not be admitted to the degree.

## **Other Requirements for Admission**

### **Supervision**

(46) Before recommending an applicant for admission to a higher degree by research program, the Executive Deans shall be satisfied that the proposed supervisors are sufficiently expert in the area of research, and have the time and commitment to be able to provide appropriate supervision.

(47) The nominated principal supervisor will indicate willingness to supervise the candidate by signing the admission recommendation form.

### **Areas of Research**

(48) The University has designated a limited number of areas of research into which research higher degree candidates may be considered for admission. The Research Office is responsible for maintaining the list of approved areas of research and for monitoring the areas of study nominated by candidates. Prior to recruiting and recommending candidates for admission in an additional area of research, Faculties shall obtain approval from the Research Advisory Committee to have an area of research added to the register.

### **Resources**

(49) The Executive Dean, in consultation with the Head of School, is also responsible for certifying that the necessary accommodation facilities and other resources are available to support the candidate's research program. The particular resources to be provided to a candidate shall be discussed and agreed with the candidate at the time of admission to the program and confirmed when the research proposal is approved. (Refer [Higher Degree by Research Policy - Enrolment and Progress](#).)

## **Basis of Research Advisory Committee Approval**

### **Approval for Admission to Master by Research and PhD Programs**

(50) The Research Advisory Committee shall base its decision on admission to a proposed Master by Research or Doctor of Philosophy candidature upon the following evidence:

- a. the qualifications and experience of the applicant;
- b. the proposed area of research;
- c. an indication of willingness to supervise the proposed research from supervisor(s);
- d. certification from the Faculty that:
  - i. the proposed program of study and research is at a level appropriate to the degree being sought;
  - ii. the proposed program falls within an approved University field of research for admission to a higher degree by research (see clause 48 above);
  - iii. adequate supervision and physical resources are available;
  - iv. the applicant has the appropriate background and ability to undertake the proposed course;
  - v. the applicant has given the necessary commitment to work regularly on the approved program of study



and research and maintain regular contact with the supervisor(s).

### **Approval for Admission to the Doctor of Philosophy by Prior Publication**

(51) The Research Advisory Committee shall base its decision on a proposed candidature on the evidence outlined in clause 50 above and in addition the following evidence:

- a. the publications (which may include books and non-print materials) that will be included in the submission presented for examination;
- b. any information on the quality and citations of the publications to be included in the submission;
- c. a statement making clear the applicant's contribution to all jointly-authored publications;
- d. a statement from the co-authors of any jointly-authored publications confirming the extent of the applicant's contribution to these publications;
- e. a statement of no more than five pages that:
  - i. indicates the way in which the work has developed;
  - ii. demonstrates the contemporary relevance of each publication;
  - iii. makes clear the way in which the publications make an original scholarly contribution to knowledge;
  - iv. provides a thematic overview which serves to link the individual publications into an integrated whole;
  - v. confirms the papers have not previously been submitted as part of a degree;
- f. a statement indicating whether or not additional research activity may be required in order to convert the publications to an integrated whole, and if so, an outline of the necessary work;
- g. the names of two persons who are able to provide academic references relevant to the proposed PhD candidature.

(52) The application for the Doctor of Philosophy by Prior Publication will be subject to external assessment. An assessor will be appointed by the Director, Research based on a nomination by the relevant Sub-Dean of Graduate Studies.

### **Research Professional Doctoral Programs**

#### **Academic Qualifications for Entry**

(53) Applicants for admission to a research professional doctoral program shall hold the following academic qualifications:

- a. a doctoral degree; or
- b. a masters degree by research; or
- c. a masters degree by coursework at credit average or better; or
- d. an appropriate Bachelor degree with class 1 or class 2(1) honours from an Australian university or equivalent overseas tertiary institution, taken over a minimum of four years (full-time equivalent); or
- e. some other appropriate combination of undergraduate and postgraduate qualifications (such as relevant graduate diplomas) and research experience that demonstrate capacity to undertake research at a Doctoral level.

#### **Credit Average**

(54) A credit average may mean:

- a. a credit grade or better is required in every one of the subjects in question; or
- b. some subjects with a grade lower than a credit may be offset by subjects with a grade higher than a credit; or

- c. a credit grade is required in each of certain specified subjects and, for the remaining subjects, a grade lower than a credit may be offset with a grade higher than a credit.

(55) The admission requirements for individual research professional doctoral programs shall specify which of clause 54a-c above shall apply.

### **Professional Experience Requirements for Entry**

(56) In addition to acceptable academic qualifications, an applicant for admission to a research professional doctoral program shall:

- a. have a minimum of five years of relevant professional experience; and
- b. be working in the profession or have access to the profession such that the practical requirements of the program and the research can be undertaken.

### **Basis of Approval for Admission**

(57) Applications for admission into a research professional doctoral program shall be approved by the Research Advisory Committee. The decision to admit or otherwise an applicant to a professional doctoral program shall be based on evidence that:

- a. the applicant meets the academic, professional and English language requirements;
- b. supervision is available for the proposed period of candidature;
- c. the Faculty has available the necessary resources to support the candidature; and
- d. the applicant's employer is prepared to support the candidature or that the applicant will receive the necessary professional support in some other way.

## **Part Q - Study Outside Australia**

(58) Applicants admitted to a course who wish to complete all or part of the course while residing outside Australia, shall be required to sign a declaration that they can meet all the requirements of the course including, in appropriate cases, attendance at compulsory residential schools. Notwithstanding the signing of such a declaration, the University may decline to admit to a course an applicant who wishes to study offshore if it believes it cannot adequately teach or assess the applicant at the nominated offshore location. Applicants admitted to a fee paying course who wish to complete all or part of the course while residing outside Australia, may be required to meet any additional costs resulting from their residing offshore. A declaration is not required of applicants residing outside Australia who are admitted to courses taught by the University:

- a. at an overseas location; or
- b. by distance education through an affiliated overseas institution.

## **Part R - Statutory Age Requirements**

(59) The age of an applicant is not used as a criterion for admission to a course except to satisfy any Act or any Regulation, Ordinance, By-law, Rule or other instrument made under an Act, which stipulates an age requirement in respect of training for, or admission to, a particular profession.

## **Part S - English Language Proficiency**

## Undergraduate Courses

### Sufficient English background

(60) Applicants will be deemed to have sufficient English proficiency if they:

- a. were born in one of the following countries and have completed at least one assessable qualification from one of those countries and the language in which the qualification was undertaken was English; or
- b. were not born in one of the following countries and does not have an assessable qualification that was undertaken in English from one of the following countries but is able to provide proof of English proficiency:
  - i. American Samoa;
  - ii. Australia;
  - iii. Botswana;
  - iv. Canada;
  - v. Fiji;
  - vi. Ghana;
  - vii. Guyana;
  - viii. Ireland;
  - ix. Jamaica;
  - x. Kenya;
  - xi. Lesotho;
  - xii. Liberia;
  - xiii. New Zealand;
  - xiv. Nigeria;
  - xv. Papua New Guinea;
  - xvi. Singapore;
  - xvii. Solomon Islands;
  - xviii. South Africa;
  - xix. Tonga;
  - xx. Trinidad and Tobago;
  - xxi. United Kingdom (including Northern Ireland);
  - xxii. United States of America;
  - xxiii. Zambia; and
  - xxiv. Zimbabwe.

(61) Assessable qualifications from the countries listed above that may be accepted as satisfying English proficiency include:

- a. senior secondary studies, comparable with the NSW Higher School Certificate (HSC);
- b. one full year of Australian or comparable tertiary studies, including RATE Associate diploma and Diploma, Associate degree, Bachelor degree and postgraduate studies;
- c. completed AQF diploma and Advanced diploma;
- d. Australian or comparable non-award studies and tertiary preparation courses, including NSW TAFE Tertiary Preparation Certificate (TPC), with a full-time equivalence of one year.

(62) The following qualifications may also be accepted as satisfying English proficiency if you were born in and undertook the qualification in one of the countries listed above:

- a. other post-secondary studies, including Certificate and Advanced certificate;
- b. Special Tertiary Admissions Tests (STAT).

### **Acceptable tests for English proficiency**

(63) The list of acceptable tests for English proficiency (and the required results) which must be attained within two years of commencement of the course for which the applicant is applying are detailed on the [Division of Student Administration web page](#).

(64) An applicant who does not otherwise meet the University's requirements may be admitted on the recommendation of the Executive Dean of the appropriate faculty.

### **Recognition of Other Australian Universities English Language Programs**

(65) The University will recognise an applicant's results in English Language Programs offered by other Australian universities where the level of achievement attained by an applicant in the program is deemed to be equivalent to the proficiency standards detailed in clauses 59-64.

### **Postgraduate Courses**

#### **Graduate Certificate, Graduate Diploma, Post Graduate Certificate, Post Graduate Diploma and Master by Coursework and Coursework and Dissertation Courses**

(66) As detailed in clauses 59-61 above.

#### **PhD, Master by Research and Professional Doctoral Programs**

#### **Demonstrating Proficiency in English**

(67) All applicants must demonstrate proficiency by:

- a. undertaking an academic International English Language Testing System (IELTS) with an average score of 6.5, and with scores of 6 or higher in each of the individual skill areas within the last 12 months; or
- b. undertaking a Test of English as a Foreign Language (TOEFL) with a score of 577 (or computerised TOEFL score of 233), with a Test for Written English Score (where reported) of at least 5.0 or an Internet-based score of 90 with a written score of 24 within the last 12 months; or
- c. other equivalent examinations, as determined by the Research Advisory Committee; or
- d. completing a university degree where the language of assessment is in English;
- e. the Presiding Officer of the Research Advisory Committee may, in special circumstances, on behalf of the Committee waive the above proficiency requirements after consulting the relevant Executive Dean, Sub-Dean and nominated Supervisor.

### **Additional English Language Proficiency Requirements**

(68) A Faculty may require a higher standard of proficiency than that specified above for programmes deemed to be linguistically demanding.

### **English Language Proficiency in Examinations**

(69) Difficulty with the English Language will not normally be accepted as a reason for special consideration in examinations (such as the use of a dictionary or additional time), as proficiency in the English language is required for admission.

# Section 6 - Educational Disadvantage

## Part T - Educationally Disadvantaged Groups

(70) Under its educational equity program, the University may give special consideration for admission to undergraduate courses to applicants who have educational disadvantage. In particular, applicants of non-English speaking background, applicants with disabilities and applicants from geographically isolated areas or economically or socially disadvantaged backgrounds may apply for special consideration under this Policy. In addition, elite athletes may apply directly to the University for special consideration for admission. Please note aboriginal and Torres Strait Islander applicants may apply under the [Charles Sturt University Darrambal Program](#).

## Part U - Full-time Applicants

### Universities Admission Centre (UAC)

(71) Applicants applying for full time study who believe they are educationally disadvantaged and who are applying for admission to an undergraduate course through UAC must also apply through UAC using the [Educational Access Scheme form for special consideration](#) under this Policy.

#### Late UAC Applications

(72) Late applications for special consideration from students applying for admission to an undergraduate course through UAC may be lodged on the UAC Educational Access Scheme form with the University's Student Equity Officers by the prescribed deadline.

### Victorian Tertiary Admissions Centre (VTAC)

(73) Applicants applying for full time study who believe they are educationally disadvantaged and who are applying for admission to an undergraduate course through VTAC must obtain an Application for the Special Entry Access Scheme (SEAS) on the [VTAC website](#).

#### Late VTAC Applications

(74) Late applications for special consideration from students applying for admission to an undergraduate course through VTAC may be lodged on the VTAC Special Entry Access Scheme (SEAS) form with the University's Student Equity Officers by the prescribed deadline.

## Part V - Other Applicants

(75) Applicants who believe they are educationally disadvantaged and who are either:

- a. applying for admission to an undergraduate distance education or part-time on-campus course through the University's Admissions Office and who indicate on their Application for Admission form that they are educationally disadvantaged; or
- b. applying for special consideration for elite athlete status;

will be sent an Application for Special Consideration for Admission form which must be returned to the Student Equity Officers by the prescribed date to receive special consideration under this Policy.

## Part W - Assessing Applications

## **UAC Applicants**

(76) Applications for admission to an undergraduate course through UAC who are seeking special consideration under the Education Access Scheme (EAS) will be processed by UAC, acting on behalf of the University, who will determine applications in accordance with the criteria provided to them by the Educational Access Scheme Committee.

## **Other Applicants**

(77) Applications for admission to an undergraduate course who are seeking special consideration and who are applying directly to the University, including distance education, part-time on campus, VTAC applicants and late applications from those who miss the UAC closing date, will be assessed by the Student Equity Officers, in accordance with the EAS guidelines.

# **Section 7 - Non-award Students**

## **Part X - Single Subject Study**

(78) A Single Subject Study student is a fee paying student admitted to the University to study individual subjects or a specified group, cluster or sequence of subjects. Student Administration is responsible for the admission and enrolment of Single Subject Study students.

### **Admission Conditions**

(79) Subject to a place being available, the University, through Student Administration, may admit students to study a particular subject or subjects identified as appropriate by the relevant School on a fee-paying basis. Admission into subjects will be on an open-entry basis but an offer of admission into subjects beyond level 1 will require Student Administration to provide the applicant with advice on the advanced level and normal prerequisites for the subject.

### **Applications**

(80) Applications must be made in writing to Student Administration.

### **Deciding Applications**

(81) Applications will be handled in date order of receipt.

### **Notification**

(82) Students will be notified in writing of the result of their application by Student Administration.

### **Deferred Admission**

(83) Deferred admission does not apply to Single Subject Study on the basis that admission is by application for each session and is subject specific.

### **Enrolment**

(84) To effect enrolment, students undertaking Single Subject Study must complete all relevant sections of their offer, return this with a signed, completed payment advice and the payment of the subject fee(s) to Student Administration. Single Subject Study students are HECS exempt.

## **Withdrawal from Subjects**

(85) Students undertaking Single Subject Study must advise Student Administration in writing of their intention to withdraw from a subject, and are governed by all Charles Sturt University academic policies relating to withdrawal from subjects.

## **Leave of Absence**

(86) Leave of absence does not apply to Single Subject Study.

# **Section 8 - Acceptance of an Offer of Admission**

(87) For an offer of admission to remain valid it must be accepted in accordance with the instructions accompanying the offer and fees must be paid. Failure to accept the offer or pay fees in the manner specified results in the offer being withdrawn.

# **Section 9 - Deferred Admission**

## **Part Y - Eligibility**

(88) Applicants who are offered a place in a course as a full-time internal or distance education student may apply to defer their commencement of the course.

## **Part Z - Ready Reserve Program**

(89) Ready Reserve members of the Australian Defence Force who have qualified for entry to the University may defer their entry to the following year in order to complete their defence training.

## **Part AA - PhD and Master by Research Programs**

(90) Candidates may apply to defer their initial enrolment. Applications will be determined by the Executive Dean on the advice of the Principal Supervisor and the Sub-Dean (Graduate Studies).

## **Part BB - Deferred Offer Fee**

(91) The Deferred Offer Fee was cancelled in 2012.

# **Section 10 - Failure at Another Tertiary Institution**

(92) Applicants seeking admission to the University who have failed half or more of the subjects taken at another tertiary institution or are liable for exclusion from another tertiary institution must normally wait twelve months from the date of the most recent failure before their application will be considered.

# **Section 11 - Former Students**

(93) Students who have graduated from, withdrawn from, or been excluded from a course at the University, and wish to resume studies at the University must re-apply for admission in accordance with these regulations. Such applicants must comply with the published dates for the receipt of applications for admission and admission is not automatic: applicants will be considered with all other applicants. Students seeking re-admission following a period of exclusion

should also refer to the [Academic Progress Policy](#). Students granted leave of absence from a course are not required to re-apply for admission.

## **Part CC - Re-admission to Courses or Specialisations to which there are No Further Intakes**

(94) Once a course or specialisation has been approved for no further intakes, a student in any of the following categories:

- a. withdrawn prior to the discontinuation of intakes;
- b. excluded prior to the discontinuation of intakes; or
- c. excluded subsequent to the discontinuation of intakes.

may be re-admitted to that course or specialisation provided that the Faculty has determined that the course requirements for that course or specialisation are able to be met with current subjects and provided the Faculty approves the re-admission of the student to the course or specialisation in question and (where appropriate) allocates a place from existing quota. For excluded students, the requirements of the [Academic Progress Policy](#) must also be met. A student who withdraws from a course or specialisation after a decision has been made to have no further intakes into that course or specialisation may not be re-admitted into that course or specialisation.

## **Section 12 - Transfer to Another Course**

(95) For articulated courses, refer section 13.

### **Part DD - Transfer between Courses Other than Research Higher Degree Programs**

#### **Applications**

(96) Students who wish to transfer from one course to another course, whether within the same Faculty or not, must make application on the appropriate form available from the Student Administration Office by the dates applying to other applicants under this Policy. Applications received late must be accompanied by a late fee. Applications received too late for processing in time to take effect in the next session, may be held over to the following session. In such cases, a late fee shall not apply.

#### **Deciding Applications**

(97) Applications will be decided by the Student Administration Office staff or the Course Director or Course Coordinator, Sub-Dean or Executive Dean within policy and delegations approved by the Faculty Board. Approval will only be given where the student meets the normal academic requirements for admission to the course and a place is available in the course. Where approval is granted, transfer credit will also be determined by the Student Administration Office staff or the Course Director or Course Coordinator, Sub-Dean or Executive Dean within policy and delegations approved by the Faculty Board.

#### **Notification**

(98) Students will be notified in writing of the outcome of their application by the Student Administration Office.

### **Part EE - Transfer from Research Higher Degree Programs into Other**



## Courses

(99) As detailed in Part DD above.

## Part FF - Transfer Between Research Higher Degree Programs

(100) Candidates in the following research higher degree programs who are in good standing may apply to transfer to another research higher degree program:

- a. Doctor of Philosophy;
- b. Master by Research; or
- c. Research Professional Doctorate.

(101) Transfer may be approved with or without remission of time (refer also clause 105).

### Application

(102) Applications to transfer between research higher degree programs shall be made in writing to the Research Office. In the case of transfer from a Master by Research program to a PhD program, application for transfer must be approved at least six months before the thesis is submitted for examination. Other applications for transfer may be lodged at any time.

### Deciding Applications

(103) Applications shall be decided by the Research Advisory Committee on the recommendation of the Executive Dean of Faculty or his or her nominee.

### Notification

(104) Applicants shall be notified in writing of the outcome of their application by the Research Office.

## Part GG - Excluded Students

(105) The policy for excluded students who wish to be admitted to another course immediately following exclusion from the course in which they are enrolled is detailed in the [Academic Progress Policy](#). A student who is excluded from a course in which he/she is undertaking a specialisation cannot apply to transfer to another specialisation in the same course.

## Part HH - Transfer into a Course or Specialisation to which there are No Further Intakes

(106) Once a course or specialisation has been approved for no further intakes, a student may be approved for transfer to that course or specialisation provided that the Faculty has determined that the course requirements for that course or specialisation are able to be met with current subjects and provided the Faculty approves the transfer of the student to the course or specialisation in question and (where appropriate) allocates a place from existing quota.

## Section 13 - Admission to Articulated Courses

(107) An articulated course is a component course within an articulated set of courses. An articulated set of courses is a set of courses which are nested, meaning that all subjects (core or elective) comprising the courses earlier in the

articulated sequence are included in each successive course within the set, such that earlier courses within the sequence comprise the first component of the next course in the set.

## **Part II - Articulated Sets of Courses with Multiple Entry Points**

(108) An articulated set of courses in which the student may be admitted to any course in the set depending on the student's academic qualifications at the time of application for admission to the University. A student who completes or has graduated from an earlier course in an articulated sequence of courses with multiple entry points must apply for admission to a course later in the sequence through UAC, VTAC or the Admissions Office as appropriate (that is, progression to the next course in the sequence is not automatic).

## **Part JJ - Articulated Sets of courses with a Single Entry Point**

(109) An articulated set of courses with a single entry point is one in which the student is admitted to the last course in the sequence on the understanding that the student may exit with an award from earlier in the sequence.

# **Section 14 - Cross Enrolment Students**

## **Part KK - Cross Enrolment Arrangements**

(110) A cross enrolment student is a student of another tertiary institution who enrolls in subjects at Charles Sturt University under an agreement between the University and the other institution, which are counted as part of the student's course at that institution. Students from universities other than those with whom Charles Sturt University has a cross enrolment agreement, who wish to study a subject or subjects at the University can apply to enrol as a Single Subject Study students (refer Part X).

## **Part LL - Admission Conditions**

(111) Subject to a place being available, the University may admit cross enrolment students to study a particular subject or subjects for credit to an award at their home institution. Students seeking cross enrolment must meet the entry requirements for admission to the University and will be assessed in the subjects in which they enrol. Cross enrolled students will be liable for HECS and for the appropriate Student Activities Fee unless they have paid student activities fees at their own institution.

## **Part MM - Application**

(112) Applications must be made in writing to the Admissions Office by the appropriate closing date. Students must supply a statement from the home institution stating that the subjects will be accepted for credit to an award at the home institution.

## **Part NN - Deciding Applications**

(113) Applications will be decided by the Course Director or Course Coordinator.

## **Part OO - Notification**

(114) Students will be notified in writing of the result of their application by the Admissions Office.

# Section 15 - Admission Policy - Right of Review

(115) Prospective students aggrieved by a decision regarding their eligibility to a course or subject or their lack of success in gaining an offer to study at the University, may apply for a review of that decision.

## Part PP - Applications

(116) Applications for review of an eligibility or offer decision must be made in writing to the Manager, Admissions Office. Reasons for the application and the grounds on which it is based must be given.

## Part QQ - Timing of Applications

(117) Applications for review of an eligibility or offer decision must be received within 14 days of the date of notification of the decision.

## Part RR - Deciding of Applications

(118) Applications will be decided by the Review Officer in consultation with Faculty Officers and other relevant areas e.g. Research Office for research-based courses.

## Part SS - Possible Outcomes

(119) Applications may have the eligibility or offer decision:

- a. confirmed;
- b. varied and the prospective student approved for inclusion into the pool of eligible applicants for that course; or
- c. varied and the prospective student approved for admission in the next intake of that course;
- d. set aside and a new decision substituted.

## Part TT - Notification

(120) Prospective students will be notified in writing of the result of their application by the Review Officer and include a statement of reasons for the review decision.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	15th March 2016
<b>Review Date</b>	15th November 2020
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	15th March 2016
<b>Expiry Date</b>	6th September 2016
<b>Unit Head</b>	Cassandra Webeck University Secretary +61 2 6338 4258
<b>Author</b>	Megan Bond Manager, Academic Senate
<b>Enquiries Contact</b>	Office of Academic Governance +61 2 63384831